

**CITY OF FOSTER CITY  
ESTERO MUNICIPAL IMPROVEMENT DISTRICT**

# **FINAL BUDGET Fiscal Year 2016-2017**



## **CITY COUNCIL/DISTRICT BOARD**

Herb Perez, Mayor / President  
Charlie Bronitsky, Vice Mayor / Vice President  
Sam Hindi  
Catherine Mahanpour  
Gary Pollard

**SUBMITTED BY THE CITY/DISTRICT MANAGER**

Kevin M. Miller

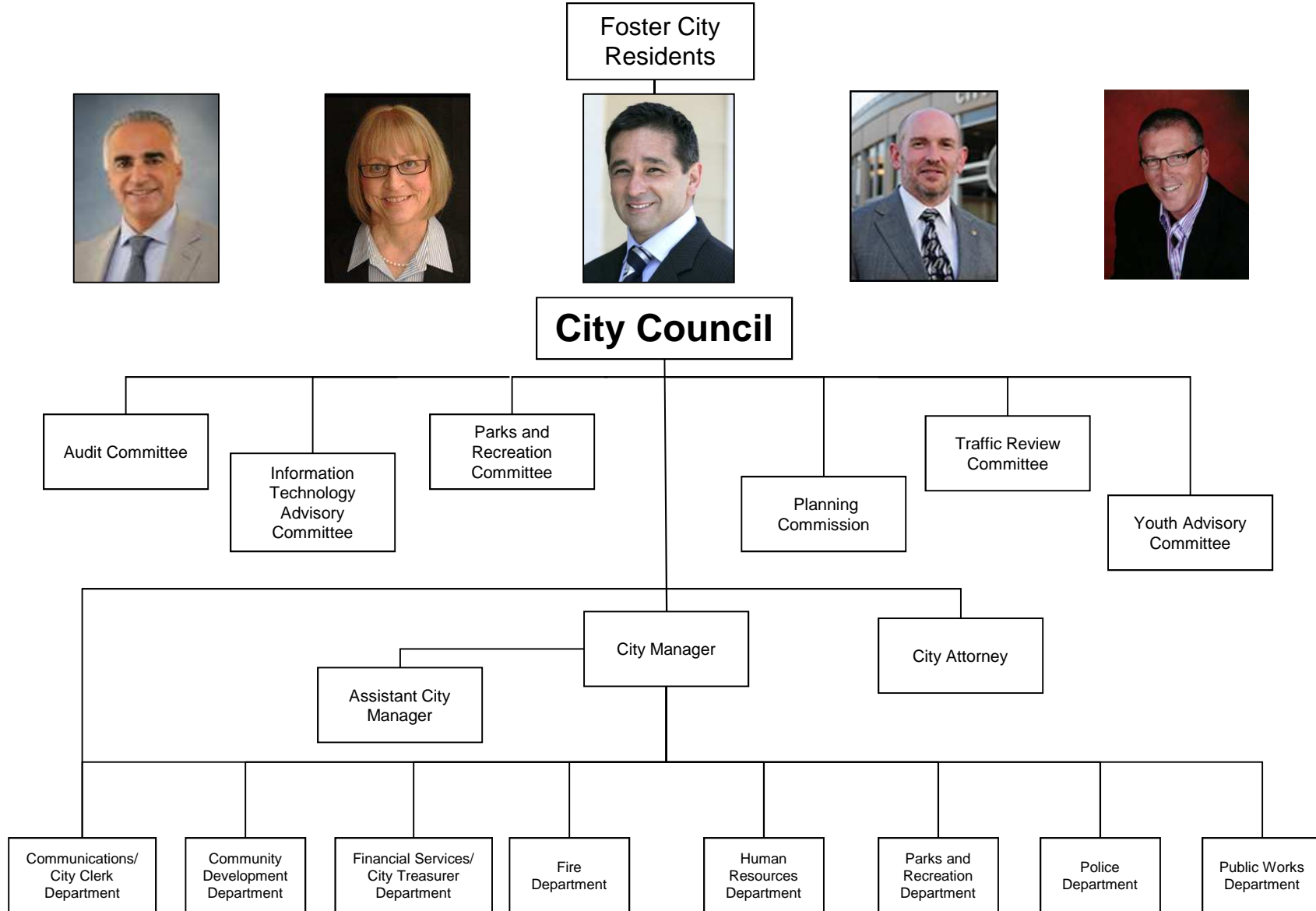


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# Foster City Organization Chart



# PRIORITY FOCUS AREAS FOR CALENDAR YEAR 2016

The City Council established six (6) strategic themes called Priority Focus Areas that would guide the City's goal setting, performance measurement, and resource allocation through the 2016 calendar year. The priority focus areas include (1) Land Use, (2) Traffic and Circulation, (3) Infrastructure, (4) Sustainability and Economic Development, (5) Quality schools, and (6) Citizen Engagement. A description of each area and general policy direction is included below. 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 multi-year projects that the City Council and City Staff may have initiated during the 2015 calendar year.

## 1

### LAND USE

Utilize the recently adopted General Plan Land Use Element as a baseline to develop implementation strategies that further articulate how and where growth and development will happen in the future

- Protect the supply of workforce housing
- Explore acceptable design standards for new projects or redevelopment opportunities on existing sites
- Consider development standards that recognize the established patterns North and South of E. Hillsdale and address issues facing those areas.
- Look at ways to connect the business located North of Highway 92 with commercial centers South of Highway 92
- Determine acceptable design standards for new or redeveloped projects.
- Evaluate current levels of service and resources to determine the capacity to support future development and population growth

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## 2

### TRAFFIC & TRANSPORTATION

Ensure that the City's transportation and circulation system meets the needs of the community and provides "complete streets"

- Perform a comprehensive Citywide technical study of the roadway network to determine the capacity to support future need
- Evaluate the current mix of transportation alternatives to determine if they meet community needs now and in the future (such as enhanced shuttle services for residents and the City's business population, pedestrian and bicycle routes improvements between homes, job centers, schools and other destinations).

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## 3

### INFRASTRUCTURE AT 50

Assess the current condition of the City's aging infrastructure and develop a plan for addressing future needs

- Assess the City's Park System and bring parks structures into compliance with new state mandates
- Continue to work with the City of San Mateo to improve the Wastewater Treatment Plant
- Assess the City's facilities parks, water, wastewater, levee, pavement, traffic signal, lagoon and storm drain systems to identify and prioritize improvements necessary to meet future demands.

## 4

### **SUSTAINABLE FOSTER CITY**

Develop and implement strategies and activities in the areas of economic development, protecting the environment, and ensuring social equity that promotes the long-term viability of the Foster City community and its way of life.

- Enhance business outreach efforts to existing and new businesses
- Adopt the next phase of a City economic development strategic plan
- Work with business community stakeholders to develop and support policy initiatives that further the economic development vision
- Implement the Climate Action Plan (CAP) to reduce greenhouse gas (GHG) emissions and to adapt to changing conditions caused by climate change
- Build a stronger and more vibrant community by connecting and engaging local government, residents and other stakeholders in mutually beneficial ways.

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## 5

### **QUALITY SCHOOLS**

Support the San Mateo-Foster City School District as it continues to provide great public schools to serve Foster City

- Establish a Foster City - San Mateo-Foster City School District Board Subcommittee to discuss the School District's plan for providing school classrooms space in Foster City

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## 6

### **CITIZEN ENGAGEMENT**

Engage the community in the decision making process and emphasize City-Community partnerships that are collaborative, participatory, empowering, systemic, and transformative.

- Develop and refine tools to make more information available to the public. Increase the quality and frequency of dialogue/feedback through new channels of communication, in addition to feedback received from public meetings and other traditional communication methods, in order to consider more views of the public in decisions that impact their quality of life.

# Foster City City Council

## Mission

We are committed to ensuring the long-term financial stability of the City and providing services that enhance the quality of life for those who live, work and play in Foster City.

## Values

### Engagement

Engage with community stakeholders to build mutually beneficial, lasting relationships.

Provide clear vision and strategy to achieve the best future for Foster City through the capable leadership of people, work practices and community understanding.

### Leadership

### Integrity

Demonstrate that integrity underpins every decision and action taken by the Foster City City Council by promoting transparency that creates a relationship of trust and

Maintain a City organization conducive to positive change and flexibility, ensuring it is capable of meeting evolving expectations and environments.

### Innovation

### Teamwork

Foster an environment of collaboration, support and mutual respect, ensuring individuals and teams work together effectively to achieve results.

Drive ongoing accountability, empowerment and capability to achieve the best for our community, our organization and our people.

### Excellence



# BUDGET MESSAGE

## FISCAL YEAR 2016-2017

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**June 2016**

Honorable Mayor and Members of the City Council:

### INTRODUCTION

On behalf of the entire Executive Management Team and the employees of the City of Foster City, it is my pleasure to submit a balanced Annual Budget for Fiscal Year 2016-2017 (“Budget”) and the Five-Year Financial Plan. The City’s Budget and Five-Year Financial Plan has evolved over an extensive development process which included hours of preparation and several public meetings that have led to the City Council approval of the budget presented in this document.

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

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

- Fiscally sound municipal governance
- Vibrant strong neighborhoods
- Commitment to public safety
- Economic development

- Environmental stewardship
- Active regional partnerships
- High quality services for all citizens

As we prepare to embark on excellent service delivery for the citizens of Foster City in Fiscal Year 2016-2017, the City will continue to monitor and evaluate revenues and expenditures to ensure we maintain our targets as established and approved by the City Council. We will continue providing Quarterly Reports to the City Council on the performance of all City Funds. These reports will be delivered to keep you apprised and up to date on revenues and expenditures as approved in the Budget. In adopting the Annual Budget, the City Council will approve one of the most important policy documents considered by the City Council each year.

### ELEMENTS OF THE BUDGET

The budget document is organized as follows:

#### 1. **Introductory Items**

Table of Contents  
Mission Statement  
Foster City Organization Chart

- #### 2. **Budget Message:** Includes the letter of transmittal from the City Manager submitting the recommended budget to the City Council, major initiatives/issues, organizational changes addressed in the budget, and the City’s current and projected financial position.

3. **Budget Guide:** Includes a description of the annual budget process, a glossary of budget terminology and the structure of the City's finances.
4. **Five-Year Financial Plan:** Includes a City-wide look at expenditure and revenue trends affecting the City over the course of the next five years.
5. **Financial and Personnel Summaries:** Includes financial information on projected revenues, expenditures, fund balances and reserves, personnel resources, and a summary of funds as well as fund descriptions and information on all revenue sources and expenditure projections.
6. **Department Operating Budgets:** Operating department sections include the departmental mission statement, personnel summaries, strategic plan (including values, goals and objectives) of the organization, key initiatives completed, initiatives and service level expectations for FY 2016-2017, 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, internal service, and agency fund budgets.
8. **Capital Improvements:** Includes various tables showing the proposed capital projects for the upcoming fiscal year and for a five-year period, along with detailed descriptions of capital improvement projects.

## FINANCIAL OVERVIEW

The City/District funds are all in sound financial condition and will have reserves at the beginning and the end of the fiscal year that meet or exceed the Council defined minimum reserve levels. The budget for FY 2016-2017 anticipates a General Fund (001-003) surplus (revenues exceeding expenditures and transfers out) of \$3.1 million and General

Fund reserves are expected to grow from \$32.6 million to \$35.7 million by the end of the fiscal year. Although expenditures for years two to five of the 5-year Financial Plan are projected to exceed revenues in the range of \$756,000 to \$1.41 million in the 5<sup>th</sup> year, the General Fund reserve is still projected to be \$31.6 million or 71% of operating expenditures by June 30, 2021, which places it comfortably above the 33 1/3 minimum reserve level established by the City Council. In addition, the City also has a Capital Asset Acquisition and Replacement Fund that is projected to grow from \$35.2 million at the end of the current fiscal year to \$42.6 by June 30, 2021. It is also important to note that revenues (building, planning, and property tax) from several significant projects such as the Gilead Sciences' campus built out, Pilgrim Triton Phase 4, and Chess Hatch could materialize within this 5-year time horizon and enhance the City's General Fund revenue picture significantly. However, they are not included in the 5-year financial plan as these projects have not been finalized by the Developers yet. In addition, the City is fully funding its Internal Service Funds and provides \$1,948,000 to its CIP program. This cumulates in a very high level of service that is provided to the Foster City community.

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

- Receipt of \$1.85 million in Community Benefit Program funds from the Biomed Realty for the Lincoln Center Life Sciences Research Campus Project – In FY 2015-2016, the City Council approved a Disposition and Development Agreement (DDA) with Biomed Realty for the Lincoln Center Life Sciences Research Campus Project. Illumina, a biotech company plans to occupy this project consisting of three office/lab buildings and an amenities building

totaling 595,000 square feet and three parking garages. As a condition of that agreement, Biomed paid the City \$1.85 million to fund a community benefits program. The City may use these monies for any purpose. Staff will be seeking policy direction from the City Council on the use of these funds and has included the \$1.85 million in the FY 2016-2017 budget.

- Development Projects – there is a significant amount of development activity currently in Foster City. Development projects such as the completion of the Pilgrim-Triton Master Plan, Gilead Sciences' lab buildings at 324 and 357 Lakeside which are currently under review, the construction of Towne Place Suites Hotel at the site of the former Black Angus Restaurant, and phase I of the BioMed Realty site (former home of Life Technologies) have been incorporated into the Annual Budget and/or the Five-Year Financial Forecast based upon the anticipated construction and completion of those projects. The Chess-Hatch redevelopment project is not included in the Five-Year Financial Plan as the property was acquired by Gilead in FY 2015-2016 and details of the timing of Gilead's plans for the property is not sufficiently known at this time. Phase II of the BioMed Realty, nor is the completion of the Gilead campus included in the financial projection. In addition, other projects such as the redevelopment of the Charter Square Shopping Center and Edgewater Place Shopping Center 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 26.121% and 40.176%, respectively, which includes the phase-in of the reduced investment

return (discount) rate from 7.75% to 7.5% enacted for FY 2013-2014. The provisions of the Public Employees' Pension Reform Act of 2012 (PEPRA) will not have a material impact on the City's budget for several years as the most significant cost-savings provisions of the Act apply primarily to new employees hired after January 1, 2013. However, the recently enacted rate smoothing policy changes by the CalPERS board to amortize gains and losses in the plan over a shorter 5-year period will increase rates by approximately 1.5% per year through FY 2016-2017, and the demographic assumption changes approved by CalPERS for implementation starting in FY 2015-2016, will increase employer rates by 0.75% up to 4.5% by FY 2020-2021.

- Bargaining Units – Employees represented by the Foster City Police Officers Association (FCPOA) and the International Association of Firefighters Local 2400 (IAFF) are currently covered under Memoranda of Understanding (MOU) that expires on June 30, 2016, while employees represented by the American Federation of State, County and Municipal Employees Local 829 (AFSCME) are currently covered under an MOU that expires on June 30, 2017. For purposes of the expenditure forecast through FY 2020-2021, an increase of 2% per year is projected beyond the MOU expiration dates for the respective MOUs. It should be noted that any actual increase in employee compensation is subject to the meet and confer process.
- Long-Term Capital Improvements Funding – The City's General Fund continues to transfer funds to the City Capital Investment Fund totaling \$1,948,000 to fund long-term capital improvement projects, which is an increase of

\$645,000 per year based upon the annual assessment of fund balance reserves and projected timing and increase for the applicable capital improvement projects over the next 10 years per City Council policy.

- Water and Wastewater Rates – The most recent Water Rate Model projections for FY 2016-2017 will require the District to increase fixed meter charges by 9.6%, and the base consumption rate by 9.8%. Wastewater rates will increase in FY 2016-2017 by 11% and includes debt financing of project costs for the expansion and upgrade of the Wastewater Treatment Plant owned through the Joint Powers Authority between the Estero Municipal Improvement District and the City of San Mateo. The Treatment Plant cost is currently estimated to exceed \$900 million over 10 years (with the District's portion estimated to be \$113 million).
- State Budget Assumptions – The Governor's proposed budget released in January 2016 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 FY 2016-2017

City General Fund revenues overall are expected to increase from the amounts estimated in the current year. Property tax and transient occupancy tax are expected to expand, while sales tax and franchise fees are comparatively flat. In total, FY 2016-2017 General Fund revenues are expected to exceed FY 2015-2016 projections by \$4.47 million or 11.3% as development activity remains robust. One-time building and planning fees are estimated to increase by \$4.07 million.

On the development front, the first phase of the Pilgrim-Triton Master Plan development – The Plaza at Triton Park – was completed in 2013. Phase 2, the Triton is expected to be completed in 2017. Phase 3, 100 Grand is also expected to be completed in 2016. The City's largest employer, Gilead Sciences continued its expansion in Foster City. On the North Campus, an office building and garage is nearing completion and a lab building and garage was just completed on the South Campus. The Towne Place Suites Hotel at the former site of the Black Angus Restaurant commenced construction in FY 2014-2015 and occupancy is expected in early FY 2016-2017. Construction on the Foster Square development consisting of affordable senior housing (Alma Point), assisted and independent living (Atria), and market rate for sale senior housing located on the 15-acre site formerly owned by the City started in FY 2015-2016. Alma Point is expected to be completed by the end of FY 2015-2016. Atria is anticipated to be completed in mid-year of FY 2016-2017. Phase I of the market rate for sale senior housing is underway and should be completed in Fall 2016 and Phases II and III are expected to commence in FY 2016-2017 and FY 2017-2018 respectively. These projects will generate 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**

To effectively maintain an excellent level of core service to the community and meet Council's strategic directives, the proposed FY 2016-2017 Annual Budget includes the

reclassification of 3 existing positions, increased hours allocated to 1 existing part-time position, the creation of 3 new part-time positions, and the creation of 7 new full-time positions. Staffing levels will increase by 7 full-time equivalents (FTE's) over last year's level, from a total of 190 to 197.

### **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, Human Resources, City Attorney)**

- The City Manager's office will be supporting key City Council economic and sustainability initiatives in the upcoming fiscal year. Staff recommends an organizational restructure of the Management Assistant to the City Manager to a Management Analyst to the City Manager, the Management Analyst to a Senior Management Analyst, and the addition of a half-time Office Assistant I. The General Fund impact of this reorganization is \$45,800. In addition, the City Manager's office will be administering the \$1.85 million Community Benefits Program.

- In FY 2015-2016, a new Communications/City Clerk Department was created for the implementation of a public engagement plan. As such, the Communications Director/City Clerk position was developed to oversee the operations of the Department. Additional resources will be needed to continue implementation of the public engagement plan. As a result, new staffing for a part-time (30 hour/week) Communications Coordinator /Communications Manager, a 30 hour/week Social Media/Communications Assistant, and a 20 hour/week Videographer is recommended in the FY 2016-2017 budget for an aggregate cost of \$188,860.
- In the Financial Service Department, funding for \$43,200 is recommended to establish a new Senior Accountant classification to provide flexible staffing and succession planning and to expand the part-time Office Assistant to support an increase in workload in Accounts Receivable, Utility, and Cashiering functions. Staff is also recommending \$45,000 in funding to perform a citywide Cost Allocation Plan and Fee study in order to update the City's FY 2017-2018 Master Fee Schedule and cost reallocation computations. Audit fees are proposed to be increase by \$15,500 to account for CPI adjustment, additional audit work associated with new accounting standards, and shared audit costs with the City of San Mateo for the newly formed San-Mateo Foster City Public Financing Authority that was established to pursue joint financing for the Wastewater Treatment Plant replacement project. The expenditure budget for credit card transaction fees are proposed to be increased by \$10,000 to reflect a 22% expansion in

VISA/MC/ACH transactions.

- The Human Resources Department seeks to reclassify one Human Resources Analyst to a Human Resources Manager at a cost of \$8,639.
- Funding of \$50,000 for Municipal Code updates in the City Attorney's Department has been included as work that started in FY 2014-2015 is expected to continue.
- Non-profit agency funding of \$45,000 is included in the City Council's budget.

#### Parks & Recreation

- A part-time Management Analyst (shared with Public Works Department) to provide project management and to assume management level assignments is proposed at a cost of \$81,400.
- \$200,000 for a scoping study to evaluate the building of a new Recreation Center.
- \$20,000 for a sound system, projector, and screen for the Community Center to enhance rentals and associated revenues.
- \$12,000 for evaluation studies on maintaining Recreation Center roof and facility structure
- \$8,000 for increased volume of credit card usage and associated card transaction fees.

#### Police Department

- The Department currently has 3 "over hire" positions (2 Police Officers and 1 Police Dispatcher). They help to maintain service delivery levels to the community and to mitigate the impact of anticipated turnover of

current staff. The “over hires” were approved in FY 2015-2016 for a 3-year period and is included in the budget through June 30, 2018.

#### Fire Department

- Continued implementation of the Fire Command Shared Services Model with the cities of San Mateo and Belmont. The Department will eliminate a Deputy Fire Chief position and add a Battalion Chief position to account for retirements that occurred during FY 2015-2016 and resulting staff placement within the 3 shared services agencies. Due to an oversight, 1 full-time firefighter position was omitted from the FY 2015-2016 budget. This position has been added back to the FY 2016-2017 budget for \$201,229.

#### Community Development

- The City currently utilizes a contractor in lieu of a City employee to provide building plan check services at a cost of \$80,000. Staff is recommending the reinstatement of a Building Technician position (for a 3 year period) at a cost of \$90,000 for FY 2016-2017. The cost will be recovered through building permit fees.
- \$94,000 for a reinstatement of a Code Enforcement Officer to respond to enforcement requests and current case load. Approximately 25% of the cost is expected to be recovered from building permit fees as they involve construction without permits and other building violations.

#### Public Works Department

- The Department is recommending the addition of an

Engineer to assist with various CIP projects set to begin in FY 2016-2017, a Superintendent to provide coordination of the streets and lagoon/ levee program, and a half-time Management Analyst (shared with Parks and Recreation Department) to facilitate workflow between the two departments. The FY 2016-2017 cost is \$429,100.

#### Non-Department

- Maintenance of the library building is budgeted for \$332,721 in FY 2016-2017.
- Property Tax Administration Fees charged by the County for the collection of the District’s property taxes are budgeted for \$184,500.

#### **Special Revenue Fund**

##### Traffic Safety Fund

- Projected \$112,600 of revenue from fines generated from Motor Vehicle Code violations are used to fund Public Works Department’s street maintenance program.

##### Gas Tax Fund

- Projected \$681,053 of revenues from gas excise tax allocated to Foster City from the State are used to fund Public Works Department’s street maintenance program.

##### SLESF Fund

- Projected \$100,000 of State Law Enforcement Safety Fund (SLESF) is used to fund the partial cost of a police officer.

### CalOpps.Org Fund

- \$49,366 for an addition of 50% of a Human Resources Technician for administration of the program.
- \$31,100 for increase costs for application support (\$10,500) and website hosting (\$20,600)

### Low- and Moderate-Income Housing Fund

- No change in appropriations (\$142,600) to operate and maintain the City's remaining six affordable housing units and to fund the payment of annual dues to the San Mateo County Housing Endowment and Regional Trust (HEART) to support affordable housing.

### Day Time Shuttle Fund

- No funding is planned for FY 2016-2017 pending input from the City Council transportation sub-committee and direction from the City Council.

### City Affordable Housing Fund

- No expenditures are planned for FY 2016-2017.

### Sustainable Foster City Fund

- The Sustainable Foster City Fund includes an amount of \$250,000 to implement Economic Development Strategic Plan activities and other administrative and SVEDA membership costs totaling \$8,100. Funding for these activities was provided through a transfer from the City's General Fund in FY 2015-2016.

### Bay Area Employee Relations Services (BAERS) Fund

- \$49,366 for an addition of 50% of a Human Resources Technician for administration of the program. Funding

of the resources required will be from the membership fees that the City will collect.

### General Plan Maintenance Fund

- \$51,300 for update and implementation of the City's General Plan and zoning and building code updates. Funding is from fees collected at the time of building permit issuance based on the value of the application.

### Construction and Demolition Fund

- \$12,000 for materials and supplies for recycling and waste reduction programs. Funding is forfeited deposits from construction and demolition project that fail to divert a minimum of 50% of debris generated from their projects.

### Technology Maintenance Fund

- \$62,850 for IT Internal Service Fund replacement charges and annual maintenance of the City's new permitting system. Funding is from fees collected at the time of building permit issuance.

### SB 1186 Fund (Disability Access), Strong Motion Instrument Program (SMIP) Fund, CRV Grant Fund, Curbside Recycling, Fund, Green Building Fee Fund

- The proposed budgets in these funds are utilized for programs mandated by the State for disability access, earthquake data collection, beverage container recycling, and code enforcement of State building standards. Funding is provided by fees collected from each of the respective mandates.



## **Enterprise Funds**

### **Water Enterprise Operations**

- The SFPUC is increasing its wholesale water rate from \$3.75 / ccf to \$4.05 / ccf due to increases associated with the capital improvements as part of the Hetch Hetchy System improvements.
- Rebate programs will continue to be provided to customers in an effort to reduce water consumption by 20% by the year 2020, especially in light of the voluntary conservation efforts required as a result of lower-than-normal precipitation levels and the 2015 Governor's Executive Order for a 25% reduction in water consumption.

### **Wastewater Enterprise Operations**

- In FY 2014-2015, the Estero Improvement District and the City of San Mateo initiated work on its 10-year rehabilitation and upgrade of its jointly owned Wastewater Treatment Plant. The District's allocated annual capital improvement program costs and its debt service payments associated with the Wastewater Treatment Plant (WWTP) are included in the FY 2016-2017 budget.

## **Internal Service Funds**

### **Vehicle Replacement Fund**

- Capital outlay costs totaling \$439,000 for 12 vehicles and the deferral of the replacement of 10 vehicles based on an assessment of vehicle performance and

maintenance history are recommended for FY 2016-2017.

### **Equipment Replacement Fund**

- Capital outlay costs totaling \$718,000 including the replacement of playground equipment in Sea Cloud Park is included in the recommended budget.

### **Self-Insurance Fund**

- Insurance premiums totaling \$384,000 for property and general liability coverage are projected for FY 2016-2017 and included in the proposed budget in the Self-Insurance Fund.

### **Information Technology Fund**

- The FY 2016-2017 budget includes a \$394,000 capital outlay based on the schedule of equipment replacement needs for the year. They also include carryover projects for the replacement of the City's document management software, GIS software, and permitting/Inspection software. The budget also includes a new project to replace the City's website.

### **Building Maintenance Fund**

- Capital outlay costs are minimal for FY 2016-2017 and include the replacement of City Hall conference room chairs for \$7,500. Contractual services are increasing by \$105,000 to reflect higher citywide janitorial services related to mandated healthcare rate increases and expenditures needed to maintain new solar panels at the library/community center.

## **Agency Funds**

### **Foster City Successor Agency Fund**

- Enforceable obligations totaling \$534,800 is projected for FY 2016-2017.

## **Capital Improvement Projects**

About \$20.4 million in capital improvement projects are slated for FY 2016-2017, the most significant of which include:

- Wastewater Treatment Plant Master Plan Improvements – Estero Improvement District's share of Wastewater Treatment Plant rehabilitation and upgrade costs for its jointly owned Wastewater Treatment Plant with the City of San Mateo.
- Street Rehabilitation – Part of the annual street improvement program of \$1.35 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.
- Synthetic Turf Installation at Sea Cloud Park and Synthetic Turf replacement at Catamaran Park–Lawn synthetic turf installation at 2 soccer fields and 1 baseball field at Sea Cloud park and synthetic turf replacement at Catamaran soccer field.
- Levee Protection Planning and Improvements – this project will eventually raise the City's levee elevation to meet the new FEMA accreditation standards. A \$1.58 million allocation was included in the FY 2015-2016 CIP Program to do technical studies, review funding options, and evaluate regulatory requirements for raising the City's levees. An additional funding of

\$6.5 million is included in the FY 2016-2017 5-year CIP Plan to complete the project.

## **CONCLUSION**

The City of Foster City/Estero Municipal Improvement District have been well managed and are in sound financial condition. I want to take the opportunity to thank all of our City employees for their active participation in, and valuable contributions to, the development of the Budget. As a City team focused on providing exceptional services to the community, our employees remain the City's most critical resource. I believe the Budget will provide us the resources necessary to maintain vital City services and move forward with a strategy to ensure a positive sustainable future for the community of Foster City. I continue to be confident that the City Council's vision will ensure an outstanding quality of life for the residents of this great city.

Sincerely,

Kevin M. Miller  
City/District Manager

# **FISCAL YEAR 2016-2017 ANNUAL BUDGET FIVE YEAR FINANCIAL PLAN BUDGET CALENDAR**

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**January 19, 2016 (Tuesday) Regular City Council Meeting at 6:30 p.m.**

- Review of Comprehensive Annual Financial Report (CAFR) for FY 2014-2015

**January 25, 2016 (Monday) Study Session at 8:00 a.m.**

- City Council Vision and Policy Summit
- Establish Foster City Council Policy Priorities for 2016
- Establish 2016 City Council meeting schedule and calendar for FY 2016-2017 budget

**February 8, 2016 (Monday) Study Session at 6:00 p.m.**

- Mid-year Financial Review for FY 2015-2016
- Capital Improvement Projects Status Report for 2015-2016
- Policy Direction on Non-profit Agencies Funding

**March 28, 2016 (Monday) Study Session at 6:00 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 9, 2016 (Monday) Study Session at 6:00 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

**May 16, 2016 (Monday) Special City Council Meeting at 5:00 p.m.**

- Review Non-Profit Agencies Funding Requests

**June 6, 2016 (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
- Approval of Funding Requests from Non-profit Agencies

**June 20, 2016 (Monday) Regular City Council Meeting at 6:30 p.m.**

- Adoption of Annual Budget

**June 30, 2015 (Thursday)**

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

(Note: all items above relate to the preparation of the FY 2016-2017 Budget except where otherwise noted.)

## GLOSSARY OF BUDGET TERMS

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**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.

**Agency Funds** - Agency Funds are used to account for resources held by the reporting government in a purely custodial capacity.

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

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

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

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

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

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

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

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

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

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

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Funds are the basic accounting and reporting entities in governmental accounting. The fund types that comprise the 2016-2017 budget are grouped into three major categories, Governmental Funds, Proprietary Funds, and Account Groups. The purpose of the various funds within each category is described below:

## **GOVERNMENTAL FUNDS**

### **GENERAL FUND**

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

### **SPECIAL REVENUE FUNDS**

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

*Traffic Safety Fund:* Revenues received by the City as its share of fines generated from violations of the State Motor Vehicle

Code. Expenditure of these funds is restricted to traffic safety programs.

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

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

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

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

*SLESF/COPS Grant Fund:* Revenues received from the State of California. Expenditure of these funds is restricted to funding personnel, equipment and program operating expenses associated with supplemental law enforcement services such as anti-gang and community crime prevention programs, as well as traffic safety initiatives.

*CalOpps.org Fund:* Revenues and expenditures associated with a City-created 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 1<sup>st</sup> Time Homebuyer Loan program are included in this Fund. Any other funds which are enacted through legislation and which are considered legally enforceable to be used exclusively for the provision of affordable housing in the community (e.g., affordable housing fees if enacted by the City Council, State legislation that may provide ongoing revenue

sources for affordable housing) are also deposited into this fund.

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

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

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

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

*General Plan Maintenance Fund:*

This fee was established as part of the FY 2011-2012 budget. The fee provides funding for the unreimbursed State mandated costs of updating and maintaining the City's General Plan, Title 15 Buildings and Construction Ordinance and Title 17 Zoning Ordinance Maintenance. The fee is collected at the time of building permit issuance and is based on the value of the application and provides a dedicated funding source for future General Plan updates and zoning and building code updates without relying on the General Fund.

*Construction and Demolition Recycling Fund:*

The Construction and Demolition Fund was created in Fiscal Year 2005/2006 as a result of the passing of the Construction and Demolition Ordinance (Chapter 15.44 Recycling and Salvaging of Construction and Demolition Debris, Title 15, Buildings and Construction) that same year. The ordinance requires that specific construction and demolition projects submit a Waste Management Plan as a condition of their building permit. The plan estimates the tonnage of material that will be generated by the project, and demonstrates how the contractor will maximize recycling of debris and other waste generated from the project. The ordinance requires that a refundable deposit be submitted based on the estimate of the debris that will be generated during the project. As a condition of return of the deposit, the applicant must provide

documentation demonstrating that a minimum of 50% of the debris generated from the project was diverted. For applicants that do not show proof of recycling or do not meet the 50% minimum diversion requirement, a portion of or the full deposit is forfeited. Per the Construction and Demolition Ordinance, forfeited deposits shall be turned over to a fund designated to further promote the development and expansion of recycling and waste reduction programs.

*Technology Maintenance Fund:*

The City established a system wide fee in FY 2015-16. Fees are collected to recover the costs and ongoing expenses of the City's new permitting system.

*SB 1186 Fee:* Revenues collected comes from a one-dollar fee paid for the issuance or renewal of a business license and is used to increase disability access and to fund for costs associated with compliance with construction-related accessibility requirements. The City uses these funds to provide training for inspectors as Certified Access Specialists.

*Strong Motion Instrumentation Program (SMIP) Fee:*

The state of California passed the Strong Motion Instrumentation Act in 1972. The Strong Motion Investigation fee is paid by each applicant for a building permit, where square footage is added and is mandated by the Public Resources Code section 2705. This fee is remitted to the State of California to obtain vital earthquake data for the engineering and scientific communities through a statewide network of strong motion instruments.

*CRV Grant Fund:*

The State's Beverage Container Recycling Payment Program offers grants to Cities and Counties to assist in the

implementation of beverage container recycling and litter abatement projects.

#### *Curbside Recycling Fund:*

On an annual basis, the Department of Resources Recycling and Recovery (Cal Recycle) makes curbside supplemental payment to operators of curbside and neighborhood drop-off programs for beverage container recycling. As a member of the SBWMA, and part owner/operator of the San Carlos Transfer Station, Foster City's annual revenue represents the curbside supplemental payment program's share of the volume of beverage containers reported to Cal Recycle by SBWMA's trash hauler, Recology. Per Public Resources Code 14549.6(a), expenditure of funds is limited to payment for activities related to beverage container recycling.

#### *Green Building Fees*

On September 30, 2008, Governor Schwarzenegger signed SB 1473 into law. It took effect on January 1, 2009. The bill provides for the creation of the Building Standards Administration Special Revolving Fund, which is established in the State Treasury. Moneys deposited in this fund come from a surcharge on both residential and nonresidential building permits. The bill requires that each city, county collect a fee from an applicant for a building permit, assessed at the rate of four dollars (\$4) per one hundred thousand dollars (\$100,000) in valuation, with appropriate fractions thereof, but not less than one dollar (\$1). SB 1473 provides that the city or county may retain up to ten (10) percent of the fees collected for related administrative costs and for code enforcement education. The remainder is paid to CBSC for deposit into the Building Standards Administration Special Revolving Fund.

## **CAPITAL PROJECTS FUNDS**

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

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

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

## **PROPRIETARY FUND TYPES**

### **ENTERPRISE FUNDS**

Enterprise Funds are used to account for City/District operations that are financed and operated like private business enterprises. Use of this type of fund permits user charges to

finance or recover the cost of providing the enterprise's services to the general public on a continuing basis.

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

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

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

*Wastewater Enterprise Funds:* Activities associated with wastewater collection and treatment including construction of wastewater treatment plant facilities (shared with the City of San Mateo). There are four funds associated with the Wastewater Enterprise:

- *Wastewater Collection System (Sewer) Revenue* – Accounts for all of the revenues and the operational and

maintenance expenditures associated with the wastewater collection system and treatment activities.

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

## **INTERNAL SERVICE FUNDS**

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

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

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

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

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

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

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

*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.

## **AGENCY FUNDS**

Agency Funds are used to account for resources held by the reporting government in a purely custodial capacity. The only Agency Fund used by the City/District is listed below:

*Foster City Successor Agency Fund:* The Foster City Successor Agency Fund is a private-purpose trust fund that accounts for the accumulation of resources to be used for payments of recognized obligations of the former Foster City Community Development Agency that was dissolved on January 31, 2012 as a result of the passage of ABx1 26 by the State.

CITY OF FOSTER CITY  
ESTERO MUNICIPAL IMPROVEMENT DISTRICT

# **FIVE YEAR FINANCIAL PLAN**

## **For the Five Years ended June 30, 2021**



### **CITY COUNCIL/DISTRICT BOARD**

Herb Perez, Mayor / President  
Charlie Bronitsky, Vice Mayor / Vice-President  
Sam Hindi  
Catherine Mahanpour  
Gary Pollard

### **SUBMITTED BY THE CITY/DISTRICT MANAGER**

Kevin M. Miller

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# FOSTER CITY COMMUNITY PROFILE

## Location

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

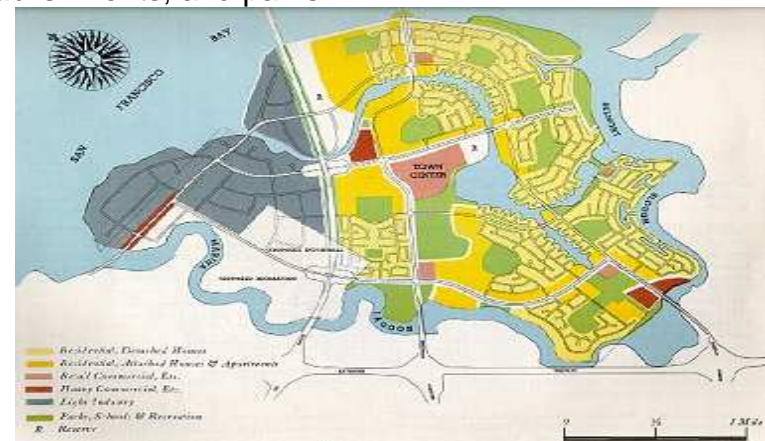
## History

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

During the late 1950's, T. Jack Foster, in association with Bay Area developer Richard Grant, purchased an option to acquire Brewer Island for the development of a complete community. In 1960, the California Legislature created the Estero Municipal Improvement District (EMID), the state's first such public agency. The District was granted most of the governing

powers associated with an incorporated municipality, except the powers to zone and approve development and certain police powers. A board of three directors representing the two landowners governed the District.

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



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

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

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

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

As the City developed, residents came to realize that their lack of representation on the EMID Board made it difficult to affect Board decisions on development and taxation issues. In early 1967 residents reached a compromise with T. Jack Foster and Sons to introduce legislation increasing the Board's size from

three to five. Foster City residents would elect the two new directors. The legislation also contained a provision for eventual transition of the Board to full citizen representation by 1970, a year prior to the statutory deadline. At that time, the EMID Board began incorporation proceedings.

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

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

## ***Government Services***

The Estero Municipal Improvement District and the City of Foster City provide governmental services to the citizens of

Foster City. The members of the City Council serve as the policy-making body for both governmental agencies. City voters elect Council members to staggered terms of four years each. The City Council meets regularly on the first and third Mondays of each month at 6:30 p.m. in the Council Chambers at 620 Foster City Boulevard and may call additional special meetings. These meetings are televised on the City's government access station, FCTV Comcast Channel 27 or ATT Channel 99. All meetings of the City Council, Planning Commission and any committees are open to the public except when certain personnel matters and legal items are discussed.



Figure 2: Foster City Government Center

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

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

### City of Foster City

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

- Five line departments, so-called because they provide direct services to the public: Community Development, Fire, Parks and Recreation, Police, Public Works; and
- Four support departments, which primarily serve to support the efforts of the line departments: City Manager, Communications/City Clerk, Financial Services/City Treasurer and Human Resources.

### Estero Municipal Improvement District

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

## **Cultural**

The Parks and Recreation Department sponsors a variety of cultural activities in the community. Leo Ryan Park serves as the backdrop for many events that provide the community exposure to culture and the arts in all its forms. The annual Holi Festival, a traditional Indian celebration invites park patrons to enjoy music and dancing while throwing colored powder to mark the coming of spring. The Polynesian Festival features dancing, canoe rides, craft vendors, and an opportunity to learn about the Polynesian culture. In honor of Chinese New Year, the Parks and Recreation Department host a celebration that provides a variety of enriching workshops and exhibitions and showcases traditional Chinese arts and crafts. In addition to these three annual events, the City will sponsor one additional cultural event annually. These free community events allow Foster City residents to acknowledge, appreciate and celebrate diverse cultures and backgrounds. One of the most widely attended events for all ages and backgrounds; however, is the very popular annual Summer Concert Series at Leo Ryan Park. The Summer Concerts provide free family-friendly evenings in the beautiful outdoor amphitheater. The Department also oversees a range of activities such as workshops, contests, concerts, and a monthly art showcase in the Art Gallery located in the Foster City Recreation Center, 650 Shell Boulevard.

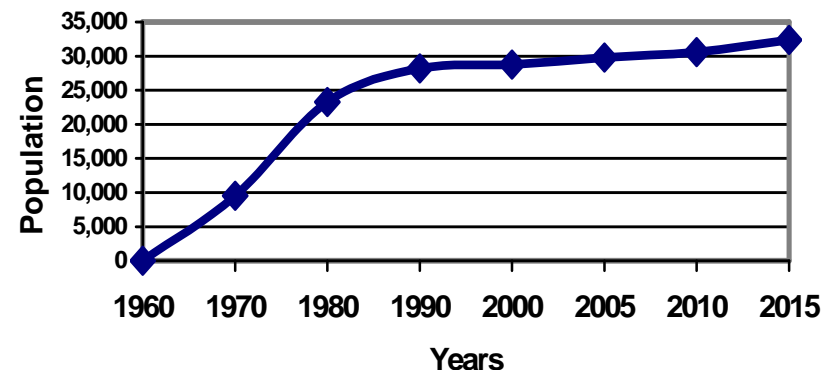
The Foster City Library, a branch of the San Mateo County Library, is located in the Civic Center complex at 1000 East Hillsdale Boulevard. This library building includes 18,500 sq. ft. of library space and a 9,000 sq. ft. Community Center.

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. cityFEST(formerly Arts and Wine Festival) is held the first weekend after Memorial Day and is sponsored by the Foster City Chamber of Commerce. The Festival includes carnival, midway games, demonstrations, arts and crafts, a talent show and other events.

## **Population**

Foster City was virtually undeveloped in 1961 but experienced major growth in the 1970's and grew at a slower pace during the 1980's and 1990's. The original Master Plan estimated a population at buildout of 35,000. The City's population was determined to be 30,567 by the 2010 US Census. The most recent estimate by the California Department of Finance is 32,390 as of January 1, 2015.

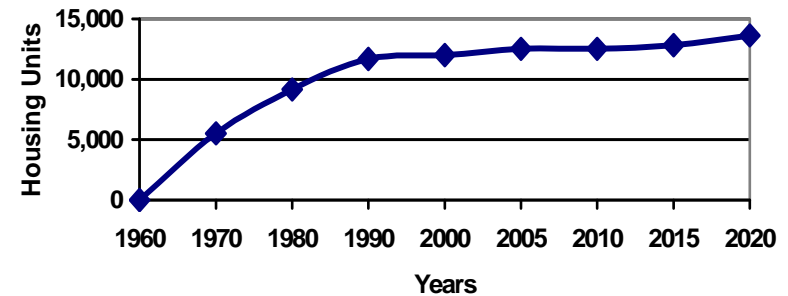
**Population Growth**



## Housing

As of March 14, 2016, the City has 12,832 housing units. The Pilgrim Triton Master Plan was approved in 2008 to allow 730 housing units and 296,000 square feet of commercial/industrial office replacing approximately 295,000 square feet of industrial/office buildings. The Specific Development Plan/Use Permit for Pilgrim Triton Phase D (One Hundred Grand (formerly Triton Pointe) was approved in 2012 for an additional 166 housing units and is currently under construction. The Specific Development Plan/Use Permit for Phase B of Pilgrim Triton (The Triton (formerly The Waverly) was approved in 2013 and will have an additional 220 units and is currently under construction. When Phase B is complete all but 37 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 155 assisted living units (including 24 memory care units), 66 below market rate apartments and 200 for-sale units along with up to 35,000 sq. ft. of commercial. Alma Point by Midpen Housing, which consists of 66 affordable housing units for seniors, is under construction. Construction is expected to be completed in 2016. Atria, which consists of 155 assisted and independent living units, including 24 memory care units is also under construction with completion expected in 2016. Lennar Homes, which consists of 200 for-sale senior housing units, is under construction. Construction completion is anticipated in phases with the first phase done in 2016.

Historic & Projected Housing Unit Growth

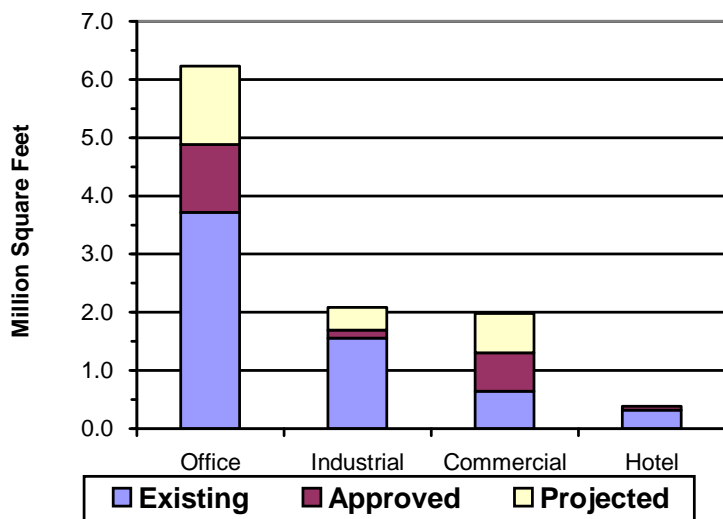


## Land Use

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

Existing non-residential building stock includes 3.7 million sq. ft. of office, 1.6 million sq. ft. of industrial/research and development, and 0.6 million sq. ft. of commercial and 509 hotel rooms.

### Non-Residential Uses (million sq. ft.)



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

In February 2010, the City approved the expansion of the 40-acre Gilead campus to add about 570,000 net new sq. ft. of offices and labs. In 2013, the City Council approved an integrated Master Plan to incorporate land Gilead purchased from Electronics For Imaging. The resulting 72-acre campus with a maximum build-out of 2,500,600 sq. ft. including a mix of office buildings, laboratory buildings, cafeterias, manufacturing spaces, meeting spaces and a pilot lab. Two

office & lab buildings and two parking garages within the approved integrated Master Plan are currently under construction. Additionally, two lab buildings have been recently submitted for Use Permit review.

On September 16, 2013, an application was approved to redevelop the site formerly occupied by the Black Angus Restaurant in the Vintage Park Master Plan to develop an extended stay hotel with 121 rooms. The hotel is currently under construction.

On May 18, 2015, an application was approved to redevelop the site formerly occupied by the Harrys Hofbrau Restaurant in the Vintage Park Master Plan with an approximately 12,000 sq. ft. restaurant and retail building.

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

In April 2012, the City Council approved a Business Term Sheet with The New Home Company, LLC as the lead developer in a mixed-use senior residential and retail project

on the City-owned 15-acre site adjacent to the Government Center. The City Council approved the General Development Plan, Disposition and Development Agreement and Development Agreement for the project in December 2013. Subsequently, the site was purchased by Lennar Homes, who became the master developer of the site. The approval includes 200 for-sale residential condominiums, and 66 below market rate apartments and 155 independent & assisted living units, and affordable housing units. It also includes 35,000 sq. ft. of retail. The Use Permit/Specific Development Plan for Alma Point by MidPen Housing consisted of 66 affordable housing units and 10,560 sq. ft. of retail was approved by the Planning Commission on January 16, 2014. /Specific Development Plan/Use Permit for the Atria assisted living units was approved by the Planning Commission on June 5, 2014 and the /Specific Development Plan/Use Permit for the 200 residential condominiums was approved by the Planning Commission on June 19, 2014. Construction began on initial phases of the development in 2015. Alma Point, Atria and the first phase of the for-sale units are expected to be completed in spring of 2016. On June 15, 2015 the City Council approved a Retail Agreement with BVCCP who will own and operate the commercial/retail component of the project. In October 2015, the City Council approved the General Plan Amendment, General Development Plan, Environmental Assessment (including certification of the Environmental Impact Report) Specific Development Plan/Use Permit and Development Agreement for a 595,000 square foot office and laboratory development for BioMed Realty on Lincoln Centre Drive. This campus replaces the 280,000 square foot one story buildings that were previously located at the site. A portion of the campus, consisting of 350,000 square feet is under construction and is expected to be completed in 2017.

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

## **Shopping**

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

Approximately 10,000 square feet of ground floor commercial was included in The Plaza apartments ("Phase A") of the Pilgrim-Triton Project. As previously mentioned, an additional 35,000 sq. ft. of retail is expected to be included at Foster Square. An additional 6,000 sq. ft. of retail has been approved at One Hundred Grand and 5,000 sq. ft. at The Triton.

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

## **Jobs**

During the initial stages of Foster City's development, new growth was mainly residential or residential-serving in nature. Since 1980, several major commercial and research and development uses have been completed, adding a substantial daytime work force population to the City and providing

employment opportunities to Foster City residents. The largest employers as of December 2015 (latest data available) are indicated in the accompanying table.

<u>Largest Employers</u>	<u>No. of Employees</u>
GileadSciences	3,553
VISA USA INC.	1,672
Inovant LLC	1,264
Guidewire Software Inc.	587
IBM Corporation	444
Cybersource Corporation	360
Quinstreet Inc	255

Source: Foster City Business License Data, 2016



Based on the Foster City 2016 record of business licenses, businesses in Foster City employ approximately 15,000 persons. Based on the estimated increase in office, industrial and retail space, total employment in Foster City, in the year 2025 is projected to be approximately 23,280 persons. In comparison, Projections 2013 by the Association of Bay Area Governments (the latest forecast by an independent source) projected employment in Foster City at just over 15,920 persons by 2020. The accelerated development occurring in Foster City the past 5 years has allowed the local job market to grow beyond expectations.

Source: Projections 2013, Association of Bay Area Governments

## ***Education***

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



## **Recreation**

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

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

Active sports enthusiasts can join any number of organized team sports, including basketball, softball, soccer and volleyball which are programmed in collaboration with the City of San Mateo.

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

# FIVE-YEAR FINANCIAL FORECAST (FY 2016-2017 to FY 2020-2021)

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

Economic growth in the Bay Area is expected to exceed the nation and the rest of the State given the continued growth anticipated in Silicon Valley. Unemployment rates have continued to improve, especially in San Mateo County where the unemployment rate is 3.0% as of February 2016, much lower than the State total of 5.5%. Businesses are investing 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 remains healthy and governmental revenues in the form of taxes and fees are strong across the state and the region.

During and after the “Great Recession” of December 2007 to June 2009, the City’s primary fiscal goal could be best summarized in one simple statement: **solve the General Fund structural deficit**. The City erased an original \$5 million deficit

identified in early 2010 even amidst rising pension costs and the loss of the City’s largest sales tax generator at the end of 2012. FY 2013-2014 was the first year since 2010 that the City’s General Fund showed a balanced budget and that has been the case since then.

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. 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 Foster Square development, Gilead Sciences’ development of two sites in FY 2016-2017 (357 Lakeside Drive and 324 Lakeside Drive with a parking garage), the Towne Place Suites hotel on the site of the former Black Angus restaurant, and the Illumina office/lab project at the BioMed Realty site (former home of Life Technologies). Future possible development projects including the Chess-Hatch project (acquired by Gilead in FY 2015-2016) are not included in the five-year forecast, but has the potential to move forward in the next few years.

The forecast includes compensation adjustments based on labor agreements in place through FY 2015-2016 and through FY 2016-2017. It also includes an assumption of a 2% cost of living increase in compensation per year starting in the out years

beyond the terms of the current labor agreements. This approach is consistent with prior five-year financial forecasts.

Based upon the foregoing, and the other assumptions articulated in this section, the City anticipates that the General Fund will finish FY 2016-2017 with a surplus of \$3.1 million and reserves totaling \$35.7 million. Although expenditures for years two to five of the 5-year Financial Plan are projected to exceed revenues in the range of \$756,000 to \$1.41 million, staff believes this is not a significant concern for a multitude of reasons. General Fund reserves will still be at a level of 71% or \$31.6 million by the end of FY 2020-2021. This amount is well above the 33 1/3 minimum reserve target as established by City Council policy. Revenues (building, planning, and property tax) from several significant projects such as the Gilead Sciences proposed campus built out, Pilgrim Triton Phase 4, and Chess Hatch) have not been included in the 5-year time horizon. Due to the uncertainty of potential State takeaways, the City has also not budgeted for the full amount of recent excess ERAF payments from the County (the City is conservatively estimating only \$571,000 annually compared to as an example FY 2015-2016 receipt of \$1.39 million). Any favorable change in these components will bring a significant enhancement to the revenue picture for the City's General Fund. Lastly, the City is very well funded in its Internal Service Funds, which allows for potentially a "funding holiday" if necessary. Staff will be monitoring any adverse conditions that may require further fiscal intervention, but also believes that there are a multitude of tools (as discussed above) that the City can deploy to address changing economic conditions.

All other funds have sufficient reserves to accomplish their respective objectives, including proactive funding and maintenance of the City's infrastructure, funding for the replacement of capital equipment to support the provision of services, and a reliable water and wastewater system. It should be noted, however, that two key issues which the community

faces have now been incorporated into the forecast: 1) the discussion of sea level rise is continuing with regional planning organizations to determine the potential impact of Foster City and other communities along the Bay needing to increase the height of the flood protection provided by their levees. In December 2014, the City hired an engineering consultant to prepare a report to identify the City's flood risk and determine potential levee improvement alternatives. The consultant's report concluded that the levee surrounding Foster City will have to be raised by 2.5 to 5.5 feet depending on the location. The report also outlined the project costs could be as high as \$75 million. As a result, the City allocated \$1.58 million in its FY 2015-2016 CIP Program to do additional technical studies, review funding options, and evaluate regulatory requirements for its levees. Additional funding of \$6.5 million is included in the FY 2016-2017 5-year CIP Plan. Once the funding option has been determined (e.g. Assessment District, special taxes, general obligation bonds), staff will incorporate the necessary amendments for debt financing and debt service costs to the City's adopted budget, and 2) the expansion and upgrade of the Wastewater Treatment Plant owned through the Joint Powers Authority between the Estero Municipal Improvement District and the City of San Mateo is currently estimated to exceed \$900 million over 10 years (with the District's portion estimated to be \$113 million). The District and San Mateo are jointly refining the capital improvement plans, projected costs, and financing options to ensure the treatment plant meets regulatory requirements and future demands. The District is planning to use debt financing starting in FY 2016-2017 to fund its portion of project costs over the 10 year time horizon and has incorporated the debt financing and associated debt service costs in its FY 2016-2017 Wastewater rate model.

## **City of Foster City**

### **Summary of Key Assumptions Used in Preparation of the Five-Year Financial Plan for the Five Years Ended June 30, 2021**

The City of Foster City Five-Year Financial Plan covers the five-year period ending June 30, 2021. 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 continues to experience modest growth in its recurring revenue streams. Property values have increased, however inventory of homes for sale continues to be relatively low. Commercial properties have also experienced recovery and growth in values. Sales tax and personal income tax revenues statewide are on the rise. As of February 2016, Unemployment rates for the US and California are 4.9% and 5.5%, respectively, 0.6% and 1.0 lower than the prior year. San Mateo County unemployment is down to 3.0% and Foster City is even lower at 2.8%, 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 begin construction in FY 2016-2017 (357 Lakeside Drive and 324 Lakeside Drive with a parking garage).
  - *Pilgrim-Triton – The Triton* – In addition to the 220 multi-family units and 5,000 sq. ft. of retail that are already under construction and expected to be

completed toward the end of FY 2016-2017, this phase of Pilgrim Triton also includes 20 townhomes that are expected to commence construction in FY 2016-2017.

- *Pilgrim-Triton – 100 Grand* – this site began construction in FY 2014-2015, with expected occupancy by the end of FY 2015-2016.
  - *Towne Place Suites Hotel (Former Black Angus Site)* Construction of this hotel began in FY 2014-2015, with occupancy anticipated early in FY 2016-2017.
  - *Foster Square Development (Former 15 Acre Site)* – This project includes affordable senior housing (Alma Point), assisted and independent living (Atria), and market rate for sale senior housing. Construction of Alma Point, Atria, and phase I of the market rate senior housing began in FY 2015-2016. Alma Point is expected to be completed by the end of FY 2015-2016. Atria is anticipated to be completed in mid-year of FY 2016-2017. Phases II and III of the market rate for sale senior housing is expected to commence in FY 2016-2017 and FY 2017-2018 respectively. Park in-lieu fees have been collected for Alma Point and will be collected upon completion of the residential units per the terms of the DDA and deposited in the Park In-Lieu Fees Fund.
  - *Illumina (BioMed Realty Property and former Life Technologies Campus)* – Illumina, a biotech company plans to occupy three office/lab buildings and an amenities building totaling 595,000 square feet and three parking garages from Biomed Realty. The campus is expected to be constructed over a two-year period starting in FY 2015-2016.
- The following projects have not been included in the revenue forecast:
    - *Gilead Sciences Proposed Campus Build out* – the master plan for Gilead’s campus includes several other buildings that would total over 2 million square feet of development for the site. Other than the buildings at 357 Lakeside Drive and 324 Lakeside Drive (along with a parking garage), no other assumptions have been made with respect to the completion of those sites.
    - *Pilgrim-Triton “Phase 4”* – this final section of the four properties under the Pilgrim-Triton Master Development Agreement is currently under discussion with City staff.
    - *Chess Hatch* – this project would entail the redevelopment of the existing single-story commercial properties along Chess Dr. near Hatch Dr. This property was acquired by Gilead in FY 2015-2016. The redevelopment of that site has not been assumed in the 5-year forecast.
    - *Charter Square Redevelopment* – the property owner for Charter Square Shopping Center has discussed a mixed-use development on the site. The redevelopment of that site has not been assumed in the 5-year forecast.
    - *Edgewater Place Redevelopment* – the property owner for Edgewater Place Shopping Center has discussed a mixed-use development on the site. The redevelopment of that site has not been assumed in the 5-year forecast.

### Property Taxes

- Home values have accelerated past their pre-recessionary highs of FY 2006-2007. Commercial property values have also generally increased to their Proposition 13 basis, but there still exists several commercial property owners filing assessment appeals. Approximately \$17 million in assessed value is at risk based on AV appeals with the County Assessor's Office as of April 1, 2016 compared to over \$23 million in April, 2015. 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, property taxes in California will rise 1.525% for FY 2016-2017 as the CPI (the index upon which AV growth is based) was only 1.525%. This is lower than the Proposition 13 cap on AV growth of 2%. The Assessor's Office is projecting an increase in FY 2016-2017 assessed valuation in Foster City of approximately 5.8% as of April 1, 2015. This is incorporated into the projections less a \$22,000 reduction from potential lost revenue from assessment appeals in progress. Future increases are estimated at 3% per year, based on the continued 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 on 357 Lakeside Drive and 324 Lakeside Drive (including a parking garage); the Waverly and Triton at Pilgrim-Triton, the new Towne Place Suites Hotel (former Black Angus site); the Foster Square Development (City's former 15-acre site); Illumina, and, Hillsdale/Gull redevelopment project area tax increment reverting back to taxing entities in FY 2016-2017.
- The FY 2016-2017 revenue projections assume a conservative \$571,000 of excess Education Revenue

Augmentation Fund (ERAF) refunds to the District based on ERAF information received from the County Controller's Office. Future ERAF refunds of the same amount have been incorporated in the five-year forecast beyond FY 2016-2017.

### 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 revenue growth has been moderate. Staff is projecting a 2% growth in sales and use tax in FY 2016-2017 from projected revenue of \$3,028,000 in FY 2015-2016 and 2.5% annual revenue growth thereafter. No assumptions have been made with respect to the additional retail areas planned for the Pilgrim-Triton or Foster Square projects.

### Transient Occupancy Tax (TOT)

- The City imposes a transient occupancy tax of 9.5% on guests staying at the City's two hotels -- Crowne Plaza and Marriott Courtyard. In addition, Towne Place Suites Hotel is expected to open by the 2<sup>nd</sup> quarter of FY 2016-2017 and adding new hotel tax revenues to the City's coffers. As a result, TOT revenues are projected to increase from an estimated \$2.88 million in FY 2015-2016 to \$3.36 million in FY 2016-2017 with a 3% annual growth rate thereafter.

### 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 calculated was phased in over a 3-year period from 2014 to 2016. An annual growth of 2% per year is assumed throughout the forecast.

### Investment Earnings

- The average yield on the City's FY 2015-2016 investment portfolio is expected to be approximately 1.0%. Although the Federal Reserve raised its Fed Funds Rate by 25 basis points in December 2015, it was left unchanged in March 2016. Many economists continue to predict low interest rates in the one to two year term as the nation struggles with only modest growth, concerns over the global economy, and the strength of the U.S. dollar. Therefore, investment yields are projected to remain at 1% for the five-year period. Fluctuations in investment earnings will also be impacted by expected fund balance surpluses 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 \$3.75 to \$4.05 per ccf in FY 2016-2017 and further increases ratably to \$6.03 per ccf by FY 2020-2021. The District hired a rate consultant to update its 10-Year Rate model, and combined with the District's analysis of existing reserves and projected future costs, the water rates proposed for FY 2016-2017 will increase by 9.8% for base consumption and increase 9.6% for fixed meter charges. The forecast assumes total rate increases ranging from 0.6% to 18.8% from FY 2017-2018 through FY 2020-2021.
- Wastewater Rates – Wastewater rates assume an 11% increase in FY 2016-2017 through FY 2020-2021, based

on currently known operating and capital improvement projects, including the debt financing of project costs for the expansion and upgrade of the Wastewater Treatment Plant owned through the Joint Powers Authority between the Estero Municipal Improvement District and the City of San Mateo. The District's portion of the Treatment Plant cost is currently estimated to be approximately \$112.5 million over a 10 year period.

### State Budget

- The Governor's proposed State Budget issued in January 2016 projects a balanced budget. The budget proposal does not appear 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 continue at their current levels, except that there is a proposed increase of 7.0 FTE's in FY 2016-2017. These new positions and new job classifications provide individuals in benchmarked classifications promotional opportunities within a discipline series (e.g. Finance, HR, Support Services, and Building/Permit Enforcement). The Public Works Department is recommending the addition of a Superintendent for Lagoons, a flexibly staffed Assistant/Associate Engineer, and a Management Analyst to be shared at 50% with the Parks and Recreation Department. In addition to the Management Analyst shared at 50% with Public Works Department, the Parks and Recreation Department is recommending

an increase in hours for the part-time Recreation III (Corporation Yard) position from 20 hours per week to 30 hours per week. The City Clerk/Communications Department is recommending the addition of a part-time Communications Manager (30 hours/week), a Social Media and Communications Specialist (30 hours/week), and a reduction in hours for the part-time Office Assistant position from 35 hours per week to 18.5 hours per week, inclusive of a transfer of 5 hours to the Finance Department for handling citywide general clerical support services. The Community Development Department is recommending the addition of a full-time Code Enforcement Officer and a full-time Building/Permit Technician. The Finance Department is recommending an increase in hours for the Office Assistant position from 25 hours to 40 hours and the creation of a Senior Accountant position to provide flexible staffing and promotional opportunities in the Finance discipline series. The additional 15 hours for the Office Assistant consists of 5 hours for handling citywide general clerical support services previously budgeted in the City Clerk's office and 10 hours for increase front counter activities related to increase transaction volume in accounts receivable, utility, and cashiering. The Human Resources Department is recommending the addition of a full-time Human Resources Technician, the reclassification of the HR Analyst to a HR Manager, and the creation of a new Senior HR Analyst position for flexible staffing. The City Manager's Office is recommending the reclassification of the Management Assistant position to a Management Analyst position and the Management Analyst position to the Senior Management Analyst position. There are no proposed staffing adjustments for the Fire and Police Departments.

- Proposed Capital Improvement Projects in the five-year forecast are shown as funded and incorporated into the Plan. Long-term funding of Capital Improvement Projects implemented in FY 2010-2011 continues in the five-year forecast for the City's General Fund and the Water and Wastewater Enterprise Funds. The funding for the City Capital Investment Fund assumes a transfer of \$1,948,000 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 Capital Asset Acquisition and Replacement Fund, the reserves of which is expected to grow to \$42.6 million by the end of the five-year forecast.

#### Employee Services

- An increase of 7.0 FTE's will be realized in FY 2016-2017 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 employer contribution rates for "classic" non-safety employees and "classic" safety employees from 26.121% to approximately 32.9% and 40.176% to 53.785% of payroll respectively by 2020-2021.
- Much of the City's workforce falls under collective bargaining agreements. The FCPOA and IAFF contracts expire on June 30, 2016. The AFSCME contract and the Management Employees' Compensation and Benefits



Plan expire June 30, 2017. Negotiated compensation and benefits have been incorporated in the forecast.

- With respect to future compensation changes after the expiration of the current compensation agreements, a projected 2% per year cost of living adjustment has been included for all bargaining units.

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

- An increase of 2.5% in annual expenditures for these categories was used based on a review of the historical CPI trends for the San Francisco-Oakland-San Jose metro area over the past 10 years.

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 2017-2018 to FY 2020-2021 to reflect a more realistic picture of the City's anticipated fiscal results in future years. This expenditure savings is not included in FY 2016-2017 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, 2021

Revenues by Source:	Approved	Five Year Financial Plan				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Governmental Fund Type Revenues</b>						
Property taxes	\$ 20,328,360	\$ 21,906,500	\$ 23,137,700	\$ 23,913,800	\$ 25,633,500	\$ 26,459,300
Sales taxes	\$ 3,446,000	\$ 3,089,000	\$ 3,166,000	\$ 3,245,000	\$ 3,326,000	\$ 3,409,000
Transient occupancy taxes	\$ 2,703,500	\$ 3,364,800	\$ 3,602,300	\$ 3,710,000	\$ 3,821,400	\$ 3,935,700
Franchise taxes	\$ 1,154,760	\$ 1,196,600	\$ 1,220,500	\$ 1,244,900	\$ 1,269,800	\$ 1,295,200
Other taxes	\$ 1,586,800	\$ 1,629,100	\$ 1,642,200	\$ 1,640,200	\$ 1,636,000	\$ 1,656,900
Licenses and permits	\$ 2,950,900	\$ 6,360,800	\$ 2,444,800	\$ 2,283,100	\$ 2,328,700	\$ 2,375,200
Intergovernmental	\$ 3,572,600	\$ 3,722,200	\$ 3,824,700	\$ 3,929,900	\$ 4,038,100	\$ 4,149,400
Charges for current services	\$ 2,739,800	\$ 4,392,070	\$ 2,457,900	\$ 2,363,500	\$ 2,398,700	\$ 2,435,400
Interest and rentals	\$ 1,659,190	\$ 1,627,590	\$ 1,586,590	\$ 2,008,290	\$ 1,646,390	\$ 1,667,990
Other	\$ 3,210,422	\$ 7,447,287	\$ 2,504,622	\$ 1,775,622	\$ 1,778,372	\$ 1,789,372
<b>Proprietary Fund Type Revenues</b>						
Sales & service charges	\$ 20,460,000	\$ 20,233,000	\$ 21,952,000	\$ 24,113,000	\$ 26,706,000	\$ 28,385,000
Connection fees	\$ 696,000	\$ 761,600	\$ 326,350	\$ -	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ 6,279,800	\$ 8,091,446	\$ 8,294,000	\$ 8,501,000	\$ 8,714,000	\$ 8,931,000
Interest and rentals	\$ 714,950	\$ 317,950	\$ 329,950	\$ 339,950	\$ 351,950	\$ 363,950
Bond and Other Financing Proceeds	\$ 7,688,000	\$ 10,898,047	\$ 13,512,390	\$ 23,476,196	\$ 26,026,206	\$ 22,954,757
Other	\$ 215,850	\$ 416,350	\$ 416,350	\$ 416,350	\$ 416,350	\$ 416,350
<b>Agency Fund Type Revenues</b>						
Sales & service charges	\$ -	\$ 534,500	\$ 534,500	\$ 534,500	\$ 534,500	\$ 534,500
Interest and rentals	\$ -	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
<b>Total Revenues</b>	<b>\$ 79,406,932</b>	<b>\$ 95,989,140</b>	<b>\$ 90,953,152</b>	<b>\$ 103,495,608</b>	<b>\$ 110,626,268</b>	<b>\$ 110,759,319</b>
Expenditures (see attached)	\$ 77,671,740	\$ 89,476,489	\$ 88,232,950	\$ 99,787,352	\$ 106,323,656	\$ 113,014,670
Net revenues over (under) expenditures before transfers	\$ 1,735,192	\$ 6,512,651	\$ 2,720,202	\$ 3,708,256	\$ 4,302,612	\$ (2,255,351)
Net Transfers In (Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$ 1,735,192</b>	<b>\$ 6,512,651</b>	<b>\$ 2,720,202</b>	<b>\$ 3,708,256</b>	<b>\$ 4,302,612</b>	<b>\$ (2,255,351)</b>
Opening Fund Balance	\$ 120,266,108	\$ 122,001,300	\$ 128,513,951	\$ 131,234,153	\$ 134,942,409	\$ 139,245,021
Ending Fund Balance	\$ 122,001,300	\$ 128,513,951	\$ 131,234,153	\$ 134,942,409	\$ 139,245,021	\$ 136,989,670

**City of Foster City, California**  
 Expenditure Summary -- All Funds  
 Five Year Financial Plan for the Years Ended June 30, 2021

<u>Total By Expenditure</u>	Approved	Five Year Financial Plan				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ 33,693,221	\$ 35,979,650	\$ 37,792,431	\$ 39,063,665	\$ 40,941,516	\$ 42,911,000
<i>Supplies and other</i>	\$ 24,042,484	\$ 23,882,207	\$ 21,978,847	\$ 22,877,861	\$ 24,430,731	\$ 24,917,577
<i>Capital Improvement Projects</i>	\$ 11,401,000	\$ 20,434,757	\$ 20,016,665	\$ 29,187,967	\$ 32,090,222	\$ 36,117,490
<i>Capital Outlay</i>	\$ 2,231,927	\$ 1,757,158	\$ 1,777,000	\$ 1,824,000	\$ 1,873,000	\$ 1,923,000
Total department expenses	\$ 71,368,632	\$ 82,053,772	\$ 81,564,943	\$ 92,953,493	\$ 99,335,469	\$ 105,869,067
<b>Interdepartmental charges (credits)</b>	\$ 6,303,108	\$ 7,422,717	\$ 6,668,007	\$ 6,833,859	\$ 6,988,187	\$ 7,145,603
<b>Reallocations</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Expenditures</b>	\$ 77,671,740	\$ 89,476,489	\$ 88,232,950	\$ 99,787,352	\$ 106,323,656	\$ 113,014,670

**City of Foster City, California**  
 General Fund 001 to 003  
 Five Year Financial Plan for the Years Ended June 30, 2021

	Projected	Five Year Financial Plan				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Revenues by Source:</b>						
Property taxes	\$ 21,256,360	\$ 21,906,500	\$ 23,137,700	\$ 23,913,800	\$ 25,633,500	\$ 26,459,300
Sales taxes	\$ 3,028,000	\$ 3,089,000	\$ 3,166,000	\$ 3,245,000	\$ 3,326,000	\$ 3,409,000
Transient occupancy taxes	\$ 2,880,900	\$ 3,364,800	\$ 3,602,300	\$ 3,710,000	\$ 3,821,400	\$ 3,935,700
Franchise taxes	\$ 1,173,100	\$ 1,196,600	\$ 1,220,500	\$ 1,244,900	\$ 1,269,800	\$ 1,295,200
Other taxes	\$ 401,100	\$ 333,700	\$ 332,800	\$ 316,400	\$ 297,600	\$ 303,600
Licenses and permits (recurring)	\$ 2,150,400	\$ 2,194,400	\$ 2,238,300	\$ 2,283,100	\$ 2,328,700	\$ 2,375,200
Licenses and permits (one-time / significant)	\$ 800,500	\$ 4,166,400	\$ 206,500	\$ -	\$ -	\$ -
Intergovernmental (Vehicle License Fees)	\$ 3,303,000	\$ 3,403,000	\$ 3,501,000	\$ 3,602,000	\$ 3,706,000	\$ 3,813,000
Charges for current services (recurring)	\$ 1,842,900	\$ 1,597,600	\$ 1,629,200	\$ 1,661,600	\$ 1,694,100	\$ 1,727,900
Charges for current services (one-time / significant)	\$ 377,000	\$ 1,083,570	\$ 56,500	\$ -	\$ -	\$ -
Interest and rentals	\$ 1,083,000	\$ 1,081,000	\$ 1,087,000	\$ 1,093,000	\$ 1,099,000	\$ 1,105,000
Other	\$ 1,193,700	\$ 542,200	\$ 544,000	\$ 555,000	\$ 566,000	\$ 577,000
<b>Total Revenues</b>	<b>\$ 39,489,960</b>	<b>\$ 43,958,770</b>	<b>\$ 40,721,800</b>	<b>\$ 41,624,800</b>	<b>\$ 43,742,100</b>	<b>\$ 45,000,900</b>
<b>Projected Expenditures (see attached) (1)</b>	<b>\$ 35,639,064</b>	<b>\$ 38,886,185</b>	<b>\$ 39,693,033</b>	<b>\$ 40,729,322</b>	<b>\$ 42,554,983</b>	<b>\$ 44,466,251</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$ 3,850,896</b>	<b>\$ 5,072,585</b>	<b>\$ 1,028,767</b>	<b>\$ 895,478</b>	<b>\$ 1,187,117</b>	<b>\$ 534,649</b>
<b>Net Transfers In (Out)</b>	<b>\$ (1,593,000)</b>	<b>\$ (1,948,000)</b>	<b>\$ (1,948,000)</b>	<b>\$ (1,948,000)</b>	<b>\$ (1,948,000)</b>	<b>\$ (1,948,000)</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$ 2,257,896</b>	<b>\$ 3,124,585</b>	<b>\$ (919,233)</b>	<b>\$ (1,052,522)</b>	<b>\$ (760,883)</b>	<b>\$ (1,413,351)</b>
<b>Opening Fund Balance</b>	<b>\$ 30,303,099</b>	<b>\$ 32,560,995</b>	<b>\$ 35,685,580</b>	<b>\$ 34,766,347</b>	<b>\$ 33,713,825</b>	<b>\$ 32,952,942</b>
<b>Ending Fund Balance</b>	<b>\$ 32,560,995</b>	<b>\$ 35,685,580</b>	<b>\$ 34,766,347</b>	<b>\$ 33,713,825</b>	<b>\$ 32,952,942</b>	<b>\$ 31,539,591</b>

(1) - Expenditures for FY 2016-2017 represent budgeted appropriations; expenditures for FY 2017-2018 to FY 2020-2021 are projections.

(2) - The City is able to meet the City Council Reserve Policy of 33 1/3% in each year of the 5 year financial plan.

Reserves Policy (1/3 or 33.3%)	\$ 11,880,000	\$ 12,962,000	\$ 13,231,000	\$ 13,576,000	\$ 14,185,000	\$ 14,822,000
Actual Reserve Level	91.4%	91.8%	87.6%	82.8%	77.4%	70.9%

**City of Foster City, California**  
 General Fund Expenditures Detail Fund 001 to 003  
 Five Year Financial Plan for the Years Ended June 30, 2021

	Approved	Five Year Financial Plan				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ 27,689,707	\$ 29,993,916	\$ 31,414,862	\$ 32,440,355	\$ 34,062,373	\$ 35,765,492
<i>Supplies and other</i>	\$ 6,099,636	\$ 6,409,031	\$ 6,389,574	\$ 6,341,238	\$ 6,499,769	\$ 6,662,263
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ 40,000	\$ 27,500	\$ -	\$ -	\$ -	\$ -
<b>Total department expenses</b>	<b>\$ 33,829,343</b>	<b>\$ 36,430,447</b>	<b>\$ 37,804,436</b>	<b>\$ 38,781,593</b>	<b>\$ 40,562,142</b>	<b>\$ 42,427,755</b>
<b>Interdepartmental charges (credits)</b>	<b>\$ 4,420,274</b>	<b>\$ 5,250,459</b>	<b>\$ 5,381,720</b>	<b>\$ 5,516,263</b>	<b>\$ 5,654,170</b>	<b>\$ 5,795,524</b>
<b>Reallocation</b>	<b>\$ (2,610,553)</b>	<b>\$ (2,794,721)</b>	<b>\$ (2,683,023)</b>	<b>\$ (2,737,334)</b>	<b>\$ (2,792,829)</b>	<b>\$ (2,849,528)</b>
<b>Net Expenditures</b>	<b>\$ 35,639,064</b>	<b>\$ 38,886,185</b>	<b>\$ 40,503,133</b>	<b>\$ 41,560,522</b>	<b>\$ 43,423,483</b>	<b>\$ 45,373,751</b>
<b>Less: Expected Expenditure Savings (2%)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (810,100)</b>	<b>\$ (831,200)</b>	<b>\$ (868,500)</b>	<b>\$ (907,500)</b>
<b>Projected Expenditures</b>	<b>\$ 35,639,064</b>	<b>\$ 38,886,185</b>	<b>\$ 39,693,033</b>	<b>\$ 40,729,322</b>	<b>\$ 42,554,983</b>	<b>\$ 44,466,251</b>

**City of Foster City, California**  
 General Fund 005 to 009  
 Five Year Financial Plan for the Years Ended June 30, 2021

Revenues by Source:	Projected	Five Year Financial Plan				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transient occupancy taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and permits (recurring)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and permits (one-time / significant)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental (Vehicle License Fees)	\$ 1,850,656	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600
Charges for current services (recurring)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Charges for current services (one-time / significant)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 1,850,656</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>
<b>Projected Expenditures (see attached) (1)</b>	<b>\$ -</b>	<b>\$ 1,850,600</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$ 1,850,656</b>	<b>\$ (1,850,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Transfers In (Out)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$ 1,850,656</b>	<b>\$ (1,850,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Opening Fund Balance</b>	<b>\$ -</b>	<b>\$ 1,850,656</b>	<b>\$ 656</b>	<b>\$ 656</b>	<b>\$ 656</b>	<b>\$ 656</b>
<b>Ending Fund Balance</b>	<b>\$ 1,850,656</b>	<b>\$ 656</b>	<b>\$ 656</b>	<b>\$ 656</b>	<b>\$ 656</b>	<b>\$ 656</b>

**City of Foster City, California**  
 General Fund Expenditures Detail Fund 005 to 009  
 Five Year Financial Plan for the Years Ended June 30, 2021

	Approved	Five Year Financial Plan				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ -	\$ 1,850,600	\$ 600	\$ 600	\$ 600	\$ 600
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total department expenses</b>	<b>\$ -</b>	<b>\$ 1,850,600</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>
<b>Interdepartmental charges (credits)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Reallocation</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Expenditures</b>	<b>\$ -</b>	<b>\$ 1,850,600</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>
<b>Less: Expected Expenditure Savings (2%)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Projected Expenditures</b>	<b>\$ -</b>	<b>\$ 1,850,600</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>

**City of Foster City, California**  
Special Revenue Funds  
Five Year Financial Plan for the Years Ended June 30, 2021

	Approved	Five Year Financial Plan				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Revenues by Source:</b>						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	\$ 1,300,700	\$ 1,295,400	\$ 1,309,400	\$ 1,323,800	\$ 1,338,400	\$ 1,353,300
Licenses and permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ 494,600	\$ 318,600	\$ 323,100	\$ 327,300	\$ 331,500	\$ 335,800
Charges for current services (Recurring)	\$ 519,900	\$ 696,500	\$ 699,200	\$ 701,900	\$ 704,600	\$ 707,500
Charges for current services (One-time)	\$ -	\$ 1,014,400	\$ 73,000	\$ -	\$ -	\$ -
Special assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ 150,350	\$ 118,690	\$ 112,190	\$ 119,190	\$ 118,490	\$ 118,890
Other	\$ 1,024,372	\$ 1,708,372	\$ 841,372	\$ 101,372	\$ 101,372	\$ 101,372
<b>Total Revenues</b>	<b>\$ 3,489,922</b>	<b>\$ 5,151,962</b>	<b>\$ 3,358,262</b>	<b>\$ 2,573,562</b>	<b>\$ 2,594,362</b>	<b>\$ 2,616,862</b>
<b>Expenditures (see attached)</b>	<b>\$ 4,071,903</b>	<b>\$ 7,000,655</b>	<b>\$ 3,510,925</b>	<b>\$ 3,683,140</b>	<b>\$ 3,637,569</b>	<b>\$ 3,804,177</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$ (581,981)</b>	<b>\$ (1,848,693)</b>	<b>\$ (152,663)</b>	<b>\$ (1,109,578)</b>	<b>\$ (1,043,207)</b>	<b>\$ (1,187,315)</b>
<b>Net Transfers In (Out)</b>	<b>\$ 47,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$ (534,081)</b>	<b>\$ (1,848,693)</b>	<b>\$ (152,663)</b>	<b>\$ (1,109,578)</b>	<b>\$ (1,043,207)</b>	<b>\$ (1,187,315)</b>
<b>Opening Fund Balance</b>	<b>\$ 8,283,294</b>	<b>\$ 7,749,213</b>	<b>\$ 5,900,520</b>	<b>\$ 5,747,857</b>	<b>\$ 4,638,279</b>	<b>\$ 3,595,072</b>
<b>Ending Fund Balance</b>	<b>\$ 7,749,213</b>	<b>\$ 5,900,520</b>	<b>\$ 5,747,857</b>	<b>\$ 4,638,279</b>	<b>\$ 3,595,072</b>	<b>\$ 2,407,757</b>



**City of Foster City, California**  
Special Revenue Fund Expenditures Detail  
Five Year Financial Plan for the Years Ended June 30, 2021

	Approved	Five Year Financial Plan				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ 492,860	\$ 488,640	\$ 513,072	\$ 538,726	\$ 565,662	\$ 593,945
<i>Supplies and other</i>	\$ 701,200	\$ 669,140	\$ 685,900	\$ 703,000	\$ 720,600	\$ 738,600
<i>Capital Improvement Projects</i>	\$ 1,925,000	\$ 4,900,000	\$ 1,350,000	\$ 1,460,000	\$ 1,350,000	\$ 1,450,000
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total department expenses</b>	<b>\$ 3,119,060</b>	<b>\$ 6,057,780</b>	<b>\$ 2,548,972</b>	<b>\$ 2,701,726</b>	<b>\$ 2,636,262</b>	<b>\$ 2,782,545</b>
<b>Interdepartmental charges (credits)</b>						
Reallocation	\$ 22,577	\$ 49,222	\$ 50,453	\$ 51,714	\$ 53,007	\$ 54,332
<b>Net Expenditures</b>	<b>\$ 4,071,903</b>	<b>\$ 7,000,655</b>	<b>\$ 3,510,925</b>	<b>\$ 3,683,140</b>	<b>\$ 3,637,569</b>	<b>\$ 3,804,177</b>

**City of Foster City, California**  
**Capital Improvements (City) Fund**  
**Five Year Financial Plan for the Years Ended June 30, 2021**

	Approved	Five Year Financial Plan				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Revenues by Source:</b>						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Charges for current services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ 90,000	\$ 90,000	\$ 35,000	\$ 429,000	\$ 47,100	\$ 47,300
Other	\$ 8,250	\$ 4,085,715	\$ 8,250	\$ 8,250	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 98,250</b>	<b>\$ 4,175,715</b>	<b>\$ 43,250</b>	<b>\$ 437,250</b>	<b>\$ 47,100</b>	<b>\$ 47,300</b>
<b>Expenditures (see attached)</b>	<b>\$ 3,295,000</b>	<b>\$ 3,175,253</b>	<b>\$ 1,222,581</b>	<b>\$ 1,365,000</b>	<b>\$ 1,120,000</b>	<b>\$ 1,425,000</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$ (3,196,750)</b>	<b>\$ 1,000,462</b>	<b>\$ (1,179,331)</b>	<b>\$ (927,750)</b>	<b>\$ (1,072,900)</b>	<b>\$ (1,377,700)</b>
<b>Net Transfers In (Out)</b>	<b>\$ 1,303,000</b>	<b>\$ 1,948,000</b>	<b>\$ 1,948,000</b>	<b>\$ 1,948,000</b>	<b>\$ 1,948,000</b>	<b>\$ 1,948,000</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$ (1,893,750)</b>	<b>\$ 2,948,462</b>	<b>\$ 768,669</b>	<b>\$ 1,020,250</b>	<b>\$ 875,100</b>	<b>\$ 570,300</b>
<b>Opening Fund Balance (Deficit)</b>	<b>\$ 4,223,706</b>	<b>\$ 2,329,956</b>	<b>\$ 5,278,418</b>	<b>\$ 6,047,087</b>	<b>\$ 7,067,337</b>	<b>\$ 7,942,437</b>
<b>Ending Fund Balance (Deficit)</b>	<b>\$ 2,329,956</b>	<b>\$ 5,278,418</b>	<b>\$ 6,047,087</b>	<b>\$ 7,067,337</b>	<b>\$ 7,942,437</b>	<b>\$ 8,512,737</b>

**City of Foster City, California**  
 Capital Improvement (City) Fund Expenditures Detail  
 Five Year Financial Plan for the Years Ended June 30, 2021

	Approved	Five Year Financial Plan				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Improvement Projects</i>	\$ 3,295,000	\$ 3,175,253	\$ 1,222,581	\$ 1,365,000	\$ 1,120,000	\$ 1,425,000
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total department expenses</b>	<b>\$ 3,295,000</b>	<b>\$ 3,175,253</b>	<b>\$ 1,222,581</b>	<b>\$ 1,365,000</b>	<b>\$ 1,120,000</b>	<b>\$ 1,425,000</b>
<b>Interdepartmental charges (credits)</b>						
Information Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fleet Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total interdepartmental charges (credits)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Reallocation</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Expenditures</b>	<b>\$ 3,295,000</b>	<b>\$ 3,175,253</b>	<b>\$ 1,222,581</b>	<b>\$ 1,365,000</b>	<b>\$ 1,120,000</b>	<b>\$ 1,425,000</b>

**City of Foster City, California**  
 Capital Asset Acquisition and Replacement Fund  
 Five Year Financial Plan for the Years Ended June 30, 2021

	Approved	Five Year Financial Plan				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Revenues by Source:</b>						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Charges for current services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ 335,840	\$ 337,900	\$ 352,400	\$ 367,100	\$ 381,800	\$ 396,800
Other	\$ 1,111,000	\$ 1,111,000	\$ 1,111,000	\$ 1,111,000	\$ 1,111,000	\$ 1,111,000
<b>Total Revenues</b>	<b>\$ 1,446,840</b>	<b>\$ 1,448,900</b>	<b>\$ 1,463,400</b>	<b>\$ 1,478,100</b>	<b>\$ 1,492,800</b>	<b>\$ 1,507,800</b>
<b>Expenditures (see attached)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$ 1,446,840</b>	<b>\$ 1,448,900</b>	<b>\$ 1,463,400</b>	<b>\$ 1,478,100</b>	<b>\$ 1,492,800</b>	<b>\$ 1,507,800</b>
<b>Net Transfers In (Out)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$ 1,446,840</b>	<b>\$ 1,448,900</b>	<b>\$ 1,463,400</b>	<b>\$ 1,478,100</b>	<b>\$ 1,492,800</b>	<b>\$ 1,507,800</b>
<b>Opening Fund Balance (Deficit)</b>	<b>\$ 33,787,665</b>	<b>\$ 35,234,505</b>	<b>\$ 36,683,405</b>	<b>\$ 38,146,805</b>	<b>\$ 39,624,905</b>	<b>\$ 41,117,705</b>
<b>Ending Fund Balance (Deficit)</b>	<b>\$ 35,234,505</b>	<b>\$ 36,683,405</b>	<b>\$ 38,146,805</b>	<b>\$ 39,624,905</b>	<b>\$ 41,117,705</b>	<b>\$ 42,625,505</b>

**City of Foster City, California**  
 Capital Asset Acquisition and Replacement Fund Expenditures Detail  
 Five Year Financial Plan for the Years Ended June 30, 2021

	Approved	Five Year Financial Plan				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total department expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Interdepartmental charges (credits)</b>						
Information Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fleet Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total interdepartmental charges (credits)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Reallocation</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Foster City, California**  
 Water Operating Funds (excluding CIP)  
 Five Year Financial Plan for the Years Ended June 30, 2021

	Approved	Five Year Financial Plan				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Revenues by Source:</b>						
<b>Sales &amp; service charges</b>	\$ 12,905,000	\$ 11,750,000	\$ 12,429,000	\$ 13,423,000	\$ 14,762,000	\$ 15,041,000
<b>Connection fees</b>	\$ 278,000	\$ 180,600	\$ 107,600	\$ -	\$ -	\$ -
<b>Vehicle, equipment rental and other user charges</b>	\$ -	\$ 59,000	\$ 61,000	\$ 63,000	\$ 65,000	\$ 67,000
<b>Interest and rentals</b>	\$ 86,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other</b>	\$ 200,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
<b>Total Revenues</b>	\$ 13,469,000	\$ 12,389,600	\$ 12,997,600	\$ 13,886,000	\$ 15,227,000	\$ 15,508,000
<b>Expenditures (see attached)</b>	\$ 12,757,173	\$ 11,664,650	\$ 12,180,361	\$ 13,054,690	\$ 14,374,075	\$ 14,621,601
<b>Net revenues over (under) expenditures before transfers</b>	\$ 711,827	\$ 724,950	\$ 817,239	\$ 831,310	\$ 852,925	\$ 886,399
<b>Net Transfers In (Out)</b>	\$ (205,000)	\$ (205,000)	\$ (205,000)	\$ (205,000)	\$ (205,000)	\$ (205,000)
<b>Net Increase (Decrease) in Fund Balance</b>	\$ 506,827	\$ 519,950	\$ 612,239	\$ 626,310	\$ 647,925	\$ 681,399
<b>Opening Fund Balance</b>	\$ 271,012	\$ 777,839	\$ 1,297,789	\$ 1,910,028	\$ 2,536,338	\$ 3,184,263
<b>Ending Fund Balance</b>	\$ 777,839	\$ 1,297,789	\$ 1,910,028	\$ 2,536,338	\$ 3,184,263	\$ 3,865,662

**City of Foster City, California**

Water Operating Funds Expenditure Detail (excluding CIP)

Five Year Financial Plan for the Years Ended June 30, 2021

	Approved	Five Year Financial Plan				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ 1,640,647	\$ 1,676,122	\$ 1,799,419	\$ 1,853,402	\$ 1,909,004	\$ 1,966,274
<i>Supplies and other</i>	\$ 9,446,216	\$ 8,129,252	\$ 8,639,400	\$ 9,416,135	\$ 10,635,213	\$ 10,779,644
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total department expenses</b>	<b>\$ 11,121,863</b>	<b>\$ 9,805,374</b>	<b>\$ 10,438,819</b>	<b>\$ 11,269,537</b>	<b>\$ 12,544,217</b>	<b>\$ 12,745,918</b>
<b>Interdepartmental charges (credits)</b>						
<b>Reallocation</b>	<b>\$ 750,987</b>	<b>\$ 861,373</b>	<b>\$ 805,039</b>	<b>\$ 825,165</b>	<b>\$ 845,795</b>	<b>\$ 866,939</b>
<b>Net Expenditures</b>	<b>\$ 884,323</b>	<b>\$ 997,903</b>	<b>\$ 936,503</b>	<b>\$ 959,988</b>	<b>\$ 984,063</b>	<b>\$ 1,008,744</b>
	<b>\$ 12,757,173</b>	<b>\$ 11,664,650</b>	<b>\$ 12,180,361</b>	<b>\$ 13,054,690</b>	<b>\$ 14,374,075</b>	<b>\$ 14,621,601</b>

**City of Foster City, California**  
**Water Capital Improvement Project Funds**  
**Five Year Financial Plan for the Years Ended June 30, 2021**

	Approved	Five Year Financial Plan				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Revenues by Source:</b>						
<b>Sales &amp; service charges</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Connection fees</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Vehicle, equipment rental and other user charges</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Interest and rentals</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Bond Proceeds</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Expenditures (see attached)</b>	\$ -	\$ 380,252	\$ 2,467,581	\$ 870,000	\$ -	\$ -
<b>Net revenues over (under) expenditures before transfers</b>	\$ -	\$ (380,252)	\$ (2,467,581)	\$ (870,000)	\$ -	\$ -
<b>Net Transfers In (Out)</b>	\$ 205,000	\$ 205,000	\$ 205,000	\$ 205,000	\$ 205,000	\$ 205,000
<b>Net Increase (Decrease) in Fund Balance</b>	\$ 205,000	\$ (175,252)	\$ (2,262,581)	\$ (665,000)	\$ 205,000	\$ 205,000
<b>Opening Fund Balance</b>	\$ 6,939,174	\$ 7,144,174	\$ 6,968,922	\$ 4,706,341	\$ 4,041,341	\$ 4,246,341
<b>Ending Fund Balance</b>	\$ 7,144,174	\$ 6,968,922	\$ 4,706,341	\$ 4,041,341	\$ 4,246,341	\$ 4,451,341



**City of Foster City, California**

Water Capital Improvement Project Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2021

	Approved	Five Year Financial Plan				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Improvement Projects</i>	\$ -	\$ 380,252	\$ 2,467,581	\$ 870,000	\$ -	\$ -
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total department expenses</b>	\$ -	\$ 380,252	\$ 2,467,581	\$ 870,000	\$ -	\$ -
<b>Interdepartmental charges (credits)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Reallocation</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Expenditures</b>	\$ -	\$ 380,252	\$ 2,467,581	\$ 870,000	\$ -	\$ -

**City of Foster City, California**  
 Water Equipment Replacement Funds  
 Five Year Financial Plan for the Years Ended June 30, 2021

	Approved	Five Year Financial Plan				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Revenues by Source:</b>						
Sales & service charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connection fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ 273,439	\$ 288,439	\$ 296,000	\$ 303,000	\$ 311,000	\$ 319,000
Interest and rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 273,439</b>	<b>\$ 288,439</b>	<b>\$ 296,000</b>	<b>\$ 303,000</b>	<b>\$ 311,000</b>	<b>\$ 319,000</b>
<b>Expenditures (see attached)</b>	<b>\$ 7,900</b>	<b>\$ 11,900</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$ 265,539</b>	<b>\$ 276,539</b>	<b>\$ 284,000</b>	<b>\$ 291,000</b>	<b>\$ 299,000</b>	<b>\$ 307,000</b>
<b>Net Transfers In (Out)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$ 265,539</b>	<b>\$ 276,539</b>	<b>\$ 284,000</b>	<b>\$ 291,000</b>	<b>\$ 299,000</b>	<b>\$ 307,000</b>
<b>Opening Fund Balance</b>	<b>\$ 1,247,876</b>	<b>\$ 1,513,415</b>	<b>\$ 1,789,954</b>	<b>\$ 2,073,954</b>	<b>\$ 2,364,954</b>	<b>\$ 2,663,954</b>
<b>Ending Fund Balance</b>	<b>\$ 1,513,415</b>	<b>\$ 1,789,954</b>	<b>\$ 2,073,954</b>	<b>\$ 2,364,954</b>	<b>\$ 2,663,954</b>	<b>\$ 2,970,954</b>

**City of Foster City, California**

Water Equipment Replacement Funds Expenditure Detail  
Five Year Financial Plan for the Years Ended June 30, 2021

	Approved	Five Year Financial Plan				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ 7,900	\$ 11,900	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
<b>Total department expenses</b>	<b>\$ 7,900</b>	<b>\$ 11,900</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>
<b>Interdepartmental charges (credits)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Reallocation</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Expenditures</b>	<b>\$ 7,900</b>	<b>\$ 11,900</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>

**City of Foster City, California**  
Wastewater Collection System Operating Funds (excluding CIP)  
Five Year Financial Plan for the Years Ended June 30, 2021

	Approved	Five Year Financial Plan				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Revenues by Source:</b>						
Sales & service charges	\$ 7,555,000	\$ 8,483,000	\$ 9,523,000	\$ 10,690,000	\$ 11,944,000	\$ 13,344,000
Connection fees	\$ 418,000	\$ 581,000	\$ 218,750	\$ -	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ 85,000	\$ 13,000	\$ 25,000	\$ 35,000	\$ 47,000	\$ 59,000
Other	\$ 1,000	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
<b>Total Revenues</b>	<b>\$ 8,059,000</b>	<b>\$ 9,078,500</b>	<b>\$ 9,768,250</b>	<b>\$ 10,726,500</b>	<b>\$ 11,992,500</b>	<b>\$ 13,404,500</b>
<b>Expenditures (see attached)</b>	<b>\$ 7,179,217</b>	<b>\$ 6,462,611</b>	<b>\$ 6,563,280</b>	<b>\$ 6,738,700</b>	<b>\$ 6,918,971</b>	<b>\$ 7,104,233</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$ 879,783</b>	<b>\$ 2,615,889</b>	<b>\$ 3,204,970</b>	<b>\$ 3,987,800</b>	<b>\$ 5,073,529</b>	<b>\$ 6,300,267</b>
<b>Net Transfers In (Out)</b>	<b>\$ (780,000)</b>	<b>\$ (2,153,976)</b>	<b>\$ (2,862,910)</b>	<b>\$ (3,482,955)</b>	<b>\$ (4,560,210)</b>	<b>\$ (5,764,478)</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$ 99,783</b>	<b>\$ 461,913</b>	<b>\$ 342,060</b>	<b>\$ 504,845</b>	<b>\$ 513,319</b>	<b>\$ 535,789</b>
<b>Opening Fund Balance</b>	<b>\$ 733,201</b>	<b>\$ 832,984</b>	<b>\$ 1,294,897</b>	<b>\$ 1,636,957</b>	<b>\$ 2,141,802</b>	<b>\$ 2,655,121</b>
<b>Ending Fund Balance</b>	<b>\$ 832,984</b>	<b>\$ 1,294,897</b>	<b>\$ 1,636,957</b>	<b>\$ 2,141,802</b>	<b>\$ 2,655,121</b>	<b>\$ 3,190,910</b>

**City of Foster City, California**

Wastewater Collection System Operating Funds Expenditure Detail (excluding CIP)

Five Year Financial Plan for the Years Ended June 30, 2021

	Approved	Five Year Financial Plan				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ 1,741,147	\$ 1,718,522	\$ 1,857,505	\$ 1,913,230	\$ 1,970,627	\$ 2,029,746
<i>Supplies and other</i>	\$ 3,691,200	\$ 2,798,350	\$ 2,854,426	\$ 2,936,087	\$ 3,020,098	\$ 3,106,528
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total department expenses	\$ 5,432,347	\$ 4,516,872	\$ 4,711,931	\$ 4,849,317	\$ 4,990,725	\$ 5,136,274
<b>Interdepartmental charges (credits)</b>	\$ 950,906	\$ 1,042,574	\$ 1,016,329	\$ 1,041,737	\$ 1,067,780	\$ 1,094,475
<b>Reallocation</b>	\$ 795,964	\$ 903,165	\$ 835,020	\$ 847,646	\$ 860,466	\$ 873,484
<b>Net Expenditures</b>	\$ 7,179,217	\$ 6,462,611	\$ 6,563,280	\$ 6,738,700	\$ 6,918,971	\$ 7,104,233

**City of Foster City, California**  
Wastewater Collection System Revenue Bond Fund  
Five Year Financial Plan for the Years Ended June 30, 2021

	Approved	Five Year Financial Plan				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Revenues by Source:</b>						
<b>Sales &amp; service charges</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Connection fees</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Vehicle, equipment rental and other user charges</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Interest and rentals</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Bond Proceeds</b>	\$ 7,688,000	\$ 10,898,047	\$ 13,512,390	\$ 23,476,196	\$ 26,026,206	\$ 22,954,757
<b>Total Revenues</b>	\$ 7,688,000	\$ 10,898,047	\$ 13,512,390	\$ 23,476,196	\$ 26,026,206	\$ 22,954,757
<b>Expenditures (see attached)</b>	\$ 1,757,000	\$ 686,988	\$ 1,395,922	\$ 2,015,967	\$ 3,093,222	\$ 4,287,490
<b>Net revenues over (under) expenditures before transfers</b>	\$ 5,931,000	\$ 10,211,059	\$ 12,116,468	\$ 21,460,229	\$ 22,932,984	\$ 18,667,267
<b>Net Transfers In (Out)</b>	\$ (5,931,000)	\$ (10,211,059)	\$ (12,116,468)	\$ (21,460,229)	\$ (22,932,984)	\$ (18,667,267)
<b>Net Increase (Decrease) in Fund Balance</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Opening Fund Balance</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Ending Fund Balance</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**City of Foster City, California**

Wastewater Collection System Revenue Bond Fund

Five Year Financial Plan for the Years Ended June 30, 2021

	Approved	Five Year Financial Plan				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ 1,757,000	\$ 686,988	\$ 1,395,922	\$ 2,015,967	\$ 3,093,222	\$ 4,287,490
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total department expenses</b>	<b>\$ 1,757,000</b>	<b>\$ 686,988</b>	<b>\$ 1,395,922</b>	<b>\$ 2,015,967</b>	<b>\$ 3,093,222</b>	<b>\$ 4,287,490</b>
<b>Interdepartmental charges (credits)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Reallocation</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Expenditures</b>	<b>\$ 1,757,000</b>	<b>\$ 686,988</b>	<b>\$ 1,395,922</b>	<b>\$ 2,015,967</b>	<b>\$ 3,093,222</b>	<b>\$ 4,287,490</b>

**City of Foster City, California**  
Wastewater Capital Improvement Project Funds  
Five Year Financial Plan for the Years Ended June 30, 2021

	Approved	Five Year Financial Plan				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Revenues by Source:</b>						
Sales & service charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connection fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures (see attached)</b>	<b>\$ 6,181,000</b>	<b>\$ 11,979,252</b>	<b>\$ 13,580,581</b>	<b>\$ 23,477,000</b>	<b>\$ 26,527,000</b>	<b>\$ 28,955,000</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$ (6,181,000)</b>	<b>\$ (11,979,252)</b>	<b>\$ (13,580,581)</b>	<b>\$ (23,477,000)</b>	<b>\$ (26,527,000)</b>	<b>\$ (28,955,000)</b>
<b>Transfers in from Bond and Other Financing Proceeds</b>	<b>\$ 5,931,000</b>	<b>\$ 10,211,059</b>	<b>\$ 12,116,468</b>	<b>\$ 21,460,229</b>	<b>\$ 22,932,984</b>	<b>\$ 18,667,267</b>
<b>Net Transfers In (Out)</b>	<b>\$ 780,000</b>	<b>\$ 2,153,976</b>	<b>\$ 2,862,910</b>	<b>\$ 3,482,955</b>	<b>\$ 4,560,210</b>	<b>\$ 5,764,478</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$ 530,000</b>	<b>\$ 385,783</b>	<b>\$ 1,398,797</b>	<b>\$ 1,466,184</b>	<b>\$ 966,194</b>	<b>\$ (4,523,255)</b>
<b>Opening Fund Balance</b>	<b>\$ 3,683,830</b>	<b>\$ 4,213,830</b>	<b>\$ 4,599,613</b>	<b>\$ 5,998,410</b>	<b>\$ 7,464,594</b>	<b>\$ 8,430,788</b>
<b>Ending Fund Balance</b>	<b>\$ 4,213,830</b>	<b>\$ 4,599,613</b>	<b>\$ 5,998,410</b>	<b>\$ 7,464,594</b>	<b>\$ 8,430,788</b>	<b>\$ 3,907,533</b>



**City of Foster City, California**

Wastewater Capital Improvement Project Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2021

	<b>Approved</b>	<b>Five Year Financial Plan</b>				
	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Improvement Projects</i>	\$ 6,181,000	\$ 11,979,252	\$ 13,580,581	\$ 23,477,000	\$ 26,527,000	\$ 28,955,000
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total department expenses</b>	<b>\$ 6,181,000</b>	<b>\$ 11,979,252</b>	<b>\$ 13,580,581</b>	<b>\$ 23,477,000</b>	<b>\$ 26,527,000</b>	<b>\$ 28,955,000</b>
<b>Interdepartmental charges (credits)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Reallocation</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Expenditures</b>	<b>\$ 6,181,000</b>	<b>\$ 11,979,252</b>	<b>\$ 13,580,581</b>	<b>\$ 23,477,000</b>	<b>\$ 26,527,000</b>	<b>\$ 28,955,000</b>

**City of Foster City, California**  
Wastewater Equipment Replacement Funds  
Five Year Financial Plan for the Years Ended June 30, 2021

	Approved	Five Year Financial Plan				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Revenues by Source:</b>						
<b>Sales &amp; service charges</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Connection fees</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Vehicle, equipment rental and other user charges</b>	\$ 360,436	\$ 374,622	\$ 384,000	\$ 394,000	\$ 404,000	\$ 414,000
<b>Interest and rentals</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Bond Proceeds</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	\$ 360,436	\$ 374,622	\$ 384,000	\$ 394,000	\$ 404,000	\$ 414,000
<b>Expenditures (see attached)</b>	\$ 268,555	\$ 193,020	\$ 195,000	\$ 195,000	\$ 195,000	\$ 195,000
<b>Net revenues over (under) expenditures before transfers</b>	\$ 91,881	\$ 181,602	\$ 189,000	\$ 199,000	\$ 209,000	\$ 219,000
<b>Net Transfers In (Out)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Increase (Decrease) in Fund Balance</b>	\$ 91,881	\$ 181,602	\$ 189,000	\$ 199,000	\$ 209,000	\$ 219,000
<b>Opening Fund Balance</b>	\$ 2,519,390	\$ 2,611,271	\$ 2,792,873	\$ 2,981,873	\$ 3,180,873	\$ 3,389,873
<b>Ending Fund Balance</b>	\$ 2,611,271	\$ 2,792,873	\$ 2,981,873	\$ 3,180,873	\$ 3,389,873	\$ 3,608,873

**City of Foster City, California**

Wastewater Equipment Replacement Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2021

	Approved	Five Year Financial Plan				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ 268,555	\$ 193,020	\$ 195,000	\$ 195,000	\$ 195,000	\$ 195,000
<b>Total department expenses</b>	<b>\$ 268,555</b>	<b>\$ 193,020</b>	<b>\$ 195,000</b>	<b>\$ 195,000</b>	<b>\$ 195,000</b>	<b>\$ 195,000</b>
<b>Interdepartmental charges (credits)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Reallocation</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Expenditures</b>	<b>\$ 268,555</b>	<b>\$ 193,020</b>	<b>\$ 195,000</b>	<b>\$ 195,000</b>	<b>\$ 195,000</b>	<b>\$ 195,000</b>

**City of Foster City, California**  
Internal Service Funds  
Five Year Financial Plan for the Years Ended June 30, 2021

	Approved	Five Year Financial Plan				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Revenues by Source:</b>						
<b>Sales &amp; service charges</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Connection fees</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Vehicle, equipment rental and other user charges</b>	\$ 5,645,925	\$ 7,369,385	\$ 7,553,000	\$ 7,741,000	\$ 7,934,000	\$ 8,131,000
<b>Interest and rentals</b>	\$ 543,950	\$ 304,950	\$ 304,950	\$ 304,950	\$ 304,950	\$ 304,950
<b>Other</b>	\$ 14,850	\$ 14,850	\$ 14,850	\$ 14,850	\$ 14,850	\$ 14,850
<b>Total Revenues</b>	\$ 6,204,725	\$ 7,689,185	\$ 7,872,800	\$ 8,060,800	\$ 8,253,800	\$ 8,450,800
<b>Expenditures (see attached)</b>	\$ 6,514,928	\$ 6,650,323	\$ 6,876,286	\$ 7,111,133	\$ 7,355,436	\$ 7,608,518
<b>Net revenues over (under) expenditures before transfers</b>	\$ (310,203)	\$ 1,038,862	\$ 996,514	\$ 949,667	\$ 898,364	\$ 842,282
<b>Net Transfers In (Out)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Increase (Decrease) in Fund Balance</b>	\$ (310,203)	\$ 1,038,862	\$ 996,514	\$ 949,667	\$ 898,364	\$ 842,282
<b>Opening Fund Balance</b>	\$ 26,482,907	\$ 26,172,704	\$ 27,211,566	\$ 28,208,080	\$ 29,157,747	\$ 30,056,111
<b>Ending Fund Balance</b>	\$ 26,172,704	\$ 27,211,566	\$ 28,208,080	\$ 29,157,747	\$ 30,056,111	\$ 30,898,393

**City of Foster City, California**  
Internal Service Funds Expenditures Detail  
Five Year Financial Plan for the Years Ended June 30, 2021

	Approved	Five Year Financial Plan				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ 2,128,860	\$ 2,102,450	\$ 2,207,573	\$ 2,317,952	\$ 2,433,850	\$ 2,555,543
<i>Supplies and other</i>	\$ 2,347,232	\$ 2,804,046	\$ 2,874,147	\$ 2,946,001	\$ 3,019,651	\$ 3,095,142
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ 1,880,472	\$ 1,524,738	\$ 1,570,000	\$ 1,617,000	\$ 1,666,000	\$ 1,716,000
<b>Total department expenses</b>	<b>\$ 6,356,564</b>	<b>\$ 6,431,234</b>	<b>\$ 6,651,720</b>	<b>\$ 6,880,953</b>	<b>\$ 7,119,501</b>	<b>\$ 7,366,685</b>
<b>Interdepartmental charges (credits)</b>						
<b>Reallocation</b>	\$ 158,364	\$ 219,089	\$ 224,566	\$ 230,180	\$ 235,935	\$ 241,833
<b>Net Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>\$ 6,514,928</b>	<b>\$ 6,650,323</b>	<b>\$ 6,876,286</b>	<b>\$ 7,111,133</b>	<b>\$ 7,355,436</b>	<b>\$ 7,608,518</b>

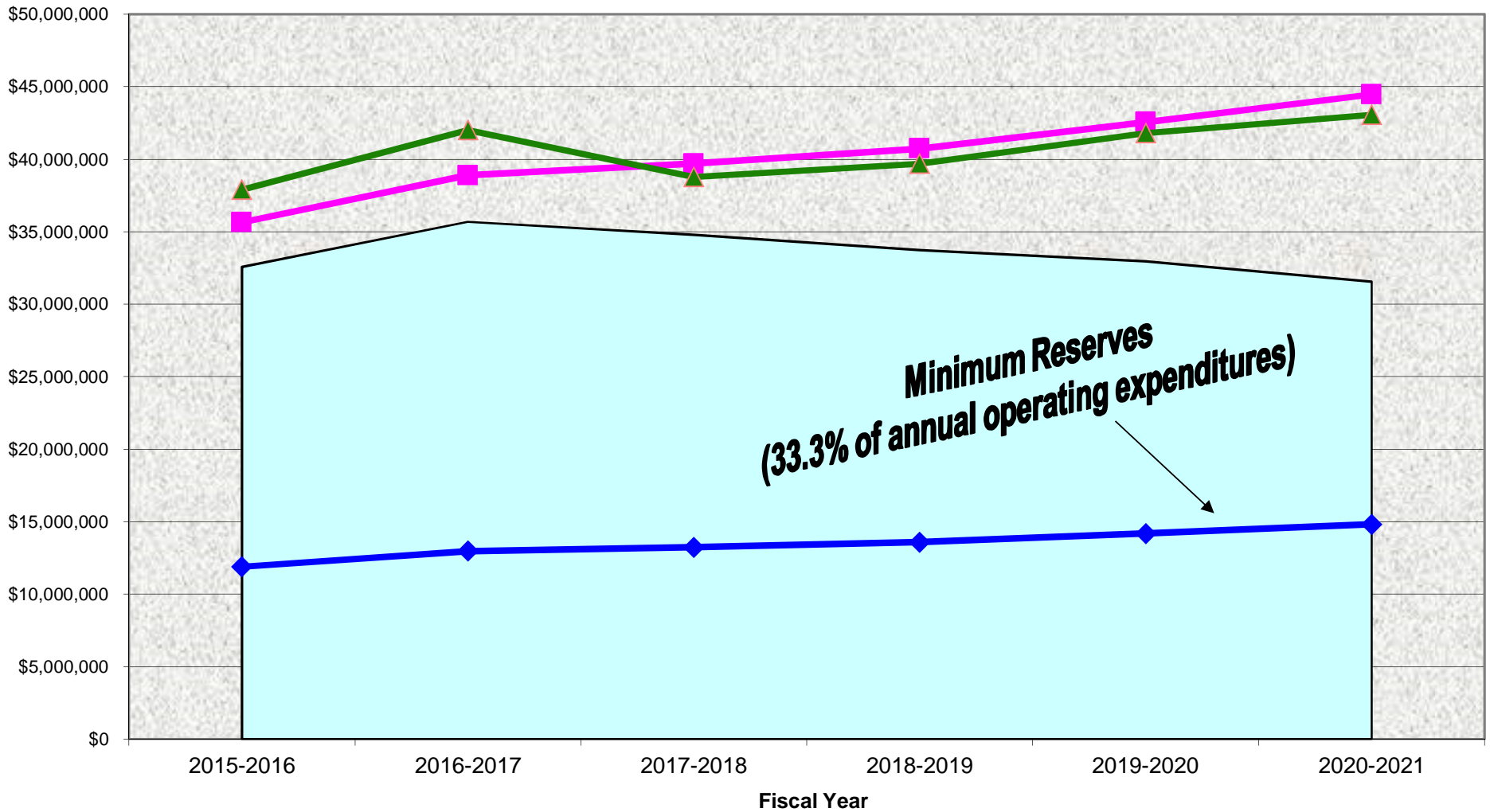
**City of Foster City, California**  
 Agency Funds  
 Five Year Financial Plan for the Years Ended June 30, 2021

	Approved	Five Year Financial Plan				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Revenues by Source:</b>						
<b>Sales &amp; service charges</b>	\$ -	\$ 534,500	\$ 534,500	\$ 534,500	\$ 534,500	\$ 534,500
<b>Connection fees</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Vehicle, equipment rental and other user charges</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Interest and rentals</b>	\$ -	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
<b>Other</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	\$ -	\$ 534,800	\$ 534,800	\$ 534,800	\$ 534,800	\$ 534,800
<b>Expenditures (see attached)</b>	\$ -	\$ 534,800	\$ 534,800	\$ 534,800	\$ 534,800	\$ 534,800
<b>Net revenues over (under) expenditures before transfers</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Transfers In (Out)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Increase (Decrease) in Fund Balance</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Opening Fund Balance</b>	\$ (990,242)	\$ (990,242)	\$ (990,242)	\$ (990,242)	\$ (990,242)	\$ (990,242)
<b>Ending Fund Balance</b>	\$ (990,242)	\$ (990,242)	\$ (990,242)	\$ (990,242)	\$ (990,242)	\$ (990,242)

**City of Foster City, California**  
 Agency Funds Expenditures Detail  
 Five Year Financial Plan for the Years Ended June 30, 2021

	Approved	Five Year Financial Plan				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ -	\$ 534,800	\$ 534,800	\$ 534,800	\$ 534,800	\$ 534,800
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total department expenses</b>	<b>\$ -</b>	<b>\$ 534,800</b>	<b>\$ 534,800</b>	<b>\$ 534,800</b>	<b>\$ 534,800</b>	<b>\$ 534,800</b>
<b>Interdepartmental charges (credits)</b>						
<b>Reallocation</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Expenditures</b>	<b>\$ -</b>	<b>\$ 534,800</b>	<b>\$ 534,800</b>	<b>\$ 534,800</b>	<b>\$ 534,800</b>	<b>\$ 534,800</b>

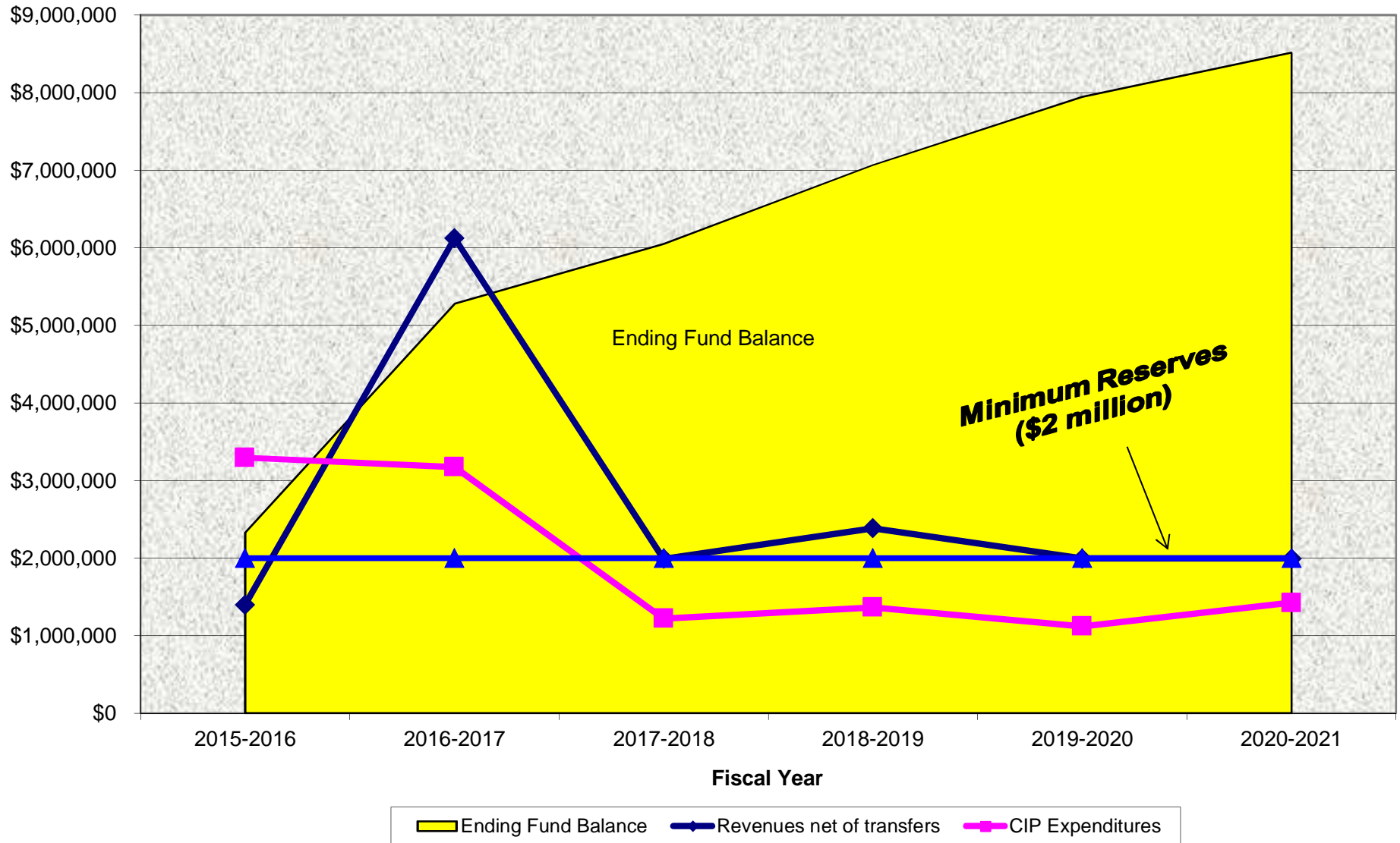
## City of Foster City General Fund (Forecast Based on Budgeted Revenues / Expenditures)



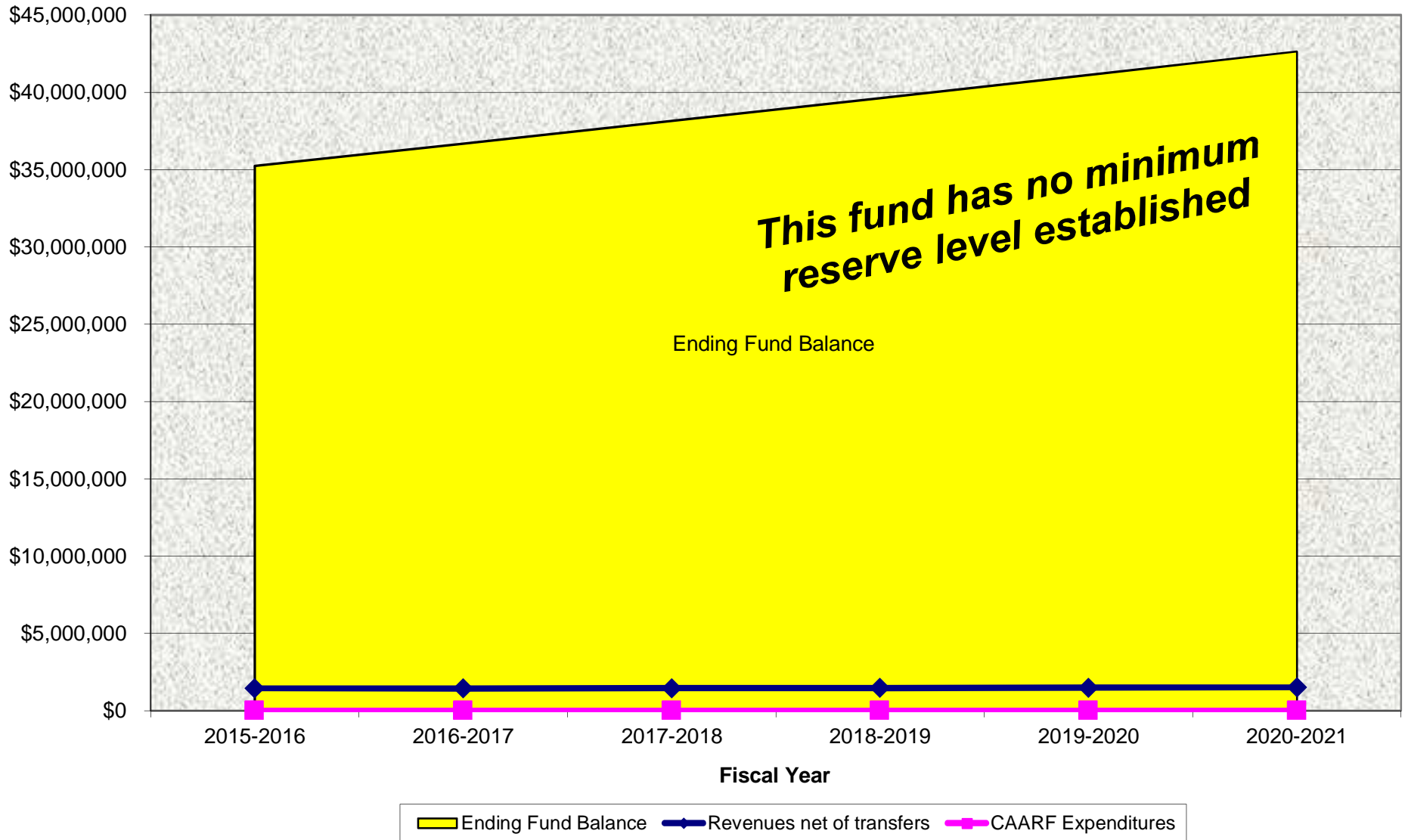
Ending Fund Balance
Expenditures
Revenues, Transfers & Other Adj.



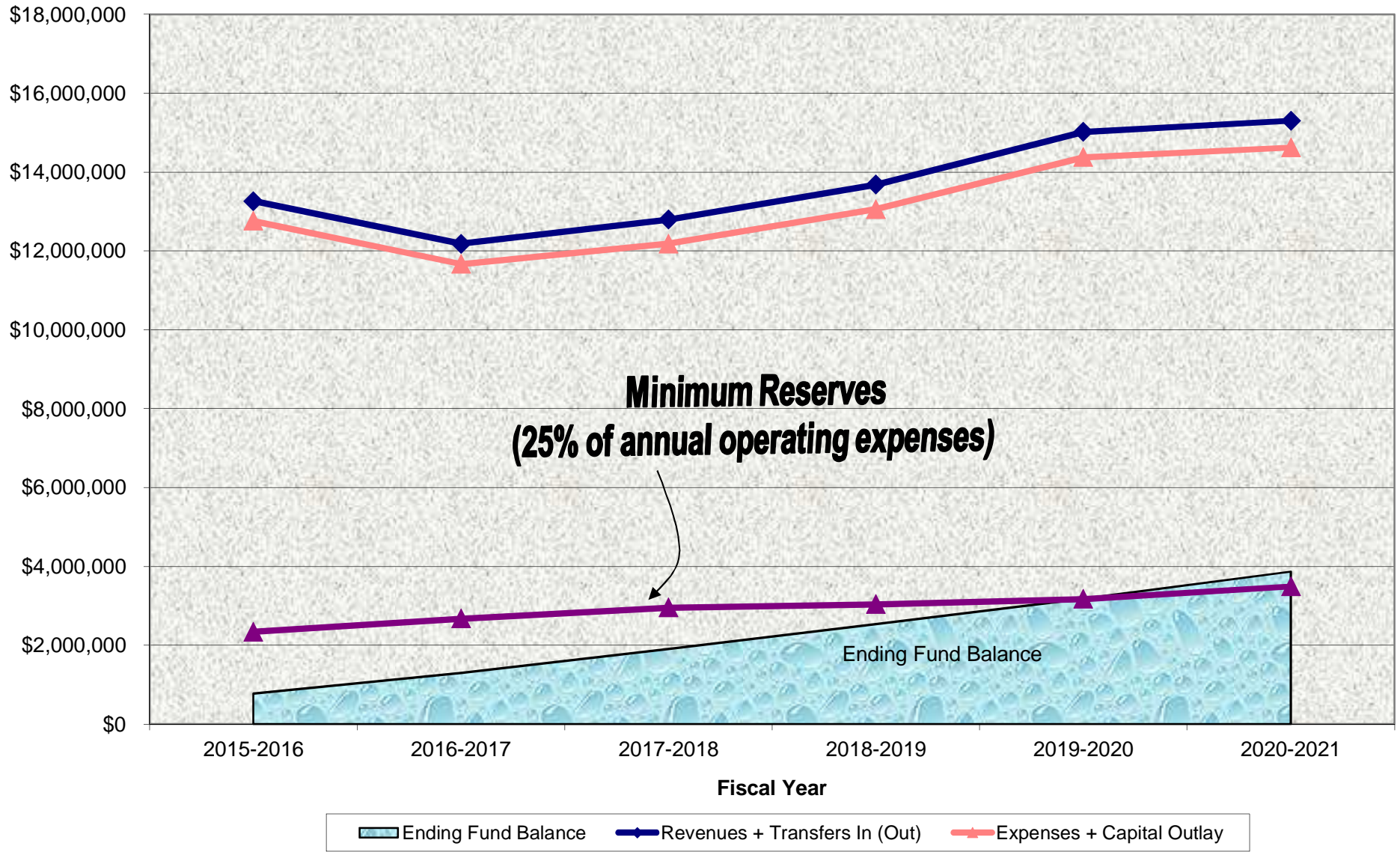
# City of Foster City Capital Improvement Fund



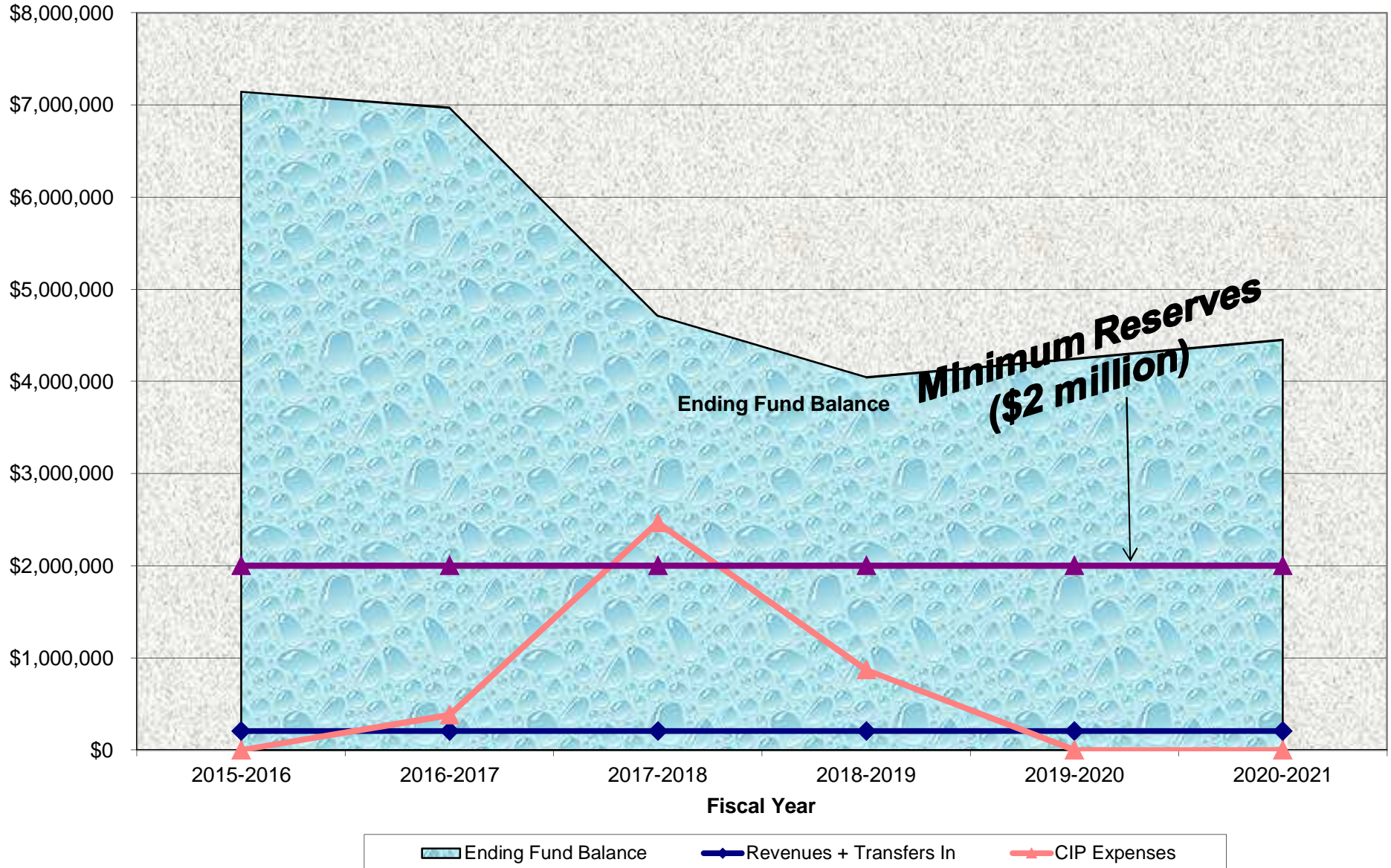
# City of Foster City Capital Asset Acquisition and Replacement Funds



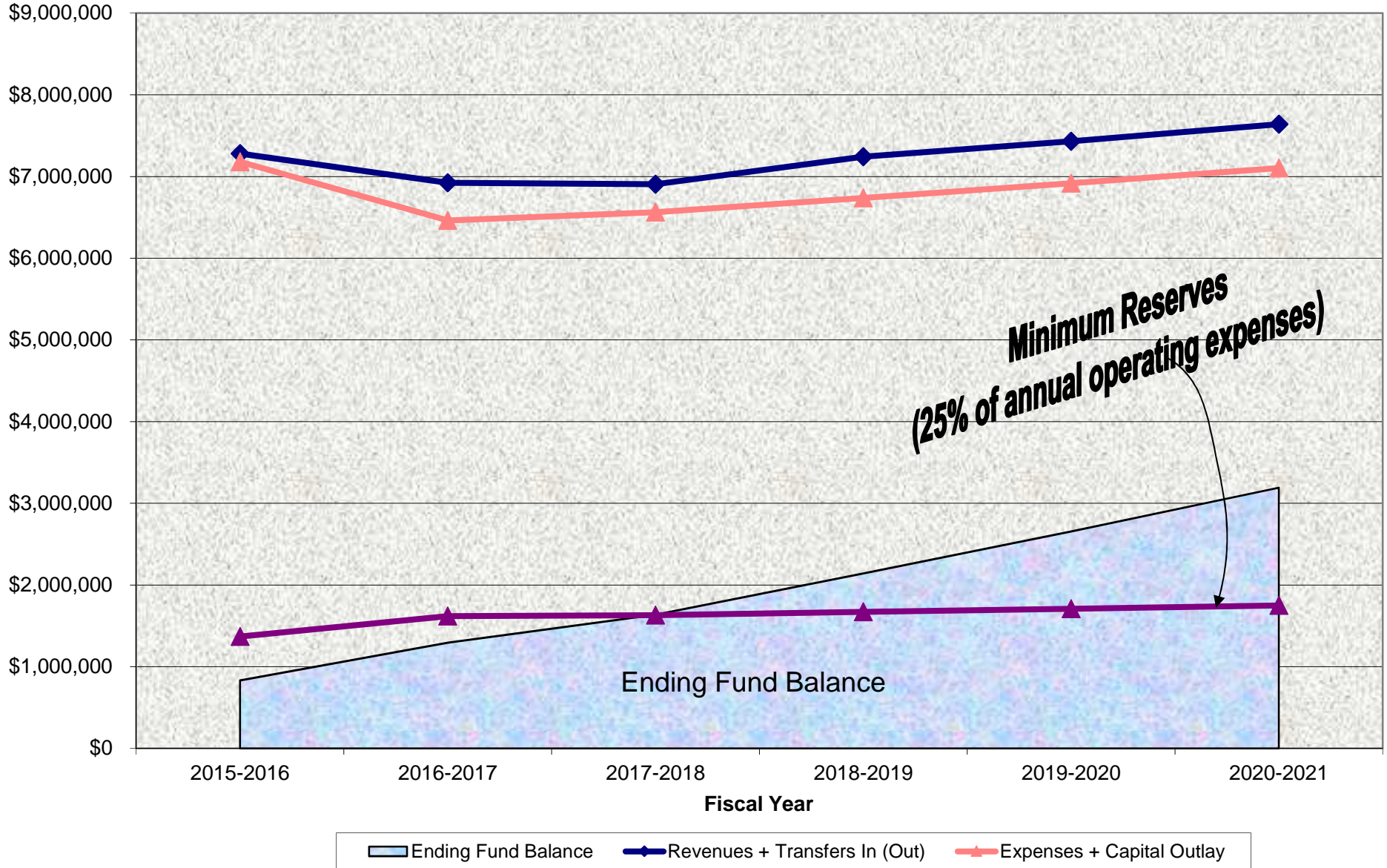
## Estero Municipal Improvement District Water Operating Funds



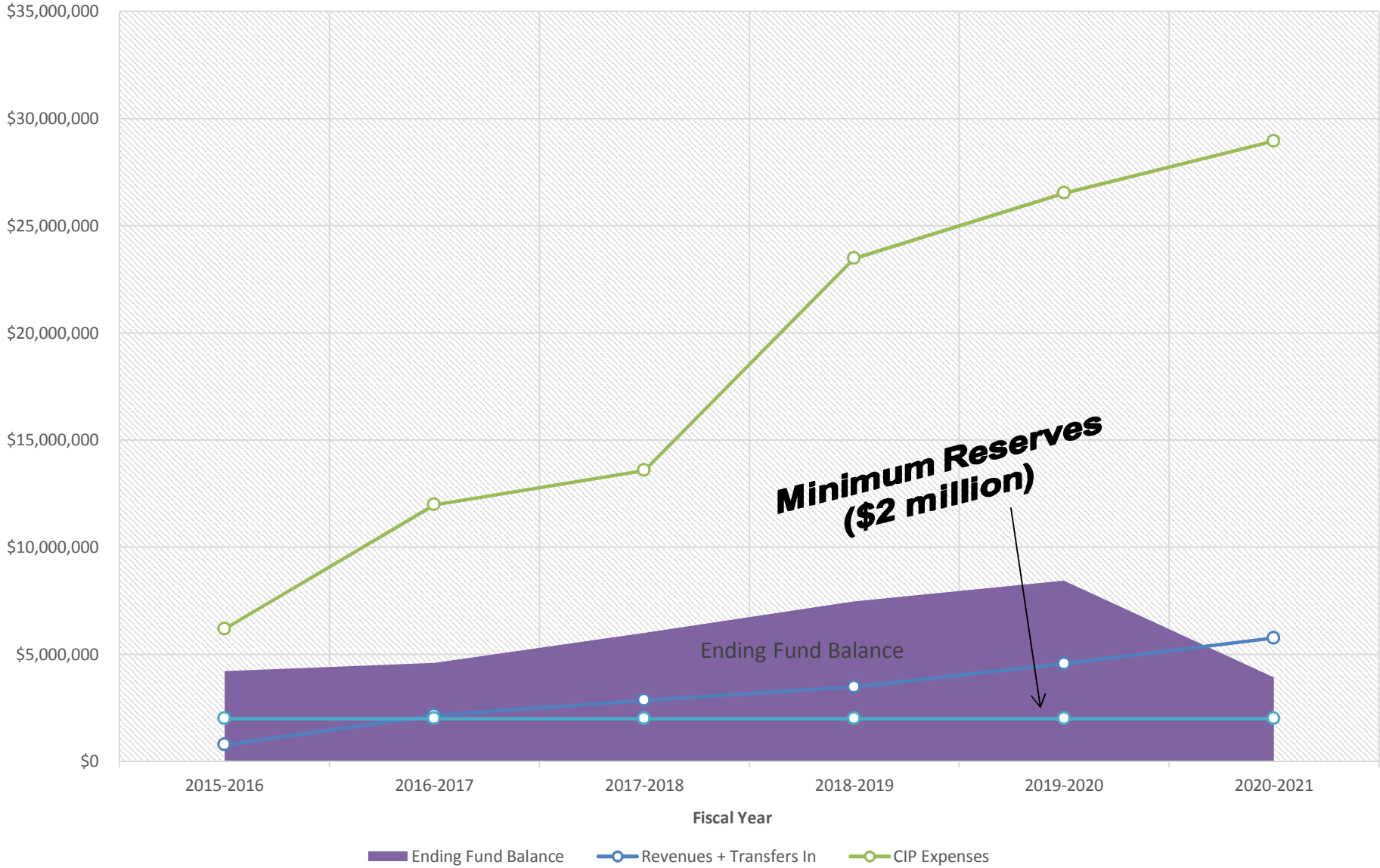
# Estero Municipal Improvement District Water Capital Improvement Project Funds



## 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, 2017

											FINAL BUDGET	
Fund		Available July 1, 2016	Estimated Revenues	Transfers In	Transfers Out	Total Available	Operating Expenditures	Capital Expenditures	Total Requirements	Net Increase (Decrease) in Reserves	Available June 30, 2017	
<b>General Funds</b>												
001	General - City	\$ 32,560,995	\$ 19,882,470	\$ -	\$ 2,324,952	\$ 50,118,513	\$ 14,432,933	\$ -	\$ 14,432,933	\$ 3,124,585	\$ 35,685,580	
002	General - District	\$ 22,557,500	\$ 22,557,500	\$ -	\$ -	\$ 22,557,500	\$ 22,557,500	\$ -	\$ 22,557,500	\$ -	\$ -	
003	Special Recreation	\$ -	\$ 1,518,800	\$ 376,952	\$ -	\$ 1,895,752	\$ 1,895,752	\$ -	\$ 1,895,752	\$ -	\$ -	
005	Community Benefits Program Fund	\$ -	\$ -	\$ 1,850,000	\$ -	\$ 1,850,000	\$ 1,850,000	\$ -	\$ 1,850,000	\$ -	\$ -	
006	DARE	\$ 656	\$ 600	\$ -	\$ -	\$ 1,256	\$ 600	\$ -	\$ 600	\$ -	\$ 656	
009	Community Benefits Program Reserve	\$ 1,850,000	\$ -	\$ -	\$ 1,850,000	\$ -	\$ -	\$ -	\$ -	\$ (1,850,000)	\$ -	
<b>Subtotal General Funds</b>		<b>\$ 34,411,651</b>	<b>\$ 43,959,370</b>	<b>\$ 2,226,952</b>	<b>\$ 4,174,952</b>	<b>\$ 76,423,021</b>	<b>\$ 40,736,785</b>	<b>\$ -</b>	<b>\$ 40,736,785</b>	<b>\$ 1,274,585</b>	<b>\$ 35,686,236</b>	
<b>Special Revenue Funds</b>												
101	Traffic Safety	\$ -	\$ 112,600	\$ -	\$ -	\$ 112,600	\$ 112,600	\$ -	\$ 112,600	\$ -	\$ -	
102	Measure A	\$ 1,887,801	\$ 654,300	\$ -	\$ -	\$ 2,542,101	\$ -	\$ 1,837,600	\$ 1,837,600	\$ (1,183,300)	\$ 704,501	
103	Gas Tax (2103, 2105-2107.5)	\$ 1,213,543	\$ 679,100	\$ -	\$ -	\$ 1,892,643	\$ 681,053	\$ 76,400	\$ 757,453	\$ (78,353)	\$ 1,135,190	
104	Park In-Lieu Fees	\$ 1,304,130	\$ 1,578,500	\$ -	\$ -	\$ 2,882,630	\$ -	\$ 2,880,000	\$ 2,880,000	\$ (1,301,500)	\$ 2,630	
105	Measure M	\$ -	\$ 106,000	\$ -	\$ -	\$ 106,000	\$ -	\$ 106,000	\$ 106,000	\$ -	\$ -	
108	SLESF/COPS Grant	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	
114	CalOpps.org	\$ 381,176	\$ 162,400	\$ -	\$ -	\$ 543,576	\$ 256,781	\$ -	\$ 256,781	\$ (94,381)	\$ 286,795	
116	Foster City Foundation	\$ 97,739	\$ 95,000	\$ -	\$ -	\$ 192,739	\$ -	\$ -	\$ -	\$ 95,000	\$ 192,739	
122	Low- and Moderate-Income Housing Fund	\$ 1,422,518	\$ 107,192	\$ -	\$ -	\$ 1,529,710	\$ 142,600	\$ -	\$ 142,600	\$ (35,408)	\$ 1,387,110	
124	City Affordable Housing Fund	\$ 25,182	\$ 5,140	\$ -	\$ -	\$ 30,322	\$ -	\$ -	\$ -	\$ 5,140	\$ 30,322	
125	Sustainable Foster City Fund	\$ 321,223	\$ 730	\$ -	\$ -	\$ 321,953	\$ 258,100	\$ -	\$ 258,100	\$ (257,370)	\$ 63,853	
126	Day Time Shuttle Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
127	BAERS	\$ 19,408	\$ 369,000	\$ -	\$ -	\$ 388,408	\$ 388,071	\$ -	\$ 388,071	\$ (19,071)	\$ 337	
128	General Plan Maintenance Fund	\$ 500,397	\$ 890,400	\$ -	\$ -	\$ 1,390,797	\$ 51,300	\$ -	\$ 51,300	\$ 839,100	\$ 1,339,497	
129	Construction & Demolition Recycling Fund	\$ 400,000	\$ 19,800	\$ -	\$ -	\$ 419,800	\$ 12,000	\$ -	\$ 12,000	\$ 7,800	\$ 407,800	
130	Technology Maintenance Fund	\$ 77,000	\$ 238,500	\$ -	\$ -	\$ 315,500	\$ 62,850	\$ -	\$ 62,850	\$ 175,650	\$ 252,650	
131	SB 1186 Fund	\$ 1,300	\$ 1,500	\$ -	\$ -	\$ 2,800	\$ 1,300	\$ -	\$ 1,300	\$ 200	\$ 1,500	
132	SMIP Fee Fund	\$ -	\$ 900	\$ -	\$ -	\$ 900	\$ 500	\$ -	\$ 500	\$ 400	\$ 400	
133	CRV Grant Fund	\$ 4,910	\$ 8,000	\$ -	\$ -	\$ 12,910	\$ 8,000	\$ -	\$ 8,000	\$ -	\$ 4,910	
134	Curbside Recycling Fee Fund	\$ 92,886	\$ 22,000	\$ -	\$ -	\$ 114,886	\$ 25,000	\$ -	\$ 25,000	\$ (3,000)	\$ 89,886	
135	Green Building Fee Fund	\$ -	\$ 900	\$ -	\$ -	\$ 900	\$ 500	\$ -	\$ 500	\$ 400	\$ 400	
<b>Subtotal Special Revenue Funds</b>		<b>\$ 7,749,213</b>	<b>\$ 5,151,962</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,901,175</b>	<b>\$ 2,100,655</b>	<b>\$ 4,900,000</b>	<b>\$ 7,000,655</b>	<b>\$ (1,848,693)</b>	<b>\$ 5,900,520</b>	

(Continued on next page)

**CITY OF FOSTER CITY / EMID**  
 Summary of Resources and Requirements by Funds  
 For the Fiscal Year Ended June 30, 2017

(Continued from previous page)		FINAL BUDGET								
Fund	Available July 1, 2016	Estimated Revenues	Transfers In	Transfers Out	Total Available	Operating Expenditures	Capital Expenditures	Total Requirements	Net Increase (Decrease) in Reserves	Available June 30, 2017
<b>Capital Projects Funds</b>										
301 Capital Investment - City	\$ 2,329,956	\$ 4,175,715	\$ 1,948,000	\$ -	\$ 8,453,671	\$ -	\$ 3,175,253	\$ 3,175,253	\$ 2,948,462	\$ 5,278,418
326 Capital Asset Acquisition and Replacement Fund	\$ 35,234,505	\$ 1,448,900	\$ -	\$ -	\$ 36,683,405	\$ -	\$ -	\$ -	\$ 1,448,900	\$ 36,683,405
<b>Subtotal Capital Projects Funds</b>	<b>\$ 37,564,461</b>	<b>\$ 5,624,615</b>	<b>\$ 1,948,000</b>	<b>\$ -</b>	<b>\$ 45,137,076</b>	<b>\$ -</b>	<b>\$ 3,175,253</b>	<b>\$ 3,175,253</b>	<b>\$ 4,397,362</b>	<b>\$ 41,961,823</b>
<b>Enterprise Funds</b>										
<b>Water Funds</b>										
401 Water Revenue	\$ 214,394	\$ 12,389,600	\$ -	\$ 939,344	\$ 11,664,650	\$ 11,664,650	\$ -	\$ 11,664,650	\$ (214,394)	\$ -
402 Water Reserve	\$ 563,445	\$ -	\$ 734,344	\$ -	\$ 1,297,789	\$ -	\$ -	\$ -	\$ 734,344	\$ 1,297,789
405 Capital Investment - Water	\$ 7,144,174	\$ -	\$ 205,000	\$ -	\$ 7,349,174	\$ -	\$ 380,252	\$ 380,252	\$ (175,252)	\$ 6,968,922
407 Water Equipment Replacement	\$ 1,513,415	\$ 288,439	\$ -	\$ -	\$ 1,801,854	\$ 11,900	\$ -	\$ 11,900	\$ 276,539	\$ 1,789,954
<b>Subtotal Water Funds</b>	<b>\$ 9,435,428</b>	<b>\$ 12,678,039</b>	<b>\$ 939,344</b>	<b>\$ 939,344</b>	<b>\$ 22,113,467</b>	<b>\$ 11,676,550</b>	<b>\$ 380,252</b>	<b>\$ 12,056,802</b>	<b>\$ 621,237</b>	<b>\$ 10,056,665</b>
<b>Wastewater Funds</b>										
451 Wastewater Revenue	\$ 7,386	\$ 9,078,000	\$ 26,201	\$ 2,648,976	\$ 6,462,611	\$ 6,462,611	\$ -	\$ 6,462,611	\$ (7,386)	\$ -
452 Wastewater Reserve	\$ 799,897	\$ -	\$ 495,000	\$ -	\$ 1,294,897	\$ -	\$ -	\$ -	\$ 495,000	\$ 1,294,897
454 Wastewater Revenue Bond	\$ 4,213,830	\$ 10,898,047	\$ -	\$ 10,211,059	\$ 686,988	\$ 686,988	\$ -	\$ 686,988	\$ -	\$ -
455 Capital Investment - Wastewater	\$ 4,213,830	\$ -	\$ 12,365,035	\$ -	\$ 16,578,865	\$ -	\$ 11,979,252	\$ 11,979,252	\$ 385,783	\$ 4,599,613
456 Wastewater Expansion	\$ 25,701	\$ 500	\$ -	\$ 26,201	\$ -	\$ -	\$ -	\$ -	\$ (25,701)	\$ -
457 Wastewater Equipment Replacement	\$ 2,611,271	\$ 374,622	\$ -	\$ -	\$ 2,985,893	\$ 193,020	\$ -	\$ 193,020	\$ 181,602	\$ 2,792,873
<b>Subtotal Wastewater Funds</b>	<b>\$ 7,658,085</b>	<b>\$ 20,351,169</b>	<b>\$ 12,886,236</b>	<b>\$ 12,886,236</b>	<b>\$ 28,009,254</b>	<b>\$ 7,342,619</b>	<b>\$ 11,979,252</b>	<b>\$ 19,321,871</b>	<b>\$ 1,029,298</b>	<b>\$ 8,687,383</b>
<b>Subtotal Enterprise Funds</b>	<b>\$ 17,093,513</b>	<b>\$ 33,029,208</b>	<b>\$ 13,825,580</b>	<b>\$ 13,825,580</b>	<b>\$ 50,122,721</b>	<b>\$ 19,019,169</b>	<b>\$ 12,359,504</b>	<b>\$ 31,378,673</b>	<b>\$ 1,650,535</b>	<b>\$ 18,744,048</b>
<b>Internal Service Funds</b>										
501 Vehicle Replacement	\$ 4,154,997	\$ 1,592,508	\$ -	\$ -	\$ 5,747,505	\$ 1,512,419	\$ -	\$ 1,512,419	\$ 80,089	\$ 4,235,086
502 Equipment Replacement	\$ 5,319,124	\$ 1,212,509	\$ -	\$ -	\$ 6,531,633	\$ 578,248	\$ -	\$ 578,248	\$ 634,261	\$ 5,953,385
503 Self-Insurance	\$ 940,381	\$ 609,500	\$ -	\$ -	\$ 1,549,881	\$ 505,542	\$ -	\$ 505,542	\$ 103,958	\$ 1,044,339
504 Information Technology	\$ 3,044,797	\$ 1,746,926	\$ -	\$ -	\$ 4,791,723	\$ 1,725,100	\$ -	\$ 1,725,100	\$ 21,826	\$ 3,066,623
505 Building Maintenance	\$ 1,570,862	\$ 2,086,725	\$ -	\$ -	\$ 3,657,587	\$ 1,769,164	\$ -	\$ 1,769,164	\$ 317,561	\$ 1,888,423
507 Longevity Recognition Benefits	\$ 2,851,000	\$ 42,500	\$ -	\$ -	\$ 2,893,500	\$ 160,500	\$ -	\$ 160,500	\$ (118,000)	\$ 2,733,000
508 PEMHCA Benefits Plan	\$ 5,939,685	\$ 85,500	\$ -	\$ -	\$ 6,025,185	\$ 173,500	\$ -	\$ 173,500	\$ (88,000)	\$ 5,851,685
509 Compensated Absences	\$ 2,351,858	\$ 313,017	\$ -	\$ -	\$ 2,664,875	\$ 225,850	\$ -	\$ 225,850	\$ 87,167	\$ 2,439,025
<b>Subtotal Internal Service Funds</b>	<b>\$ 26,172,704</b>	<b>\$ 7,689,185</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,861,889</b>	<b>\$ 6,650,323</b>	<b>\$ -</b>	<b>\$ 6,650,323</b>	<b>\$ 1,038,862</b>	<b>\$ 27,211,566</b>
<b>Agency Fund</b>										
604 Successor Agency of CDA	\$ (990,242)	\$ 534,800	\$ -	\$ -	\$ (455,442)	\$ 534,800	\$ -	\$ 534,800	\$ -	\$ (990,242)
<b>Subtotal Agency Fund</b>	<b>\$ (990,242)</b>	<b>\$ 534,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (455,442)</b>	<b>\$ 534,800</b>	<b>\$ -</b>	<b>\$ 534,800</b>	<b>\$ -</b>	<b>\$ (990,242)</b>
<b>Total All Funds</b>	<b>\$ 122,001,300</b>	<b>\$ 95,989,140</b>	<b>\$ 18,000,532</b>	<b>\$ 18,000,532</b>	<b>\$ 217,990,440</b>	<b>\$ 69,041,732</b>	<b>\$ 20,434,757</b>	<b>\$ 89,476,489</b>	<b>\$ 6,512,651</b>	<b>\$ 128,513,951</b>



**City of Foster City / Estero Municipal Improvement District  
Revenue by Source  
For the Fiscal Year Ended June 30, 2017**

	2015-2016		2016-2017
	Approved	Projected	Budget
<b>General Fund 001-003</b>			
City			
Sales taxes	\$ 3,446,000	\$ 3,028,000	\$ 3,089,000
Transient occupancy taxes	\$ 2,703,500	\$ 2,880,900	\$ 3,364,800
Franchise taxes	\$ 1,154,760	\$ 1,173,100	\$ 1,196,600
Real property transfer	\$ 286,100	\$ 401,100	\$ 333,700
Licenses and permits	\$ 2,950,900	\$ 2,950,900	\$ 6,360,800
Intergovernment (Motor vehicle in-lieu, SB 90, etc.)	\$ 2,978,000	\$ 3,203,000	\$ 3,303,000
Charges for current services	\$ 929,400	\$ 929,400	\$ 1,462,370
Fines and forfeitures	\$ 60,000	\$ 60,000	\$ 57,300
Interest	\$ 230,000	\$ 230,000	\$ 230,000
Other (Fines, Shared Services, Street Sweeping, Other)	\$ 1,006,800	\$ 1,133,700	\$ 484,900
General Fund (City) Subtotal	\$ 15,745,460	\$ 15,990,100	\$ 19,882,470
District			
Property Taxes	\$ 19,757,360	\$ 19,864,360	\$ 21,335,500
Excess ERAF	\$ 571,000	\$ 1,392,000	\$ 571,000
Intergovernmental	\$ 100,000	\$ 100,000	\$ 100,000
Rentals	\$ 472,000	\$ 472,000	\$ 472,000
Interest	\$ 79,000	\$ 79,000	\$ 79,000
General Fund (District) Subtotal	\$ 20,979,360	\$ 21,907,360	\$ 22,557,500
Special Recreation			
Program Revenues	\$ 1,290,500	\$ 1,290,500	\$ 1,218,800
Rents and Concessions	\$ 302,000	\$ 302,000	\$ 300,000
Interest	\$ -	\$ -	\$ -
General Fund (Special Recreation) Subtotal	\$ 1,592,500	\$ 1,592,500	\$ 1,518,800
<b>total general fund 001-003</b>	<b>\$ 38,317,320</b>	<b>\$ 39,489,960</b>	<b>\$ 43,958,770</b>
<b>General Fund 005-009</b>			
City			
Intergovernment (D.A.R.E.)	\$ -	\$ 656	\$ 600
General Fund (City) Subtotal	\$ -	\$ 656	\$ 600
<b>total general fund 005-009</b>	<b>\$ -</b>	<b>\$ 656</b>	<b>\$ 600</b>
<b>Total General Fund (ALL)</b>	<b>\$ 38,317,320</b>	<b>\$ 39,490,616</b>	<b>\$ 43,959,370</b>

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**City of Foster City / Estero Municipal Improvement District  
Revenue by Source  
For the Fiscal Year Ended June 30, 2017**

(Continued from previous page)

	2015-2016		2016-2017
	Approved	Projected	Budget
<b>Special Revenue Funds</b>			
Traffic Safety			
Vehicle Code Fines	\$ 149,000	\$ 112,600	\$ 112,600
Interest	\$ -	\$ -	\$ -
Traffic Safety Subtotal	\$ 149,000	\$ 112,600	\$ 112,600
Measure A			
Sales Tax	\$ 614,000	\$ 614,000	\$ 626,300
Special Fund Reimbursement	\$ -	\$ -	\$ -
Interest	\$ 28,000	\$ 28,000	\$ 28,000
Measure A Subtotal	\$ 642,000	\$ 642,000	\$ 654,300
Gas Tax (2105 - 2107.5; 2103 Gas Tax Swap)			
Gas Tax (2105-2107.5)	\$ 541,000	\$ 574,800	\$ 592,700
Gas Tax (2103)	\$ 145,700	\$ 151,000	\$ 76,400
Interest	\$ 10,000	\$ 10,000	\$ 10,000
Gas Tax (2105-2107.5; 2103 Gas Tax Swap) Subtotal	\$ 696,700	\$ 735,800	\$ 679,100
Park In-Lieu Fees			
Developer Fees	\$ 929,000	\$ 929,000	\$ 1,572,000
Interest	\$ 10,700	\$ 15,000	\$ 6,500
Park In-Lieu Fees Subtotal	\$ 939,700	\$ 944,000	\$ 1,578,500
Measure M			
Vehicle License Fees	\$ 102,000	\$ 102,000	\$ 106,000
Measure M Subtotal	\$ 102,000	\$ 102,000	\$ 106,000
SLESF/COPS Grant			
Grant	\$ 100,000	\$ 100,000	\$ 100,000
SLESF/COPS Subtotal	\$ 100,000	\$ 100,000	\$ 100,000
CalOpps.org			
Fees for Services	\$ 159,900	\$ 159,900	\$ 159,900
Interest	\$ 2,500	\$ 2,500	\$ 2,500
CalOpps.org Subtotal	\$ 162,400	\$ 162,400	\$ 162,400
Foster City Foundation			
Grants and Donations	\$ 54,000	\$ 85,000	\$ 95,000
Foster City Foundation Subtotal	\$ 54,000	\$ 85,000	\$ 95,000

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**City of Foster City / Estero Municipal Improvement District  
Revenue by Source  
For the Fiscal Year Ended June 30, 2017**

(Continued from previous page)

	2015-2016		2016-2017
	Approved	Projected	Budget
Low- and Moderate-Income Housing Fund (LMIHF)			
Loan Repayments	\$ 104,792	\$ 199,992	\$ 107,192
Rentals	\$ -	\$ -	\$ -
Sale of Real Property	\$ -	\$ -	\$ -
Interest	\$ -	\$ -	\$ -
LMIHF Fund Subtotal	\$ 104,792	\$ 199,992	\$ 107,192
City Affordable Housing Fund			
Contribution from Developer	\$ -	\$ -	\$ -
Interest	\$ 35,000	\$ 240	\$ 5,140
Sustainable Foster City Fund Subtotal	\$ 35,000	\$ 240	\$ 5,140
Sustainable Foster City Fund			
Other	\$ -	\$ -	\$ -
Interest	\$ 730	\$ 730	\$ 730
Sustainable Foster City Fund Subtotal	\$ 730	\$ 730	\$ 730
Day Time Shuttle Fund			
Grants	\$ 143,600	\$ -	\$ -
Day Time Shuttle Fund Subtotal	\$ 143,600	\$ -	\$ -
BAERS Fund			
Other	\$ 360,000	\$ 360,000	\$ 369,000
Interest	\$ -	\$ -	\$ -
Sustainable Foster City Fund Subtotal	\$ 360,000	\$ 360,000	\$ 369,000
General Plan Maintenance Fund			
Other	\$ -	\$ 229,400	\$ 890,400
Interest	\$ -	\$ -	\$ -
General Plan Maintenance Fund Subtotal	\$ -	\$ 229,400	\$ 890,400
Construction & Demo Fund			
Other	\$ -	\$ 48,240	\$ 19,800
Interest	\$ -	\$ -	\$ -
Construction & Demo Fund Subtotal	\$ -	\$ 48,240	\$ 19,800
Technology Maintenance Fund			
Other	\$ -	\$ 77,000	\$ 238,500
Interest	\$ -	\$ -	\$ -
Technology Maintenance Fund Subtotal	\$ -	\$ 77,000	\$ 238,500

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**City of Foster City / Estero Municipal Improvement District  
Revenue by Source  
For the Fiscal Year Ended June 30, 2017**

(Continued from previous page)

	2015-2016		2016-2017
	Approved	Projected	Budget
SB 1186 Fund			
Other	\$ -	\$ 1,778	\$ 1,500
Interest	\$ -	\$ -	\$ -
SB 1186 Fund Subtotal	\$ -	\$ 1,778	\$ 1,500
SMIP Fund			
Other	\$ -	\$ 900	\$ 900
Interest	\$ -	\$ -	\$ -
SMIP Fund Subtotal	\$ -	\$ 900	\$ 900
CRV Grant Fund			
Other	\$ -	\$ 8,732	\$ 8,000
Interest	\$ -	\$ -	\$ -
CRV Grant Fund Subtotal	\$ -	\$ 8,732	\$ 8,000
Curbside Recycling			
Other	\$ -	\$ 21,764	\$ 22,000
Interest	\$ -	\$ -	\$ -
Curbside Recycling Subtotal	\$ -	\$ 21,764	\$ 22,000
Green Building Fees			
Other	\$ -	\$ 563	\$ 900
Interest	\$ -	\$ -	\$ -
Green Building Fees Subtotal	\$ -	\$ 563	\$ 900
<b>total special revenue funds</b>	<b>\$ 3,489,922</b>	<b>\$ 3,833,139</b>	<b>\$ 5,151,962</b>
<b>Capital Projects Fund</b>			
City			
Intergovernmental	\$ -	\$ -	\$ -
Interest	\$ 90,000	\$ 90,000	\$ 90,000
Repayment of Advances for Levee CIP	\$ -	\$ -	\$ 4,077,465
Other	\$ 8,250	\$ 8,250	\$ 8,250
City Capital Projects Subtotal	\$ 98,250	\$ 98,250	\$ 4,175,715
Capital Asset Acquisition and Replacement Fund			
Sale of Real Property	\$ -		\$ -
Loans Receivable Payments	\$ 1,111,000	\$ 1,111,000	\$ 1,111,000
Interest	\$ 335,840	\$ 335,840	\$ 337,900
Capital Asset Acquisition and Replacement Subtotal	\$ 1,446,840	\$ 1,446,840	\$ 1,448,900
<b>total capital projects fund</b>	<b>\$ 1,545,090</b>	<b>\$ 1,545,090</b>	<b>\$ 5,624,615</b>

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**City of Foster City / Estero Municipal Improvement District  
Revenue by Source  
For the Fiscal Year Ended June 30, 2017**

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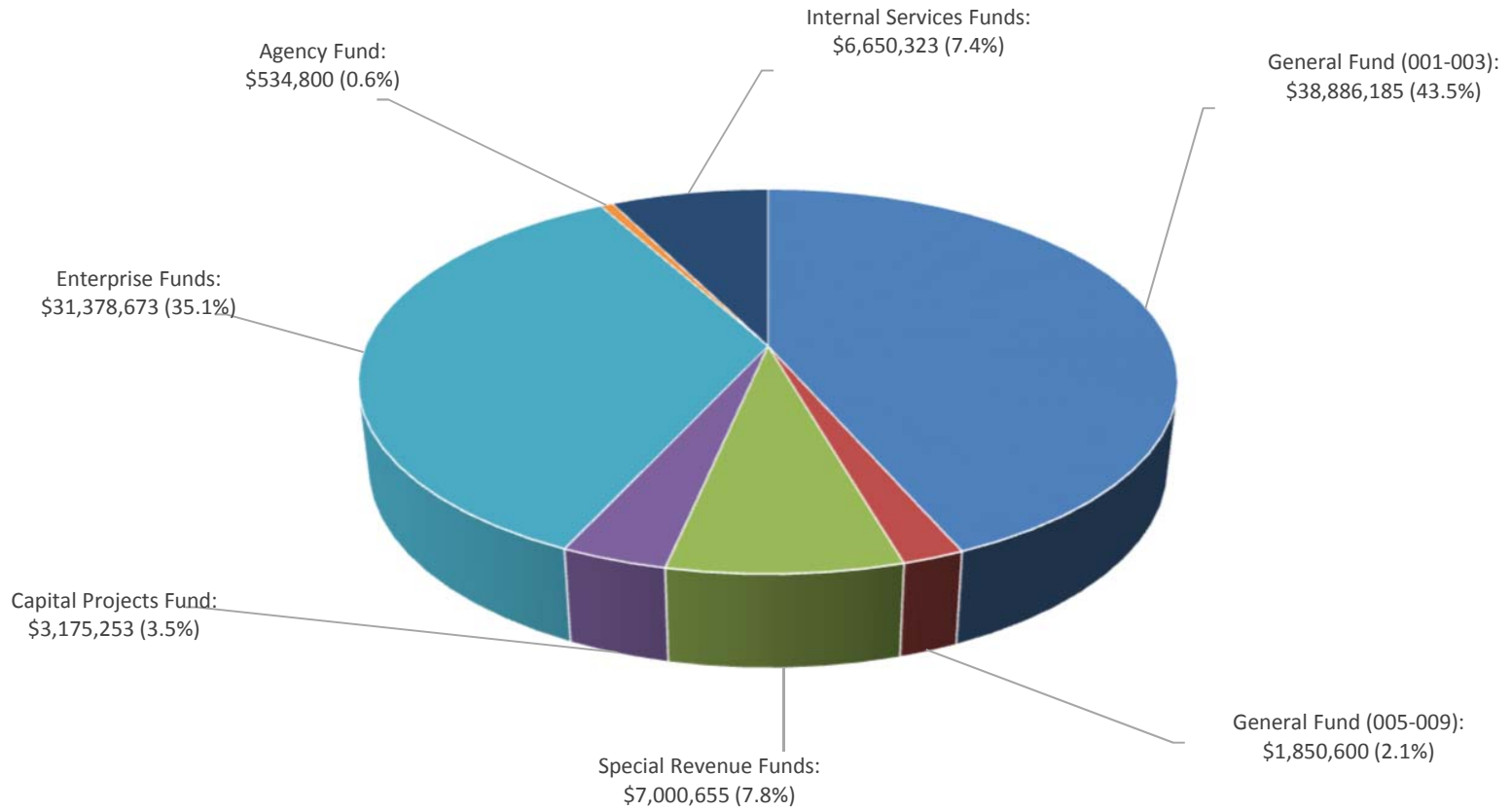
	2015-2016		2016-2017
	Approved	Projected	Budget
<b>Enterprise Funds</b>			
Water Revenue			
User Charges	\$ 12,905,000	\$ 10,533,000	\$ 11,750,000
Connection Fees	\$ 278,000	\$ 278,000	\$ 180,600
Interest	\$ 86,000	\$ 86,000	\$ 59,000
Other Revenues	\$ -	\$ -	\$ -
Sustainability Fund Revenues	\$ 200,000	\$ 200,000	\$ 400,000
	<u>\$ 13,469,000</u>	<u>\$ 11,097,000</u>	<u>\$ 12,389,600</u>
Water Equipment Replacement			
Equipment Rental	\$ 273,439	\$ 273,439	\$ 288,439
	<u>\$ 273,439</u>	<u>\$ 273,439</u>	<u>\$ 288,439</u>
Wastewater Revenue			
User Charges	\$ 7,555,000	\$ 7,555,000	\$ 8,483,000
Connection Fees	\$ 418,000	\$ 418,000	\$ 581,000
Other	\$ 500	\$ 500	\$ 1,000
Interest	\$ 85,000	\$ 85,000	\$ 13,000
	<u>\$ 8,058,500</u>	<u>\$ 8,058,500</u>	<u>\$ 9,078,000</u>
Wastewater Revenue Bonds			
Proceeds	\$ 7,688,000	\$ -	\$ 10,898,047
	<u>\$ 7,688,000</u>	<u>\$ -</u>	<u>\$ 10,898,047</u>
Wastewater Expansion			
Other	\$ 500	\$ 4,450	\$ 500
	<u>\$ 500</u>	<u>\$ 4,450</u>	<u>\$ 500</u>
Wastewater Equipment Replacement			
Equipment Rental	\$ 360,436	\$ 360,436	\$ 374,622
	<u>\$ 360,436</u>	<u>\$ 360,436</u>	<u>\$ 374,622</u>
<b>total enterprise funds</b>	<u>\$ 29,849,875</u>	<u>\$ 19,793,825</u>	<u>\$ 33,029,208</u>

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**City of Foster City / Estero Municipal Improvement District**  
**Revenue by Source**  
**For the Fiscal Year Ended June 30, 2017**

(Continued from previous page)	2015-2016		2016-2017
	Approved	Projected	Budget
<b>Internal Service Funds</b>			
Vehicle Replacement			
Vehicle Replacement Charges	\$ 1,490,488	\$ 1,490,488	\$ 1,537,658
Sales of Retired Vehicles	\$ 14,850	\$ 14,850	\$ 14,850
Interest	\$ 40,000	\$ 40,000	\$ 40,000
	<u>\$ 1,545,338</u>	<u>\$ 1,545,338</u>	<u>\$ 1,592,508</u>
Equipment Replacement			
Equipment Rental	\$ 466,424	\$ 1,135,100	\$ 1,162,509
Interest	\$ 50,000	\$ 50,000	\$ 50,000
	<u>\$ 516,424</u>	<u>\$ 1,185,100</u>	<u>\$ 1,212,509</u>
Self Insurance			
Insurance Charges	\$ 395,600	\$ 395,600	\$ 599,500
Interest	\$ 10,000	\$ 10,000	\$ 10,000
	<u>\$ 405,600</u>	<u>\$ 405,600</u>	<u>\$ 609,500</u>
Information Technology			
User Charges	\$ 1,542,505	\$ 1,542,505	\$ 1,715,926
Interest	\$ 31,000	\$ 31,000	\$ 31,000
	<u>\$ 1,573,505</u>	<u>\$ 1,573,505</u>	<u>\$ 1,746,926</u>
Building Maintenance			
User Charges	\$ 1,683,908	\$ 1,683,908	\$ 2,063,525
Interest	\$ 23,200	\$ 23,200	\$ 23,200
	<u>\$ 1,707,108</u>	<u>\$ 1,707,108</u>	<u>\$ 2,086,725</u>
Longevity Recognition Benefits			
Employer Contributions	\$ -	\$ -	\$ -
Interest	\$ 114,750	\$ -	\$ 42,500
	<u>\$ 114,750</u>	<u>\$ -</u>	<u>\$ 42,500</u>
PEMHCA Benefits Plan			
Employer Contributions	\$ -	\$ -	\$ -
Interest	\$ 255,000	\$ -	\$ 85,500
	<u>\$ 255,000</u>	<u>\$ -</u>	<u>\$ 85,500</u>
Compensated Absences			
Employer Contributions	\$ 67,000	\$ 56,300	\$ 290,267
Interest	\$ 20,000	\$ 22,600	\$ 22,750
	<u>\$ 87,000</u>	<u>\$ 78,900</u>	<u>\$ 313,017</u>
<b>total internal service funds</b>	<b>\$ 6,204,725</b>	<b>\$ 6,495,551</b>	<b>\$ 7,689,185</b>
<b>Agency Funds</b>			
Successor Agency of Community Development Agency			
Property, Current Secured	\$ -	\$ 550,900	\$ 534,500
Interest	\$ -	\$ -	\$ 300
	<u>\$ -</u>	<u>\$ 550,900</u>	<u>\$ 534,800</u>
<b>total agency funds</b>	<b>\$ -</b>	<b>\$ 550,900</b>	<b>\$ 534,800</b>
<b>TOTAL REVENUE ALL FUNDS</b>	<b>\$ 79,406,932</b>	<b>\$ 71,709,121</b>	<b>\$ 95,989,140</b>

**City of Foster City / Estero Municipal Improvement District /**  
**Appropriations by Fund**  
**For the Fiscal Year Ended June 30, 2017**  
**Total Appropriations: \$89,476,489**



- General Fund (001-003) (43.5%)   ■ General Fund (005-009) (2.1%)   ■ Special Revenue Funds (7.8%)   ■ Capital Projects Fund (3.5%)
- Enterprise Funds (35.1%)   ■ Agency Fund (0.6%)   ■ Internal Services Funds (7.4%)

**City of Foster City, California / Estero Municipal Improvement District**  
 Summary of Appropriations by Fund  
 Annual Appropriations for the Year Ending June 30, 2017

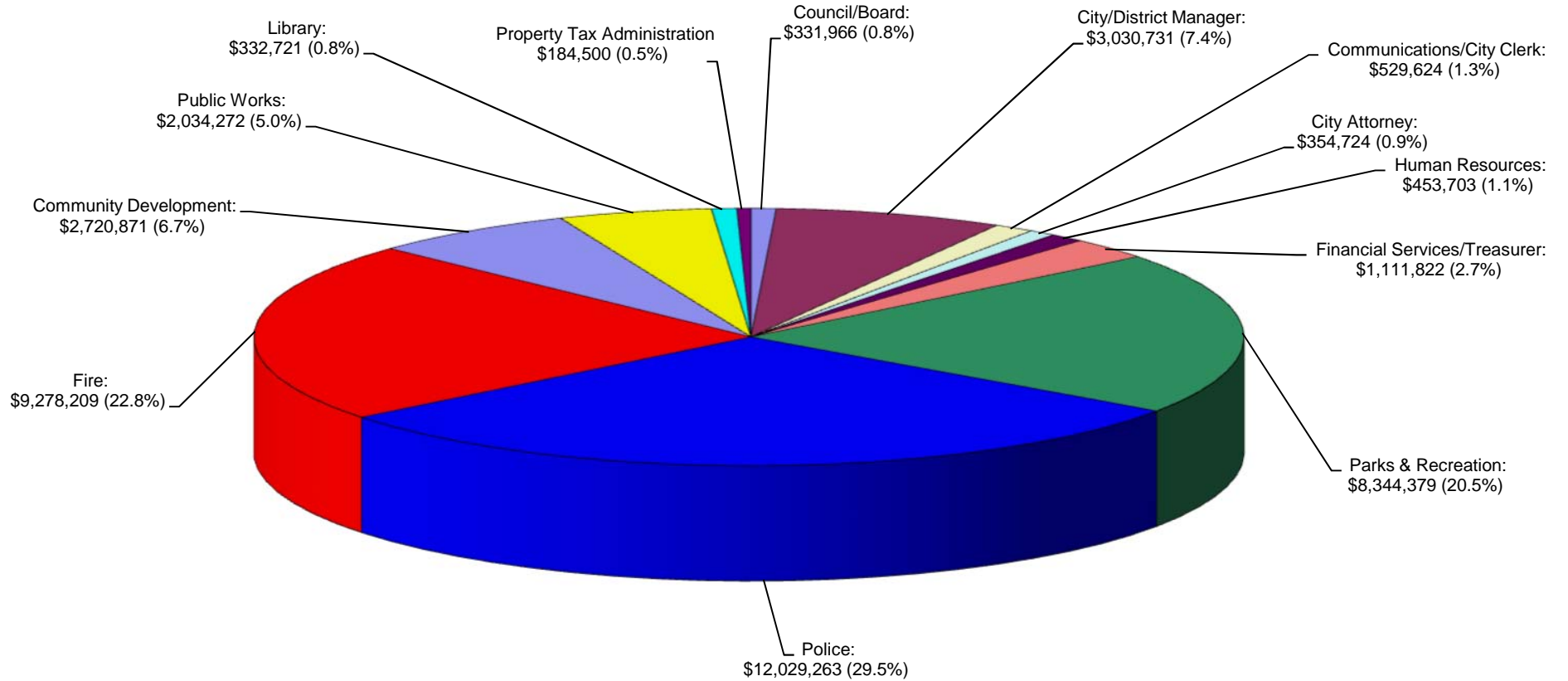
	2015-2016 APPROVED	2015-2016 REVISED	2016-2017 REQUESTED
GENERAL FUND (001-003)	\$ 35,639,064	\$ 35,639,064	\$ 38,886,185
GENERAL FUND (005-009)	\$ -	\$ 656	\$ 1,850,600
TRAFFIC SAFETY	\$ 149,000	\$ 149,000	\$ 112,600
MEASURE A	\$ 1,000,000	\$ 1,000,000	\$ 1,837,600
GAS TAX (2105-2107)	\$ 781,266	\$ 781,266	\$ 757,453
PARK IN-LIEU FEES	\$ 775,000	\$ 775,000	\$ 2,880,000
MEASURE M	\$ 150,000	\$ 150,000	\$ 106,000
SLESF/COPS GRANT	\$ 100,000	\$ 100,000	\$ 100,000
CALOPPS.ORG	\$ 183,845	\$ 481,774	\$ 256,781
FOSTER CITY FOUNDATION	\$ -	\$ -	\$ -
LMIHF HOUSING SUCCESSOR	\$ 142,600	\$ 142,600	\$ 142,600
CITY AFFORDABLE HOUSING FUND	\$ -	\$ -	\$ -
SUSTAINABLE FOSTER CITY FUND	\$ 258,100	\$ 258,100	\$ 258,100
DAY TIME SHUTTLE FUND	\$ 191,500	\$ 191,500	\$ -
BAERS	\$ 340,592	\$ 340,592	\$ 388,071
GENERAL PLAN MAINTENANCE FUND	\$ -	\$ -	\$ 51,300
CONSTRUCTION & DEMOLITION RECYCLING FUND	\$ -	\$ -	\$ 12,000
TECHNOLOGY MAINTENANCE FUND	\$ -	\$ -	\$ 62,850
SB 1186 FUND	\$ -	\$ -	\$ 1,300
SMIP FEE FUND	\$ -	\$ -	\$ 500
CRV GRANT FUND	\$ -	\$ -	\$ 8,000
CURBSIDE RECYCLING FEE FUND	\$ -	\$ -	\$ 25,000
GREEN BUILDING FEE FUND	\$ -	\$ -	\$ 500
CAPITAL PROJECTS FUND	\$ 3,295,000	\$ 4,587,534	\$ 3,175,253
WATER	\$ 12,765,073	\$ 12,873,179	\$ 12,056,802
WASTEWATER	\$ 15,385,772	\$ 15,385,772	\$ 19,321,871
VEHICLE REPLACEMENT	\$ 1,716,399	\$ 1,716,399	\$ 1,512,419
EQUIPMENT REPLACEMENT	\$ 763,802	\$ 887,000	\$ 578,248
SELF-INSURANCE	\$ 376,629	\$ 376,629	\$ 505,542
INFORMATION TECHNOLOGY	\$ 1,421,425	\$ 1,421,425	\$ 1,725,100
BUILDING MAINTENANCE	\$ 1,668,673	\$ 1,708,673	\$ 1,769,164
LONGEVITY RECOGNITION BENEFITS	\$ 131,000	\$ 131,000	\$ 160,500
PEMHCA BENEFITS PLAN	\$ 137,000	\$ 137,000	\$ 173,500
COMPENSATED ABSENCES	\$ 300,000	\$ 300,000	\$ 225,850
SUCCESSOR AGENCY OF CDA	\$ -	\$ -	\$ 534,800
<b>TOTAL FOR CITY / EMID</b>	<b>\$ 77,671,740</b>	<b>\$ 79,534,163</b>	<b>\$ 89,476,489</b>



**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, 2017

	<b>2015-2016 APPROVED</b>	<b>2015-2016 REVISED</b>	<b>2016-2017 REQUESTED</b>
EMPLOYEE SERVICES	\$ 33,713,221	\$ 33,713,221	\$ 35,979,466
SERVICES AND SUPPLIES	\$ 24,022,484	\$ 24,469,175	\$ 23,882,207
CAPITAL OUTLAY	\$ 2,231,927	\$ 2,355,125	\$ 1,757,158
INTERNAL SERVICES	\$ 6,303,108	\$ 6,303,108	\$ 7,422,901
REALLOCATIONS	\$ -	\$ -	\$ -
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 66,270,740</b>	<b>\$ 66,840,629</b>	<b>\$ 69,041,732</b>
CAPITAL EXPENDITURES	\$ 11,401,000	\$ 12,693,534	\$ 20,434,757
<b>TOTAL CITY / EMID / CDA EXPENDITURES</b>	<b>\$ 77,671,740</b>	<b>\$ 79,534,163</b>	<b>\$ 89,476,489</b>

**City of Foster City  
 General Fund Operating Expenditures by Department (001-009)  
 For the Fiscal Year Ended June 30, 2017  
 Total General Fund Operating Expenditures: \$40,736,785**



■ Council/Board (0.8%)	■ City/District Manager (7.4%)	□ Communications/City Clerk (1.3%)	□ City Attorney (0.9%)
■ Human Resources (1.1%)	■ Financial Services/Treasurer (2.7%)	■ Parks & Recreation (20.5%)	■ Police (29.5%)
■ Fire (22.8%)	■ Community Development (6.7%)	■ Public Works (5.0%)	■ Library Services (0.8%)
■ Property Tax Administration (0.5%)			

**City of Foster City, California / Estero Municipal Improvement District**  
 Summary of General Fund Appropriations by Department (001-003)  
 Annual Operating Budget Appropriations For the Fiscal Year Ended June 30, 2017

	<b>2015-2016 APPROVED</b>	<b>2015-2016 REVISED</b>	<b>2016-2017 REQUESTED</b>
COUNCIL/BOARD	\$ 297,913	\$ 297,913	\$ 331,966
CITY/DISTRICT MANAGER	\$ 988,704	\$ 988,704	\$ 1,180,731
COMMUNICATIONS/CITY CLERK	\$ 393,614	\$ 393,614	\$ 529,624
CITY ATTORNEY	\$ 354,724	\$ 354,724	\$ 354,724
HUMAN RESOURCES	\$ 425,102	\$ 425,102	\$ 453,703
FINANCIAL SERVICES/TREASURER	\$ 976,198	\$ 976,198	\$ 1,111,822
PARKS & RECREATION	\$ 7,798,989	\$ 7,798,989	\$ 8,344,379
POLICE	\$ 11,270,878	\$ 11,270,878	\$ 12,028,663
FIRE	\$ 8,418,624	\$ 8,418,624	\$ 9,278,209
COMMUNITY DEVELOPMENT	\$ 2,577,627	\$ 2,577,627	\$ 2,720,871
PUBLIC WORKS	\$ 1,716,660	\$ 1,716,660	\$ 2,034,272
LIBRARY SERVICES	\$ 240,031	\$ 240,031	\$ 332,721
PROPERTY TAX ADMINISTRATION	\$ 180,000	\$ 180,000	\$ 184,500
<b>TOTAL GENERAL FUND APPROPRIATIONS</b>	<b>\$ 35,639,064</b>	<b>\$ 35,639,064</b>	<b>\$ 38,886,185</b>

**City of Foster City, California / Estero Municipal Improvement District**  
 Summary of General Fund Appropriations by Department (005-009)  
 Annual Operating Budget Appropriations For the Fiscal Year Ended June 30, 2017

	<b>2015-2016 APPROVED</b>	<b>2015-2016 REVISED</b>	<b>2016-2017 REQUESTED</b>
COUNCIL/BOARD	\$ -	\$ -	\$ -
CITY/DISTRICT MANAGER	\$ -	\$ -	\$ 1,850,000
COMMUNICATIONS/CITY CLERK	\$ -	\$ -	\$ -
CITY ATTORNEY	\$ -	\$ -	\$ -
HUMAN RESOURCES	\$ -	\$ -	\$ -
FINANCIAL SERVICES/TREASURER	\$ -	\$ -	\$ -
PARKS & RECREATION	\$ -	\$ -	\$ -
POLICE	\$ -	\$ 656	\$ 600
FIRE	\$ -	\$ -	\$ -
COMMUNITY DEVELOPMENT	\$ -	\$ -	\$ -
PUBLIC WORKS	\$ -	\$ -	\$ -
LIBRARY SERVICES	\$ -	\$ -	\$ -
PROPERTY TAX ADMINISTRATION	\$ -	\$ -	\$ -
<b>TOTAL GENERAL FUND APPROPRIATIONS</b>	<b>\$ -</b>	<b>\$ 656</b>	<b>\$ 1,850,600</b>

**City of Foster City, California / Estero Municipal Improvement District**  
**GENERAL FUND (001-003)**  
 Summary of Operating Expenditures by Type  
 Annual Operating Budget Appropriations For the Fiscal Year Ended June 30, 2017

	<b>2015-2016 APPROVED</b>	<b>2015-2016 REVISED</b>	<b>2016-2017 REQUESTED</b>
EMPLOYEE SERVICES	\$ 27,689,707	\$ 27,689,707	\$ 29,990,445
SERVICES AND SUPPLIES	\$ 6,099,636	\$ 6,099,636	\$ 6,412,318
CAPITAL OUTLAY	\$ 40,000	\$ 40,000	\$ 27,500
INTERNAL SERVICES	\$ 4,420,274	\$ 4,420,274	\$ 5,250,643
REALLOCATIONS	\$ (2,610,553)	\$ (2,610,553)	\$ (2,794,721)
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 35,639,064</b>	<b>\$ 35,639,064</b>	<b>\$ 38,886,185</b>

**City of Foster City, California / Estero Municipal Improvement District**  
**GENERAL FUND (005-009)**  
 Summary of Operating Expenditures by Type  
 Annual Operating Budget Appropriations For the Fiscal Year Ended June 30, 2017

	<b>2015-2016 APPROVED</b>	<b>2015-2016 REVISED</b>	<b>2016-2017 REQUESTED</b>
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	\$ -	\$ 656	\$ 1,850,600
CAPITAL OUTLAY	\$ -	\$ -	\$ -
INTERNAL SERVICES	\$ -	\$ -	\$ -
REALLOCATIONS	\$ -	\$ -	\$ -
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 656</b>	<b>\$ 1,850,600</b>

**City of Foster City / Estero Municipal Improvement District**  
**Personnel Summary - Full-Time Employees**  
**For the Fiscal Years Ended June 30, 2015 to 2017**

Department	Prior Years		Budget
	2014-2015	2015-2016	2016-2017
City / District Manager	8.0	8.0	8.0
Communications/City Clerk	2.0	2.0	2.0
Human Resources	3.0	3.0	4.0
Financial Services/City Treasurer	8.0	9.0	10.0
Parks and Recreation	36.0	36.0	36.5
Police	50.0	53.0	53.0
Fire	36.0	34.0	34.0
Community Development	13.0	13.0	15.0
Public Works	31.0	32.0	34.5
<b>Totals</b>	<b>187.0</b>	<b>190.0</b>	<b>197.0</b>

**Personnel Changes FY 2016-2017**

*Financial Services/City Treasurer: Add One (1) Office Assistant*

*Human Resources: Add One (1) Human Resources Technician - BAERS/CALOPPS*

*Parks & Recreation: Half (.50) Management Analyst share with Public Works*

*Fire: Delete One (1) Deputy Fire Chief and Add One (1) Battalion Chief*

*Community Development Department: Add One (1) Building Permit Technician and One (1) Code Enforcement Officer*

*Public Works: Add One (1) Associate Engineer, One (1) Superintendent and Half (.50) Management Analyst - share with Parks & Recreation*

**TABLE C  
CAPITAL IMPROVEMENT PROJECT (CIP) PLAN (FISCAL YEAR 2016-17)**

PROJECT NAME	Funding Source*	Total Project Cost	Prior Years' Funding	FY 2016-2017 Funding	City Capital Investment	Developer Deposits	Foster City Foundation	Measure A	Gas Tax (2103)	Measure M	Park-in-Lieu	Bond Financing/SRF	Water Capital Investment	Wastewater Capital Investment
<b>WATER PROJECTS</b>														
(NEW CIP) WATER DISTRIBUTION SYSTEM MASTER PLAN STUDY (2016-2017)	CW	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -
(NEW CIP) REMOVE AND RECOAT WATER TANKS 1, 2 AND 3 (2016-2017)	CW	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -
<b>TOTAL WATER PROJECTS</b>	<b>2</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ -</b>
<b>WASTEWATER PROJECTS</b>														
(CIP 652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)	BF/SRF	\$ 16,830,000	\$ 5,931,000	\$ 10,899,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,899,000	\$ -	\$ -
(NEW CIP) SANITARY SEWER FORCE MAIN REHABILITATION (2016-2017)	CWW	\$ 750,000	\$ -	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000
(NEW CIP) WASTEWATER COLLECTION SYSTEM MASTER PLAN STUDY (2016-2017)	CWW	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
<b>TOTAL WASTEWATER PROJECTS</b>	<b>3</b>	<b>\$ 17,830,000</b>	<b>\$ 5,931,000</b>	<b>\$ 11,899,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,899,000</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>
<b>STREETS/TRAFFIC PROJECTS</b>														
(NEW CIP) STREET REHABILITATION (2016-2017)	MA/MM/GT	\$ 1,350,000	\$ -	\$ 1,350,000	\$ -	\$ -	\$ -	\$ 1,167,600	\$ 76,400	\$ 106,000	\$ -	\$ -	\$ -	\$ -
(NEW CIP) COMPREHENSIVE CITYWIDE TRAFFIC STUDY (2016-2017)	MA	\$ 325,000	\$ -	\$ 325,000	\$ -	\$ -	\$ -	\$ 325,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(NEW CIP) SIDEWALK INSTALLATION ADJACENT TO BRIDGEVIEW PARK ENTRANCE (2016-2017)	MA	\$ 140,000	\$ -	\$ 140,000	\$ -	\$ -	\$ -	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(NEW CIP) REHABILITATION OF CROSSWALK PAVERS ON CHESS DRIVE (2016-2017)	MA	\$ 180,000	\$ -	\$ 180,000	\$ -	\$ -	\$ -	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(NEW CIP) ROAD IMPROVEMENTS AT METRO CENTER BOULEVARD AND SR 92 ON-RAMP (2016-2017)	CC	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL STREETS/TRAFFIC PROJECTS</b>	<b>5</b>	<b>\$ 2,020,000</b>	<b>\$ -</b>	<b>\$ 2,020,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,837,600</b>	<b>\$ 76,400</b>	<b>\$ 106,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>STORMWATER/LAGOON PROJECTS</b>														
NONE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL STORMWATER/LAGOON PROJECTS</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>PARKS PROJECTS</b>														
(NEW CIP) SOCCER FIELDS S1, S2 AND B1 BASEBALL FIELD SYNTHETIC TURF INSTALLATION – SEA CLOUD PARK & SYNTHETIC TURF REPLACEMENT – CATAMARAN PARK (2016-2017)	CC/PIL	\$ 3,475,000	\$ -	\$ 3,475,000	\$ 595,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,880,000	\$ -	\$ -	\$ -
<b>TOTAL PARKS PROJECTS</b>	<b>1</b>	<b>\$ 3,475,000</b>	<b>\$ -</b>	<b>\$ 3,475,000</b>	<b>\$ 595,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,880,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>LEVEE PROJECTS</b>														
(CIP 657) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT (2015-2016)	CC/BF	\$ 4,077,465	\$ 1,577,465	\$ 2,500,000	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL LEVEE PROJECTS</b>	<b>1</b>	<b>\$ 4,077,465</b>	<b>\$ 1,577,465</b>	<b>\$ 2,500,000</b>	<b>\$ 2,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>BUILDING PROJECTS</b>														
(NEW CIP) CORPORATION YARD FACILITY IMPROVEMENTS (2016-2017)	CC/CW/CWW	\$ 240,757	\$ -	\$ 240,757	\$ 80,253	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,252	\$ 80,252
<b>TOTAL BUILDING PROJECTS</b>	<b>1</b>	<b>\$ 240,757</b>	<b>\$ -</b>	<b>\$ 240,757</b>	<b>\$ 80,253</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 80,252</b>	<b>\$ 80,252</b>
<b>GRAND TOTAL</b>	<b>12</b>	<b>\$ 27,943,222</b>	<b>\$ 7,508,465</b>	<b>\$ 20,434,757</b>	<b>\$ 3,175,253</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,837,600</b>	<b>\$ 76,400</b>	<b>\$ 106,000</b>	<b>\$ 2,880,000</b>	<b>\$ 10,899,000</b>	<b>\$ 380,252</b>	<b>\$ 1,080,252</b>

\* CC=CIP City; DD = Developer Deposits; GT=Gas Tax (2103); MA=Measure A; MM=Measure M; PG = Private Grants (Foster City Foundation); PIL=Park-in-Lieu; CW=CIP Water; CWW=CIP Wastewater; BF=Bond Financing; SRF=State Revolving Fund



**City of Foster City / Estero Municipal Improvement District**  
**Schedule of Fund Balance Transfers**  
For the Fiscal Year Ended June 30, 2017

			Transfers In										
			001	003	123	125	301	402	405	451	452	455	
					Special Revenue	Special Revenue	Capital		Capital			Capital	
			General	General Fund - Special	Fund - Day Time Shuttle	Revenue Fund - Sustainable Foster City	Investment - City	Water Reserve	Investment - Water	Wastewater Revenue	Wastewater Reserve	Investment - Wastewater	Totals
#	Fund		Fund - City	Recreation									
<b>Transfers Out</b>	1	001 General Fund - City	-	376,952	-	-	1,948,000	-	-	-	-	-	2,324,952
	2	401 Water Revenue	-	-	-	-	-	734,344	205,000	-	-	-	939,344
	3	451 Wastewater Revenue	-	-	-	-	-	-	-	-	495,000	2,153,976	2,648,976
	4	454 Wastewater Revenue Bond	-	-	-	-	-	-	-	-	-	10,211,059	10,211,059
	5	456 Wastewater Expansion	-	-	-	-	-	-	-	26,201	-	-	26,201
<b>Totals</b>			-	376,952	-	-	1,948,000	734,344	205,000	26,201	495,000	12,365,035	16,150,532

Footnotes:

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

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# 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 ensuring 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	14-15	15-16	16-17
Council Members	5	5	5
<b>TOTALS</b>	5	5	5

## CURRENT ACCOMPLISHMENTS

The following projects and issues were identified as priorities by the City Council for **Calendar Year 2015**. It is recognized that several of these matters may be multi-year in nature in terms of their ultimate completion. The City Council reserves the right to change priorities as needed throughout the year in response to new information or circumstances and that any such changes may affect the priorities listed below. It is further recognized that this list does not include all the projects that the City Council and City Staff may have worked on during 2015.

### Development of City Council Goals for 2015 that Support the Community Vision

- Support the availability of quality education to everyone living in Foster City

- Create a viable economic development plan that reflects community interests
- Develop a transportation system that is bike-friendly, pedestrian alternative modes of transportation
- Promote managed residential and commercial growth
- Promote environmentally, responsibility practices by the City within the community
- Expand the regional influence of Foster City in important arenas, including transit, water policy and education
- Adapt to meet the needs of changing demographics and be proactive in understanding to respond to community needs

## ***INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2016-2017***

### ***Mission***

We are committed to ensuring the long-term financial stability of the City and providing services that enhance the quality of life for those who live, work and play in Foster City.

### ***Values***

- Engagement
  - Engage with community stakeholders to build mutually beneficial, lasting relationships

- Leadership
  - Provide clear vision and strategy to achieve the best future for Foster City through the capable leadership of people, work practices and community understanding
- Integrity
  - Demonstrate that integrity underpins every decision and action taken by the Foster City City Council by promoting transparency that creates a relationship of trust and respect with all stakeholders, both internal and external
- Innovation
  - Maintain a City organization conducive to positive change and flexibility, ensuring it is capable of meeting evolving expectations and environments
- Teamwork
  - Foster an environment of collaboration, support and mutual respect, ensuring individuals and teams work together effectively to achieve results
- Excellence
  - Drive ongoing accountability, empowerment and capability to achieve the best for our community, our organization and our people

### ***Priority Focus Areas***

In an effort to accelerate the City's ability to address some of its challenges, the City Council identified five (5) focus areas for further discussion and action. They include the following:

- Land Use
  - Foster City desires to manage growth and development in a manner that is consistent with community values and complements the scale and character of residential neighborhoods, business districts, and open spaces. With this in mind, the Council will explore policies related to the redevelopment of existing sites, new development, improvements to commercial retail centers, and workforce housing.
- Traffic Circulation and Transportation
  - Foster City desires to enhance multi-modal transportation opportunities to ensure that convenient, accessible and connected local and regional transportation options are available through planning, collaboration, advocacy and execution. Transportation objectives include walkability, bike friendly, drivability, and mass-transit options.
- Infrastructure
  - Foster City desires to maintain a standard of excellence with regard to its infrastructure, including streets, lagoon, levee, parks, water supply system, wastewater system, storm water collection system, and City facilities to meet the demands of its residents and business community today and in the future. Since much of the City's infrastructure was built more than 40 years ago, it will require minor renovations or major upgrades to continue to operate efficiently and safely. The

City will align its resources with the need for improvements.

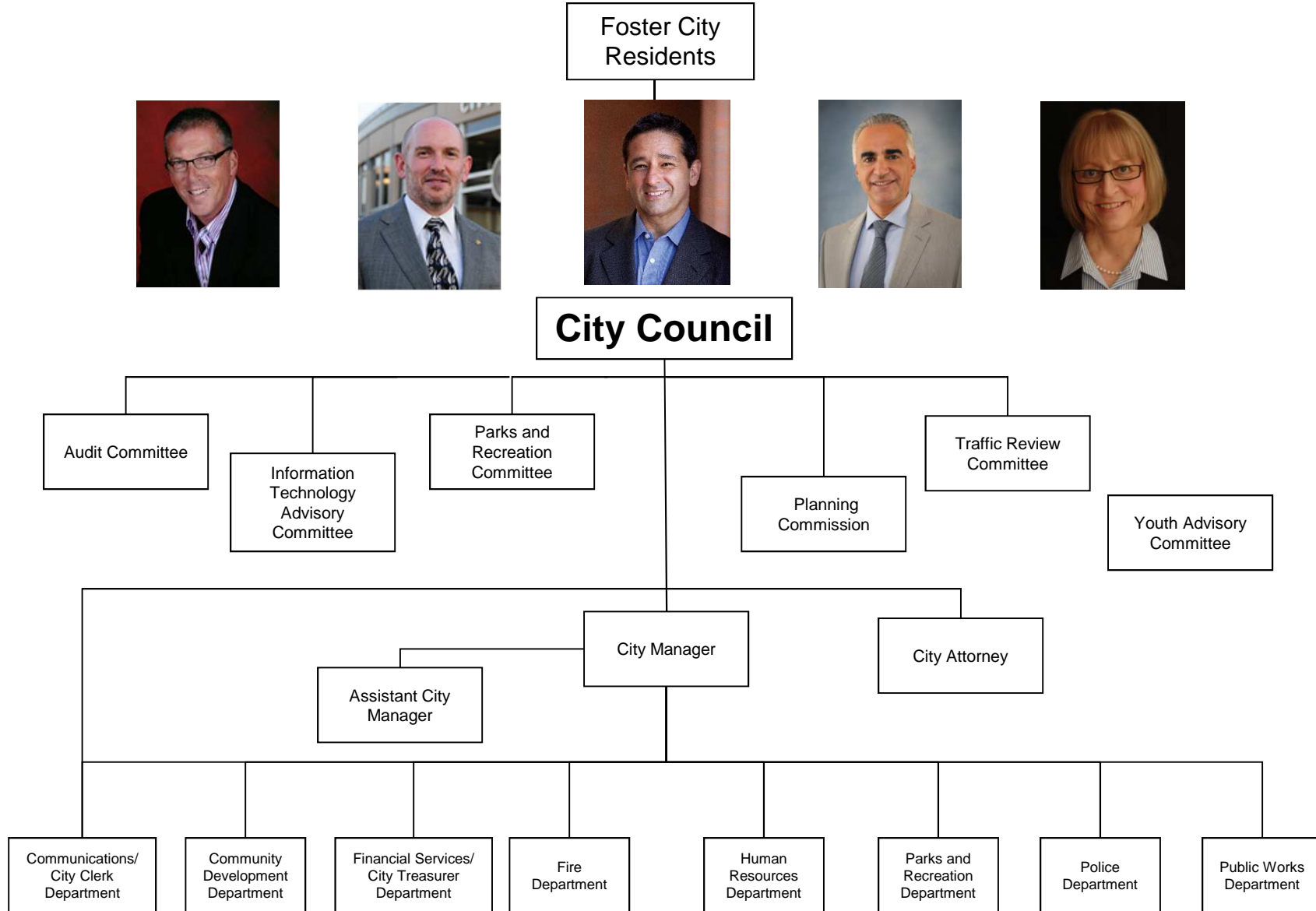
- Economic Development
  - Foster City desires to maximize the vibrancy of its business community by refining and adopting an economic development strategy that contributes to the City's vision and is executed through collaborative work between the City, the Chamber of Commerce, the business community, residents and other stakeholders.
- Quality Education
  - Foster City desires to create a cohesive partnership in the education of Foster City students by seeking to strengthen relationships with the San Mateo-Foster City School District (SMFCSD) and the San Mateo Unified High School District (SMUHSD) to discuss issues of mutual interest. Two City Council ad hoc subcommittees have been established, including Mayor Perez and Vice Mayor Bronitsky for SMFCSD, and Councilmembers Pollard and Mahanpour for SMUHSD.

## ***CHANGES IN FINANCIAL RESOURCES REQUIRED***

- The funding for non-profit has been increased by (\$6,500).
- Benefits increased due to the benefits formula (\$6,000).

- Increase in the training account is in response to several requests received from individual Council members to attend educational conferences on topics such as water conservation (\$4,000).
- Increase in the travel, conferences and meetings account is in response to City Councilmember request to attend Annual Conference of the National League of Cities and to allow for the increased Council attendance at the Council of Cities Dinners, Peninsula Division Quarterly Dinners, and other regularly held meetings (\$6,100).
- Contractual costs and additional services for Fireworks have increased as the line items have not been changed in the past few years (\$4,000).

# Foster City Organization Chart



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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
AUDIT COMMITTEE	200	200	500
COMMUNITY PROMOTION	105,400	105,400	115,300
COUNCIL/BOARD	167,263	167,263	191,116
PARKS & REC COMMITTEE	2,260	2,260	2,260
PLANNING COMMISSION	19,240	19,240	19,240
TECHNOLOGY COMMITTEE	140	140	140
YOUTH ADVISORY COMMITTEE	3,410	3,410	3,410
<b>TOTAL FOR COUNCIL/BOARD</b>	<b>\$ 297,913</b>	<b>\$ 297,913</b>	<b>\$ 331,966</b>



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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 130,400	\$ 130,400	\$ 136,100
SERVICES AND SUPPLIES	265,559	\$ 265,559	285,263
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	395,959	395,959	421,363
INTERNAL SERVICES	63,346	\$ 63,346	81,782
Subtotal (Total Department Expenses before Reallocations)	459,305	459,305	503,145
REALLOCATIONS	(161,392)	\$ (161,392)	(171,179)
<b>TOTAL FOR COUNCIL/BOARD</b>	<b>\$ 297,913</b>	<b>\$ 297,913</b>	<b>\$ 331,966</b>

## DETAIL LINE ITEM REPORT

COUNCIL/BOARD - COUNCIL/BOARD

Account: 001-1010-413

GENERAL FUND

<i>Employee Services</i>		Approved 2015-2016	Requested 2016-2017
001-1010-413-4115	COUNCILMEMBER COMPENSATION	\$34,260.00	\$34,260.00
	Subtotal	<b>\$34,260.00</b>	<b>\$34,260.00</b>
001-1010-413-4120	FRINGE BENEFITS	\$79,600.00	\$85,300.00
	Subtotal	<b>\$79,600.00</b>	<b>\$85,300.00</b>
	<b>Employee Services Total</b>	<b>\$113,860.00</b>	<b>\$119,560.00</b>
<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
001-1010-413-4556	EQUIPMENT REPLACEMENT	\$1,360.00	\$1,360.00
	Subtotal	<b>\$1,360.00</b>	<b>\$1,360.00</b>
001-1010-413-4569	BUILDING MAINTENANCE	\$18,355.00	\$23,814.00
001-1010-413-4569	BUILDING MAINTENANCE (87% Cncl Chambers)	\$43,631.00	\$56,608.00
	Subtotal	<b>\$61,986.00</b>	<b>\$80,422.00</b>
	<b>Internal Services Total</b>	<b>\$63,346.00</b>	<b>\$81,782.00</b>
<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
001-1010-413-4241	COPY EXPENSE -- COUNCIL/BOARD ADMINISTRATION	\$200.00	\$200.00
	Subtotal	<b>\$200.00</b>	<b>\$200.00</b>
001-1010-413-4242	POSTAGE EXPENSE	\$200.00	\$200.00
	Subtotal	<b>\$200.00</b>	<b>\$200.00</b>
001-1010-413-4243	BUSINESS CARDS	\$100.00	\$300.00
001-1010-413-4243	COFFEE AND SUPPLIES FOR CITY HALL	\$2,900.00	\$2,900.00
001-1010-413-4243	COUNCIL REORGANIZATION RECEPTION	\$400.00	\$400.00
001-1010-413-4243	GENERAL OFFICE SUPPLIES	\$2,680.00	\$2,680.00

001-1010-413-4243	LOGO ITEMS	\$0.00	\$500.00
001-1010-413-4243	MEMENTOS FOR DIGNITARIES	\$2,500.00	\$2,000.00
001-1010-413-4243	PLAQUES	\$220.00	\$220.00
	Subtotal	<b>\$8,800.00</b>	<b>\$9,000.00</b>
001-1010-413-4251	C/CAG CONGESTION MANAGEMENT PLAN (GAS TAX)	\$17,718.00	\$17,653.00
001-1010-413-4251	C/CAG CONGESTION RELIEF PLAN FEE (GAS TAX)	\$76,848.00	\$76,700.00
	Subtotal	<b>\$94,566.00</b>	<b>\$94,353.00</b>
001-1010-413-4253	AIRPORT/COMMUNITY ROUNDTABLE	\$1,500.00	\$750.00
001-1010-413-4253	ASSOCIATION OF BAY AREA GOVERNMENTS	\$6,900.00	\$7,035.00
001-1010-413-4253	BAY PLANNING COALITION	\$1,000.00	\$1,100.00
001-1010-413-4253	C/CAG ADMINISTRATIVE COSTS	\$11,333.00	\$11,855.00
001-1010-413-4253	LAFCO ASSESSMENT	\$5,000.00	\$5,000.00
001-1010-413-4253	LCC ANNUAL DUES	\$13,200.00	\$12,860.00
001-1010-413-4253	LCC PENINSULA DIVISION DUES	\$100.00	\$100.00
001-1010-413-4253	MISCELLANEOUS	\$200.00	\$200.00
	Subtotal	<b>\$39,233.00</b>	<b>\$38,900.00</b>
001-1010-413-4254	ANNUAL CONFERENCE NATIONAL LEAGUE OF CITIES	\$0.00	\$2,500.00
001-1010-413-4254	MISCELLANEOUS BUSINESS MEETINGS	\$8,450.00	\$12,050.00
	Subtotal	<b>\$8,450.00</b>	<b>\$14,550.00</b>
001-1010-413-4255	COUNCIL TRAINING	\$0.00	\$3,750.00
	Subtotal	<b>\$0.00</b>	<b>\$3,750.00</b>
	<b>Services and Supplies Total</b>	<b>\$151,449.00</b>	<b>\$160,953.00</b>
<b>Reallocation</b>		Approved 2015-2016	Requested 2016-2017
001-1010-413-4496	ALLOCATION OF EXPENSES TO WATER (excludes C/CAG)	(\$33,413.00)	(\$38,413.00)
	Subtotal	<b>(\$33,413.00)</b>	<b>(\$38,413.00)</b>
001-1010-413-4497	ALLOCATION TO EXPENSES TO WASTEWTR(excludes C/CAG)	(\$33,413.00)	(\$38,413.00)
	Subtotal	<b>(\$33,413.00)</b>	<b>(\$38,413.00)</b>
001-1010-413-4498	REALLOCATION TO GAS TAX FUNDS	(\$94,566.00)	(\$94,353.00)

Subtotal	(\$94,566.00)	(\$94,353.00)
<b>Reallocation Total</b>	<b>(\$161,392.00)</b>	<b>(\$171,179.00)</b>
<b>COUNCIL/BOARD Total</b>	<b>\$167,263.00</b>	<b>\$191,116.00</b>

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

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<i>Services and Supplies</i>	Approved 2015-2016	Requested 2016-2017
001-1022-413-4243 MISCELLANEOUS SUPPLIES -- AUDIT COMMITTEE	\$200.00	\$500.00
Subtotal	<b>\$200.00</b>	<b>\$500.00</b>
<b>Services and Supplies Total</b>	<b>\$200.00</b>	<b>\$500.00</b>
<b>AUDIT COMMITTEE Total</b>	<b>\$200.00</b>	<b>\$500.00</b>

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

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<i>Services and Supplies</i>	Approved 2015-2016	Requested 2016-2017
001-1026-413-4242 POSTAGE EXPENSE	\$250.00	\$250.00
Subtotal	<b>\$250.00</b>	<b>\$250.00</b>
001-1026-413-4251 CONTRACTUAL SERVICES	\$250.00	\$250.00
Subtotal	<b>\$250.00</b>	<b>\$250.00</b>
001-1026-413-4253 MEMBERSHIPS, DUES & SUBSCRIPTIONS	\$1,485.00	\$1,485.00
Subtotal	<b>\$1,485.00</b>	<b>\$1,485.00</b>
001-1026-413-4254 TRAINING	\$275.00	\$275.00
Subtotal	<b>\$275.00</b>	<b>\$275.00</b>

Services and Supplies Total	\$2,260.00	\$2,260.00
<b>PARKS &amp; REC COMMITTEE Total</b>	<b>\$2,260.00</b>	<b>\$2,260.00</b>

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

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<i>Employee Services</i>		Approved 2015-2016	Requested 2016-2017
001-1027-413-4115	PLANNING COMMISSIONER FEES	\$16,140.00	\$16,140.00
	Subtotal	<b>\$16,140.00</b>	<b>\$16,140.00</b>
001-1027-413-4120	FRINGE BENEFITS	\$400.00	\$400.00
	Subtotal	<b>\$400.00</b>	<b>\$400.00</b>
	<b>Employee Services Total</b>	<b>\$16,540.00</b>	<b>\$16,540.00</b>
<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
001-1027-413-4254	PLANNING COMMISSIONER INSTITUTE	\$2,700.00	\$2,700.00
	Subtotal	<b>\$2,700.00</b>	<b>\$2,700.00</b>
	<b>Services and Supplies Total</b>	<b>\$2,700.00</b>	<b>\$2,700.00</b>
	<b>PLANNING COMMISSION Total</b>	<b>\$19,240.00</b>	<b>\$19,240.00</b>

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

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<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
001-1028-413-4241	COPY EXPENSE -- YOUTH ADVISORY COMMITTEE	\$20.00	\$20.00
	Subtotal	<b>\$20.00</b>	<b>\$20.00</b>

001-1028-413-4242	POSTAGE EXPENSE		\$200.00	\$200.00
		Subtotal	<b>\$200.00</b>	<b>\$200.00</b>
001-1028-413-4243	MISCELLANEOUS SUPPLIES		\$1,250.00	\$1,250.00
		Subtotal	<b>\$1,250.00</b>	<b>\$1,250.00</b>
001-1028-413-4251	CONTRACTUAL SERVICES		\$1,000.00	\$1,000.00
		Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
001-1028-413-4254	TRAVEL AND TRAINING		\$940.00	\$940.00
		Subtotal	<b>\$940.00</b>	<b>\$940.00</b>
		<b>Services and Supplies Total</b>	<b>\$3,410.00</b>	<b>\$3,410.00</b>
		<b>YOUTH ADVISORY COMMITTEE Total</b>	<b>\$3,410.00</b>	<b>\$3,410.00</b>

COUNCIL/BOARD - COMMUNITY PROMOTION

Account: 001-1030-413

GENERAL FUND

<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
001-1030-413-4243	COMMUNITY & SPORTS WALL OF FAME NAME PLATES	\$300.00	\$300.00
001-1030-413-4243	HOLIDAY DECORATIONS	\$200.00	\$0.00
	Subtotal	<b>\$500.00</b>	<b>\$300.00</b>
001-1030-413-4251	FOURTH OF JULY ADDITIONAL SERVICES	\$22,000.00	\$25,000.00
001-1030-413-4251	FOURTH OF JULY FIREWORKS	\$19,400.00	\$20,000.00
	Subtotal	<b>\$41,400.00</b>	<b>\$45,000.00</b>
001-1030-413-4260	FOSTER CITY CHAMBER OF COMMERCE	\$25,000.00	\$25,000.00
001-1030-413-4260	N/P -- CALL PRIMROSE CENTER	\$1,000.00	\$1,000.00
001-1030-413-4260	N/P -- FOSTER CITY VILLAGE	\$1,000.00	\$10,000.00
001-1030-413-4260	N/P -- HILLBARN THEATRE	\$10,000.00	\$7,500.00
001-1030-413-4260	N/P -- INNVISION/SHELTER NETWORK OF SM COUNTY	\$3,000.00	\$3,000.00
001-1030-413-4260	N/P -- MISSION HOSPICE AND HOME CARE	\$1,000.00	\$1,000.00

001-1030-413-4260	N/P -- OMBUDSMAN SERVICES OF SAN MATEO COUNTY	\$2,500.00	\$2,500.00
001-1030-413-4260	N/P -- PARCA	\$2,000.00	\$2,000.00
001-1030-413-4260	N/P -- PENINSULA CONFLICT RESOLUTION CENTER	\$1,000.00	\$1,000.00
001-1030-413-4260	N/P -- PENINSULA TELEVISION	\$2,500.00	\$2,500.00
001-1030-413-4260	N/P -- SAMARITAN HOUSE	\$10,000.00	\$10,000.00
001-1030-413-4260	N/P -- SAN MATEO COUNTY JOBS FOR YOUTH	\$500.00	\$500.00
001-1030-413-4260	N/P -- STARVISTA	\$1,500.00	\$1,500.00
001-1030-413-4260	N/P -- SUSTAINABLE SAN MATEO COUNTY	\$2,500.00	\$2,500.00
	Subtotal	<b>\$63,500.00</b>	<b>\$70,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$105,400.00</b>	<b>\$115,300.00</b>
	<b>COMMUNITY PROMOTION Total</b>	<b>\$105,400.00</b>	<b>\$115,300.00</b>

COUNCIL/BOARD - TECHNOLOGY COMMITTEE

Account: 001-1031-413

GENERAL FUND

<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
001-1031-413-4241	COPY EXPENSE -- INFORMATION TECHNOLOGY COMMITTEE	\$20.00	\$20.00
	Subtotal	<b>\$20.00</b>	<b>\$20.00</b>
001-1031-413-4242	POSTAGE EXPENSE	\$20.00	\$20.00
	Subtotal	<b>\$20.00</b>	<b>\$20.00</b>
001-1031-413-4243	GENERAL OFFICE SUPPLIES	\$100.00	\$100.00
	Subtotal	<b>\$100.00</b>	<b>\$100.00</b>
	<b>Services and Supplies Total</b>	<b>\$140.00</b>	<b>\$140.00</b>
	<b>TECHNOLOGY COMMITTEE Total</b>	<b>\$140.00</b>	<b>\$140.00</b>

**Council/Board - Council/Board Fund Comparison 001-1010**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4110 Councilmember Compensation	34,260	34,260	-	1
4120 Benefits	79,600	85,300	5,700	2
4556 Equipment Replacement	1,360	1,360	-	3
4569 Building Maintenance	61,986	80,422	18,436	4
4241 Copies	200	200	-	3
4242 Postage	200	200	-	4
4243 Office Supplies	8,800	9,000	200	5
4251 Consulting and Contracting	94,566	94,353	(213)	6
4253 Memberships and Dues	39,233	38,900	(333)	7
4254 Travel, Conferences, and Meetings	8,450	14,550	6,100	8
4255 Training	-	3,750	3,750	9
4496 Allocation of 15% Expenses to Water (excludes C/CAG)	(33,413)	(38,413)	(5,000)	10
4497 Allocation of 15% Expenses to Wastewater (excludes C/CAG)	(33,413)	(38,413)	(5,000)	10
4498 Reallocation to Gas Funds	(94,566)	(94,353)	213	10
<b>Total</b>	<b>167,263</b>	<b>191,116</b>	<b>23,853</b>	

Detailed Analysis:

- Note 1 No change
- Note 2 Contractual adjustment to benefits formulas (e.g. CalPERS, workers compensation, medical, etc)
- Note 3 No change
- Note 4 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 5 Increase in the order of business cards
- Note 6 No change
- Note 7 Various changes (increases and decreases) in local/county/state dues
- Note 8 Increased Council attendance at the Council of Cities Dinners, Peninsula Division Quarterly Dinners, and other regularly held meetings and addition of Annual Conference of National League of Cities
- Note 9 Increase in the training account is in response to several requests we have received from individual Council members to attend educational conferences on topics such as water conservation.



**Council/Board Fund - Audit Comparison 001-1022**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4243 Office Supplies	200	500	300	1
Total	<u>200</u>	<u>500</u>	<u>300</u>	

Detailed Analysis:

Note 1 We typically have two meetings with the audit committee each FY and the cost for supplies (food/refreshments) for each meeting is approximately \$125. In FY 16/17, we plan to have 2 additional meetings to review an RFP for auditors and to recommend a selection. As a result, the requested budget for FY 16/17 is \$500 (4 meetings x \$125 ea).

**Council/Board Fund - Parks recreation Comparison 001-1026**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4242 Postage	250	250	-	1
4251 Consulting and Contracting	250	250	-	2
4253 Memberships and Dues	1,485	1,485	-	3
4254 Travel, Conferences, and Meetings	275	275	-	4
<b>Total</b>	<b>2,260</b>	<b>2,260</b>	<b>-</b>	

Detailed Analysis:

- Note 1 No change
- Note 2 No change
- Note 3 No change

**Council/Board - Planning Fund Comparison 001-1027**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4115 Employee Services	16,140	16,140	-	1
4120 Benefits	400	400	-	2
4254 Travel, Conferences, and Meetings	2,700	2,700	-	3
<b>Total</b>	<b>19,240</b>	<b>19,240</b>	<b>-</b>	

Detailed Analysis:

- Note 1 No change
- Note 2 No change
- Note 3 No change

**Council/Board - Youth Fund Comparison 001-1028**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4241 Copies	20	20	-	1
4242 Postage	200	200	-	2
4243 Office Supplies	1,250	1,250	-	3
4251 Consulting and Contracting	1,000	1,000	-	4
4254 Travel, Conferences, and Meetings	940	940	-	5
<b>Total</b>	<b>3,410</b>	<b>3,410</b>	<b>-</b>	

Detailed Analysis:

- Note 1 No change
- Note 2 No change
- Note 3 No change
- Note 4 No change

**Council/Board - Community Promotion Comparison 001-1030**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4243 Office Supplies	500	300	(200)	1
4251 Consulting and Contracting	41,400	45,000	3,600	2
4260 Non-Profit	63,500	70,000	6,500	3
Total	<u>105,400</u>	<u>115,300</u>	<u>9,900</u>	

Detailed Analysis:

Note 1 Holiday decorations moved to Parks and Recreation department budget

Note 2 For the additional services:

Line item budget has not increased in 3-5 years. As the cost of doing business has increased, no adjustments have been made to the budget line item. This increase will bring the additional services costs in line with the actual costs.

For the fireworks:

Contractual costs remained the same for several years. Beginning last year, the contract cost began to increase, with the understanding that the contractual costs for fireworks would increase by approximately 2-3% each year moving forward. Fireworks for 2016 (FY 15-16) is \$19,000. Increasing the budget line item to \$20,000 should really get us through the next 2 years.

Note 3 Per Council Meeting 6/6/2016

**Council/Board Fund - Technology Comparison 001-1031**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4241 Copies	20	20	-	1
4242 Postage	20	20	-	2
4243 Office Supplies	100	100	-	3
<b>Total</b>	<b>140</b>	<b>140</b>	<b>-</b>	

Detailed Analysis:

- Note 1 No change
- Note 2 No change
- Note 3 No change

# 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, Environmental Sustainability, Information Technology, Animal Control, Transportation, and Capital Projects.

## DEPARTMENT PERSONNEL SUMMARY

Position	14-15	15-16	16-17
<b>Full-Time Employees</b>			
CITY MANAGER	1.0	1.0	1.0
ASSISTANT CITY MANAGER	1.0	1.0	1.0
MANAGEMENT ASSISTANT TO THE CITY MANAGER	1.0	1.0	0.0
MANAGEMENT ANALYST	1.0	1.0	1.0
SR. MANAGEMENT ANALYST	0.0	0.0	1.0
IT MANAGER	1.0	1.0	1.0
SR. SYSTEMS ANALYST	1.0	1.0	1.0
TECHNOLOGY ANALYST I/II	2.0	2.0	2.0
Total Full-time Employees	8.0	8.0	8.0
<b>Part-Time Employees</b>			
OFFICE ASSISTANT I	0.0	0.0	0.5
Total Part-time Employees	0.0	0.0	0.5
<b>TOTAL EMPLOYEES</b>	8.0	8.0	8.5

## MISSION STATEMENT

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

## STRATEGIC PLAN

### ❖ Administration

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

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

#### ❖ **Economic Development**

- Implement strategies to achieve the City Council's Economic Development vision for Foster City.
- Actively engage with the business community to create an open and direct dialog with the City.

#### ❖ **Environmental Sustainability**

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

#### ❖ **Information Technology**

- Proactively work with departments to understand their evolving and ongoing business needs
- Enhance the use of technology by departments and empower end users to be productive in the use of technology tools.
- Proactively stay current on technology trends that impact municipal use of technology to support the community and operating departments needs
- Develop and enhance the knowledge and skills in current and developing technology tools and trends on a recurring basis.
- Demonstrate and identify more cost-effective uses of technology.

- Create a positive user experience by timely and effectively responding to user requests.
- Maintain and support the infrastructure to ensure end users have access to the City's network to meet the City's business requirements.
- Manage timelines and priorities to meet City goals and objectives.

### ***KEY INITIATIVES COMPLETED IN FY 2015-2016***

- Provided direction and guidance through the negotiation of successor agreements with IAFF and the POA.
- Continued to support the Public Works Department implementation of the District's Water Conservation Programs, including review of the District's water rate model.
- Developed the Business Visitation Outreach Program and coordinated the City Council's first Business Roundtable.
- Met with development community to discuss opportunities in Foster City for new businesses.
- Provided guidance and support to the Community Development Department to oversee the City's Affordable Housing initiatives.
- Purchased and began implementation of a replacement Permitting/Inspection Software System (SunGard/CRW TRAKiT).
- Worked with HR to migrate the Calopps website to a new version.



- Began the process of migrating the City's GIS system to an ESRI platform
- Launched the Foster City Access/SeeClickFix application to track citizen requests.
- Upgraded IT infrastructure (Email Server, SharePoint Server, AD Servers, VMware hosts, core network switches).
- Assisted with the Fire Department's migration to a multi-agency centralized Records Management application.
- Deployed a replacement Agenda Management/Video Streaming solution. Updated the IT Disaster Recovery Plan.
- Deployed digital signage in City facilities.

## ***INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2016-2017***

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 2016-2017:

### ***Budget Preparation and Management***

- Manage expenses within adopted FY 2016-2017 budget and prepare FY 2017-2018 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 2017-18 budget and related five year financial plan for adoption no later than June 30, 2017

### ***Economic Development and Sustainability***

- Support the City Council's Economic Development Initiatives
  - Performance Measure: Support the work of the Economic Development Subcommittee
  - Coordinate Economic Development activities identified by the Economic Development Subcommittee and City Council
  - Actively develop and nurture one-on-one relationships with business leaders throughout the Foster City community.
- Support the City Council's Environmental Sustainability Initiatives
  - Performance Measure: Actively implement items on the Climate Action Workplan for FY 2016-2017
  - Performance Measure: Actively collaborate with Peninsula Clean Energy to kick-off Community Choice Energy program in Foster City
- With the Communication/City Clerk Department, support the City Council's Community Outreach Initiatives

- Performance Measure: Ensure that the City's major projects and programs are thoughtfully presented to both general and targeted residents and businesses as appropriate

## **CHANGES IN FINANCIAL RESOURCES REQUIRED**

The City Manager Department has set some ambitious strategic goals and initiatives for Fiscal Year 2016-2017 in addition to overseeing the daily operations of the City and managing special projects and requests. Overall, the Administration Division budget is proposed to increase \$88,600 (11%) and the Insurance Division is proposed to increase \$90,600 (52%) for the following reasons:

### **Administration Division**

The major changes in Financial Resources required in the Administration Division include:

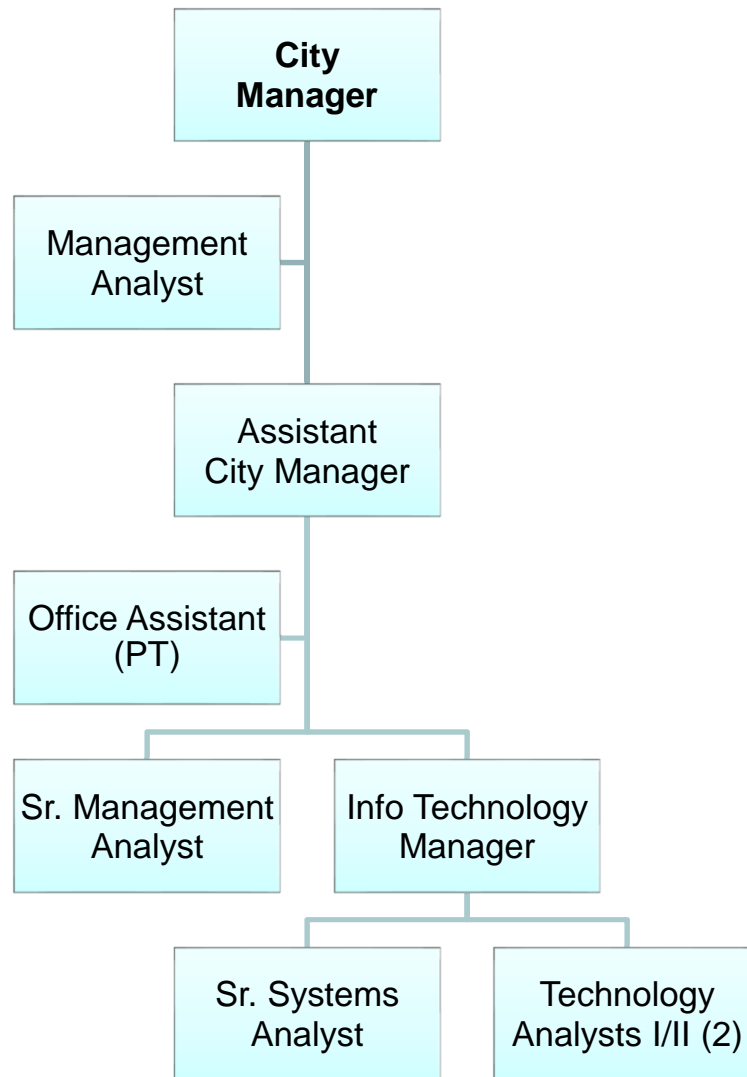
- Increases in personnel costs resulting from organizational restructure of Management Assistant to the City Manager to Management Analyst to the City Manager, Management Analyst to Senior Management Analyst and addition of 50% Office Assistant I (General Fund impact: \$45,800)
- Overall increases to salaries approved by the City Council through the Compensation and Benefits Agreement with the Management Group. (General Fund impact: \$16,500)

- Increases in Internal Service Charges approved by the City Council at the March 28, 2016, Study Session (General Fund impact: \$17,300)
- Increase to cost of the Animal Control contract (General Fund impact: \$7,100)
- Other minor adjustments to account for changes in conferences and meetings.
- Administration of Community Benefits Program from monies received in FY 2015-2016 from Biomed Realty (\$1.85 million)

### **Insurance Division**

Increases in the Financial Resources required in the Insurance and Risk Management Division are due to premium costs for the City's Self Insurance program.

# City Manager's Office



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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	\$ 812,804	\$ 812,804	\$ 914,231
INSURANCE & RISK MANAGEMENT	175,900	175,900	266,500
COMMUNITY BENEFITS PROGRAM FUND	-	-	1,850,000
<b>TOTAL FOR CITY / DISTRICT MANAGER</b>	<b>\$ 988,704</b>	<b>\$ 988,704</b>	<b>\$ 3,030,731</b>

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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 870,000	\$ 870,000	\$ 976,431
SERVICES AND SUPPLIES	135,060	135,060	1,995,595
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	1,005,060	1,005,060	2,972,026
INTERNAL SERVICES	285,184	285,184	400,679
Subtotal (Total Department Expenses before Reallocations)	1,290,244	1,290,244	3,372,705
REALLOCATIONS	(301,540)	(301,540)	(341,974)
<b>TOTAL FOR CITY / DISTRICT MANAGER</b>	<b>\$ 988,704</b>	<b>\$ 988,704</b>	<b>\$ 3,030,731</b>

# DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION

Account: 001-0110-413

GENERAL FUND

<i>Employee Services</i>		Approved 2015-2016	Requested 2016-2017
001-0110-413-4110	PERMANENT SALARIES	\$612,400.00	\$652,668.00
	Subtotal	<b>\$612,400.00</b>	<b>\$652,668.00</b>
001-0110-413-4111	PART TIME OFFICE ASSISTANT	\$0.00	\$32,000.00
	Subtotal	<b>\$0.00</b>	<b>\$32,000.00</b>
001-0110-413-4120	FRINGE BENEFITS	\$257,600.00	\$279,163.00
001-0110-413-4120	PART TIME OFFICE ASSISTANT BENEFITS	\$0.00	\$12,600.00
	Subtotal	<b>\$257,600.00</b>	<b>\$291,763.00</b>
	<b>Employee Services Total</b>	<b>\$870,000.00</b>	<b>\$976,431.00</b>
<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
001-0110-413-4520	COMPENSATED ABSENCES	\$2,070.00	\$9,932.00
	Subtotal	<b>\$2,070.00</b>	<b>\$9,932.00</b>
001-0110-413-4544	VEHICLE REPLACEMENT	\$15,967.00	\$16,156.00
	Subtotal	<b>\$15,967.00</b>	<b>\$16,156.00</b>
001-0110-413-4557	INFORMATION TECHNOLOGY SERVICES	\$53,700.00	\$59,377.00
	Subtotal	<b>\$53,700.00</b>	<b>\$59,377.00</b>
001-0110-413-4569	BUILDING MAINTENANCE	\$37,547.00	\$48,714.00
	Subtotal	<b>\$37,547.00</b>	<b>\$48,714.00</b>
	<b>Internal Services Total</b>	<b>\$109,284.00</b>	<b>\$134,179.00</b>
<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
001-0110-413-4241	COPY EXPENSE	\$3,000.00	\$3,000.00
	Subtotal	<b>\$3,000.00</b>	<b>\$3,000.00</b>

001-0110-413-4242	POSTAGE		\$150.00	\$150.00
		Subtotal	<b>\$150.00</b>	<b>\$150.00</b>
001-0110-413-4243	COMCAST DIGITAL RECEIVER BOXES		\$1,100.00	\$2,000.00
001-0110-413-4243	GENERAL OFFICE SUPPLIES		\$2,000.00	\$3,500.00
		Subtotal	<b>\$3,100.00</b>	<b>\$5,500.00</b>
001-0110-413-4251	ANIMAL CONTROL CONTRACT W/COUNTY		\$109,059.00	\$116,145.00
001-0110-413-4251	CABLE FRANCHISE CONSULTING		\$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	\$1,000.00
001-0110-413-4251	TRANSPORTATION SYSTEM MGMT PROGRAM		\$150.00	\$150.00
		Subtotal	<b>\$112,210.00</b>	<b>\$120,295.00</b>
001-0110-413-4253	CA CITY MGMT FOUNDATION		\$400.00	\$400.00
001-0110-413-4253	ICMA MEMBERSHIP DUES (2)		\$2,800.00	\$2,800.00
001-0110-413-4253	MISCELLANEOUS		\$100.00	\$100.00
001-0110-413-4253	MMANC MEMBERSHIP DUES (2)		\$150.00	\$150.00
001-0110-413-4253	NEWSPAPER SUBSCRIPTIONS (2)		\$750.00	\$800.00
001-0110-413-4253	SAN MATEO CO. CITY MANAGERS' ASSOCIATION		\$250.00	\$250.00
		Subtotal	<b>\$4,450.00</b>	<b>\$4,500.00</b>
001-0110-413-4254	ICMA CONFERENCE (1)		\$2,600.00	\$2,600.00
001-0110-413-4254	LOCC ANNUAL CONFERENCE (1)		\$1,600.00	\$1,500.00
001-0110-413-4254	LOCC CM DEPARTMENT MEETING (1)		\$5,000.00	\$2,000.00
001-0110-413-4254	MAYORS & COUNCILMEMBERS EXECUTIVE FORUM		\$650.00	\$650.00
001-0110-413-4254	MISCELLANEOUS		\$900.00	\$1,500.00
001-0110-413-4254	NATIONAL LEAGUE OF CITIES		\$0.00	\$2,500.00
001-0110-413-4254	NEW MAYORS & COUNCILMEMBERS CONF.		\$1,200.00	\$1,200.00
001-0110-413-4254	SAN MATEO CO. CITY MANAGERS' ASSOCIATION		\$200.00	\$200.00
		Subtotal	<b>\$12,150.00</b>	<b>\$12,150.00</b>
		<b>Services and Supplies Total</b>	<b>\$135,060.00</b>	<b>\$145,595.00</b>

<i>Reallocation</i>		Approved 2015-2016	Requested 2016-2017
001-0110-413-4496	ALLOCATION OF EXPENSES TO WATER	(\$150,770.00)	(\$170,987.00)
	Subtotal	<b>(\$150,770.00)</b>	<b>(\$170,987.00)</b>
001-0110-413-4497	ALLOCATION OF EXPENSES TO WASTEWATER	(\$150,770.00)	(\$170,987.00)
	Subtotal	<b>(\$150,770.00)</b>	<b>(\$170,987.00)</b>
	<b>Reallocation Total</b>	<b>(\$301,540.00)</b>	<b>(\$341,974.00)</b>
	<b>ADMINISTRATION Total</b>	<b>\$812,804.00</b>	<b>\$914,231.00</b>

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

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<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
001-0170-415-4562	SELF INSURANCE	\$175,900.00	\$266,500.00
	Subtotal	<b>\$175,900.00</b>	<b>\$266,500.00</b>
	<b>Internal Services Total</b>	<b>\$175,900.00</b>	<b>\$266,500.00</b>
	<b>SELF-INSURANCE FUND Total</b>	<b>\$175,900.00</b>	<b>\$266,500.00</b>

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CITY/DISTRICT MANAGER - ADMINISTRATION      COMMUNITY BENEFITS PROGRAM FUND  
Account: 005-0110-413

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<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
005-0110-413-4251	COMMUNITY BENEFITS PROGRAM FUND	\$0.00	\$1,850,000.00
	Subtotal	<b>\$0.00</b>	<b>\$1,850,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$0.00</b>	<b>\$1,850,000.00</b>
	<b>ADMINISTRATION Total</b>	<b>\$0.00</b>	<b>\$1,850,000.00</b>



**City Manager - Administration Division 001-0110**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4110 Salaries	612,400	652,668	40,268	1
4111 Part-Time Salaries	-	32,000	32,000	2
4120 Benefits	257,600	291,763	34,163	3
4520 Compensated Absences	2,070	9,932	7,862	4
4544 Vehicle Replacement	15,967	16,156	189	5
4557 Information Technology	53,700	59,377	5,677	6
4569 Building Maintenance	37,547	48,714	11,167	7
4241 Copies	3,000	3,000	-	8
4242 Postage	150	150	-	9
4243 Office Supplies	3,100	5,500	2,400	10
4251 Contractual Services	112,210	120,295	8,085	11
4253 Memberships and Dues	4,450	4,500	50	12
4254 Travel, Conferences, and Meetings	12,150	12,150	-	13
4496 Allocation of 15% Expenses to Water (exclude Animal Control Contract Transportation Safety Management)	(150,770)	(170,987)	(20,217)	14
4497 Allocation of 15% Expenses to Wasterwater (exclude Animal Control Contract Transportation Safety Management)	(150,770)	(170,987)	(20,217)	14
	<u>812,804</u>	<u>914,231</u>	<u>101,427</u>	

Detailed Analysis:

- Note 1 Personnel restructure, contractual COLA 2% and adjustments due to salary steps.
- Note 2 Addition of half-time Office Assistant
- Note 3 Addition of half-time Office Assistant, personnel restructure and contractual adjustment to benefits formulas (e.g. CalPERS, medical, etc).
- Note 4 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 5 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 6 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 7 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 8 No change
- Note 9 No change
- Note 10 Increase based on historical usage and expected increase in activity associated with Council subcommittees and economic development implementation.
- Note 11 Increases to costs for Animal Control agreement with County and reinstatement of dues for SAMCAT which had been suspended due to overfunding for the past several years.
- Note 12 Increase in cost for annual newspaper subscriptions.
- Note 13 No change
- Note 14 Reallocation increase reflects overall increase in gross expenses

**City Manager - Insurance and Risk Management Division 01-0170**

Account		Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4562	Self Insurance	175,900	266,500	90,600	1
	Total	<u>175,900</u>	<u>266,500</u>	<u>90,600</u>	

Detailed Analysis:

Note 1      Costs associated with Self-Insurance Fund discussed in Self-Insurance budget

**City Manager - Community Benefits Program Fund - 005**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Note
4251 Community Benefits Program Fund	-	1,850,000	1,850,000	1
Total	-	1,850,000	1,850,000	

Detailed Analysis:

Note 1 Program expenditures to be determined by policy direction of the City Council from monies received in FY 2015-2016 from Biomed Realty for Community Benefits Program for the City.

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# Communications/City Clerk

## **DEPARTMENT DESCRIPTION**

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

## **DEPARTMENT PERSONNEL SUMMARY**

Position	14-15	15-16	16-17
<b>Full-Time Employees</b>			
COMMUNICATIONS DIRECTOR/ CITY CLERK	0.00	1.00	1.00
CITY CLERK	1.00	0.00	0.00
RECORDS ANALYST I/II/ DEPUTY CITY CLERK	1.00	1.00	1.00
Total Full-Time Employees	2.00	2.00	2.00
<b>Part-Time Employees</b>			
CLERICAL ASSISTANT 1	0.50	0.00	0.00
CLERICAL ASSISTANT 2	0.50	0.00	0.00
CLERICAL ASSISTANT 3	0.50	0.00	0.00
OFFICE ASSISTANT I	0.00	0.90	0.46
COMMUNICATIONS COORDINATOR/ CC MANAGER	0.00	0.00	0.75
SOCIAL MEDIA/ COMMUNICATIONS ASSISTANT/ SMC SPECIALIST	0.00	0.00	0.75
VIDEOGRAPHER	0.00	0.00	0.50
Total Part-Time Employees	1.50	0.90	2.46
<b>TOTAL EMPLOYEES</b>	<b>3.50</b>	<b>2.90</b>	<b>4.46</b>

## **MISSION STATEMENT**

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

## **STRATEGIC PLAN**

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

### **Values**

- Fiscal Responsibility – Ensure benefit outweighs cost
- Integrity – Do the right thing
- Transparency – Enhance communication through open dialogue; and enhance access to public records through new technology
- Leadership – Lead by example

- Service – Commit to service and community

## **KEY INITIATIVES COMPLETED**

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

- Records Management
  - Completed semi-annual “Free the Files” days (July and December)
  - Updated the City’s Records Retention Schedule to comply with legal requirements
  - Completed the Citywide Department Records Management Assessment for GARP compliance
  - Developed Records Management Training Program through Records Coordinator Users Group
  - Developed 3-Month Calendar in Sire
- Transparent Communications
  - Assisted in development of Council Follow-up List
  - Developed New Public Records Act Tracking System
  - Created an Open Government page on the City’s website with frequently accessed City documents and information
  - Continued to provide updated information on the City’s website
- Customer Service
  - Restructured Clerical Support Service Program for City Manager/ Finance/ Human Resources/ City Clerk Departments to best provide a high level of

- service to residents for front desk coverage, clerical support, maintain employee continuity
- Sustainable Community
  - Assisted in developing the Council Agenda Staff Report Review Process
  - Updated Citywide policies regarding Public Records Act Request Policy and Records Management Policy
- Leadership and Service
  - Completed the 2015 goals of the Foster City Employee Wellness Committee and developed goals for 2016
- Knowledgeable Staff
  - Provided Foster City Forum training to all staff
  - Developed a media toolkit for every category of projects, programs and events
  - Developed the Public Engagement Communications Team (PECT)
  - Researched and assisted with development and training of the new events calendar
- Public Engagement
  - Implemented Foster City Current, the first Foster City e-Newsletter
  - Developed marketing materials for public engagement tools like Foster City Forum
  - Created a Communications Division support request site to track department needs
  - Assisted departments with creating marketing strategies and marketing materials for projects such as Foster City Access and the Local Hazard Mitigation Plan update.

- Increased social media presence by managing social media posts and continuously researching new tools and methods to reach people online
- Genuine Dialogue
  - Started a tracking process for analytics
  - Utilized Foster City Forum internally and externally to obtain comments, feedback, and opinions on specific topics

## **INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2016-2017**

### **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
- Continue conducting Citywide Department Records Management Assessment for GARP compliance
- Implement new electronic document management system

#### ➤ Transparent Communications

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

- Implement new on-demand video streaming

- Research and upload Brown Act training video to the intranet for Council, Commission and Committees
- Continue to conduct free elections and increase voter turnout
- Continue to respond to Public Records Act requests in a timely manner
- Implement Public Records Act Tracking system
- Sustainable Community
 

Improve business practices and reduce paper consumption

  - Encourage the transmittal of records via e-platforms
  - Encourage full participation of paperless agenda
  - Update ordinances as it relates to Communications/City Clerk Department
  - Implement electronic posting board at the Council Chambers
  - Keep abreast of new laws as it relates to elections and Public Records Act
- Customer Service
 

Provide professional & efficient service to the community

  - Continue outreach data collection survey
  - Continue to provide administrative support in City Hall
  - Maintain City Hall Lobby/Information Center
  - Continue to implement the Wellness Guidelines
  - Conduct annual contract/insurance training at department staff meetings
  - Research digital signatures
- Budget Management
 

Maintain current level of service & stay within our budget

- Maintain Central Inventory for support departments
- Evaluate training/conferences
- Continue to implement the volunteer program
- Provide training for the postage machine
- Manage staff resources due to increase in projects as it relates to Council priorities
- Coordinate Shred Events with Free the Files Day – Records Management Program
- Evaluate necessary staffing levels and resources

➤ Knowledgeable Staff

Create a team of knowledgeable staff with minimal impact to the General Fund to enhance our current public engagement efforts

- Create new training opportunities to increase knowledge and use of Foster City Forum and other platforms
- Inform departments or staff of new and existing tools (best practices)
- Increase training opportunities for social media and how to enhance public outreach
- Evaluate necessary staffing levels and resources
- Attend conference(s) and training specific to social media, outreach and public engagement
- Start the development of a new look and feel for the City, in phases: style guide, templates (flyers, brochures, postcards), logo, additional materials (banners, flags, etc.)

➤ Public Engagement

Motivate and support Council, staff and the public to engage

- Continue to expand the use of Foster City Events Calendar
- Develop more marketing materials to enhance communication and public engagement
- Assemble an internal public engagement resource fair for staff. Develop an external resource fair for residents to learn about City services and community outreach efforts
- Continue to assist departments with creating marketing materials and marketing strategies for their events and projects
- Continue to increase social media presence

➤ Genuine Dialogue

Transform our community relations through genuine dialogue

- Share the satisfaction survey from Foster City Forum and get more analytics to share with City Council, departments and staff
- Create a campaign of all the positive feedback received by engaging with the community
- Create more opportunities for people to use Foster City Forum
- Create stakeholder contact list and have them “join the conversation”
- Focus and make sure we have good outcome statements to close the loop and show our stakeholders how we will use their feedback



## **CHANGES IN FINANCIAL RESOURCES REQUIRED**

### City Clerk

- This is an even (non-election) year so there is no Municipal Elections budget for FY 2016-2017 (\$24,604).
- There is an increase in salaries due to salary steps (\$36,000).
- In FY 2015-2016 there was one 30 hour Office Assistant I and this year there will only be one part-time 18.5 hour Office Assistant I (-\$20,000).
- Benefits decreased due to the benefits formula (-\$300).
- Compensated absences increased due to the FY 2016-2017 Internal Service Fund budget (\$3,000).
- Information Technology Services increased due to the FY 2016-2017 Internal Service Fund budget (\$5,300).
- Building Maintenance increased due to the FY 2016-2017 Internal Service Fund budget (\$7,700).

### Communications

- The flexible staffing of a Communications Coordinator/Communications Manager part-time 30 hour position has been created to assist in overseeing the operations of the Communications division (\$86,300).
- The flexible staffing of a Social Media/Communications Assistant/ Social Media/Communications Specialist part-time 30 hour

position has been created to coordinate the City's new media tools and increase social media traffic (\$69,760).

- The Videographer part-time 20 hour position has been created so the Communications/City Clerk Department can produce original programming and other communications/public outreach videos (\$32,800).
- Equipment Replacement increased due to the FY 2016-2017 Internal Service Fund budget (\$2,000).
- Building Maintenance increased due to the FY 2016-2017 Internal Service Fund budget (\$1,900).
- Budget for Communications general supplies has been added, and previously only FCTV supplies (\$1,000).
- Budget for Communications conference has been added (\$1,500).
- Budget for Communications training has been added (\$1,350).

# Communications/City Clerk Department



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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	\$ 322,366	\$ 322,366	\$ 343,614
MUNICIPAL ELECTIONS	24,604	24,604	-
COMMUNICATIONS	46,644	46,644	186,010
<b>TOTAL FOR COMMUNICATIONS/CITY CLERK</b>	<b>\$ 393,614</b>	<b>\$ 393,614</b>	<b>\$ 529,624</b>

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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 382,806	\$ 382,806	\$ 586,967
SERVICES AND SUPPLIES	109,375	109,375	79,340
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	492,181	492,181	666,307
INTERNAL SERVICES	70,125	70,125	90,297
Subtotal (Total Department Expenses before Reallocations)	562,306	562,306	756,604
REALLOCATIONS	(168,692)	(168,692)	(226,980)
<b>TOTAL FOR COMMUNICATIONS/CITY CLERK</b>	<b>\$ 393,614</b>	<b>\$ 393,614</b>	<b>\$ 529,624</b>

## DETAIL LINE ITEM REPORT

COMMUNICATIONS/CITY CLERK - ADMINISTRATION

Account: 001-0210-411

GENERAL FUND

<i>Employee Services</i>		Approved 2015-2016	Requested 2016-2017
001-0210-411-4110	PERMANENT SALARIES	\$218,108.00	\$253,700.00
Subtotal		<b>\$218,108.00</b>	<b>\$253,700.00</b>
001-0210-411-4111	OFFICE ASSISTANT I (30 HOURS)	\$44,000.00	\$24,000.00
Subtotal		<b>\$44,000.00</b>	<b>\$24,000.00</b>
001-0210-411-4120	FRINGE BENEFITS	\$107,498.00	\$118,000.00
001-0210-411-4120	FRINGE FOR OFFICE ASSISTANT I	\$13,200.00	\$2,400.00
Subtotal		<b>\$120,698.00</b>	<b>\$120,400.00</b>
<b>Employee Services Total</b>		<b>\$382,806.00</b>	<b>\$398,100.00</b>
<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
001-0210-411-4520	COMPENSATED ABSENCES	\$744.00	\$3,671.00
Subtotal		<b>\$744.00</b>	<b>\$3,671.00</b>
001-0210-411-4556	EQUIPMENT REPLACEMENT	\$723.00	\$1,084.00
Subtotal		<b>\$723.00</b>	<b>\$1,084.00</b>
001-0210-411-4557	INFORMATION TECHNOLOGY SERVICES	\$27,684.00	\$32,940.00
Subtotal		<b>\$27,684.00</b>	<b>\$32,940.00</b>
001-0210-411-4569	BUILDING MAINTENANCE	\$25,890.00	\$33,591.00
Subtotal		<b>\$25,890.00</b>	<b>\$33,591.00</b>
<b>Internal Services Total</b>		<b>\$55,041.00</b>	<b>\$71,286.00</b>
<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
001-0210-411-4241	CLERK ADMIN - COPY EXPENSE/AGENDA PACKETS	\$8,200.00	\$7,200.00
Subtotal		<b>\$8,200.00</b>	<b>\$7,200.00</b>

001-0210-411-4242	POSTAGE EXPENSE	\$1,000.00	\$1,000.00
	Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
001-0210-411-4243	GENERAL OFFICE SUPPLIES	\$3,000.00	\$3,000.00
	Subtotal	<b>\$3,000.00</b>	<b>\$3,000.00</b>
001-0210-411-4249	LEGAL ADVERTISING	\$1,000.00	\$1,000.00
	Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
001-0210-411-4251	FC/EMID MUNICIPAL CODE BOOKS SUPPLEMENT SERVICE	\$2,400.00	\$2,400.00
001-0210-411-4251	OFF-SITE RECORDS STORAGE/RECORDS MANAGEMENT	\$2,000.00	\$2,000.00
	Subtotal	<b>\$4,400.00</b>	<b>\$4,400.00</b>
001-0210-411-4253	CCAC -- CITY CLERKS ASSOCIATION OF CALIFORNIA (2)	\$185.00	\$185.00
001-0210-411-4253	IIMC -- INT'L INSTITUTE OF MUNICIPAL CLERKS (2)	\$300.00	\$315.00
001-0210-411-4253	NATIONAL NOTARY ASSOCIATION DUES & INSURANCE (2)	\$190.00	\$190.00
	Subtotal	<b>\$675.00</b>	<b>\$690.00</b>
001-0210-411-4254	IIMC CONFERENCE/CCAC	\$2,000.00	\$2,200.00
	Subtotal	<b>\$2,000.00</b>	<b>\$2,200.00</b>
001-0210-411-4255	ARMA & OTHER CITY CLERK/USERS GROUP TRAINING	\$500.00	\$500.00
001-0210-411-4255	CLERK TRAINING	\$1,500.00	\$1,500.00
001-0210-411-4255	NOTARY TRAINING & CERTIFICATION RENEWAL	\$400.00	\$0.00
	Subtotal	<b>\$2,400.00</b>	<b>\$2,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$22,675.00</b>	<b>\$21,490.00</b>
<b>Reallocation</b>		Approved 2015-2016	Requested 2016-2017
001-0210-411-4496	ALLOCATION OF EXPENSES TO WATER	(\$69,078.00)	(\$73,631.00)
	Subtotal	<b>(\$69,078.00)</b>	<b>(\$73,631.00)</b>
001-0210-411-4497	ALLOCATION OF EXPENSES TO WASTEWATER	(\$69,078.00)	(\$73,631.00)
	Subtotal	<b>(\$69,078.00)</b>	<b>(\$73,631.00)</b>
	<b>Reallocation Total</b>	<b>(\$138,156.00)</b>	<b>(\$147,262.00)</b>
	<b>ADMINISTRATION Total</b>	<b>\$322,366.00</b>	<b>\$343,614.00</b>

COMMUNICATIONS/CITY CLERK - MUNICIPAL ELECTIONS

Account: 001-0220-414

GENERAL FUND

<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
001-0220-414-4241	MUNICIPAL ELECTIONS - COPY EXPENSE	\$150.00	\$0.00
	Subtotal	<b>\$150.00</b>	<b>\$0.00</b>
001-0220-414-4242	POSTAGE EXPENSE	\$150.00	\$0.00
	Subtotal	<b>\$150.00</b>	<b>\$0.00</b>
001-0220-414-4243	GENERAL OFFICE SUPPLIES	\$300.00	\$0.00
	Subtotal	<b>\$300.00</b>	<b>\$0.00</b>
001-0220-414-4249	LEGAL ADVERTISING	\$2,000.00	\$0.00
	Subtotal	<b>\$2,000.00</b>	<b>\$0.00</b>
001-0220-414-4251	CONTRACTUAL SERVICES - TRANSLATION LEGAL NOTICES	\$550.00	\$0.00
001-0220-414-4251	COUNTY ELECTION SERVICES - COUNCIL/BOARD ELECTION	\$32,000.00	\$0.00
	Subtotal	<b>\$32,550.00</b>	<b>\$0.00</b>
	<b>Services and Supplies Total</b>	<b>\$35,150.00</b>	<b>\$0.00</b>
<i>Reallocation</i>		Approved 2015-2016	Requested 2016-2017
001-0220-414-4496	ALLOCATION OF EXPENSES TO WATER	(\$5,273.00)	\$0.00
	Subtotal	<b>(\$5,273.00)</b>	<b>\$0.00</b>
001-0220-414-4497	ALLOCATION OF EXPENSES TO WASTEWATER	(\$5,273.00)	\$0.00
	Subtotal	<b>(\$5,273.00)</b>	<b>\$0.00</b>
	<b>Reallocation Total</b>	<b>(\$10,546.00)</b>	<b>\$0.00</b>
	<b>MUNICIPAL ELECTIONS Total</b>	<b>\$24,604.00</b>	<b>\$0.00</b>

<i>Employee Services</i>		Approved 2015-2016	Requested 2016-2017
001-0230-411-4111	COMMUNICATIONS COORDINATOR (30 HOURS)	\$0.00	\$60,415.00
001-0230-411-4111	SOCIAL MEDIA AND COMMUNICATIONS ASSISTANT(30 HOUR)	\$0.00	\$48,832.00
001-0230-411-4111	VIDEOGRAPHER (20 HOURS)	\$0.00	\$22,960.00
	Subtotal	<b>\$0.00</b>	<b>\$132,207.00</b>
001-0230-411-4120	COMMUNICATIONS COORDINATOR (30 HOURS)	\$0.00	\$25,892.00
001-0230-411-4120	SOCIAL MEDIA AND COMMUNICATIONS ASSISTANT(30 HOUR)	\$0.00	\$20,928.00
001-0230-411-4120	VIDEOGRAPHER (20 HOURS)	\$0.00	\$9,840.00
	Subtotal	<b>\$0.00</b>	<b>\$56,660.00</b>
	<b>Employee Services Total</b>	<b>\$0.00</b>	<b>\$188,867.00</b>
<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
001-0230-411-4556	EQUIPMENT REPLACEMENT	\$8,804.00	\$10,864.00
	Subtotal	<b>\$8,804.00</b>	<b>\$10,864.00</b>
001-0230-411-4569	BUILDING MAINTENANCE (13% Cncl Chambers)	\$6,280.00	\$8,147.00
	Subtotal	<b>\$6,280.00</b>	<b>\$8,147.00</b>
	<b>Internal Services Total</b>	<b>\$15,084.00</b>	<b>\$19,011.00</b>
<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
001-0230-411-4241	COMMUNICATIONS ADMIN - COPY EXPENSE	\$0.00	\$1,000.00
	Subtotal	<b>\$0.00</b>	<b>\$1,000.00</b>
001-0230-411-4242	POSTAGE EXPENSE	\$0.00	\$200.00
	Subtotal	<b>\$0.00</b>	<b>\$200.00</b>
001-0230-411-4243	GENERAL OFFICE SUPPLIES	\$0.00	\$1,000.00
001-0230-411-4243	SUPPLIES FOR FCTV CHANNEL 27	\$250.00	\$250.00



	Subtotal	\$250.00	\$1,250.00
001-0230-411-4245	COMPUTER	\$0.00	\$800.00
	Subtotal	\$0.00	\$800.00
001-0230-411-4246	MEETING/BROADCAST EQUIPMENT MAINTENANCE	\$10,000.00	\$10,000.00
	Subtotal	\$10,000.00	\$10,000.00
001-0230-411-4251	PUBLIC ENGAGEMENT PROGRAM	\$14,000.00	\$14,000.00
001-0230-411-4251	VIDEO TECHNICIAN CONTRACT	\$26,000.00	\$26,000.00
	Subtotal	\$40,000.00	\$40,000.00
001-0230-411-4253	CA ASSOCIATION OF PUBLIC INFO OFFICIALS MEMBERSHIP	\$0.00	\$250.00
001-0230-411-4253	FCTV PROGRAM LICENSING	\$400.00	\$400.00
001-0230-411-4253	GOVERNMENT SOCIAL MEDIA ORGANIZATION MEMBERSHIP	\$0.00	\$200.00
001-0230-411-4253	ONLINE VIDEO HOST / WEB SOLUTIONS	\$750.00	\$750.00
	Subtotal	\$1,150.00	\$1,600.00
001-0230-411-4254	CONFERENCE/EXPO	\$0.00	\$1,500.00
	Subtotal	\$0.00	\$1,500.00
001-0230-411-4255	FCTV-RELATED/SOCIAL MEDIA/COMMUNICATIONS TRAINING	\$150.00	\$1,500.00
	Subtotal	\$150.00	\$1,500.00
	<b>Services and Supplies Total</b>	<b>\$51,550.00</b>	<b>\$57,850.00</b>
<b>Reallocation</b>		Approved 2015-2016	Requested 2016-2017
001-0230-411-4496	ALLOCATION OF EXPENSES TO WATER	(\$9,995.00)	(\$39,859.00)
	Subtotal	(\$9,995.00)	(\$39,859.00)
001-0230-411-4497	ALLOCATION OF EXPENSES TO WASTEWATER	(\$9,995.00)	(\$39,859.00)
	Subtotal	(\$9,995.00)	(\$39,859.00)
	<b>Reallocation Total</b>	<b>(\$19,990.00)</b>	<b>(\$79,718.00)</b>
	<b>COMMUNICATIONS Total</b>	<b>\$46,644.00</b>	<b>\$186,010.00</b>

**City Clerk Fund - Administration Budget Comparison 001-0210**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4110 Salaries	218,108	253,700	35,592	1
4111 Salaries - P/T	44,000	24,000	(20,000)	2
4120 Benefits	120,698	120,400	(298)	3
4520 Compensated Absences	744	3,671	2,927	4
4556 Equipment Replacement	723	1,084	361	5
4557 Information Technology Services	27,684	32,940	5,256	6
4569 Building Maintenance	25,890	33,591	7,701	7
4241 Copies	8,200	7,200	(1,000)	8
4242 Postage	1,000	1,000	-	9
4243 Office Supplies	3,000	3,000	-	10
4249 Legal Advertising	1,000	1,000	-	11
4251 Consulting and Contracting	4,400	4,400	-	12
4253 Memberships and Dues	675	690	15	13
4254 Travel, Conferences, and Meetings	2,000	2,200	200	14
4255 Training	2,400	2,000	(400)	15
4496 Allocation of Expenses - 15% to Water	(69,078)	(73,631)	(4,553)	16
4497 Allocation of Expenses -15% to Wastewater	(69,078)	(73,631)	(4,553)	16
Total	<u>322,366</u>	<u>343,614</u>	<u>21,248</u>	

Detailed Analysis:

- Note 1 No personnel changes, contractual COLA 2% and adjustment due to salary steps
- Note 2 FY 15/16 There was one 30 hour Office Assistant and this year it will only be one 18.5 hour Office Assistant
- Note 3 Contractual adjustment to benefits formulas (e.g. CalPERS, medical, etc) and less benefit cost for the Office Assistant I due to decreased hours
- Note 4 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 5 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 6 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 7 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 8 Decrease Clerk copy expense by \$1000 and increase Communications copy expense by \$1000
- Note 9 No change
- Note 10 No change
- Note 11 No change
- Note 12 No change
- Note 13 Small change to reflect upcoming 2016-17 actual
- Note 14 Small change to reflect upcoming 2016-17 actual
- Note 15 No change
- Note 16 Reallocation reflects overall changes in gross expenses

**City Clerk Fund - Municipal Elections Budget Comparison 001-0220**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4241 Copies	150	-	(150)	1
4242 Postage	150	-	(150)	2
4243 Office Supplies	300	-	(300)	3
4249 Advertising	2,000	-	(2,000)	4
4251 Consulting and Contracting	32,550	-	(32,550)	5
4496 Allocation of Expenses - 15% to Water	(5,273)	-	5,273	6
4497 Allocation of Expenses -15% to Wastewater	(5,273)	-	5,273	7
<b>Total</b>	<b>24,604</b>	<b>-</b>	<b>(24,604)</b>	

Detailed Analysis:

- Note 1 No election activity in FY 2016-17
- Note 2 No election activity in FY 2016-17
- Note 3 No election activity in FY 2016-17
- Note 4 No election activity in FY 2016-17
- Note 5 No election activity in FY 2016-17
- Note 6 No election activity in FY 2016-17
- Note 7 No election activity in FY 2016-17

**Communications Fund - Communications Budget Comparison 001-0230**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Note
4111 Part-Time	-	132,207	132,207	1
4120 Fringe Benefits (Part-Time)	-	56,660	56,660	2
4556 Equipment Replacement	8,804	10,864	2,060	3
4569 Building Maintenance	6,280	8,147	1,867	4
4241 Copies	-	1,000	1,000	5
4242 Postage	-	200	200	6
4243 Office Supplies	250	1,250	1,000	7
4245 Tools and Equipment	-	800	800	8
4246 Maintenance	10,000	10,000	-	9
4251 Consulting and Contracting	40,000	40,000	-	10
4253 Memberships and Dues	1,150	1,600	450	11
4254 Travel, Conferences, and Meetings	-	1,500	1,500	12
4255 Training	150	1,500	1,350	13
4496 Allocation of Expenses - 15% to Water	(9,995)	(39,859)	(29,864)	14
4497 Allocation of Expenses -15% to Wastewater	(9,995)	(39,859)	(29,864)	14
<b>Total</b>	<b>46,644</b>	<b>186,010</b>	<b>139,366</b>	

Detailed Analysis:

- Note 1 Salaries for new part time positions of Comm Coord (30Hrs); Media/Comm Assist (30Hrs) & VideoGrapher (20Hrs)
- Note 2 Benefits for new part time positions of Comm Coord (30Hrs); Media/Comm Assist (30Hrs) & VideoGrapher (20Hrs)
- Note 3 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 4 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 5 Decrease Clerk copy expense by \$1000 and increased Communications copy expense by \$1000
- Note 6 There was no buget the previous year
- Note 7 Change to include budget for Communications general supplies, previously only FCTV supplies
- Note 8 Desktop computer for Communications Coordinator
- Note 9 No change
- Note 10 No change
- Note 11 Change to include 2 Communications memberships
- Note 12 Change to add a conference for Communications
- Note 13 Change to include social media and communications training budget
- Note 14 Reallocation reflects overall changes in gross expenses

# City Attorney

## **DEPARTMENT DESCRIPTION**

The City Attorney Department is tasked with planning/organizing/directing legal services to minimize the City/EMID's liability risks, ensuring that the policies and procedures employed by all departments are legally compliant and ensuring that the City Council receives information and advice needed to make well informed decisions.

Core activities for the City Attorney Department include responding to requests for legal advice from Council and staff, drafting/reviewing staff reports, resolutions, ordinances, contracts and other legal documents, prosecuting violations of the Municipal Code, representing the City/EMID in administrative/legal actions, and attending City Council and Planning Commission meetings, as requested.

## **MISSION STATEMENT**

The mission of the City Attorney is to provide timely, accurate and proactive legal advice to the City Council/EMID Board of Directors and staff on all legal matters pertaining to City/EMID's business.

## **KEY INITIATIVES 2015-2016**

During FY 2015-16, the services of the City Attorney Department continued to be in high demand. Some major areas requiring attorney involvement included: providing legal advice and support to Council and staff on major development projects, participating as a member of the City team for the levee improvement project and Wastewater Treatment Plant expansion project, providing advice and counsel to staff on a routine basis for ongoing projects and initiatives, state mandated training for employees, code enforcement, and drafting ordinance revisions and supporting documentation.

## **INITIATIVES AND SERVICE LEVEL EXPECTATIONS FOR FY 2016-2017**

The budget estimate takes into account known upcoming projects, 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 are not always predictable. That is particularly true as the City/EMID move forward with both the levee improvement project and Wastewater Treatment Plant expansion.

## ***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. Additional code amendments will be prepared and presented to the City Council in the coming year, so funding has again been included in Fiscal Year 2016-2017 for these updates.

Based upon the City Attorney expenditures for FY 2015-16, there is no increase proposed for FY 2016-17.

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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	506,750	506,750	506,750
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	506,750	506,750	506,750
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	506,750	506,750	506,750
REALLOCATIONS	(152,026)	(152,026)	(152,026)
<b>TOTAL FOR CITY ATTORNEY</b>	<b>\$ 354,724</b>	<b>\$ 354,724</b>	<b>\$ 354,724</b>

## DETAIL LINE ITEM REPORT

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

GENERAL FUND

<i>Services and Supplies</i>	Approved 2015-2016	Requested 2016-2017
001-0310-412-4251    CITY ATTORNEY CONTRACTUAL SERVICES	\$366,000.00	\$366,000.00
001-0310-412-4251    LEGAL SERVICES - MUNICIPAL CODE UPDATE	\$50,000.00	\$50,000.00
001-0310-412-4251    OTHER ATTORNEY SERVICES	\$90,000.00	\$90,000.00
Subtotal	<b>\$506,000.00</b>	<b>\$506,000.00</b>
001-0310-412-4254    LEAGUE OF CALIFORNIA CITIES MEETINGS	\$750.00	\$750.00
Subtotal	<b>\$750.00</b>	<b>\$750.00</b>
<b>Services and Supplies Total</b>	<b>\$506,750.00</b>	<b>\$506,750.00</b>
<i>Reallocation</i>	Approved 2015-2016	Requested 2016-2017
001-0310-412-4496    ALLOCATION OF EXPENSES TO WATER	(\$76,013.00)	(\$76,013.00)
Subtotal	<b>(\$76,013.00)</b>	<b>(\$76,013.00)</b>
001-0310-412-4497    ALLOCATION OF EXPENSES TO WASTEWATER	(\$76,013.00)	(\$76,013.00)
Subtotal	<b>(\$76,013.00)</b>	<b>(\$76,013.00)</b>
<b>Reallocation Total</b>	<b>(\$152,026.00)</b>	<b>(\$152,026.00)</b>
<b>CITY ATTORNEY Total</b>	<b>\$354,724.00</b>	<b>\$354,724.00</b>



**City Attorney 001-0310**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4251 Contractual Services	506,000	506,000	-	
4254 Meetings	750	750	-	
4496 Allocation of Expenses to Water	(76,013)	(76,013)	-	
4497 Allocation of Expenses to Wastewater	(76,013)	(76,013)	-	
Total	<u>354,724</u>	<u>354,724</u>	-	

Detailed Analysis:

**NO CHANGE**

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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), participating in the wellness committee,

and working with other Departments on succession planning programs.

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

## **DEPARTMENT PERSONNEL SUMMARY**

Position	14-15	15-16	16-17
<b>Full-Time Employees</b>			
HUMAN RESOURCES DIRECTOR	1.0	1.0	1.0
HUMAN RESOURCES MANAGER	1.0	0.0	1.0
HUMAN RESOURCES ANALYST	1.0	2.0	1.0
HUMAN RESOURCES TECHNICIAN - BAERS/CALOPPS	0.0	0.0	1.0
Total Full-Time Employees	3.0	3.0	4.0
<b>Part-time Employees</b>			
HUMAN RESOURCES ANALYST - BAERS (2)	0.0	0.0	0.9
Total Part-time Employees	0.0	0.0	0.9
<b>TOTAL EMPLOYEES</b>	3.0	3.0	4.9

## **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.

## **STRATEGIC PLAN**

### **Values:**

- **Professionalism**

Treat employees, the City Council and the public with respect, honesty, integrity, and objectivity

- **Empowerment**

Give employees the skills, resources, authority, opportunity and motivation to take action and be responsive

- **Confidentiality**

Provide a confidential and safe environment for employees to discuss and resolve issues

- **Customer Service**

Strive for excellence in every interaction with employees, the City Council and the public

- **Safe and Healthy Environment**

Provide risk management and safety programs that protect the community and employees

## **KEY INITIATIVES COMPLETED**

The Human Resources Department continued to provide high quality services to the Departments and staff during FY 2015-2016. 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, CalPERS, VALIC and ABAG
- Developed a new workshop, Managing a Multigenerational Workforce, offered through the San Mateo County Regional Training and Development Consortium for Public Agencies
- Provided legally required and essential training to the Management Team to ensure a highly informed and well-rounded team
- Developed and provided a City-wide transition management training course presented by Certified Leadership Coach Joanne Bond

**Benefits**

- Continued to oversee the Deferred Compensation Committee to ensure the City's fiduciary responsibilities under the Deferred Compensation Plans are met. Distributed the annual VALIC fee disclosure statements to participants, transitioned to new classes of mutual funds with lower fees and renegotiated the service provider contract with VALIC
- Working with IT, generated and distributed the annual employee benefits letter
- Ensured continued compliance with the Affordable Care Act and partnered with the Finance Department to issue Form 1095-C to all full time employees
- Hosted an employee wellness fair which included medical, dental and vision insurance information as well as general health, wellness and financial information
- Continued to oversee the FISH Committee's planning and organization of the two annual employee events
- Revised the part-time employees compensation and benefits plan to include a group benefit allowance for health insurance
- Continued to research health savings plan options to replace the California Voluntary Employee Benefits Trust Plan (VEBA)

**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
- Adopted updated Personnel Rules and Regulations

**Workers' Compensation**

- Managed the workers' compensation program and worked to resolve outstanding claims. Worked with The Cities Group to update the City-wide safety training program and policies
- Passed the annual safety audit with no major hazards identified
- Facilitated the respiratory exam and fit testing process for Public Works and Parks Maintenance staff

**Recruitment and Selection**

- Successfully conducted 29 recruitments during FY 2015-2016, including promotional processes for Police Lieutenant, Sergeant and Corporal; Director of Parks and Recreation and Recreation Manager; and Fire Battalion Chief and Fire Captain. Worked with an executive search firm on the Assistant City Manager recruitment. Provided four internships for college students

**Classification and Compensation**

- Ensured continued compliance with the Affordable Care Act and continued the mandated monitoring and measuring process

- Working with the Finance Department, implemented California's new sick leave law mandating paid sick leave for part-time employees effective July 1, 2015
- Assisted Department Heads on classification issues and analysis of staffing levels for the following departments: Finance, City Clerk, Parks and Recreation and Police
- Revised the Pay Plan to provide competitive compensation for part-time employee classifications

### ***INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2016-2017***

Key initiatives and service levels planned for FY 2016-2017 include the following:

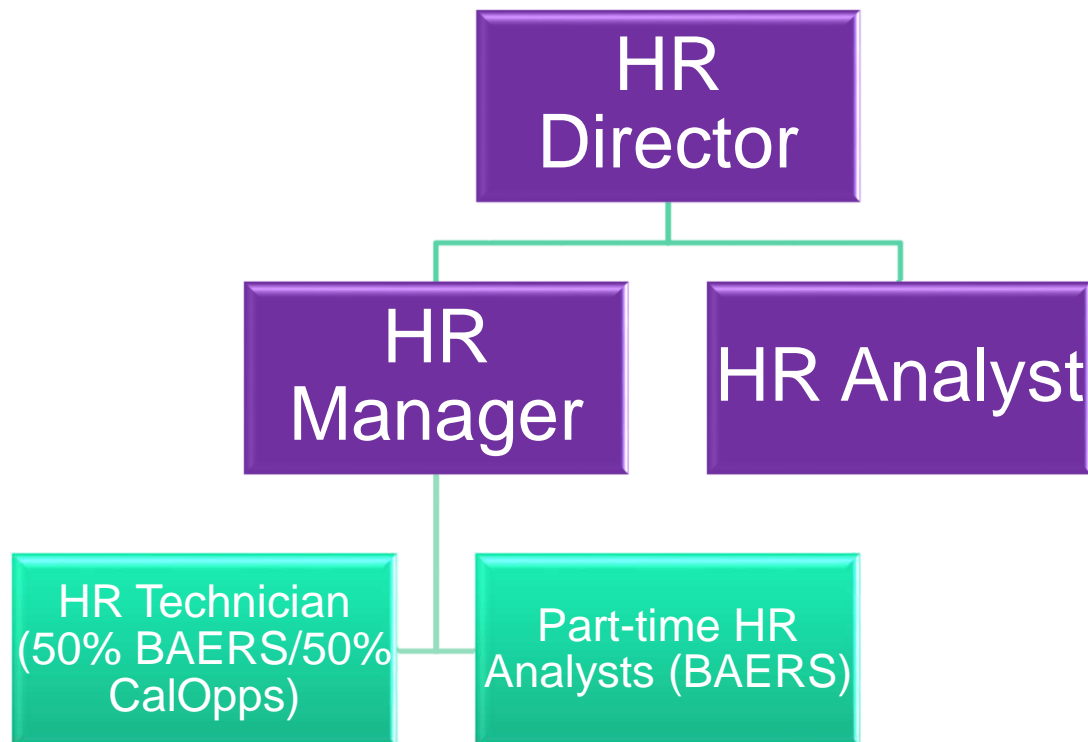
- Lead the City's on-going succession planning process and work with individual departments and employees.
- Continue the successful collaborative and comprehensive training program with the San Mateo County Regional Training and Development Consortium and continue to offer in-house training that supports organizational and employee development.
- Conduct effective on-boarding and separating employee exit interviews
- Revitalize Employee Recognition Programs for staff.
- Continue to review and revise HR policies to ensure compliance with current legal regulations; write new policies as needed.
- Ensure the Safety Committee meets regularly to review claims and maintain accountability for 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.
- 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 objectives for the next year.
- Vacancies are expected to occur throughout the organization due to the number of employees eligible for retirement. Continue a recruitment process that utilizes a robust, behavior-based assessment center system that closely links the knowledge, skills and abilities to the classification based on the core competencies for the position. Recruit and promote the best-qualified candidates.
- Update City job specifications. Review all classifications to ensure that the essential functions of the classification relate to the core competencies and specific duties of the position.

- Manage existing workers' compensation claims with the insurance pool to reduce exposure and work expeditiously to return employees to work.
- Transition to a new, efficient and cost effective occupational health service provider for pre-employment physicals.
- Continue to refine options for more cost effective employee benefits and monitor existing benefits for effectiveness.
- Conduct a Fair Labor Standards Act (FLSA) audit to ensure compliance for various work schedules.
- Conduct a compliance audit of the 457(b) deferred compensation plan and the 401(a) plan.
- Participate in ongoing discussions regarding fire merger options.
- Conclude labor negotiations with IAFF and POA and implement a new Memorandum of Understanding (MOU) for each group.
- Initiate labor negotiations with AFSCME and the Management Group.

### ***CHANGES IN FINANCIAL RESOURCES REQUIRED***

Reclassification of one Human Resources Analyst to Human Resources Manager addition to annual salary of \$8,639

# Human Resources Department





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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 438,600	\$ 438,600	\$ 462,425
SERVICES AND SUPPLIES	108,980	108,980	111,480
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	547,580	547,580	573,905
INTERNAL SERVICES	59,710	59,710	74,242
Subtotal (Total Department Expenses before Reallocations)	607,290	607,290	648,147
REALLOCATIONS	(182,188)	(182,188)	(194,444)
<b>TOTAL FOR HUMAN RESOURCES</b>	<b>\$ 425,102</b>	<b>\$ 425,102</b>	<b>\$ 453,703</b>

## DETAIL LINE ITEM REPORT

HUMAN RESOURCES - ADMINISTRATION Account: 001-1210-415

GENERAL FUND

<i>Employee Services</i>		Approved 2015-2016	Requested 2016-2017
001-1210-415-4110	PERMANENT SALARIES	\$313,000.00	\$325,163.00
Subtotal		<b>\$313,000.00</b>	<b>\$325,163.00</b>
001-1210-415-4120	FRINGE BENEFITS	\$125,600.00	\$137,262.00
Subtotal		<b>\$125,600.00</b>	<b>\$137,262.00</b>
<b>Employee Services Total</b>		<b>\$438,600.00</b>	<b>\$462,425.00</b>
<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
001-1210-415-4520	COMPENSATED ABSENCES	\$1,100.00	\$4,620.00
Subtotal		<b>\$1,100.00</b>	<b>\$4,620.00</b>
001-1210-415-4556	EQUIPMENT REPLACEMENT	\$2,550.00	\$2,550.00
Subtotal		<b>\$2,550.00</b>	<b>\$2,550.00</b>
001-1210-415-4557	INFORMATION TECHNOLOGY SERVICES	\$33,091.00	\$37,271.00
Subtotal		<b>\$33,091.00</b>	<b>\$37,271.00</b>
001-1210-415-4569	BUILDING MAINTENANCE	\$22,969.00	\$29,801.00
Subtotal		<b>\$22,969.00</b>	<b>\$29,801.00</b>
<b>Internal Services Total</b>		<b>\$59,710.00</b>	<b>\$74,242.00</b>
<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
001-1210-415-4240	EMPLOYEE EVENTS	\$500.00	\$2,500.00
001-1210-415-4240	EMPLOYEE RECOGNITION PROGRAMS	\$2,150.00	\$150.00
001-1210-415-4240	GYM MAINTENANCE	\$500.00	\$500.00
001-1210-415-4240	SERVICE (PINS) AWARD PROGRAM	\$1,700.00	\$3,700.00
001-1210-415-4240	WELLNESS / HEALTH SCREENINGS	\$2,000.00	\$2,500.00

	Subtotal	<b>\$6,850.00</b>	<b>\$9,350.00</b>
001-1210-415-4241	COPIES FOR H.R.- RECRUITMENT,BENEFITS,TRAINING,ETC	\$5,000.00	\$5,000.00
	Subtotal	<b>\$5,000.00</b>	<b>\$5,000.00</b>
001-1210-415-4242	POSTAGE FOR HUMAN RESOURCES MAILINGS	\$2,000.00	\$2,000.00
	Subtotal	<b>\$2,000.00</b>	<b>\$2,000.00</b>
001-1210-415-4243	OFFICE SUPPLIES AND MATERIALS	\$1,750.00	\$1,750.00
	Subtotal	<b>\$1,750.00</b>	<b>\$1,750.00</b>
001-1210-415-4249	INTERVIEWING/ASSESSMENT CENTER EXPENSES	\$6,000.00	\$6,000.00
001-1210-415-4249	RECRUITMENT ADVERTISING	\$500.00	\$500.00
001-1210-415-4249	RECRUITMENT EXPENSES	\$500.00	\$500.00
001-1210-415-4249	STATE DOJ FINGERPRINTING SERVICES	\$2,500.00	\$2,500.00
001-1210-415-4249	WRITTEN EXAMS/JOINT TESTING EXPENSES	\$500.00	\$500.00
	Subtotal	<b>\$10,000.00</b>	<b>\$10,000.00</b>
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	\$0.00
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	\$13,500.00
	Subtotal	<b>\$49,000.00</b>	<b>\$49,000.00</b>
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	<b>\$880.00</b>	<b>\$880.00</b>
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	<b>\$3,000.00</b>	<b>\$3,000.00</b>

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	<b>\$30,500.00</b>	<b>\$30,500.00</b>
	<b>Services and Supplies Total</b>	<b>\$108,980.00</b>	<b>\$111,480.00</b>
<b>Reallocation</b>		Approved 2015-2016	Requested 2016-2017
001-1210-415-4496	ALLOCATION OF EXPENSES TO WATER	(\$91,094.00)	(\$97,222.00)
	Subtotal	<b>(\$91,094.00)</b>	<b>(\$97,222.00)</b>
001-1210-415-4497	ALLOCATION OF EXPENSES TO WASTEWATER	(\$91,094.00)	(\$97,222.00)
	Subtotal	<b>(\$91,094.00)</b>	<b>(\$97,222.00)</b>
	<b>Reallocation Total</b>	<b>(\$182,188.00)</b>	<b>(\$194,444.00)</b>
	<b>ADMINISTRATION Total</b>	<b>\$425,102.00</b>	<b>\$453,703.00</b>

**HUMAN RESOURCES - Administration BUDGET COMPARISON 001-1210**

Account	Approved FY2015-2016	Requested FY2016-2017	Increase / (Decrease)	Notes
4110 Permanent Salaries	313,000	325,163	12,163	1
4120 Fringe Benefits	125,600	137,262	11,662	2
4520 Compensated Absences	1,100	4,620	3,520	3
4556 Equipment Replacement	2,550	2,550	-	4
4557 Information Technology	33,091	37,271	4,180	5
4569 Building Maintenance	22,969	29,801	6,832	6
4240 Department Special Supplies	\$6,850.00	\$9,350.00	2,500	7
4241 Copies	\$5,000.00	\$5,000.00	-	8
4242 Postage	\$2,000.00	\$2,000.00	-	9
4243 Office Supplies	\$1,750.00	\$1,750.00	-	10
4249 Advertising	\$10,000.00	\$10,000.00	-	11
4251 Consulting and Contracting	\$49,000.00	\$49,000.00	-	12
4253 Memberships and Dues	\$880.00	\$880.00	-	13
4254 Travel, Conferences, and Meetings	\$3,000.00	\$3,000.00	-	14
4255 Training	\$30,500.00	\$30,500.00	-	15
4496 Allocation of Expenses to Water Fund, 15%	(91,094)	(97,222)	(6,128)	16
4497 Allocation of Expenses to Wastewater Fund, 15%	(91,094)	(97,222)	(6,128)	16
<b>Total</b>	<b>425,102</b>	<b>453,703</b>	<b>28,601</b>	

**Details Analysis**

- Note 1 1 addition HR Analyst to HR Manager & Merit (Step) increases and contractual COLA of 2%
- Note 2 Contractual adjustment to benefit formulas (e.g. CalPERS, medical, etc.)
- Note 3 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 4 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 5 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 6 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 7 City Manager approved increase for annual employee recognition events which were formerly funded by donations from Department Directors. Wellness and Health Screening activities continue to be well attended and a valuable tool for employee morale and fitness
- Note 8 No change
- Note 9 No change
- Note 10 No change
- Note 11 No change
- Note 12 No change
- Note 13 No change
- Note 14 No change
- Note 15 No change
- Note 16 Reallocation increase reflects overall increase in gross expenses

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# Financial Services/City Treasurer

## DEPARTMENT DESCRIPTION

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

- The Administration Division oversees cash and investment management, budgeting, financial reporting, design and evaluates internal control, and formulation of financial policy for the City/District and the Successor Agency of the former Community Development Agency.
- The General Accounting Division is responsible for general ledger, cashing, capital assets, accounts payable, payroll, annual audits, and preparation of the Comprehensive Annual Financial Report (CAFR), Annual State Controller's reports, Annual Government Compensation in California Report (GCC), and other external and internal financial reports.

- The Utility Accounting Division is responsible for water/wastewater billing, collection, and works in conjunction with Public Works Maintenance for integration of meter reading data.
- The Taxes and Licenses Division is responsible for processing business license applications and collecting business license taxes; process accounts receivable billing; and perform collections on delinquent accounts.

## DEPARTMENT PERSONNEL SUMMARY

Position	14-15	15-16	16-17
<b>Full-Time Employees</b>			
FINANCE DIRECTOR/CITY TREASURER	1.0	1.0	1.0
ASSISTANT FINANCE DIRECTOR	0.0	1.0	1.0
ACCOUNTING MANAGER	2.0	1.0	1.0
ACCOUNTANT	0.0	1.0	1.0
MANAGEMENT ASSISTANT	1.0	1.0	1.0
SR ACCT SPEC/ACCT SPEC	4.0	4.0	4.0
OFFICE ASSISTANT I	0.0	0.0	1.0
Total Full-Time Employees	8.0	9.0	10.0
<b>Part-Time Employees</b>			
OFFICE ASSISTANT I	0.0	0.6	0.0
Total Part-Time Employees	0.0	0.6	0.0
<b>TOTAL EMPLOYEES</b>	8.0	9.6	10.0

## **MISSION STATEMENT**

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

## **STRATEGIC PLAN**

### **Administration**

- Collaborate with all City Departments in the preparation of the annual budget.
- Prepare quarterly financial updates for the City Council.
- Monitor the City/District investments to ensure compliance with State investment Codes and City/District's Investment Policy; issue monthly investment reports to the City Council.
- Manage the City/District's cash flow.
- Ensure all City/District's revenues are collected and safely deposited.
- Manage a Cost Allocation Plan and Fee study and update the City's Master Fee Schedule.
- Assess the merits of establishing an irrevocable trust for the City/District's Other Post-Employment Benefits (OPEB) Internal Service Funds.
- Complete bi-annual actuarial update of the City's OPEB funds.
- Identify financing options and implement financing plan for the Wastewater Treatment Plant Master Plan Improvement Project (CIP 652) and the

Levee Protection Planning and Improvements Project (CIP 657).

- Collaborate with the Information Technology Department to develop a plan for the replacement of the City's financial software.

### **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.
- Implement a new capital assets portal to monitor the City's capital assets.

### **Utility**

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



### **Taxes and Licenses**

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

### **KEY INITIATIVES COMPLETED**

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

#### **Administration**

- Prepare the City/District's annual budget in collaboration with all City Departments.
- Prepared and presented quarterly financial updates for the City Council.
- Provided financial analytical support for City Departments.
- Provided fiscal impact analysis in support of labor negotiations headed up by the Human Resources Department.
- Selected a financial Advisor and Bond Counsel to provide advisory services for the financing of the Levee Protection Planning and Improvements Project (CIP 657) to raise the City's levees in order to meet new FEMA standards for coastal flood hazards.
- Formed the San Mateo-Foster City Public Financing Authority to obtain joint financing with

the City of San Mateo for the Wastewater Treatment Plant Master Plan Improvement Project (CIP 652).

#### **General Accounting**

- Completed the preparation of City/District Comprehensive Annual Financial Report.
- Received Certificate of Achievement for Excellent in Financial Reporting from the Government Finance Officers Association.
- Prepared and filed all required external and regulatory financial reports with the State Controller's Office.
- Prepared, issued and filed annual 1099 and W-2 forms.
- Implemented new accounting and reporting standards on the accounting and reporting for pensions as required under Government Accounting Standards Board (GASB) Statements no. 68 and 71.
- Implemented new filing requirements as required under the Affordable Care Act (Forms 1094-C and 1095-C).

#### **Utility**

- Completed an updated rate study of water and wastewater rates for FY 2016-2017 and implemented a conservation-based water rate model for residential and irrigation customers.

- Assist Public Works in implementing customer consumption portal. The portal allows customer to view daily, week and monthly usage.
- Billed irrigation accounts for landscape over-usage.

**Taxes and Licenses**

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

**INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2016-2017**

The key initiatives planned for FY 2016-2017 include the following.

- Continue to provide leadership training opportunities for succession plan.
- Provide internal cross training for backup and support.

- Manage a Cost Allocation Plan and Fee study and update the City's Master Fee Schedule
- Assess the merits of establishing an irrevocable trust for the City/District's Other Post-Employment Benefits (OPEB) Internal Service Funds.
- Complete bi-annual actuarial update of the City's OPEB funds.
- Identify financing options and implement financing plan for the Wastewater Treatment Plant Master Plan Improvement Project (CIP 652) and the Levee Protection Planning and Improvements Project (CIP 657).
- Business license module will migrate to the new permitting software.
- Implement a new capital assets portal to monitor the City's capital assets.

**CHANGES IN FINANCIAL RESOURCES REQUIRED**

- Establish a new Senior Accountant classification to provide flexible staffing, promotional opportunities, and succession planning in the Department (\$7,100), of which \$5,000 is allocated to the General Fund and the remaining \$2,100 to the Water and Wastewater Funds.
- Expand the part-time Office Assistant to full-time status to support the increase workload in the areas of accounts receivable, utility, and

(\$38,200), of which \$23,100 is allocated to the General Fund and the remaining \$15,100 to the Water and Wastewater Funds.

- Merit (Step) Increases and contractual COLA (2%) and adjustments to benefit formula (e.g. CALPERS, medical, etc.) (\$58,100).
- Increase in audit fees (there were no increases over the past 5 years) as a result of general CPI adjustment, additional audit work associated with new accounting standards, and shared audit costs with the City of San Mateo for the newly formed San Mateo-Foster City Public Financing Authority (\$15,500).
- The City's Master Fee Schedule, which is approved by the City Council annually, sets forth the fees for services that the City charges to the community (e.g. building permit fees, encroachment permits, inspections, etc.). The City also has a cost reallocation plan to redistribute support costs to applicable beneficiary departments. Generally accepted best practices recommend that a fee study (for calculating appropriate fees in the Master Fee Schedule) and cost allocation plan (for assigning support costs to City departments) be conducted every 5 years to account for changes in conditions and new cost structures. The last study that was conducted by the City was over 20 years ago. As a result, staff is recommending that the City conduct a Cost Allocation Plan and Fee Study in FY 2016-2017(\$45,000).
- Mandated Cost Recovery (SB 90) claim filing services (\$5,000) to recover administrative costs incurred to comply with State mandates.
- The City currently maintains its capital assets with spreadsheets. Staff intends to replace these spreadsheets with Capital Asset management software in FY 2015-2016 in order to maintain the City's records for efficiently. The cost of the annual maintenance for the new software is estimated to be \$3,000 per year.
- The usage of online payments by the City's customers (utility, recreation classes, etc.) has continued to grow. Total transaction dollars for VISA/MC/ACH is estimated to increase 22% from \$4.47 million in FY 2014-2015 to \$5.45 million in FY 2015-2016. Staff expects that the current year's charges for credit card transaction fees will exceed the budget of \$39,000 by \$5,500. As a result, staff is recommending a budget of \$49,000 (a \$10,000 budget increase) for FY 2016-2017.

# Financial Services/City Treasurer Department



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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	\$ 335,082	\$ 335,082	\$ 417,636
GENERAL ACCOUNTING	537,694	537,694	581,536
TAXES & LICENSES	103,422	103,422	112,650
UTILITY ACCOUNTING	-	-	-
<b>TOTAL FOR FINANCIAL SERVICES/CITY TREASURER</b>	<b>\$ 976,198</b>	<b>\$ 976,198</b>	<b>\$ 1,111,822</b>

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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 1,323,800	\$ 1,323,800	\$ 1,425,135
SERVICES AND SUPPLIES	175,865	175,865	258,935
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	1,499,665	1,499,665	1,684,070
INTERNAL SERVICES	154,604	154,604	190,092
Subtotal (Total Department Expenses before Reallocations)	1,654,269	1,654,269	1,874,162
REALLOCATIONS	(678,071)	(678,071)	(762,340)
<b>TOTAL FOR FINANCIAL SERVICES/CITY TREASURER</b>	<b>\$ 976,198</b>	<b>\$ 976,198</b>	<b>\$ 1,111,822</b>

## DETAIL LINE ITEM REPORT

FINANCIAL SERVICES/CITY TREASURER - ADMINISTRATION    Account: 001-1110-415    GENERAL FUND

<i>Employee Services</i>	Approved 2015-2016	Requested 2016-2017
001-1110-415-4110 PERMANENT SALARIES	\$259,700.00	\$283,700.00
Subtotal	<b>\$259,700.00</b>	<b>\$283,700.00</b>
001-1110-415-4120 FRINGE BENEFITS	\$116,800.00	\$130,200.00
Subtotal	<b>\$116,800.00</b>	<b>\$130,200.00</b>
<b>Employee Services Total</b>	<b>\$376,500.00</b>	<b>\$413,900.00</b>
<i>Internal Services</i>	Approved 2015-2016	Requested 2016-2017
001-1110-415-4520 COMPENSATED ABSENCES	\$900.00	\$4,133.00
Subtotal	<b>\$900.00</b>	<b>\$4,133.00</b>
001-1110-415-4544 VEHICLE REPLACEMENT	\$7,033.00	\$7,028.00
Subtotal	<b>\$7,033.00</b>	<b>\$7,028.00</b>
001-1110-415-4557 INFORMATION TECHNOLOGY SERVICES	\$22,073.00	\$24,966.00
Subtotal	<b>\$22,073.00</b>	<b>\$24,966.00</b>
001-1110-415-4569 BUILDING MAINTENANCE	\$6,819.00	\$8,847.00
Subtotal	<b>\$6,819.00</b>	<b>\$8,847.00</b>
<b>Internal Services Total</b>	<b>\$36,825.00</b>	<b>\$44,974.00</b>
<i>Services and Supplies</i>	Approved 2015-2016	Requested 2016-2017
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	<b>\$2,500.00</b>	<b>\$2,500.00</b>
001-1110-415-4242 POSTAGE FOR LETTERS, PACKAGES, ETC.	\$500.00	\$500.00
Subtotal	<b>\$500.00</b>	<b>\$500.00</b>

001-1110-415-4243	OFFICE SUPPLIES	\$1,500.00	\$1,500.00
	Subtotal	<b>\$1,500.00</b>	<b>\$1,500.00</b>
001-1110-415-4249	NEWSPAPER NOTICES	\$300.00	\$300.00
	Subtotal	<b>\$300.00</b>	<b>\$300.00</b>
001-1110-415-4251	AUDIT FEES	\$52,000.00	\$69,000.00
001-1110-415-4251	COST ALLOCATION PLAN AND FEE STUDY	\$0.00	\$45,000.00
001-1110-415-4251	GFOA CAFR AWARD APPLICATION FEE	\$0.00	\$505.00
001-1110-415-4251	MANDATED COST ALLOCATION SB90 CLAIMS	\$0.00	\$5,000.00
001-1110-415-4251	PRINTING OF CAFR REPORT	\$1,500.00	\$1,500.00
001-1110-415-4251	TEMPORARY HELP	\$2,500.00	\$1,995.00
	Subtotal	<b>\$56,000.00</b>	<b>\$123,000.00</b>
001-1110-415-4253	ASSOCIATION OF GOV'T ACCOUNTANTS	\$0.00	\$110.00
001-1110-415-4253	CALIFORNIA MUNICIPAL TREASURER ASSN	\$155.00	\$155.00
001-1110-415-4253	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS	\$120.00	\$120.00
001-1110-415-4253	FIXED ASSET PORTAL SUBSCRIPTION	\$0.00	\$3,000.00
001-1110-415-4253	GASB SUBSCRIPTIONS	\$215.00	\$215.00
001-1110-415-4253	GOVERNMENT FINANCE OFFICERS ASSOCIATION	\$225.00	\$400.00
	Subtotal	<b>\$715.00</b>	<b>\$4,000.00</b>
001-1110-415-4254	CA MUNICIPAL TREASURER ASSN ANNUAL CONFERENCE	\$0.00	\$800.00
001-1110-415-4254	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS	\$600.00	\$1,200.00
001-1110-415-4254	GFOA ANNUAL CONFERENCE	\$1,600.00	\$1,800.00
001-1110-415-4254	LEAGUE OF CALIFORNIA CITIES	\$600.00	\$1,000.00
001-1110-415-4254	MISCELLANEOUS MEETINGS	\$150.00	\$150.00
	Subtotal	<b>\$2,950.00</b>	<b>\$4,950.00</b>
001-1110-415-4255	GFOA TRAINING	\$900.00	\$1,000.00
	Subtotal	<b>\$900.00</b>	<b>\$1,000.00</b>
<b>Services and Supplies Total</b>		<b>\$65,365.00</b>	<b>\$137,750.00</b>

***Reallocation***

Approved 2015-2016	Requested 2016-2017
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001-1110-415-4496	ALLOCATION OF EXPENSES TO WATER	(\$71,804.00)	(\$89,494.00)
	Subtotal	<b>(\$71,804.00)</b>	<b>(\$89,494.00)</b>
001-1110-415-4497	ALLOCATION OF EXPENSES TO WASTEWATER	(\$71,804.00)	(\$89,494.00)
	Subtotal	<b>(\$71,804.00)</b>	<b>(\$89,494.00)</b>
	<b>Reallocation Total</b>	<b>(\$143,608.00)</b>	<b>(\$178,988.00)</b>
	<b>ADMINISTRATION Total</b>	<b>\$335,082.00</b>	<b>\$417,636.00</b>

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FINANCIAL SERVICES/CITY TREASURER - GENERAL ACCOUNTING 415	Account: 001-1120-	GENERAL FUND
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<i>Employee Services</i>		Approved 2015-2016	Requested 2016-2017
001-1120-415-4110	PERMANENT SALARIES	\$477,600.00	\$505,453.00
	Subtotal	<b>\$477,600.00</b>	<b>\$505,453.00</b>
001-1120-415-4120	FRINGE BENEFITS	\$216,400.00	\$233,082.00
	Subtotal	<b>\$216,400.00</b>	<b>\$233,082.00</b>
	<b>Employee Services Total</b>	<b>\$694,000.00</b>	<b>\$738,535.00</b>
<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
001-1120-415-4520	COMPENSATED ABSENCES	\$1,700.00	\$7,369.00
	Subtotal	<b>\$1,700.00</b>	<b>\$7,369.00</b>
001-1120-415-4557	INFORMATION TECHNOLOGY SERVICES	\$44,146.00	\$49,932.00
	Subtotal	<b>\$44,146.00</b>	<b>\$49,932.00</b>
001-1120-415-4569	BUILDING MAINTENANCE	\$13,638.00	\$17,695.00
	Subtotal	<b>\$13,638.00</b>	<b>\$17,695.00</b>
	<b>Internal Services Total</b>	<b>\$59,484.00</b>	<b>\$74,996.00</b>
<i>Services and Supplies</i>		Approved	Requested

		2015-2016	2016-2017
001-1120-415-4241	COPIES FOR CORRESPONDENCE, COMPUTER REPORTS, ETC.	\$3,000.00	\$3,000.00
	Subtotal	<b>\$3,000.00</b>	<b>\$3,000.00</b>
001-1120-415-4242	POSTAGE FOR AP, 1099 & OTHER CORRESPONDENCE MAIL	\$2,650.00	\$2,650.00
	Subtotal	<b>\$2,650.00</b>	<b>\$2,650.00</b>
001-1120-415-4243	ACCOUNTS PAYABLE & PAYROLL WINDOW ENVELOPES	\$650.00	\$650.00
001-1120-415-4243	AP SIGNATURE CARD	\$800.00	\$800.00
001-1120-415-4243	CALCULATORS (2)	\$200.00	\$200.00
001-1120-415-4243	MISC OFFICE SUPPLIES (BINDERS, BOXES, PAPER, ETC.)	\$800.00	\$800.00
001-1120-415-4243	P.O.'S, ACCOUNTS PAYABLE CHECKS & 1099	\$2,250.00	\$2,250.00
001-1120-415-4243	PAYROLL CHECKS & W2	\$1,000.00	\$1,000.00
001-1120-415-4243	PAYROLL WINDOW ENVELOPES	\$300.00	\$300.00
	Subtotal	<b>\$6,000.00</b>	<b>\$6,000.00</b>
001-1120-415-4246	BURSTING MACHINE & TIME CLOCK & LETTER OPENER	\$650.00	\$650.00
001-1120-415-4246	WHEELWRITER	\$150.00	\$150.00
	Subtotal	<b>\$800.00</b>	<b>\$800.00</b>
001-1120-415-4253	ASSOCIATION OF GOV'T ACCOUNTANTS	\$0.00	\$110.00
001-1120-415-4253	MEMBERSHIP FOR CSMFO	\$120.00	\$120.00
	Subtotal	<b>\$120.00</b>	<b>\$230.00</b>
001-1120-415-4254	CSMFO/LEAGUE OF CALIFORNIA CITIES	\$900.00	\$1,200.00
001-1120-415-4254	MISCELLANEOUS MEETING	\$180.00	\$180.00
	Subtotal	<b>\$1,080.00</b>	<b>\$1,380.00</b>
001-1120-415-4255	GFOA ANNUAL GAAP UPDATE	\$0.00	\$175.00
001-1120-415-4255	GOVERNMENT TAX SEMINAR	\$0.00	\$1,000.00
001-1120-415-4255	TECHNICAL ACCOUNTING / FINANCE TRAINING	\$1,000.00	\$2,000.00
	Subtotal	<b>\$1,000.00</b>	<b>\$3,175.00</b>
<b>Services and Supplies Total</b>		<b>\$14,650.00</b>	<b>\$17,235.00</b>
<b>Reallocation</b>		Approved 2015-2016	Requested 2016-2017

001-1120-415-4496	ALLOCATION OF EXPENSES TO WATER	(\$115,220.00)	(\$124,615.00)
	Subtotal	<b>(\$115,220.00)</b>	<b>(\$124,615.00)</b>
001-1120-415-4497	ALLOCATION OF EXPENSES TO WASTEWATER	(\$115,220.00)	(\$124,615.00)
	Subtotal	<b>(\$115,220.00)</b>	<b>(\$124,615.00)</b>
	<b>Reallocation Total</b>	<b>(\$230,440.00)</b>	<b>(\$249,230.00)</b>
	<b>GENERAL ACCOUNTING Total</b>	<b>\$537,694.00</b>	<b>\$581,536.00</b>

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

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<i>Employee Services</i>		Approved 2015-2016	Requested 2016-2017
001-1130-415-4110	PERMANENT SALARIES	\$74,200.00	\$94,500.00
	Subtotal	<b>\$74,200.00</b>	<b>\$94,500.00</b>
001-1130-415-4111	OFFICE ASSISTANT I (12.5 Hours/week)	\$16,000.00	\$0.00
	Subtotal	<b>\$16,000.00</b>	<b>\$0.00</b>
001-1130-415-4120	FRINGE BENEFITS	\$34,300.00	\$44,500.00
001-1130-415-4120	FRINGE FOR OFFICE ASSISTANT I	\$4,700.00	\$0.00
	Subtotal	<b>\$39,000.00</b>	<b>\$44,500.00</b>
	<b>Employee Services Total</b>	<b>\$129,200.00</b>	<b>\$139,000.00</b>

<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
001-1130-415-4520	COMPENSATED ABSENCES	\$260.00	\$1,124.00
	Subtotal	<b>\$260.00</b>	<b>\$1,124.00</b>
001-1130-415-4557	INFORMATION TECHNOLOGY SERVICES	\$33,110.00	\$37,449.00
	Subtotal	<b>\$33,110.00</b>	<b>\$37,449.00</b>
001-1130-415-4569	BUILDING MAINTENANCE	\$10,229.00	\$13,271.00
	Subtotal	<b>\$10,229.00</b>	<b>\$13,271.00</b>

		<b>Internal Services Total</b>	<b>\$43,599.00</b>	<b>\$51,844.00</b>
<b><i>Services and Supplies</i></b>			Approved 2015-2016	Requested 2016-2017
001-1130-415-4241	COPIES FOR UTILITY BILLS, LETTERS&APPLICATION FORM		\$500.00	\$500.00
	Subtotal		<b>\$500.00</b>	<b>\$500.00</b>
001-1130-415-4242	POSTAGE FOR COLLECTION&CUSTOMER CORRESPONDENCE		\$500.00	\$500.00
	Subtotal		<b>\$500.00</b>	<b>\$500.00</b>
001-1130-415-4243	DELINQUENT, FINAL, & MISC DOOR HANGING NOTICES		\$500.00	\$500.00
001-1130-415-4243	MAILING AND RETURN ENVELOPES		\$200.00	\$200.00
001-1130-415-4243	OFFICE SUPPLIES (PAPER, PENS, BINDERS, BOXES, ETC)		\$500.00	\$500.00
	Subtotal		<b>\$1,200.00</b>	<b>\$1,200.00</b>
001-1130-415-4251	BANK DRAFT FEES		\$4,800.00	\$4,500.00
001-1130-415-4251	BANK FEES & CREDIT CARD FEES		\$1,000.00	\$800.00
001-1130-415-4251	ONLINE ACH TRANSACTION FEES		\$1,900.00	\$2,500.00
001-1130-415-4251	ONLINE CREDIT CARD TRANSACTION FEES		\$39,000.00	\$49,000.00
001-1130-415-4251	ONLINE UTILITY BILL AND EBPP PRINT SERVICES		\$37,000.00	\$35,000.00
	Subtotal		<b>\$83,700.00</b>	<b>\$91,800.00</b>
001-1130-415-4255	TECHNICAL ACCOUNTING / FINANCE TRAINING		\$1,000.00	\$1,000.00
	Subtotal		<b>\$1,000.00</b>	<b>\$1,000.00</b>
<b>Services and Supplies Total</b>			<b>\$86,900.00</b>	<b>\$95,000.00</b>
<b><i>Reallocation</i></b>			Approved 2015-2016	Requested 2016-2017
001-1130-415-4496	ALLOCATION OF EXPENSES TO WATER		(\$154,629.00)	(\$165,791.00)
001-1130-415-4496	REALLOCATION OF CC TRANSACTION FEES - WATER		(\$19,400.00)	(\$24,500.00)
	Subtotal		<b>(\$174,029.00)</b>	<b>(\$190,291.00)</b>
001-1130-415-4497	ALLOCATION OF EXPENSES TO WASTEWATER		(\$66,270.00)	(\$71,053.00)
001-1130-415-4497	REALLOCATION OF CC TRANSACTION FEES - WASTEWATER		(\$19,400.00)	(\$24,500.00)
	Subtotal		<b>(\$85,670.00)</b>	<b>(\$95,553.00)</b>
<b>Reallocation Total</b>			<b>(\$259,699.00)</b>	<b>(\$285,844.00)</b>

**UTILITY ACCOUNTING Total**

**\$0.00**

**\$0.00**

**FINANCIAL SERVICES/CITY TREASURER - TAXES & LICENSES**

Account: 001-1140-415

**GENERAL FUND**

<i>Employee Services</i>		Approved 2015-2016	Requested 2016-2017
001-1140-415-4110	PERMANENT SALARIES	\$70,700.00	\$90,900.00
	Subtotal	<b>\$70,700.00</b>	<b>\$90,900.00</b>
001-1140-415-4111	OFFICE ASSISTANT I (12.5 Hours/week)	\$16,000.00	\$0.00
	Subtotal	<b>\$16,000.00</b>	<b>\$0.00</b>
001-1140-415-4120	FRINGE BENEFITS	\$32,700.00	\$42,800.00
001-1140-415-4120	FRINGE FOR OFFICE ASSISTANT I	\$4,700.00	\$0.00
	Subtotal	<b>\$37,400.00</b>	<b>\$42,800.00</b>
	<b>Employee Services Total</b>	<b>\$124,100.00</b>	<b>\$133,700.00</b>
<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
001-1140-415-4520	COMPENSATED ABSENCES	\$250.00	\$1,371.00
	Subtotal	<b>\$250.00</b>	<b>\$1,371.00</b>
001-1140-415-4557	INFORMATION TECHNOLOGY SERVICES	\$11,036.00	\$12,483.00
	Subtotal	<b>\$11,036.00</b>	<b>\$12,483.00</b>
001-1140-415-4569	BUILDING MAINTENANCE	\$3,410.00	\$4,424.00
	Subtotal	<b>\$3,410.00</b>	<b>\$4,424.00</b>
	<b>Internal Services Total</b>	<b>\$14,696.00</b>	<b>\$18,278.00</b>
<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
001-1140-415-4241	COPIES FOR LETTERS, BUSINESS LICENSES, ETC.	\$300.00	\$300.00
	Subtotal	<b>\$300.00</b>	<b>\$300.00</b>

001-1140-415-4242	POSTAGE FOR LETTERS, BUSINESS LICENSES, ETC.	\$3,000.00	\$3,000.00
	Subtotal	<b>\$3,000.00</b>	<b>\$3,000.00</b>
001-1140-415-4243	BUSINESS LICENSE APPLICATION FORMS	\$500.00	\$500.00
001-1140-415-4243	BUSINESS LICENSE CERTIFICATES ENVELOPES	\$1,500.00	\$1,500.00
001-1140-415-4243	BUSINESS LICENSE RELATED INFORMATION	\$300.00	\$300.00
001-1140-415-4243	BUSINESS LICENSE RENEWAL & DELINQUENT NOTICES, ENV	\$1,000.00	\$1,000.00
001-1140-415-4243	OFFICE SUPPLIES (PAPER, PENS, BINDERS, ETC.)	\$200.00	\$200.00
	Subtotal	<b>\$3,500.00</b>	<b>\$3,500.00</b>
001-1140-415-4251	MRC SALES TAX AUDIT	\$1,500.00	\$1,500.00
	Subtotal	<b>\$1,500.00</b>	<b>\$1,500.00</b>
001-1140-415-4254	MISCELLANEOUS MEETINGS	\$150.00	\$150.00
	Subtotal	<b>\$150.00</b>	<b>\$150.00</b>
001-1140-415-4255	TECHNICAL ACCOUNTING / FINANCE TRAINING	\$500.00	\$500.00
	Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
	<b>Services and Supplies Total</b>	<b>\$8,950.00</b>	<b>\$8,950.00</b>
<b>Reallocation</b>		Approved 2015-2016	Requested 2016-2017
001-1140-415-4496	ALLOCATION OF EXPENSES TO WATER	(\$22,162.00)	(\$24,139.00)
	Subtotal	<b>(\$22,162.00)</b>	<b>(\$24,139.00)</b>
001-1140-415-4497	ALLOCATION OF EXPENSES TO WASTEWATER	(\$22,162.00)	(\$24,139.00)
	Subtotal	<b>(\$22,162.00)</b>	<b>(\$24,139.00)</b>
	<b>Reallocation Total</b>	<b>(\$44,324.00)</b>	<b>(\$48,278.00)</b>
	<b>TAXES &amp; LICENSES Total</b>	<b>\$103,422.00</b>	<b>\$112,650.00</b>

**FINANCIAL SERVICES DEPARTMENT - Administration BUDGET COMPARISON 001-1110**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4110 Permanent Salaries	259,700	283,700	24,000	1
4120 Fringe Benefits	116,800	130,200	13,400	2
4520 Compensated Absences	900	4,133	3,233	3
4544 Vehicle Replacement	7,033	7,028	(5)	4
4557 Information Technology	22,073	24,966	2,893	5
4569 Building Maintenance	6,819	8,847	2,028	6
4241 Copies	2,500	2,500	-	7
4242 Postage	500	500	-	8
4243 Office supplies	1,500	1,500	-	9
4249 Newspaper notices	300	300	-	10
4251 Consulting and Contracting	56,000	123,000	67,000	11
4253 Memberships and Dues	715	4,000	3,285	12
4254 Travel, Conferences, and Meetings	2,950	4,950	2,000	13
4255 Training	900	1,000	100	14
4496 Allocation of 15% Expenses to Water	(71,804)	(89,494)	(17,690)	15
4497 Allocation of 15% Expenses to Wastewater	(71,804)	(89,494)	(17,690)	15
	<u>335,082</u>	<u>417,636</u>	<u>82,554</u>	

Detailed Analysis

- Note 1 Merit (Step) increases and contractual COLA of 2%
- Note 2 Contractual adjustment to benefit formulas (e.g. CalPERS, medical, etc.)
- Note 3 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 4 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 5 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 6 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 7 No Change
- Note 8 No Change
- Note 9 No Change
- Note 10 No Change
- Note 11 The City has been with our current auditors for 5 years under fixed annual fee arrangement (the annual fee has not increased over this 5 year period). City policy is to do a RFP at the end of each 5 year cycle. Staff is projecting an increase in fees of \$9,500 to reflect pricing adjustments over this 5-year period and addition audit work associated with the new accounting standards. In addition, staff has also included \$7,500 for the City's share of audit fees associated with the formation of the JPFA (Joint Powers Financing Authority) as the vehicle for obtaining financing for the WWTP project.  
SB 90 cost recovery claims services. Revenues generated is expected to exceed the cost of the service (e.g. FY 2014-2015 claims were valued at \$21,000)  
As a means of cost recovery, the City's staff updates its Master Fee Schedule for City Council approval annually, typically adjusting for CPI increases. The City also has reallocation (cost allocation) plans to redistribute support costs to applicable beneficiary departments (e.g. Finance allocates 15% of its costs to each of its water and wastewater Enterprise Funds). Generally accepted best practices recommends that a fee cost allocation plan and study be conducted every 5 years to adjust for changing conditions. The last study that was conducted was over 20 years ago. As a result, staff is including this project as part of its FY 2016-2017 work plan at a projected cost of \$45,000.
- Note 12 Small increase of \$175 in GFOA annual dues; added \$110 for membership for Association of Government Accountants. \$3,000 for annual subscription of Capital Asset Portal.
- Note 13 \$2,000 in general increases in travel and lodging costs for attending various conferences; restoration of CA Municipal Treasurers annual conference previously cut during the Great Recession (\$800)
- Note 14 \$100 increase for technical training
- Note 15 Reallocation increase reflects overall increase in gross expenses

**FINANCIAL SERVICES DEPARTMENT - General Accounting BUDGET COMPARISON 001-1120**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4110 Permanent Salaries	477,600	505,453	27,853	1
4120 Fringe Benefits	216,400	233,082	16,682	2
4520 Compensated Absences	1,700	7,369	5,669	3
4557 Information Technology	44,146	49,932	5,786	4
4569 Building Maintenance	13,638	17,695	4,057	5
4241 Copies	3,000	3,000	-	6
4242 Postage	2,650	2,650	-	7
4243 Office supplies	6,000	6,000	-	8
4246 Maint-Facility & Equip	800	800	-	9
4253 Memberships and Dues	120	230	110	10
4254 Travel, Conferences, and Meetings	1,080	1,380	300	11
4255 Training	1,000	3,175	2,175	12
4496 Allocation of 15% Expenses to Water	(115,220)	(124,615)	(9,395)	13
4497 Allocation of 15% Expenses to Wastewater	(115,220)	(124,615)	(9,395)	13
<b>Total</b>	<b>537,694</b>	<b>581,536</b>	<b>43,842</b>	

**Detailed Analysis**

- Note 1 Add Senior Accountant classification & Merit (Step) increases and contractual COLA of 2%
- Note 2 Contractual adjustment to benefit formulas (e.g. CalPERS, medical, etc.)
- Note 3 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 4 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 5 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 6 No Change
- Note 7 No Change
- Note 8 No Change
- Note 9 No Change
- Note 10 Added \$110 for membership for GFOA and Association of Government Accountants
- Note 11 General increases in travel and lodging costs
- Note 12 Training for new staff
- Note 13 Reallocation increase reflects overall increase in gross expenses



**FINANCIAL SERVICES DEPARTMENT - Utility BUDGET COMPARISON 001-1130**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4110 Permanent Salaries	74,200	94,500	20,300	1
4111 Hourly & Part Time Salary	16,000		(16,000)	2
4120 Fringe Benefits	39,000	44,500	5,500	3
4520 Compensated Absences	260	1,124	864	4
4557 Information Technology	33,110	37,449	4,339	5
4569 Building Maintenance	10,229	13,271	3,042	6
4241 Copies	500	500	-	7
4242 Postage	500	500	-	8
4243 Office supplies	1,200	1,200	-	9
4251 Consulting and Contracting	83,700	91,800	8,100	10
4255 Training	1,000	1,000	-	11
4496 Allocation of 70% Expenses to Water (exclude Credit Card Fees)	(154,629)	(165,791)	(11,162)	12
4496 Allocation of 50% Expenses of Credit Card Fees to Water	(19,400)	(24,500)	(5,100)	12
4497 Allocation of 30% Expenses to Wastewater (exclude Credit Card Fees)	(66,270)	(71,053)	(4,783)	12
4497 Allocation of 50% Expenses of Credit Card Fees to Wastewater	(19,400)	(24,500)	(5,100)	12
Total	-	-	-	

Detailed Analysis

- Note 1 Office Assistant (part-time to full-time) & Merit (Step) increases and contractual COLA of 2%
- Note 2 Office Assistant (part-time to full-time)
- Note 3 Contractual adjustment to benefit formulas (e.g. CalPERS, medical, etc.)
- Note 4 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 5 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 6 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 7 No Change
- Note 8 No Change
- Note 9 No Change
- Note 10 Increase in credit card usage and associated transaction fees to the city
- Note 11 No Change
- Note 12 Reallocation increase reflects overall increase in gross expenses

**FINANCIAL SERVICES DEPARTMENT - Taxes & Licenses BUDGET COMPARISON 001-1140**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4110 Permanent Salaries	70,700	90,900	20,200	1
4111 Hourly & Part Time Salary	16,000	-	(16,000)	2
4120 Fringe Benefits	37,400	42,800	5,400	3
4520 Compensated Absences	250	1,371	1,121	4
4557 Information Technology	11,036	12,483	1,447	5
4569 Building Maintenance	3,410	4,424	1,014	6
4241 Copies	300	300	-	7
4242 Postage	3,000	3,000	-	8
4243 Office supplies	3,500	3,500	-	9
4251 Consulting and Contracting	1,500	1,500	-	10
4254 Travel, Conferences, and Meetings	150	150	-	11
4255 Training	500	500	-	12
4496 Allocation of 15% Expenses to Water	(22,162)	(24,139)	(1,977)	13
4497 Allocation of 15% Expenses to Wastewater	(22,162)	(24,139)	(1,977)	13
<b>Total</b>	<b>103,422</b>	<b>112,650</b>	<b>9,228</b>	

Detailed Analysis

- Note 1 Office Assistant (part-time to full-time) & Merit (Step) increases and contractual COLA of 2%
- Note 2 Office Assistant (part-time to full-time)
- Note 3 Contractual adjustment to benefit formulas (e.g. CalPERS, medical, etc.)
- Note 4 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 5 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 6 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 7 No Change
- Note 8 No Change
- Note 9 No Change
- Note 10 No Change
- Note 11 No Change
- Note 12 No Change
- Note 13 Reallocation increase reflects overall increase in gross expense:

# Parks and Recreation

## **DEPARTMENT DESCRIPTION**

The Parks and Recreation Department consists of four 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 and the social landscape evolves, Foster City's parks and recreation needs are growing and becoming more diverse. Parks and recreational needs are progressing.

- 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.
- The parks system is built upon 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 park system growing and responsive to emerging needs.

- Foster City's parks, public spaces, facilities, and recreational space give life and beauty to the City and enhance residents' lives. 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	14-15	15-16	16-17
<b>Full-Time Employees</b>			
PARKS & RECREATION DIRECTOR	1.00	1.00	1.00
PARKS MANAGER	2.00	2.00	2.00
RECREATION MANAGER	1.00	1.00	1.00
BUILDING/VEHICLE MANAGER	1.00	1.00	1.00
RECREATION COORDINATOR	5.00	5.00	5.00
MECHANIC I	1.00	1.00	1.00
EQUIP. MAINT. WORKER	1.00	1.00	1.00
BUILDING/VEHICLE MAINTENANCE WORKER	1.00	1.00	0.00
PARKS MAINTENANCE LEAD WORKER	4.00	4.00	4.00
PARKS MAINTENANCE WORKER I/II	11.00	11.00	11.00
MANAGEMENT ANALYST	0.00	0.00	0.50
MANAGEMENT ASSISTANT	0.00	1.00	1.00
ADMINISTRATIVE SECRETARY	4.00	3.00	3.00
FACILITY MAINTENANCE WORKER I / II	3.00	3.00	4.00
BUILDING SERVICES COORDINATOR	1.00	1.00	1.00
Total Full-time Employees	36.00	36.00	36.50
<b>Part-Time Employees</b>			
RECREATION LEADER III (7)	3.00	4.00	4.00
RECREATION LEADER II (14)	7.00	7.00	7.00
RECREATION LEADER I (14)	7.20	7.20	7.20
BUILDING SERVICES ASSISTANT (10)	6.00	6.00	6.00
BLDG SERVICES COORDINATOR ASNT	0.75	0.75	0.75
PARKS MAINTENANCE WORKER (2)	0.50	0.50	1.00
Total Part-time Employees	24.45	25.45	25.95
<b>TOTAL EMPLOYEES</b>	<b>60.45</b>	<b>61.45</b>	<b>62.45</b>

## 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.

## STRATEGIC PLAN

The Department has prepared a comprehensive Strategic Plan with the following components:

- Parks Division – provide safe, clean, and attractive parks throughout the community

- Recreation Division – offer high quality recreation programs using a variety of different delivery modes for all age groups and all interests
- Building Maintenance Division – Provide safe, secure, and clean facilities for Foster City employees and the community
- Vehicle Maintenance Division – provide a safe and efficient City vehicle fleet
- Organization – create a dynamic organization committed to an ongoing process of innovation

Ongoing measurement of these goals is provided in the Department Quarterly Reports.

## **VALUES**

*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
- Demonstrate 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

## **KEY INITIATIVES COMPLETED**

### **Parks**

- Park Infrastructure Improvements:
  - Ketch Park Playground Equipment installation completed; Catamaran Park Playground Equipment installation and Beach Improvement completed (CIP 650)
  - Easement improvements at Sea Cloud Park, East Third Avenue, and Gateshead Park completed (CIP 650)
  - Bridgeview and Shorebird Parks projects (CIP 633, CIP 634) completed and closed out
  - Restroom roof replacement at Catamaran and Boothbay complete (CIP 656)
  - Park sign installation at Bridgeview, Shorebird, and Baywinds Parks (CIP 641)

- Updated the 10 year CIP analysis
- Completed the analysis of the value of Park Infrastructure
- Completed the Division's Drought Strategic Plan

**Recreation**

- Fully funded Summer Concert Series, total FY 15-16 sponsorships approximately \$20,300
- Processed over 2,000 facility and park permits
- Continued to engage community residents in local parks with dinner and family games through the Neighbor Night Program – a fully funded program
- The VIBE offered a fully funded Family Enrichment Series through a grant from Gilead which educated approximately 100 parents on relevant topics facing families today (fourth annual series)
- Continued efforts to build a sustainable group of rose pruning volunteers with the outreach assistance of existing rose volunteers and Department staff
- Launched a Courtesy Campaign to promote social responsibility throughout the Foster City parks system by demonstrating awareness of courteous use in and around the parks
- Increased community engagement through social media as evidenced by an increase in followers by over 100%

- Offered seasonal youth camps to reflect the change in the San Mateo-Foster City School District calendar

**Buildings**

- Completed carpet installation at City Hall and the Police Station
- Painted/remodeled multiple rooms at the Recreation Center and Community Center
- Secured buildings in preparation for earthquake
- Keri gate system updated at Corp Yard
- Provided information and assistance to the Regional Renewable Energy Procurement project related to the installation of Solar Photovoltaic panels at the Community Center/Library completed in April 2015

**Vehicles**

- Developed the specifications and bid for ten (10) vehicles and five (5) pieces of small equipment
- Buildup of two BMW patrol motorcycles for the Police Department
- Conducted over 300 regularly scheduled vehicle services
- Supported approximately ten (10) projects spanning multiple Departments and Divisions

## **INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2016-2017**

### **Initiatives**

- Parks Division
  1. Maintain park safety
  2. Implement Environmental Conservation Methods
  3. Management and evaluation of 5-15 year CIP program
  4. Respond to unique park requests (ex. drones) and SeeClickFix management and response
  5. ADA compliance and upgrades
- Recreation Division
  1. Increase recreation service utilization
  2. Develop self-sustaining programs
  3. Develop marketing plan and consistent evaluation process
  4. Support ongoing cultural activities
  5. Foster advocacy of Parks and Recreation services
- Building Division
  1. Keep building elements fully operational and functional
  2. Regularly audit buildings and building use in order to eliminate potential safety issues and inefficiencies
- Vehicle Division
  1. Increase ability to perform mechanical repairs through mechanics training, acquiring specialty tools, and updating the shop's diagnostic tools
  2. Increase fuel savings for the City through alternative fuel vehicles
  3. Increase turnaround for all equipment in the City
- Organization
  1. Facilitate staff engagement through succession planning opportunities and provide safety and technical training
  2. Community outreach and engagement through social media, website, etc.
  3. Streamline processes and develop performance measures for the Strategic Plan

## **CHANGES IN FINANCIAL RESOURCES REQUIRED**

### **Parks Personnel**

- Parks Maintenance Part-time Salaries – to assist with weekend work associated with Sherriff Work Program and athletic field special events; Citywide

special projects that impact regular full-time staff and require Department representation; as well as Parks and Recreation Department special events (\$43,600).

- Parks Maintenance Part-time Salaries Benefits – the fringe benefits associated with the part-time hours (\$14,388).
- Overtime – required to reflect the necessary full-time staff support at large special events (\$6,500).

### **Supplies and Services**

- Water/Meter/Wastewater – Water rates will be increasing in the coming Fiscal Year. The combined budget for water and meter charges accounts for 8% increase (\$55,000).
- Electricity increase based on PG&E rates (\$15,000).
- Median and Cul-de-sac irrigation modifications – improvements to retrofit existing irrigation and reduce water use (\$75,000).
- Vandalism Repairs – based on recent experience and cost of increased, regular vandalism (\$7,000).
- Corp Yard Office Refurbishment – based on facility age, changing staffing requirements to provide service, and normal wear and tear several pieces of equipment are in need of replacement (\$7,500).
- Maintenance Equipment Adjustment – based historical use of this account for supplies such as Agriculture Supplies; Irrigation Supplies and

Repairs; Janitorial Supplies; Plant Materials; Safety Equipment; Playground Surfacing; Windscreens (\$10,375).

- Contractual Services Adjustment – based on historical use of this account for services such as Geese Control; Electrical Services and Light Maintenance; Irrigation and Plumbing; Semi-annual Synthetic Turf Maintenance; Tree Maintenance for disease prevention, medians and cul-de-sacs, and parks (\$7,675).

### **Recreation Personnel**

- Full-time Salaries – Management Analyst shared position with the Public Works Department to support project management and other management level assignments (\$54,900).
- Full-time Benefits – the fringe benefits associated with the shared Management Analyst full-time position (\$26,500).

### **Supplies and Services**

- Scoping Study: Recreation Center – consultant services for the evaluation of building a new Recreation Center with a redeveloped vision to reflect the social landscape (\$200,000).
- Evaluative Studies: Recreation Center – contractual services to provide recommendations



on maintenance for the Recreation Center roof and facility structure (\$12,000).

- Sound system, projector, and screen for the Wind Room at the Community Center; state-of-the-art technology will increase the number of rentals which will increase revenue and will offset AV costs (\$20,000).
- Lagoon Room Stage which is used multiple times daily and will go onto the Equipment Replacement List (\$7,500).
- RecTrac Software Training – required for 2017 software upgrade; this is the management system by which class registrations and facility and park reservations are tracked (\$7,500).
- Credit Card Transaction Fees – required per increase in credit card transactions and associated fees (\$8,000).

### ***Building Maintenance Supplies and Services***

- Maintenance – increase to reflect actual costs for services such as maintenance on the Fire Department roll-up doors and standby generator maintenance as well as materials related to sustainability projects, ex. changing lights to LED (\$41,500).
- Utilities – increase to Citywide and School District JUA related utility expenses, ex. water, gas, and PG&E (\$35,000).

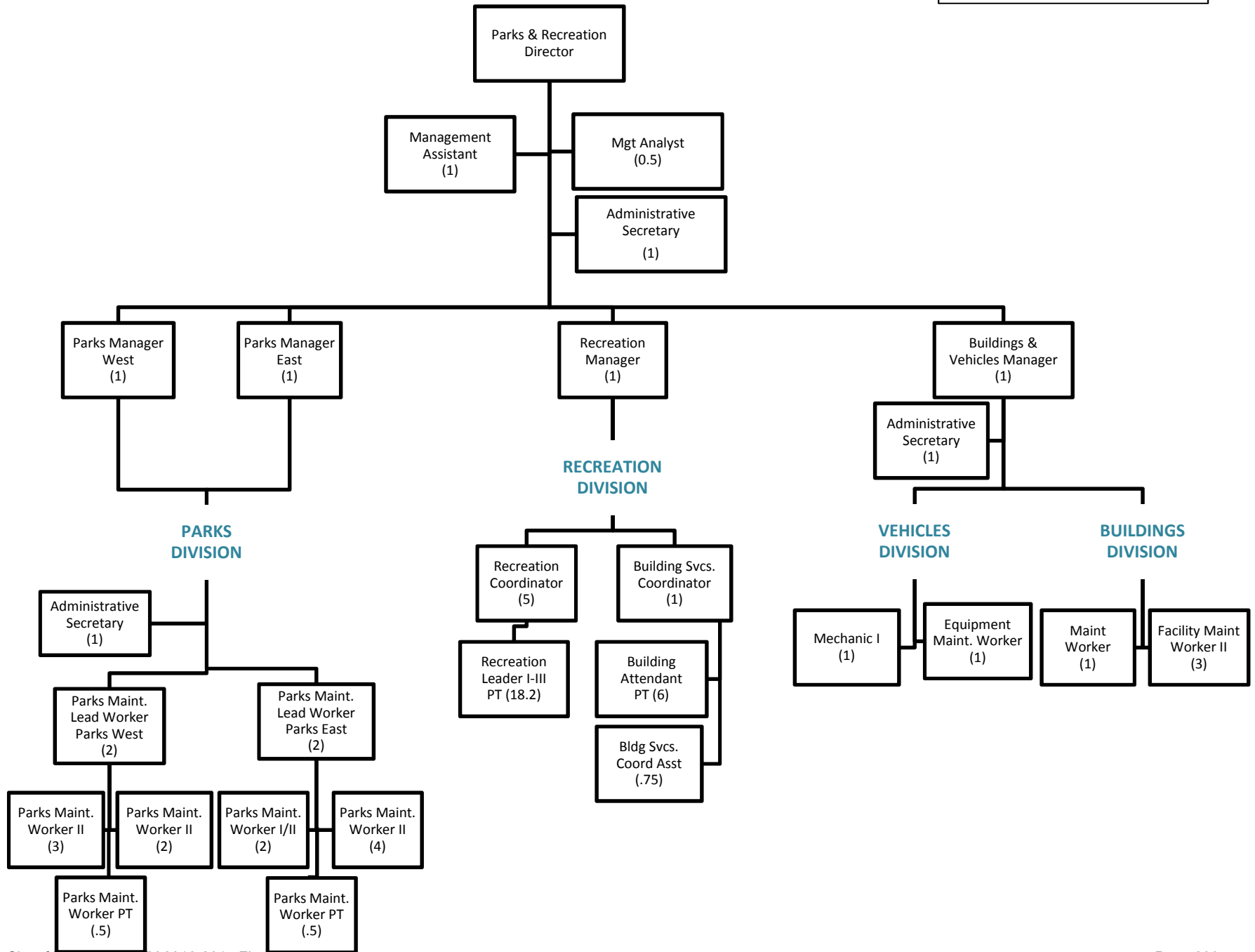
- Contractual Services – reflects an increase to the Citywide janitorial services budget related to healthcare and rate increases as well as maintenance for the solar panels on the Library/Community Center (\$105,581).

### ***Vehicle Maintenance***

No proposed changes

# Parks & Recreation

FY 2016-2017



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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
PARKS MAINTENANCE	\$ 4,385,847	\$ 4,385,847	\$ 4,606,434
REC ADMINISTRATION	1,490,366	1,490,366	1,842,193
Subtotal - City General Fund Divisions	5,876,213	5,876,213	6,448,627
ADULT CONTRACTS	169,900	169,900	169,407
ADVERTISING	46,800	46,800	47,095
FACILITY OPERATIONS	477,776	477,776	500,641
SENIORS / VOLUNTEERS	210,000	210,000	209,872
SPECIAL EVENTS	46,084	46,084	42,660
TEEN PROGRAMS	277,950	277,950	296,456
YOUTH CAMPS	350,126	350,126	354,724
YOUTH CONTRACT CLASSES	344,140	344,140	274,897
Subtotal - Special Recreation Fund	1,922,776	1,922,776	1,895,752
<b>TOTAL FOR PARKS &amp; RECREATION</b>	<b>\$ 7,798,989</b>	<b>\$ 7,798,989</b>	<b>\$ 8,344,379</b>

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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 4,138,510	\$ 4,138,510	\$ 4,204,136
SERVICES AND SUPPLIES	2,354,420	2,354,420	2,704,083
CAPITAL OUTLAY	40,000	40,000	27,500
Subtotal (Total Department-Controlled Expenses)	6,532,930	6,532,930	6,935,719
INTERNAL SERVICES	1,266,059	1,266,059	1,408,660
Subtotal (Total Department Expenses before Reallocations)	7,798,989	7,798,989	8,344,379
REALLOCATIONS	-	-	-
	<b>\$ 7,798,989</b>	<b>\$ 7,798,989</b>	<b>\$ 8,344,379</b>

## DETAIL LINE ITEM REPORT

PARKS & RECREATION - REC ADMINISTRATION

Account: 001-0510-451

GENERAL FUND

<i>Capital Outlay</i>		Approved 2015-2016	Requested 2016-2017
001-0510-451-4388	LAGOON ROOM STAGE	\$0.00	\$7,500.00
001-0510-451-4388	SOUND SYSTEM, PROJECTOR & SCREEN FOR WIND ROOM	\$0.00	\$20,000.00
001-0510-451-4388	VIBE AND SENIOR WING SECURITY CAMERA INSTALLATION	\$40,000.00	\$0.00
	Subtotal	<b>\$40,000.00</b>	<b>\$27,500.00</b>
	<b>Capital Outlay Total</b>	<b>\$40,000.00</b>	<b>\$27,500.00</b>
<i>Employee Services</i>		Approved 2015-2016	Requested 2016-2017
001-0510-451-4110	PERMANENT SALARIES	\$468,620.00	\$520,940.00
	Subtotal	<b>\$468,620.00</b>	<b>\$520,940.00</b>
001-0510-451-4112	OVERTIME	\$1,500.00	\$1,500.00
	Subtotal	<b>\$1,500.00</b>	<b>\$1,500.00</b>
001-0510-451-4120	FRINGE BENEFITS	\$253,970.00	\$252,725.00
	Subtotal	<b>\$253,970.00</b>	<b>\$252,725.00</b>
	<b>Employee Services Total</b>	<b>\$724,090.00</b>	<b>\$775,165.00</b>
<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
001-0510-451-4520	COMPENSATED ABSENCES	\$1,600.00	\$6,802.00
	Subtotal	<b>\$1,600.00</b>	<b>\$6,802.00</b>
001-0510-451-4544	VEHICLE REPLACEMENT - 4 Vehicles	\$39,439.00	\$41,095.00
	Subtotal	<b>\$39,439.00</b>	<b>\$41,095.00</b>
001-0510-451-4556	EQUIPMENT REPLACEMENT	\$25,084.00	\$26,784.00

		Subtotal	<b>\$25,084.00</b>	<b>\$26,784.00</b>
001-0510-451-4557	INFORMATION TECHNOLOGY SERVICES		\$101,231.00	\$114,479.00
		Subtotal	<b>\$101,231.00</b>	<b>\$114,479.00</b>
001-0510-452-4569	BUILDING MAINTENANCE -- RC, Sr, TC, CC		\$507,552.00	\$579,498.00
		Subtotal	<b>\$507,552.00</b>	<b>\$579,498.00</b>
		<b>Internal Services Total</b>	<b>\$674,906.00</b>	<b>\$768,658.00</b>

<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
001-0510-451-4241	COPY - LETTERS AND STAFF REPORTS	\$1,500.00	\$1,500.00
		Subtotal	<b>\$1,500.00</b>
001-0510-451-4242	POSTAGE, LETTERS, FACILITY AND PLAYFIELD PERMITS	\$2,000.00	\$2,000.00
		Subtotal	<b>\$2,000.00</b>
001-0510-451-4243	GENERAL OFFICE SUPPLIES	\$13,500.00	\$16,500.00
001-0510-451-4243	SAFE - SENIOR WING AND COMMUNITY CENTER	\$3,000.00	\$0.00
		Subtotal	<b>\$16,500.00</b>
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	<b>\$9,750.00</b>
001-0510-451-4249	PUBLICITY/ADVERTISING	\$4,900.00	\$4,900.00
		Subtotal	<b>\$4,900.00</b>
001-0510-451-4251	DIAGNOSTIC TEST- REC CTR ROOF FOR EMERGENCY SHELTR	\$0.00	\$6,000.00
001-0510-451-4251	MANDATED FINGERPRINTING	\$1,000.00	\$1,000.00
001-0510-451-4251	SCOPING STUDY: RECREATION CENTER	\$0.00	\$200,000.00
001-0510-451-4251	STRUCTURAL ENGINEERING EVAL OF RECREATION CENTER	\$0.00	\$6,000.00
		Subtotal	<b>\$1,000.00</b>
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	<b>\$3,670.00</b>	<b>\$3,670.00</b>
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
001-0510-451-4254	RECTRAC SOFTWARE UPGRADE	\$0.00	\$7,500.00
	Subtotal	<b>\$11,350.00</b>	<b>\$18,850.00</b>
001-0510-451-4255	DEPT. REGIONAL TRAINING - STAFF	\$500.00	\$500.00
001-0510-451-4255	SECRETARY'S TRAINING	\$200.00	\$200.00
	Subtotal	<b>\$700.00</b>	<b>\$700.00</b>
	<b>Services and Supplies Total</b>	<b>\$51,370.00</b>	<b>\$270,870.00</b>
	<b>REC ADMINISTRATION Total</b>	<b>\$1,490,366.00</b>	<b>\$1,842,193.00</b>

**PARKS & RECREATION - PARKS MAINTENANCE**

Account: 001-0520-452

GENERAL FUND

<i>Employee Services</i>	Approved 2015-2016	Requested 2016-2017
001-0520-452-4110* ON-CALL AND OTHER STAND-BY PAYS	\$5,000.00	\$5,000.00
001-0520-452-4110 PERMANENT SALARIES	\$1,405,800.00	\$1,411,800.00
	Subtotal	<b>\$1,410,800.00</b>
001-0520-452-4111* PART TIME SALARIES	\$28,600.00	\$72,200.00
	Subtotal	<b>\$28,600.00</b>
001-0520-452-4112* 4TH OF JULY OVERTIME -- PARKS CREWS	\$3,300.00	\$3,300.00

001-0520-452-4112	OVERTIME	\$39,750.00	\$47,250.00
	Subtotal	<b>\$43,050.00</b>	<b>\$50,550.00</b>
001-0520-452-4120	FRINGE BENEFITS	\$772,400.00	\$694,700.00
001-0520-452-4120	FRINGE BENEFITS (P/T SALARIES)	\$8,450.00	\$22,838.00
	Subtotal	<b>\$780,850.00</b>	<b>\$717,538.00</b>
	<b>Employee Services Total</b>	<b>\$2,263,300.00</b>	<b>\$2,257,088.00</b>

<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
001-0520-452-4520	COMPENSATED ABSENCES	\$4,860.00	\$20,884.00
	Subtotal	<b>\$4,860.00</b>	<b>\$20,884.00</b>
001-0520-452-4544	VEHICLE REPLACEMENT	\$264,975.00	\$268,052.00
	Subtotal	<b>\$264,975.00</b>	<b>\$268,052.00</b>
001-0520-452-4556	EQUIPMENT REPLACEMENT	\$197,767.00	\$210,140.00
	Subtotal	<b>\$197,767.00</b>	<b>\$210,140.00</b>
001-0520-452-4569	BUILDING MAINTENANCE (Corp Yard)	\$106,485.00	\$118,870.00
	Subtotal	<b>\$106,485.00</b>	<b>\$118,870.00</b>
	<b>Internal Services Total</b>	<b>\$574,087.00</b>	<b>\$617,946.00</b>

<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
001-0520-452-4240	REFURBISHING OF CORPORATION YARD OFFICE AREAS	\$0.00	\$7,500.00
001-0520-452-4240*	SPECIAL SUPPLIES - BOOTS, PANTS, UNIFORMS	\$6,300.00	\$6,300.00
	Subtotal	<b>\$6,300.00</b>	<b>\$13,800.00</b>
001-0520-452-4241*	COPY EXPENSE	\$300.00	\$300.00
	Subtotal	<b>\$300.00</b>	<b>\$300.00</b>
001-0520-452-4242	POSTAGE EXPENSE	\$200.00	\$200.00
	Subtotal	<b>\$200.00</b>	<b>\$200.00</b>
001-0520-452-4243*	OFFICE SUPPLIES, MISCELLANEOUS	\$7,190.00	\$7,190.00
	Subtotal	<b>\$7,190.00</b>	<b>\$7,190.00</b>
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	<b>\$15,100.00</b>	<b>\$15,100.00</b>
001-0520-452-4246*	AGRICULTURE SUPPLIES - CHEMICALS & FERTILIZERS	\$61,000.00	\$62,540.00
001-0520-452-4246*	DOG BAGS/ SUPPLIES	\$6,000.00	\$6,000.00
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	\$15,680.00	\$15,680.00
001-0520-452-4246	HOLIDAY DECORATIONS	\$0.00	\$3,000.00
001-0520-452-4246*	IRRIGATION SUPPLIES & REPAIRS	\$26,400.00	\$27,060.00
001-0520-452-4246*	JANITORIAL SUPPLIES FOR PARK RESTROOMS	\$49,200.00	\$50,430.00
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	\$3,600.00
001-0520-452-4246*	PLANT MATERIALS REPLACEMENT/SEEDS/AMENDMENTS	\$19,140.00	\$20,090.00
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	\$6,000.00
001-0520-452-4246*	SAFETY EQUIPMENT - (Gloves, Coverings, etc.)	\$10,200.00	\$10,455.00
001-0520-452-4246	SEA CLOUD PARK MAINTENANCE SUPPLIES	\$15,000.00	\$15,375.00
001-0520-452-4246*	SOIL/CONCRETE/BARK/PLAYGROUND	\$50,000.00	\$51,250.00
001-0520-452-4246*	TENNIS & BALLFIELD WINDSCREENS	\$3,000.00	\$3,075.00
001-0520-452-4246*	TRASH CONTAINERS	\$3,000.00	\$3,000.00
001-0520-452-4246*	VANDALISM REPAIR	\$8,000.00	\$15,000.00
	Subtotal	<b>\$317,020.00</b>	<b>\$334,855.00</b>
001-0520-452-4247*	RENTAL OF SPECIAL EQUIPMENT	\$500.00	\$2,500.00
	Subtotal	<b>\$500.00</b>	<b>\$2,500.00</b>
001-0520-452-4248*	COMMUNICATION EQUIPMENT (Pagers, Phones, Radios)	\$1,450.00	\$1,450.00
001-0520-452-4248*	ELECTRICITY	\$39,800.00	\$54,800.00
001-0520-452-4248*	METERS/WATER/WASTEWATER	\$683,000.00	\$738,000.00
	Subtotal	<b>\$724,250.00</b>	<b>\$794,250.00</b>
001-0520-452-4251*	CANADIAN GEESE CONTROL - PARKS	\$25,000.00	\$25,625.00

001-0520-452-4251 *	ELECTRICAL SERVICES & LIGHTS MAINTENANCE	\$23,000.00	\$23,575.00
001-0520-452-4251 *	FENCE MAINTENANCE CONTRACT	\$4,000.00	\$4,000.00
001-0520-452-4251 *	IRRIGATION & PLUMBING SERVICES	\$9,900.00	\$10,150.00
001-0520-452-4251 *	MEDIAN MAINTENANCE CONTRACT	\$118,000.00	\$196,000.00
001-0520-452-4251 *	PARK LIGHTING INFRASTRUCTURE IMPROVEMENTS	\$15,000.00	\$15,000.00
001-0520-452-4251 *	PARKS LIGHTING - LED	\$20,000.00	\$20,000.00
001-0520-452-4251	PARKS MAINTENANCE CONTRACTUAL SERVICES	\$107,630.00	\$107,630.00
001-0520-452-4251 *	PLANTS/SUPPLIES FOR PARKS, CUL-DE-SACS AND MEDIANS	\$16,500.00	\$16,500.00
001-0520-452-4251 *	PORT-O-LET RENTAL SERVICES	\$5,000.00	\$5,000.00
001-0520-452-4251 *	SEMI-ANNUAL SYNTHETIC FIELD MAINTENANCE	\$30,000.00	\$30,750.00
001-0520-452-4251 *	TREE MAINTENANCE - DISEASE PREVENTION	\$25,000.00	\$25,625.00
001-0520-452-4251 *	TREE MAINTENANCE - MEDIANS & CUL-DE-SACS	\$35,000.00	\$35,875.00
001-0520-452-4251 *	TREE MAINTENANCE - PARKS	\$38,600.00	\$39,975.00
	Subtotal	<b>\$472,630.00</b>	<b>\$555,705.00</b>
001-0520-452-4253	PARKS MAINTENANCE PROFESSIONAL DUES & MEMBERSHIPS	\$300.00	\$600.00
	Subtotal	<b>\$300.00</b>	<b>\$600.00</b>
001-0520-452-4254*	DIVISION RETREAT	\$350.00	\$700.00
	Subtotal	<b>\$350.00</b>	<b>\$700.00</b>
001-0520-452-4255	CERT/TRAIN/RENEW-DMV,SWP,QAC/PCA, ISA, CPSI,BKFLOW	\$1,820.00	\$2,500.00
001-0520-452-4255	MAINTENANCE WORKERS TRAINING	\$1,000.00	\$1,700.00
001-0520-452-4255	PARK MANAGER PROFESSIONAL TRAINING	\$1,500.00	\$2,000.00
	Subtotal	<b>\$4,320.00</b>	<b>\$6,200.00</b>
	<b>Services and Supplies Total</b>	<b>\$1,548,460.00</b>	<b>\$1,731,400.00</b>
	<b>PARKS MAINTENANCE Total</b>	<b>\$4,385,847.00</b>	<b>\$4,606,434.00</b>

PARKS & RECREATION - FACILITY OPERATIONS

Account: 003-0525-451

SPECIAL RECREATION

<i>Employee Services</i>		Approved 2015-2016	Requested 2016-2017
003-0525-451-4110	PERMANENT SALARIES	\$149,400.00	\$151,000.00
	Subtotal	<b>\$149,400.00</b>	<b>\$151,000.00</b>
003-0525-451-4111	BUILDING SERVICES COORDINATOR ASSISTANT	\$16,000.00	\$25,000.00
003-0525-451-4111	PART TIME SALARIES	\$107,900.00	\$110,600.00
	Subtotal	<b>\$123,900.00</b>	<b>\$135,600.00</b>
003-0525-451-4112	OVERTIME	\$3,100.00	\$3,100.00
	Subtotal	<b>\$3,100.00</b>	<b>\$3,100.00</b>
003-0525-451-4120	FRINGE BENEFITS (F/T Salaries)	\$82,400.00	\$73,900.00
003-0525-451-4120	PART TIME STAFF BENEFITS	\$22,800.00	\$30,000.00
	Subtotal	<b>\$105,200.00</b>	<b>\$103,900.00</b>
	<b>Employee Services Total</b>	<b>\$381,600.00</b>	<b>\$393,600.00</b>
<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
003-0525-451-4520	COMPENSATED ABSENCES	\$520.00	\$2,243.00
	Subtotal	<b>\$520.00</b>	<b>\$2,243.00</b>
003-0525-451-4556	EQUIPMENT REPLACEMENT	\$15,456.00	\$15,148.00
	Subtotal	<b>\$15,456.00</b>	<b>\$15,148.00</b>
	<b>Internal Services Total</b>	<b>\$15,976.00</b>	<b>\$17,391.00</b>
<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
003-0525-451-4242	POSTAGE	\$200.00	\$200.00
	Subtotal	<b>\$200.00</b>	<b>\$200.00</b>
003-0525-451-4243	SUPPLIES	\$12,000.00	\$12,000.00

	Subtotal	<b>\$12,000.00</b>	<b>\$12,000.00</b>
003-0525-451-4246	SM/FC SCHOOL JOINT-USE FACILITIES	\$58,000.00	\$59,450.00
	Subtotal	<b>\$58,000.00</b>	<b>\$59,450.00</b>
003-0525-451-4265	CREDIT CARD ACCEPTANCE FEES	\$10,000.00	\$18,000.00
	Subtotal	<b>\$10,000.00</b>	<b>\$18,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$80,200.00</b>	<b>\$89,650.00</b>
	<b>FACILITY OPERATIONS Total</b>	<b>\$477,776.00</b>	<b>\$500,641.00</b>

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

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<i>Employee Services</i>		Approved 2015-2016	Requested 2016-2017
003-0534-451-4110	PERMANENT SALARIES	\$71,600.00	\$76,600.00
	Subtotal	<b>\$71,600.00</b>	<b>\$76,600.00</b>
003-0534-451-4111	PART TIME SALARIES	\$97,375.00	\$97,375.00
003-0534-451-4111	PART TIME STAFF AFTERSCHOOL PROGRAM	\$31,500.00	\$31,500.00
	Subtotal	<b>\$128,875.00</b>	<b>\$128,875.00</b>
003-0534-451-4112	OVERTIME	\$2,050.00	\$2,050.00
	Subtotal	<b>\$2,050.00</b>	<b>\$2,050.00</b>
003-0534-451-4120	FRINGE BENEFITS (F/T Salaries)	\$39,500.00	\$37,900.00
003-0534-451-4120	FRINGE BENEFITS (P/T Salaries)	\$17,151.00	\$12,900.00
	Subtotal	<b>\$56,651.00</b>	<b>\$50,800.00</b>
	<b>Employee Services Total</b>	<b>\$259,176.00</b>	<b>\$258,325.00</b>

<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
003-0534-451-4520	COMPENSATED ABSENCES	\$250.00	\$1,138.00
	Subtotal	<b>\$250.00</b>	<b>\$1,138.00</b>

		Approved 2015-2016	Requested 2016-2017
<b>Internal Services Total</b>		<b>\$250.00</b>	<b>\$1,138.00</b>
<b>Services and Supplies</b>			
003-0534-451-4242	POSTAGE	\$250.00	\$250.00
	Subtotal	<b>\$250.00</b>	<b>\$250.00</b>
003-0534-451-4243	SUPPLIES	\$8,000.00	\$10,500.00
	Subtotal	<b>\$8,000.00</b>	<b>\$10,500.00</b>
003-0534-451-4251	CONTRACTUAL SERVICES	\$82,450.00	\$84,511.00
	Subtotal	<b>\$82,450.00</b>	<b>\$84,511.00</b>
<b>Services and Supplies Total</b>		<b>\$90,700.00</b>	<b>\$95,261.00</b>
<b>YOUTH CAMPS Total</b>		<b>\$350,126.00</b>	<b>\$354,724.00</b>

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

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		Approved 2015-2016	Requested 2016-2017
<b>Employee Services</b>			
003-0535-451-4110	FULL-TIME SALARIES	\$39,500.00	\$40,300.00
	Subtotal	<b>\$39,500.00</b>	<b>\$40,300.00</b>
003-0535-451-4111	EMPLOYEE SERVICES / PART-TIME	\$2,100.00	\$2,100.00
	Subtotal	<b>\$2,100.00</b>	<b>\$2,100.00</b>
003-0535-451-4112	OVERTIME	\$500.00	\$500.00
	Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
003-0535-451-4120	FRINGE BENEFITS (F/T SALARIES)	\$21,800.00	\$19,900.00
003-0535-451-4120	FRINGE BENEFITS (P/T Salaries)	\$60.00	\$210.00
	Subtotal	<b>\$21,860.00</b>	<b>\$20,110.00</b>
<b>Employee Services Total</b>		<b>\$63,960.00</b>	<b>\$63,010.00</b>
<b>Internal Services</b>		Approved	Requested

	2015-2016	2016-2017
003-0535-451-4520 COMPENSATED ABSENCES	\$140.00	\$597.00
Subtotal	<b>\$140.00</b>	<b>\$597.00</b>
<b>Internal Services Total</b>	<b>\$140.00</b>	<b>\$597.00</b>
<hr/>		
<i>Services and Supplies</i>	Approved 2015-2016	Requested 2016-2017
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	<b>\$3,200.00</b>	<b>\$3,200.00</b>
003-0535-451-4246 MAINTENANCE	\$1,000.00	\$1,000.00
Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
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	<b>\$101,600.00</b>	<b>\$101,600.00</b>
<b>Services and Supplies Total</b>	<b>\$105,800.00</b>	<b>\$105,800.00</b>
<b>ADULT CONTRACTS Total</b>	<b>\$169,900.00</b>	<b>\$169,407.00</b>

**PARKS & RECREATION - SPECIAL EVENTS**

Account: 003-0537-451

SPECIAL RECREATION

	Approved 2015-2016	Requested 2016-2017
<i>Employee Services</i>		
003-0537-451-4111 PART TIME SALARIES	\$3,100.00	\$3,100.00
Subtotal	<b>\$3,100.00</b>	<b>\$3,100.00</b>
003-0537-451-4120 FRINGE BENEFITS (P/T Salaries)	\$64.00	\$310.00
Subtotal	<b>\$64.00</b>	<b>\$310.00</b>
<b>Employee Services Total</b>	<b>\$3,164.00</b>	<b>\$3,410.00</b>
<i>Services and Supplies</i>	Approved	Requested

		2015-2016	2016-2017
003-0537-451-4242	POSTAGE	\$500.00	\$450.00
	Subtotal	<b>\$500.00</b>	<b>\$450.00</b>
003-0537-451-4243	SUPPLIES	\$10,720.00	\$7,800.00
	Subtotal	<b>\$10,720.00</b>	<b>\$7,800.00</b>
003-0537-451-4249	PUBLICITY	\$4,300.00	\$3,600.00
	Subtotal	<b>\$4,300.00</b>	<b>\$3,600.00</b>
003-0537-451-4251	CONTRACTUAL SERVICES	\$26,900.00	\$26,900.00
	Subtotal	<b>\$26,900.00</b>	<b>\$26,900.00</b>
003-0537-451-4265	ART GALLERY - MISC	\$500.00	\$500.00
	Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
	<b>Services and Supplies Total</b>	<b>\$42,920.00</b>	<b>\$39,250.00</b>
	<b>SPECIAL EVENTS Total</b>	<b>\$46,084.00</b>	<b>\$42,660.00</b>

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

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<i>Employee Services</i>		Approved 2015-2016	Requested 2016-2017
003-0538-451-4110	FULL-TIME SALARIES	\$39,500.00	\$40,300.00
	Subtotal	<b>\$39,500.00</b>	<b>\$40,300.00</b>
003-0538-451-4120	FRINGE BENEFITS (F/T SALARIES)	\$21,800.00	\$19,900.00
	Subtotal	<b>\$21,800.00</b>	<b>\$19,900.00</b>
	<b>Employee Services Total</b>	<b>\$61,300.00</b>	<b>\$60,200.00</b>

<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
003-0538-451-4520	COMPENSATED ABSENCES	\$140.00	\$597.00
	Subtotal	<b>\$140.00</b>	<b>\$597.00</b>

		Internal Services Total	\$140.00	\$597.00
<b><i>Services and Supplies</i></b>			Approved 2015-2016	Requested 2016-2017
003-0538-451-4243	SUPPLIES		\$1,250.00	\$1,250.00
	Subtotal		<b>\$1,250.00</b>	<b>\$1,250.00</b>
003-0538-451-4251	CONTRACTUAL SERVICES		\$281,450.00	\$212,850.00
	Subtotal		<b>\$281,450.00</b>	<b>\$212,850.00</b>
	<b>Services and Supplies Total</b>		<b>\$282,700.00</b>	<b>\$214,100.00</b>
	<b>YOUTH CONTRACT CLASSES Total</b>		<b>\$344,140.00</b>	<b>\$274,897.00</b>

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

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<b><i>Services and Supplies</i></b>		Approved 2015-2016	Requested 2016-2017
003-0539-451-4242	POSTAGE	\$11,000.00	\$11,275.00
	Subtotal	<b>\$11,000.00</b>	<b>\$11,275.00</b>
003-0539-451-4243	SUPPLIES	\$800.00	\$820.00
	Subtotal	<b>\$800.00</b>	<b>\$820.00</b>
003-0539-451-4251	CONTRACTUAL SERVICES	\$35,000.00	\$35,000.00
	Subtotal	<b>\$35,000.00</b>	<b>\$35,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$46,800.00</b>	<b>\$47,095.00</b>
	<b>ADVERTISING Total</b>	<b>\$46,800.00</b>	<b>\$47,095.00</b>



<i>Employee Services</i>		Approved 2015-2016	Requested 2016-2017
003-0540-451-4110	PERMANENT SALARIES	\$78,900.00	\$80,500.00
	Subtotal	<b>\$78,900.00</b>	<b>\$80,500.00</b>
003-0540-451-4111	PART TIME SALARIES	\$18,900.00	\$21,888.00
	Subtotal	<b>\$18,900.00</b>	<b>\$21,888.00</b>
003-0540-451-4112	OVERTIME	\$700.00	\$700.00
	Subtotal	<b>\$700.00</b>	<b>\$700.00</b>
003-0540-451-4120	FRINGE BENEFITS (F/T Salaries)	\$43,500.00	\$39,800.00
003-0540-451-4120	FRINGE BENEFITS (P/T Salaries)	\$6,020.00	\$2,189.00
	Subtotal	<b>\$49,520.00</b>	<b>\$41,989.00</b>
	<b>Employee Services Total</b>	<b>\$148,020.00</b>	<b>\$145,077.00</b>
<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
003-0540-451-4520	COMPENSATED ABSENCES	\$280.00	\$1,195.00
	Subtotal	<b>\$280.00</b>	<b>\$1,195.00</b>
	<b>Internal Services Total</b>	<b>\$280.00</b>	<b>\$1,195.00</b>
<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
003-0540-451-4242	POSTAGE	\$500.00	\$500.00
	Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
003-0540-451-4243	SENIOR PROGRAMS TRIPS & TOURS	\$16,000.00	\$16,400.00
003-0540-451-4243	SUPPLIES	\$2,000.00	\$2,500.00
	Subtotal	<b>\$18,000.00</b>	<b>\$18,900.00</b>
003-0540-451-4249	PUBLICITY	\$200.00	\$200.00
	Subtotal	<b>\$200.00</b>	<b>\$200.00</b>

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	\$32,300.00
	Subtotal	<b>\$43,000.00</b>	<b>\$44,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$61,700.00</b>	<b>\$63,600.00</b>
	<b>SENIORS / VOLUNTEERS Total</b>	<b>\$210,000.00</b>	<b>\$209,872.00</b>

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

<i>Employee Services</i>		Approved 2015-2016	Requested 2016-2017
003-0541-451-4110	RECREATION COORDINATOR	\$78,900.00	\$76,600.00
	Subtotal	<b>\$78,900.00</b>	<b>\$76,600.00</b>
003-0541-451-4111	PART TIME SALARIES	\$97,400.00	\$97,400.00
003-0541-451-4111	VIBE RENTAL PROGRAM - PART-TIME STAFF	\$5,500.00	\$5,638.00
	Subtotal	<b>\$102,900.00</b>	<b>\$103,038.00</b>
003-0541-451-4112	OVERTIME	\$1,250.00	\$1,250.00
	Subtotal	<b>\$1,250.00</b>	<b>\$1,250.00</b>
003-0541-451-4120	FRINGE BENEFITS (F/T SALARIES)	\$43,500.00	\$37,900.00
003-0541-451-4120	FRINGE BENEFITS (P/T SALARIES)	\$1,900.00	\$32,760.00
003-0541-451-4120	PART TIME STAFF BENEFITS	\$5,450.00	\$0.00
	Subtotal	<b>\$50,850.00</b>	<b>\$70,660.00</b>
	<b>Employee Services Total</b>	<b>\$233,900.00</b>	<b>\$251,548.00</b>
<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
003-0541-451-4520	COMPENSATED ABSENCES	\$280.00	\$1,138.00
	Subtotal	<b>\$280.00</b>	<b>\$1,138.00</b>
	<b>Internal Services Total</b>	<b>\$280.00</b>	<b>\$1,138.00</b>

<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
003-0541-451-4242	POSTAGE	\$550.00	\$550.00
	Subtotal	<b>\$550.00</b>	<b>\$550.00</b>
003-0541-451-4243	SUPPLIES	\$6,770.00	\$6,770.00
	Subtotal	<b>\$6,770.00</b>	<b>\$6,770.00</b>
003-0541-451-4249	PUBLICITY	\$250.00	\$250.00
	Subtotal	<b>\$250.00</b>	<b>\$250.00</b>
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	<b>\$36,200.00</b>	<b>\$36,200.00</b>
	<b>Services and Supplies Total</b>	<b>\$43,770.00</b>	<b>\$43,770.00</b>
	<b>TEEN PROGRAMS Total</b>	<b>\$277,950.00</b>	<b>\$296,456.00</b>

**Parks & Recreations - Administration Budget Comparison 001-0510**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4388 Capital Outlay	40,000	27,500	(12,500)	1
4110 Permanent Salaries	468,620	520,940	52,320	2
4112 Overtime	1,500	1,500	-	3
4120 Fringe Benefits	253,970	252,725	(1,245)	4
4520 Compensated Absences	1,600	6,802	5,202	5
4544 Vehicle Replacement	39,439	41,095	1,656	6
4556 Equipment Replacement	25,084	26,784	1,700	7
4557 IT Services	101,231	114,479	13,248	8
4569 Building Maintenance	507,552	579,498	71,946	9
4241 Copies	1,500	1,500	-	10
4242 Postage	2,000	2,000	-	11
4243 Office Supplies	16,500	16,500	-	12
4246 Supplies and Equipment	9,750	9,750	-	13
4249 Publicity / Advertising	4,900	4,900	-	14
4251 Contracts and Fingerprinting	1,000	213,000	212,000	15
4253 Memberships and Dues	3,670	3,670	-	16
4254 Travel, Conferences, and Meetings	11,350	18,850	7,500	17
4255 Training	700	700	-	18
	<u>1,490,366</u>	<u>1,842,193</u>	<u>351,827</u>	

Detailed Analysis:

- Note 1 Security Camera Installation At The Recreation Center, Sound System, Projector & Screen For Wind Room, Lagoon Room Stage And Vibe Completed No New Capital Outlay.
- Note 2 Addition of shared Management Analyst with PW, contractual COLA 2% and adjustment due to salary steps
- Note 3 No change
- Note 4 Contractual adjustment to benefits formulas (e.g. CalPERS, medical, etc) and for shared Management Analyst. Part-time non-benefit rate adjustment
- Note 5 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 6 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 7 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 8 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 9 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 10 No change
- Note 11 No change
- Note 12 No change
- Note 13 No change
- Note 14 No change
- Note 15 Roof Assessment (\$6,000); Structural Assessment (\$6,000); Scoping Study (\$200,000)
- Note 16 No change
- Note 17 RecTrac software training
- Note 18 No change

**Parks & Recreation - Parks Maintenance Budget Comparison 001-0520**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4388 Capital Outlay	-	-	-	1
4110 Permanent Salaries	1,410,800	1,416,800	6,000	2
4111 Part-time staff Salaries	28,600	72,200	43,600	3
4112 4th of July Overtime; Overtime	43,050	50,550	7,500	4
4120 Fringe Benefits (Permanent)/ PT salaries	780,850	717,538	(63,312)	5
4520 Compensated Absences	4,860	20,884	16,024	6
4544 Vehicle Replacement	264,975	268,052	3,077	7
4556 Equipment Replacement	197,767	210,140	12,373	8
4569 Building Maintenance	106,485	118,870	12,385	9
4240 Special Supplies/Boots/Uniforms	6,300	13,800	7,500	10
4241 Copy Expense	300	300	-	11
4242 Postage Expense	200	200	-	12
4243 Office Supplies/Misc.	7,190	7,190	-	13
4245 Tools and Equipment/Misc/ Work Program	15,100	15,100	-	14
4246 Supplies and Repairs	317,020	334,855	17,835	15
4247 Rental/Special Equipment	500	2,500	2,000	16
4248 Communication Equip; Electricity; Meters/ Water	724,250	794,250	70,000	17
4251 Light, Tree, Fence Maintenance	472,630	555,705	83,075	18
4253 Professional Dues/Memberships	300	600	300	19
4254 Division Retreat	350	700	350	20
4255 Retreat and Training	4,320	6,200	1,880	21
	<u>4,385,847</u>	<u>4,606,434</u>	<u>220,587</u>	

Detailed Analysis:

- Note 1 No change
- Note 2 Contractual COLA 2% and adjustment due to salary steps
- Note 3 Additional part-time staff to support seasonally, esp. May - Sept during special events and to backfill when special projects are in work. Increase to staff additional sports tournaments / Sheriffs work detail.
- Note 4 Additional part-time staff to support the event
- Note 5 Contractual COLA 2% and part-time non benefits rate adjustment
- Note 6 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 7 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 8 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 9 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 10 Reconfiguration of C.Y. Office + Replacement of old Office Chairs
- Note 11 No change
- Note 12 No change
- Note 13 No change
- Note 14 Tools and Equipment/Misc/ Work Program - Unchanged
- Note 15 Supplies and Repairs- increase 2.5% Across the Board. Except for Paint/Chalk -16%, Play Equipment repairs-20%, Safety equipment 2.9% Based on Historical Need.
- Note 16 Rental/ Special Equipment - increase based on historical need.
- Note 17 Electricity - Based on inflation and historical use, we need \$15K more. Water/Meters/ Wastewater exception based on 8% rate increase
- Note 18 Contractual Services a) Sustainability Projects to fund retrofitting of irrigation for Medians + Cul-de-sacs + b) \$7K for Vandalism
- Note 19 Professional Dues/Memberships - increased based on need (Arborists + PCA)
- Note 20 Division Retreat - increase based on historical need
- Note 21 Increase in Retreat & Training

**Parks & Recreations -Special Rec - Facility Operations Budget Comparison - 003-0525**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4110 Permanent Salaries	149,400	151,000	1,600	1
4111 Part-time staff Salaries	123,900	135,600	11,700	2
4112 Overtime	3,100	3,100	-	3
4120 Fringe Benefits	105,200	103,900	(1,300)	4
4520 Compensated Absences	520	2,243	1,723	5
4556 Equipment Replacement	15,456	15,148	(308)	6
4242 Postage	200	200	-	7
4243 Office Supplies	12,000	12,000	-	8
4246 Maintenance	58,000	59,450	1,450	9
4265 Credit Card Acceptance Fees	10,000	18,000	8,000	10
	<u>477,776</u>	<u>500,641</u>	<u>22,865</u>	

Detailed Analysis:

- Note 1 Contractual COLA 2% and adjustment due to salary steps
- Note 2 Additional part-time staff to support seasonally, esp. May - Sept during special events and to backfill when special projects are in work.
- Note 3 No change
- Note 4 Contractual COLA 2% and part-time non benefits rate adjustment
- Note 5 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 6 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 7 No change
- Note 8 No change
- Note 9 Increase based on need
- Note 10 Increase in online credit card payment

**Parks & Recreations -Special Rec - Youth Camps Budget Comparison - 003-0534**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4110 Permanent Salaries	71,600	76,600	5,000	1
4111 Part-time staff Salaries	128,875	128,875	-	2
4112 Overtime	2,050	2,050	-	3
4120 Fringe Benefits	56,651	50,800	(5,851)	4
4520 Compensated Absences	250	1,138	888	5
4242 Postage	250	250	-	6
4243 Office Supplies	8,000	10,500	2,500	7
4251 Consulting and Contracting	82,450	84,511	2,061	8
	<u>350,126</u>	<u>354,724</u>	<u>4,598</u>	

Detailed Analysis:

- Note 1 Contractual COLA 2% and adjustment due to salary steps
- Note 2 No change
- Note 3 No change
- Note 4 Contractual COLA 2% and part-time non benefits rate adjustment
- Note 5 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 6 No change
- Note 7 Increase based on need
- Note 8 Increase based on need

**Parks & Recreations -Special Rec - Adult Contract Budget Comparison - 003-0535**

Account		Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4110	Permanent Salaries	39,500	40,300	800	1
4111	Part-time staff Salaries	2,100	2,100	-	2
4112	Overtime	500	500	-	3
4120	Fringe Benefits	21,860	20,110	(1,750)	4
4520	Compensated Absences	140	597	457	5
4243	Office Supplies	3,200	3,200	-	6
4246	Maintenance	1,000	1,000	-	7
4251	Consulting and Contracting	101,600	101,600	-	9
		<u>169,900</u>	<u>169,407</u>	<u>(493)</u>	

Detailed Analysis:

- Note 1 Contractual COLA 2% and adjustment due to salary steps
- Note 2 No change
- Note 3 No change
- Note 4 Contractual COLA 2% and part-time non benefits rate adjustment
- Note 5 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 6 Increase in Supplies Cost
- Note 7 No change
- Note 8 No change



**Parks & Recreations -Special Rec - Special Events Budget Comparison - 003-0537**

Account		Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4110	Part-time staff Salaries	3,100	3,100	-	1
4120	Fringe Benefits	64	310	246	2
4242	Postage	500	450	(50)	3
4243	Office Supplies	10,720	7,800	(2,920)	4
4249	Advertising	4,300	3,600	(700)	5
4251	Consulting and Contracting	26,900	26,900	-	6
4265	Miscellaneous	500	500	-	7
		<u>46,084</u>	<u>42,660</u>	<u>(3,424)</u>	

Detailed Analysis:

- Note 1 No change
- Note 2 Contractual COLA 2% and part-time non benefits rate adjustment
- Note 3 Change based on usage
- Note 4 Change based on usage
- Note 5 Change based on usage
- Note 6 No change
- Note 7 No change

**Parks & Recreations -Special Rec - Youth Contract Class Budget Comparison - 003-0538**

Account		Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4110	Permanent Salaries	39,500	40,300	800	1
4120	Fringe Benefits	21,800	19,900	(1,900)	2
4520	Compensated Absences	140	597	457	3
4243	Office Supplies	1,250	1,250	-	4
4251	Consulting and Contracting	281,450	212,850	(68,600)	5
		<u>344,140</u>	<u>274,897</u>	<u>(69,243)</u>	

Detailed Analysis:

- Note 1 Contractual COLA 2% and adjustment due to salary steps
- Note 2 Contractual adjustment to benefit formulas (e.g. CalPERS, medical, etc.)
- Note 3 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 4 No change
- Note 5 Change due to scheduling

**Parks & Recreations -Special Rec - Advertising Budget Comparison - 003-0539**

Account		Approved FY 2015-16	Requested FY 2016- 17	Increase (Decrease)	Notes
4242	Postage	11,000	11,275	275	1
4243	Office Supplies	800	820	20	2
4251	Consulting and Contracting	35,000	35,000	-	3
		<u>46,800</u>	<u>47,095</u>	<u>295</u>	

Detailed Analysis:

- Note 1      Increase in mailing
- Note 2      Increase in Supplies Cost
- Note 3      No Change

**Parks & Recreations -Special Rec - Senior/Volunteer Budget Comparison - 003-0540**

Account	Approved FY 2015-16	Requested FY 2016- 17	Increase (Decrease)	Notes
4110 Permanent Salaries	78,900	80,500	1,600	1
4111 Part-time staff Salaries	18,900	21,888	2,988	2
4112 Overtime	700	700	-	3
4120 Fringe Benefits	49,520	41,989	(7,531)	4
4520 Compensated Absences	280	1,195	915	5
4242 Postage	500	500	-	6
4243 Office Supplies	18,000	18,900	900	7
4249 Advertising	200	200	-	8
4251 Consulting and Contracting	43,000	44,000	1,000	9
	<u>210,000</u>	<u>209,872</u>	<u>(128)</u>	

Detailed Analysis:

- Note 1 Contractual COLA 2% and adjustment due to salary steps
- Note 2 Contractual COLA 2% and adjustment due to salary steps
- Note 3 No change
- Note 4 Contractual COLA 2% and part-time non benefits rate adjustment
- Note 5 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 6 No change
- Note 7 Increase in Supplies Cost
- Note 8 No change
- Note 9 2-year agreement contractual increase

**Parks & Recreations -Special Rec - Teen Program Budget Comparison - 003-0541**

Account	Approved FY 2015-16	Requested FY 2016- 17	Increase (Decrease)	Notes
4110 Permanent Salaries	78,900	76,600	(2,300)	1
4111 Part-time staff Salaries	102,900	103,038	138	2
4112 Overtime	1,250	1,250	-	3
4120 Fringe Benefits	50,850	70,660	19,810	4
4520 Compensated Absences	280	1,138	858	5
4242 Postage	550	550	-	6
4243 Office Supplies	6,770	6,770	-	7
4249 Advertising	250	250	-	8
4251 Consulting and Contracting	36,200	36,200	-	9
	<u>277,950</u>	<u>296,456</u>	<u>18,506</u>	

Detailed Analysis:

- Note 1 New Staff with lower step
- Note 2 Adjust based on need
- Note 3 No change
- Note 4 Contractual adjustment to benefit formulas (e.g. CalPERS, medical, etc.)
- Note 5 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 6 No change
- Note 7 No change
- Note 8 No change
- Note 9 No change

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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*

## MISSION STATEMENT

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

## DEPARTMENT PERSONNEL SUMMARY

<b>DEPARTMENT PERSONNEL SUMMARY (by year)</b>			
<b>Position</b>	<b>14-15</b>	<b>15-16</b>	<b>16-17</b>
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*	19	21	21
SR. COMMUNITY SVS. OFC.	3	3	3
COMM SUPERVISOR	1	1	1
RECORDS SUPERVISOR	1	1	1
LEAD DISPATCHER	1	1	1
POLICE DISPATCHER*	4	5	5
POLICE RECORDS SPLST.	2	2	2
MANAGEMENT ASSISTANT	1	1	1
<b>TOTAL EMPLOYEES</b>	<b>50</b>	<b>53</b>	<b>53</b>

\*2 Police Officer positions and 1 Police Dispatcher position are “over hire” positions approved for three years starting in 15/16 to ensure service level as we backfill vacancies due to retirements in the Police Department.



## DEPARTMENT VALUES

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

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

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



## **STRATEGIC 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 Strategic Plan with up to five goals we want to achieve over a 12-month period. Each annual plan contains mid-term initiatives and deliverables that are designed to incrementally help us realize the larger vision.

The following goals are part of our 2016 Strategic Plan. It is important to note that our Strategic Plan is a living document and will sometimes change as priorities shift throughout the year.

1. **Crime Prevention and Traffic Safety** - maintain a superior level of safety of persons and security of property in our community.
  - Maintain Foster City's position among the top 100 safest cities within America
  - Continue traffic safety initiatives maintaining our status as one of the safest "Traffic Cities" according to the Office of Traffic Safety.
2. **Continued Organizational Evolution through Continuous Professional Development, Active Succession Planning, and having an Adaptive Workforce** - identify and develop employees who will be interested, prepared and ready for promotion when opportunities arise.
  - Provide on-going career development training for all employees.

- Utilize special assignments to help develop employee experience preparing them for other assignments.
  - Whenever possible fill vacancies and promote from within our current employee base.
3. **Strengthen Partnerships with our Community by Integrating the Department's Service Capabilities into our Local Businesses, HOAs and Residences via Increased Access to our Resources and an Effective Social Media** – provide the public with a transparent and accessible organization and further our social media outreach
    - Effectively utilize the crime prevention/community outreach officer to connect with the community.
    - Continue the use of social media to improve community outreach and accessibility.
    - Improve participation in community events and emergency planning.
  4. **Focus on Recruitment and Retention of Entry Level and Mid-Career Employees to ensure our Ability to Accomplish our Mission in to the Future** – as a significant number of tenured staff retire over the next few years, the Department will need to fill vacancies and retain current mid-career staff.
    - Continue to recruit and hire new employees that share the Department's culture and values.
    - Focus on retaining current employees to carry on our culture of service and to mentor new employees.
    - Continue using the Department's long term vision in interactions with community and each other to accomplish our mission into the future.

## **KEY INITIATIVES COMPLETED**

Some of our accomplishments during the past year include:

- FCPD staff responded to more than 12,800 calls for service, initiated over 16,550 incidents and made more than 560 arrests. The FBI & Unified Crime Reporting (UCR) crime statistics ranks Foster City as the 9th safest city in the Bay Area and currently in the top 100 safest cities in the nation.
- While struggling with staffing issues and a regional spike in crime, Foster City actually saw a 7% decrease in overall crime in 2015. Prison Realignment and the passage of Proposition 47 may affect crime trends as our State continues to “Reform” our Criminal Justice System.
- In 2015 traffic collisions were slightly lower than 2014 with two less collisions. There were zero traffic related fatalities and overall a slight increase in the number of reported traffic related injuries. Education and enforcement were employed to address pedestrian and bicycle safety issues which remained low at less than one per month in each category.
- Department staff built on information sharing and processes through “Chalkboard” a cloud based, virtual briefing/investigative tool.
- 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.
- For the 23<sup>rd</sup> consecutive year, the Youth Services Bureau presented Gang Resistance Education and Training (G.R.E.A.T.) to students in the middle and elementary schools. In the past year 900 students in the 4<sup>th</sup> and 6<sup>th</sup> grades completed the program.
- The Department Explorer program continued to flourish with 10 young adults who are learning about the law enforcement profession and providing a service to their community.
- The Department participated in regional traffic safety and alcohol impaired driver enforcement efforts targeting DUI, distracted drivers, and pedestrian safety.
- The Police and Fire Departments (and this year City Hall) held our joint community open house event.
- Members of the Department participated in numerous community events, including those benefitting the American Cancer Society, domestic violence prevention, the Red Cross and the Special Olympics.



- Members of the Department Management Team continued their active participation in local community service groups as well as regional and statewide professional organizations.
- Department employees attended professional development courses such as the LAPD Leadership, SLI, Inner Perspectives, the Public Sector Supervisor Academy, and the B/FC/SM/H joint *Leadership* program.
- Several Department employees continued the pursuit of bachelor / masters degrees.
- Continuously monitored and updated our procedures and policies to incorporate the most recent case law and industry-wide best practices via Lexipol.
- Once again the Department participated in the Urban Shield International training exercise. This program utilized the NIMS/SIMS process which helps develop our staff to deal with large scale emergencies.



City of Foster City's FY 2016-2017 Final Budget

## ***INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2016-2017***

The Police Department will start the fiscal year with a new Chief of Police and Department leadership that is motivated and excited to be working together as a team to ensure the department continues to deliver the highest level of service.

We face several significant challenges as we head in to the next Fiscal Year. The implementation of “Realignment” by the State has put additional convicted criminal offenders in the community. This segment of society will require monitoring to ensure compliance with release conditions and to minimize recidivism. Law Enforcement agencies throughout San Mateo County are working together and committing resources to this issue. Additionally, with the passing of Prop 47 many drug and theft related offenses were reduced from felonies to misdemeanors. This reduction requires the cite and release of violators where historically they were booked into the jail.

Locally, we are seeing an increase in our population, new developments and traffic issues while also facing significant potential retirements of personnel over the next few years. Despite these challenges, we will strive to continue to provide public safety services at the high level the community has come to expect from the Foster City Police Department.

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

- Response to all emergency calls for service within current response times.

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

- Continue to work closely with other City Departments and community organizations to maintain quality of life and ensure a “Sustainable Foster City.”



## **CHANGES IN FINANCIAL RESOURCES REQUIRED**

The Police Officers Association's contract is expiring as of June 2016. Contract negotiations are underway and are expected to involve a projected increase in salaries in this upcoming budget cycle.

There are two budget items that have traditionally been funded by the State which we are anticipating will continue to be funded.

### 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. To be conservative in our budgeting we do not include this funding in our budget nor is it reflected in our personnel allocations. The City is projecting to receive this State funding of \$100,000 for FY 2016-2017.

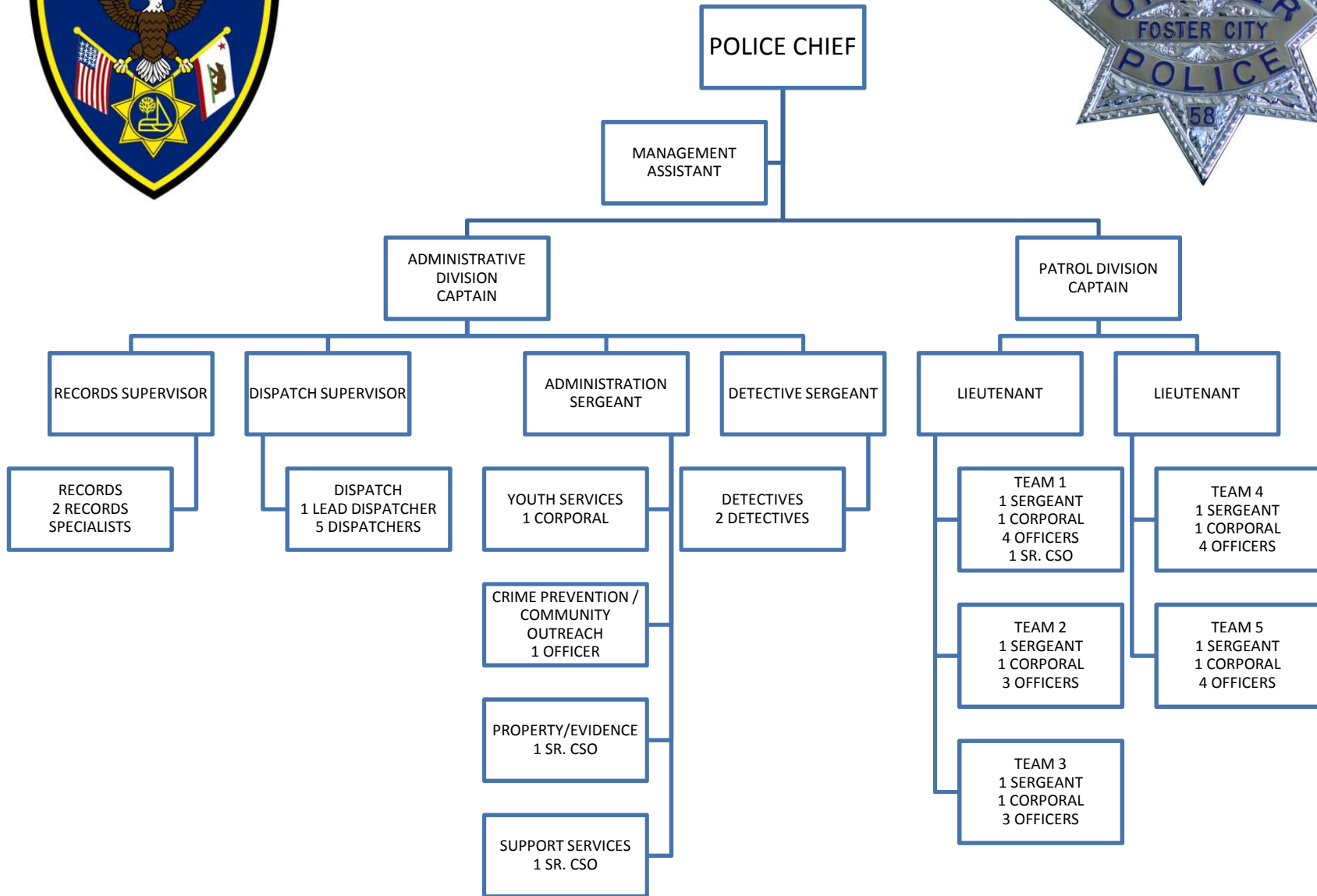
### Services and Supplies

- Booking Fees—Most charges for booking suspects into County jail are billed by the County directly to the State. Some bookings that are ineligible for State funding may be charged back to the City. In years past, we have included \$20,000 in our budget should State funding be withdrawn. As we anticipate receiving this State funding and due to Prop 47 reducing the number of crimes that qualify for booking at county jail we have reduced this line item in half for the FY 2016-2017.





# Police Department



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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
ADMINISTRATIVE BUREAU	\$ 4,051,697	\$ 4,056,697	\$ 4,146,024
CHIEF'S OFFICE	473,739	473,739	498,469
CROSSING GUARDS	21,600	21,600	21,600
FIELD OPERATIONS	6,723,842	6,718,842	7,362,570
DRUG ABUSE RESISTANCE EDUCATION (DARE)	-	-	600
<b>TOTAL FOR POLICE</b>	<b>\$ 11,270,878</b>	<b>\$ 11,270,878</b>	<b>\$ 12,029,263</b>

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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 10,040,961	\$ 10,040,961	\$ 10,692,522
SERVICES AND SUPPLIES	300,075	300,075	289,959
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	10,341,036	10,341,036	10,982,481
INTERNAL SERVICES	929,842	929,842	1,046,782
Subtotal (Total Department Expenses before Reallocations)	11,270,878	11,270,878	12,029,263
REALLOCATIONS	-	-	-
<b>TOTAL FOR POLICE</b>	<b>\$ 11,270,878</b>	<b>\$ 11,270,878</b>	<b>\$ 12,029,263</b>



## DETAIL LINE ITEM REPORT

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

GENERAL FUND

<i>Employee Services</i>		Approved 2015-2016	Requested 2016-2017
001-0610-421-4110	PERMANENT SALARIES	\$285,300.00	\$291,100.00
Subtotal		<b>\$285,300.00</b>	<b>\$291,100.00</b>
001-0610-421-4120	EMPLOYEE SERVICESFRINGE BENEFITS	\$150,300.00	\$166,000.00
Subtotal		<b>\$150,300.00</b>	<b>\$166,000.00</b>
<b>Employee Services Total</b>		<b>\$435,600.00</b>	<b>\$457,100.00</b>
<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
001-0610-421-4520	COMPENSATED ABSENCES	\$970.00	\$4,211.00
Subtotal		<b>\$970.00</b>	<b>\$4,211.00</b>
001-0610-421-4544	VEHICLE REPLACEMENT	\$13,769.00	\$13,738.00
Subtotal		<b>\$13,769.00</b>	<b>\$13,738.00</b>
<b>Internal Services Total</b>		<b>\$14,739.00</b>	<b>\$17,949.00</b>
<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
001-0610-421-4243	GENERAL OFFICE SUPPLIES	\$750.00	\$750.00
Subtotal		<b>\$750.00</b>	<b>\$750.00</b>
001-0610-421-4251*	LEGAL SERVICES	\$4,000.00	\$4,000.00
001-0610-421-4251*	PRE-EMPLOYMENT EXAMS	\$15,000.00	\$15,000.00
Subtotal		<b>\$19,000.00</b>	<b>\$19,000.00</b>
001-0610-421-4253	CALIFORNIA POLICE CHIEFS' ASSOCIATION	\$400.00	\$420.00
001-0610-421-4253	CALIFORNIA POLICE OFFICERS' ASSOCIATION	\$125.00	\$125.00
001-0610-421-4253	INTERNATIONAL POLICE CHIEFS' ASSOCIATION	\$150.00	\$150.00
001-0610-421-4253	SAN MATEO COUNTY CHIEFS OF POLICE	\$450.00	\$450.00

	Subtotal	<b>\$1,125.00</b>	<b>\$1,145.00</b>
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	<b>\$1,025.00</b>	<b>\$1,025.00</b>
001-0610-421-4255	CALIFORNIA POLICE CHIEFS' TRAINING CONFERENCE	\$1,500.00	\$1,500.00
	Subtotal	<b>\$1,500.00</b>	<b>\$1,500.00</b>
	<b>Services and Supplies Total</b>	<b>\$23,400.00</b>	<b>\$23,420.00</b>
	<b>CHIEF'S OFFICE Total</b>	<b>\$473,739.00</b>	<b>\$498,469.00</b>

**POLICE - FIELD OPERATIONS**

Account: 001-0620-421

GENERAL FUND

<i>Employee Services</i>		Approved 2015-2016	Requested 2016-2017
001-0620-421-4110	PERMANENT SALARIES	\$3,671,236.00	\$3,758,000.00
001-0620-421-4110	REALLOCATION TO SLESF/COPS GRANT	(\$100,000.00)	(\$100,000.00)
	Subtotal	<b>\$3,571,236.00</b>	<b>\$3,658,000.00</b>
001-0620-421-4112	FOURTH OF JULY OVERTIME	\$8,000.00	\$8,000.00
001-0620-421-4112	OVERTIME	\$140,000.00	\$140,000.00
	Subtotal	<b>\$148,000.00</b>	<b>\$148,000.00</b>
001-0620-421-4117	HOLIDAY IN-LIEU PAY	\$182,622.00	\$183,300.00
	Subtotal	<b>\$182,622.00</b>	<b>\$183,300.00</b>
001-0620-421-4120	FRINGE BENEFITS	\$2,467,834.00	\$2,986,000.00
	Subtotal	<b>\$2,467,834.00</b>	<b>\$2,986,000.00</b>
	<b>Employee Services Total</b>	<b>\$6,369,692.00</b>	<b>\$6,975,300.00</b>
<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
001-0620-421-4520	COMPENSATED ABSENCES	\$12,748.00	\$55,700.00

	Subtotal	<b>\$12,748.00</b>	<b>\$55,700.00</b>
001-0620-421-4544	VEHICLE REPLACEMENT	\$241,205.00	\$243,513.00
	Subtotal	<b>\$241,205.00</b>	<b>\$243,513.00</b>
001-0620-421-4556	EQUIPMENT REPLACEMENT	\$19,961.00	\$20,301.00
	Subtotal	<b>\$19,961.00</b>	<b>\$20,301.00</b>
	<b>Internal Services Total</b>	<b>\$273,914.00</b>	<b>\$319,514.00</b>

<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
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	\$5,000.00	\$2,500.00
001-0620-421-4240	RANGE/FIREARM PROGRAM	\$10,295.00	\$10,295.00
	Subtotal	<b>\$23,995.00</b>	<b>\$21,495.00</b>
001-0620-421-4246	RADAR/PAS DEVICE REPAIR	\$850.00	\$850.00
	Subtotal	<b>\$850.00</b>	<b>\$850.00</b>
001-0620-421-4251	BOOKING FEES	\$20,000.00	\$10,000.00
001-0620-421-4251	COMMUNITY OVERCOMING RELATIONSHIP ABUSE	\$5,965.00	\$5,965.00
001-0620-421-4251*	CRITICAL REACH SUPPORT FEE	\$435.00	\$435.00
001-0620-421-4251	RANGE FEES	\$3,000.00	\$3,000.00
001-0620-421-4251	STAR VISTA/FIRST CHANCE FACILITY	\$20,061.00	\$20,061.00
	Subtotal	<b>\$49,461.00</b>	<b>\$39,461.00</b>
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	\$145.00
001-0620-421-4253	CALIFORNIA TACTICAL OFFICERS ASSOCIATION	\$30.00	\$30.00

001-0620-421-4253	SAN MATEO COUNTY TRAINING MANAGERS' ASSOCIATION	\$75.00	\$75.00
	Subtotal	<b>\$605.00</b>	<b>\$625.00</b>
001-0620-421-4254*	LOCAL MEETINGS AND TOLLS	\$825.00	\$825.00
	Subtotal	<b>\$825.00</b>	<b>\$825.00</b>
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	<b>\$4,500.00</b>	<b>\$4,500.00</b>
	<b>Services and Supplies Total</b>	<b>\$80,236.00</b>	<b>\$67,756.00</b>
	<b>FIELD OPERATIONS Total</b>	<b>\$6,723,842.00</b>	<b>\$7,362,570.00</b>

POLICE - ADMINISTRATIVE BUREAU Account: 001-0630-421

GENERAL FUND

<i>Employee Services</i>		Approved 2015-2016	Requested 2016-2017
001-0630-421-4110	INVESTIGATOR ON-CALL PAY	\$26,000.00	\$26,000.00
001-0630-421-4110	PERMANENT SALARIES	\$1,917,434.00	\$1,909,100.00
	Subtotal	<b>\$1,943,434.00</b>	<b>\$1,935,100.00</b>
001-0630-421-4111	HOURLY AND PART TIME SALARY	\$22,000.00	\$22,000.00
	Subtotal	<b>\$22,000.00</b>	<b>\$22,000.00</b>
001-0630-421-4112	FOURTH OF JULY OVERTIME	\$2,500.00	\$2,500.00
001-0630-421-4112	OVERTIME	\$59,000.00	\$59,000.00
	Subtotal	<b>\$61,500.00</b>	<b>\$61,500.00</b>
001-0630-421-4117	HOLIDAY IN-LIEU PAY SWORN PERSONNEL	\$37,300.00	\$38,000.00
001-0630-421-4117	HOLIDAY PREMIUM PAY DISPATCH	\$32,322.00	\$32,322.00
	Subtotal	<b>\$69,622.00</b>	<b>\$70,322.00</b>
001-0630-421-4120	FRINGE BENEFITS	\$1,139,113.00	\$1,171,200.00
	Subtotal	<b>\$1,139,113.00</b>	<b>\$1,171,200.00</b>

		<b>Employee Services Total</b>	<b>\$3,235,669.00</b>	<b>\$3,260,122.00</b>
<b><i>Internal Services</i></b>		Approved 2015-2016		Requested 2016-2017
001-0630-421-4520	COMPENSATED ABSENCES	\$6,300.00		\$17,939.00
001-0630-421-4520	COMPENSATED ABSENCES-PUBLIC SAFETY DISPATCHER	\$325.00		\$10,318.00
	Subtotal	<b>\$6,625.00</b>		<b>\$28,257.00</b>
001-0630-421-4544	VEHICLE REPLACEMENT	\$66,644.00		\$69,691.00
	Subtotal	<b>\$66,644.00</b>		<b>\$69,691.00</b>
001-0630-421-4556	EQUIPMENT REPLACEMENT	\$40,118.00		\$25,174.00
	Subtotal	<b>\$40,118.00</b>		<b>\$25,174.00</b>
001-0630-421-4557	INFORMATION TECHNOLOGY SERVICES	\$393,187.00		\$420,958.00
	Subtotal	<b>\$393,187.00</b>		<b>\$420,958.00</b>
001-0630-421-4569	BUILDING MAINTENANCE	\$134,615.00		\$165,239.00
	Subtotal	<b>\$134,615.00</b>		<b>\$165,239.00</b>
<b>Internal Services Total</b>		<b>\$641,189.00</b>		<b>\$709,319.00</b>
<b><i>Services and Supplies</i></b>		Approved 2015-2016		Requested 2016-2017
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	<b>\$4,000.00</b>		<b>\$4,000.00</b>
001-0630-421-4242	POSTAGE	\$2,200.00		\$2,200.00
	Subtotal	<b>\$2,200.00</b>		<b>\$2,200.00</b>
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	<b>\$18,500.00</b>		<b>\$18,500.00</b>
001-0630-421-4246	COMMUNICATIONS CENTER EQUIPMENT	\$1,000.00		\$1,000.00
001-0630-421-4246	FIXED RADIO EQUIP (TEA)	\$22,752.00		\$22,752.00

001-0630-421-4246	HAINES CROSS DIRECTORY	\$770.00	\$770.00
001-0630-421-4246	MOBILE RADIO REPAIR	\$1,100.00	\$1,100.00
001-0630-421-4246	PLAIN PAPER COPIERS (6765 AND 6632)	\$2,000.00	\$2,000.00
001-0630-421-4246	SHREDDER AND FAX	\$500.00	\$500.00
001-0630-421-4246	UPS (BEST POWER INC.)	\$1,000.00	\$1,000.00
001-0630-421-4246	VEHICLE EQUIPMENT MAINTENANCE	\$2,000.00	\$2,000.00
	Subtotal	<b>\$31,122.00</b>	<b>\$31,122.00</b>
001-0630-421-4249	ADVERTISING	\$200.00	\$200.00
001-0630-421-4249	COMMUNITY OUTREACH	\$3,500.00	\$3,500.00
	Subtotal	<b>\$3,700.00</b>	<b>\$3,700.00</b>
001-0630-421-4251	AT & T LANGUAGE LINE	\$500.00	\$500.00
001-0630-421-4251	COPWARE/LEXIPOL (SOFTWARE UPDATES)	\$6,600.00	\$6,655.00
001-0630-421-4251	SAN MATEO COUNTY CRIME LAB FEES	\$27,000.00	\$27,000.00
001-0630-421-4251	SAN MATEO COUNTY INFORMATION SERVICES DIVISION	\$25,000.00	\$25,000.00
001-0630-421-4251*	SAN MATEO COUNTY NARCOTICS TASK FORCE	\$44,343.00	\$45,112.00
001-0630-421-4251	WEB ANALYTICS (CLEAR PLUS)	\$0.00	\$1,900.00
	Subtotal	<b>\$103,443.00</b>	<b>\$106,167.00</b>
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	\$145.00
001-0630-421-4253	CALIFORNIA ASSN OF PROPERTY & EVIDENCE OFFICERS	\$50.00	\$50.00
001-0630-421-4253	CALIFORNIA PEACE OFFICERS' ASSOCIATION 1CPT 2 N/S	\$205.00	\$205.00
001-0630-421-4253	SAN MATEO CO. COMMUNICATIONS MANAGERS ASSOC	\$100.00	\$100.00
	Subtotal	<b>\$674.00</b>	<b>\$694.00</b>
001-0630-421-4254	LOCAL MEETINGS AND TOLLS	\$1,350.00	\$1,350.00
	Subtotal	<b>\$1,350.00</b>	<b>\$1,350.00</b>
001-0630-421-4255	CAPE/CCUG TRAINING	\$1,100.00	\$1,100.00
001-0630-421-4255	CPOA TRAINING SYMPOSIUM (1 Capt)	\$1,500.00	\$1,500.00

001-0630-421-4255	RIMS USERS GROUP CONFERENCE (3 ATTENDEES)	\$3,750.00	\$3,750.00
	Subtotal	<b>\$6,350.00</b>	<b>\$6,350.00</b>
001-0630-421-4265	ADMINISTRATIVE INVESTIGATIVE FUND	\$3,500.00	\$2,500.00
	Subtotal	<b>\$3,500.00</b>	<b>\$2,500.00</b>
	<b>Services and Supplies Total</b>	<b>\$174,839.00</b>	<b>\$176,583.00</b>
	<b>ADMINISTRATIVE BUREAU Total</b>	<b>\$4,051,697.00</b>	<b>\$4,146,024.00</b>

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

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<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
001-0650-421-4251	CROSSING GUARDS	\$21,600.00	\$21,600.00
	Subtotal	<b>\$21,600.00</b>	<b>\$21,600.00</b>
	<b>Services and Supplies Total</b>	<b>\$21,600.00</b>	<b>\$21,600.00</b>
	<b>CROSSING GUARDS Total</b>	<b>\$21,600.00</b>	<b>\$21,600.00</b>

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**POLICE - CHIEF'S OFFICE**      Account: 006-0610-421      **DRUG ABUSE RESISTANCE EDUCATION (DARE)**

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<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
006-0610-421-4251	DRUG ABUSE RESISTANCE EDUCATION (DARE)	\$0.00	\$600.00
	Subtotal	<b>\$0.00</b>	<b>\$600.00</b>
	<b>Services and Supplies Total</b>	<b>\$0.00</b>	<b>\$600.00</b>
	<b>CHIEF'S OFFICE Total</b>	<b>\$0.00</b>	<b>\$600.00</b>

**Police Department Fund - Chief Budget Comparison 001-0610**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Note
4110 Salaries	285,300	291,100	5,800	1
4120 Benefits	150,300	166,000	15,700	2
4520 Compensated Absences	970	4,211	3,241	3
4544 Vehicle Replacement	13,769	13,738	(31)	4
4243 Office Supplies	750	750	-	5
4251 Consulting and Contracting	19,000	19,000	-	6
4253 Membership and Dues	1,125	1,145	20	7
4254 Travel, Conferences, Meetings	1,025	1,025	-	8
4255 Training	1,500	1,500	-	9
<b>Total</b>	<b>473,739</b>	<b>498,469</b>	<b>24,730</b>	

Detailed Analysis:

- Note 1 Salaries-Increase based on projected pay scales.
- Note 2 Benefits-Contractual adjustment to benefit formulas (e.g. CalPERS, workers comp, medical etc.)
- Note 3 Compensated Absences-Increase based on historical usage.
- Note 4 Vehicle Replacement- Increase based on cost of vehicles.
- Note 5 Office supplies-No Change.
- Note 6 Consulting and Contracting-No Change.
- Note 7 Membership and dues-Increase of 60.00 based on 20.00 increase to CPCA dues.
- Note 8 Travel and Conferences-No Change.
- Note 9 Training-No Change.



**Police Department - Field Operations Comparison 001-0620**

Account		Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Note
4110	Salaries	3,571,236	3,658,000	86,764	1
4112	Overtime/Fourth of July Overtime	148,000	148,000	-	2
4117	Holiday Pay	182,622	183,300	678	3
4120	Benefits	2,467,834	2,986,000	518,166	4
4520	Compensated Absences	12,748	55,700	42,952	5
4544	Vehicle Replacement	241,205	243,513	2,308	6
4556	Equipment Replacement	19,961	20,301	340	7
4240	Tools/Equipment	23,995	21,495	(2,500)	8
4246	Maintenance	850	850	-	9
4251	Consulting and Contracting	49,461	39,461	(10,000)	10
4253	Membership and Dues	605	625	20	11
4254	Travel, Conferences, Meetings	825	825	-	12
4255	Training	4,500	4,500	-	13
	<b>Total</b>	<b>6,723,842</b>	<b>7,362,570</b>	<b>638,728</b>	

Detailed Analysis:

- Note 1 Salaries-Increase based on projected pay scales.
- Note 2 Dept. overtime and Fourth of July overtime estimate. No change.
- Note 3 Holiday Pay and Holiday in lieu pay. Increase based on projected pay scales for 2016.
- Note 4 Benefits-Contractual adjustment to benefit formulas (e.g. CalPERS, workers comp, medical etc.)
- Note 5 Compensated Absences-Increase based on historical usage.
- Note 6 Vehicle Replacement-Increase based on cost of vehicles.
- Note 7 Equipment Replacement-Increase based on cost.
- Note 8 Tools and Equipment reduced based on reduction from 5000-2500 for Motor Officer Equipment and training.
- Note 9 Maintenance of equipment and gear-No change.
- Note 10 Consulting and Contracting-There was a net reduction of 7,276 based on decrease of 10,000 on booking fees (from 20,000) and an increase in fees to San Mateo County Narcotics Task Force.
- Note 11 Membership and dues-Increase of 60.00 based on 20.00 increase to CPCA dues.
- Note 12 Travel and Conferences-No Change.
- Note 13 Training-No Change.

**Police Department - Admin Budget Comparison 001-0630**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Note	
4110	Salaries	1,943,434	1,935,100	(8,334)	1
4111	Admin Hourly/Part Time Salaries	22,000	22,000	-	2
4112	Overtime/Fourth of July Overtime	61,500	61,500	-	3
4117	Holiday Pay	69,622	70,322	700	4
4120	Benefits	1,139,113	1,171,200	32,087	5
4520	Compensated Absences	6,625	28,257	21,632	6
4544	Vehicle Replacement	66,644	69,691	3,047	7
4556	Equipment Replacement	40,118	25,174	(14,944)	8
4557	Information Technology Services	393,187	420,958	27,771	9
4569	Building Maintenance	134,615	165,239	30,624	10
4240	Tools/Equipment	4,000	4,000	-	11
4242	Postage	2,200	2,200	-	12
4243	Office Supplies	18,500	18,500	-	13
4246	Maintenance	31,122	31,122	-	14
4249	Community Outreach	3,700	3,700	-	15
4251	Consulting and Contracting	103,443	106,167	2,724	16
4253	Membership and Dues	674	694	20	17
4254	Travel, Conferences, Meetings	1,350	1,350	-	18
4255	Training	6,350	6,350	-	19
4265	Admin Investigation Fund	3,500	2,500	(1,000)	20
	<b>Total</b>	<b>4,051,697</b>	<b>4,146,024</b>	<b>94,327</b>	

Detailed Analysis:

- Note 1 Salaries-Increase based on projected pay scales.
- Note 2 Detective Bureau on call pay. No change.
- Note 3 Dept. overtime and Fourth of July overtime estimate. No change.
- Note 4 Holiday Pay and Holiday in lieu pay. Increase based on projected pay scales for 2016.
- Note 5 Benefits-Contractual adjustment to benefit formulas (e.g. CalPERS, workers comp, medical etc.)
- Note 6 Compensated Absences-Increase based on historical usage.
- Note 7 Vehicle Replacement- Increase based on cost of vehicles.
- Note 8 Equipment Replacement decreased due to removal of dispatch equipment that was no longer necessary and increased life expectancy of other equipment.
- Note 9 Information Technology Services-Increase based on figures provided by IT.
- Note 10 Building Maintenance-Increase based on figures provided by Building Maintenance.
- Note 11 Tools and Equipment - No Change.
- Note 12 Postage-No Change.
- Note 13 Office supplies-No change.
- Note 14 Maintenance of equipment and gear-No change.
- Note 15 Community Outreach-No Change.
- Note 16 Line item added for Web Analytics which was taken from Training budget (4255).
- Note 17 Membership and dues-Increase of 60.00 based on 20.00 increase to CPCA dues.
- Note 18 Travel and Conferences-No Change.
- Note 19 Training-No Change.
- Note 20 Decrease due to reduction in Admin Investigations due to removal of Web Analytics (4251).

**Police Department - Crossing Guard Comparison 001-0640**

Account	Approved FY 2015-	Requested FY 2016-	Increase (Decrease)	Note
	16	17		
4251 Consulting and Contracting	21,600	21,600	-	1
Total	21,600	21,600	-	

Detailed Analysis:

Note 1 Consulting and Contracting-No Change.

**Police Department - Drug Abuse Resistance Education (DARE) - 006**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Note
4251 DRUG ABUSE RESISTANCE EDUCATION (DARE)	-	600	600	1
Total	-	600	600	

Detailed Analysis:

Note 1 DARE (Drug Abuse Resistance Education) programming from grant received from the San Mateo Narcotic Task Force.

# 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	14-15	15-16	16-17
<b>Full-Time Employees</b>			
FIRE CHIEF <sup>1</sup>	0.0	0.0	0.0
DEPUTY FIRE CHIEF <sup>1</sup>	0.0	1.0	0.0
ADMIN BATTALION CHIEF <sup>1</sup>	1.0	1.0	1.0
BATTALION CHIEF <sup>1</sup>	2.0	1.0	2.0
FIRE CAPTAIN <sup>2</sup>	9.0	8.0	8.0
FIREFIGHTER	21.0	21.0	21.0
FIRE MARSHAL <sup>3</sup>	1.0	0.0	0.0
DEPUTY FIRE MARSHAL <sup>3</sup>	0.0	0.0	0.0
FIRE INSPECTOR II <sup>3</sup>	0.0	0.0	0.0
EMERGENCY PREPAREDNESS COORDINATOR <sup>4</sup>	0.0	0.0	0.0
MANAGEMENT COORDINATOR	1.0	1.0	1.0
ADMINISTRATIVE SECRETARY	1.0	1.0	1.0
<b>Total Full-Time Employees</b>	<b>36.0</b>	<b>34.0</b>	<b>34.0</b>

<b>Part-Time Employees</b>			
CERT INTERN	0.5	0.5	0.5
STUDENT INTERN II <sup>5</sup>	0.0	0.0	0.0
CLERICAL ASSISTANT	0.5	0.5	0.5
<b>Total Part-Time Employees</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b>TOTAL EMPLOYEES</b>	<b>37.0</b>	<b>35.0</b>	<b>35.0</b>

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

<sup>2</sup> One Captain FTE position was eliminated in FY 2014-15 as a result of our joint staffed shared truck. This FTE position is staffed and funded by Belmont Fire Protection District.

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

<sup>4</sup> The Emergency Preparedness Coordinator is shared with the City of San Mateo, with Foster City funding 33.3% of the position.

<sup>5</sup> Student Intern II is a shared part-time position with the City of San Mateo, with Foster City funding 33.3% of the position.

## MISSION STATEMENT

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

## VALUES

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

## **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 Fiscal Year 2016-2017, the Fire Department will focus on the following initiatives:

### **Emergency Preparedness**

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

- Activate the Emergency Operations Center (EOC) for smaller events or drills and include Line Staff to increase their knowledge and skills.
- Address the needs of our diverse population in regards to Emergency Preparedness.
- Develop and execute a 2-year Emergency Preparedness Work Plan which will include City-wide Incident Command System (ICS) Training.
- Implement and complete project plan for the 2016 Local Hazard Mitigation Plan (LHMP).
- Revise the Continuity of Operations Plan (COOP).
- Standardize EOC operations within the Shared Services model.
- Work with the San Mateo Emergency Managers Association to create a standardized countywide template for an Emergency Operations Plan based on the County Office of Emergency Services (OES) Emergency Operations Plan (EOP).
- Coordinate with business community on a Business Emergency Preparedness & Resiliency program for small / medium sized businesses.

- Maintain relationships with the San Mateo County Office of Emergency Services when needed on major or significant events.
- Evaluate and implement appropriate emergency management and geographic information service (GIS) technologies for use in all four phases of the emergency management cycle.

### **Community Emergency Response Team (CERT)**

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

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

### **Leadership and Professional Development**

**The Foster City Fire Department strives to seek opportunities for leadership and offer professional development, training and guidance for its employees by exemplifying leadership at all levels of the organization.**

- Identify and create career paths to complement professional development efforts.

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

### **Training**

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

- Ensure all line staff is meeting the mandated state and federal training requirements.
- Continue the use of the “web-based” Training Programs offering interactive, individual training courses, through Target Solutions.
- Offer a tabletop training program for incident command for Acting Captains, Fire Captains, and Acting Battalion Chiefs.
- Standardize all training manuals across the Shared Services organization to provide consistent training and testing.
- Continue to participate in cadet program to provide training, mentoring and evaluation of cadets.

- Offer Fire Officer and Chief Officer Certification classes through collaboration with our Joint In-House Training Work Group.

### **Committed and Engaged**

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

- Create an environment that encourages loyalty, ownership and participation.
- Continue to encourage attendance at our All Officer meetings (three times a year) for training and team building with shared services agencies to further build relationships.
- Standardize policies and procedures when applicable with our partner agencies.
- Encourage Foster City personnel to attend and participate in FACT (Fire Action Consensus Team) with San Mateo Fire.
- Maintain and evaluate all staff assignments currently held in the department to increase effectiveness and assure fiscal responsibility.
- Select and use a system to accurately track the progress of department projects.
- Look for opportunities in technology to provide better service, interact and communicate with our citizens and provide information in the event of an emergency.

### **Fire Operations**

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



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

### **Fire Administration**

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

- Provide exceptional customer service to internal and external stakeholders.
- Develop and promote a standard of excellence in administration based on the values of professionalism, integrity, personal responsibility, and service.
- Continue to seek shared services opportunities.

- Promote a culture that clearly recognizes and values the role of administration staff as partners in the success of the department's core mission.
- Assist and prepare the annual budget, payroll, appropriate billing, and associated functions.
- Support our public education program and schedule tours and events.
- Maintain all public records in compliance with the City's records retention program.
- Assist staff with scheduling, staff reports, special studies, annual report development and other projects.

### **Fire Prevention**

**The Fire Prevention Division works to reduce the factors which contribute to the cause and spread of fire by consulting with the public, educating citizens and businesses about emergency preparedness, issuing permits, checking plans, and inspecting for fire code compliance.**

- Enhance and improve the scope to our electronic all risk pre-fire plan program and delivery system.
- Deliver fire prevention and outreach programs that provide citizens with information to reduce and prevent injury, maintain life safety in all buildings and reduce the occurrence of fires.
- Inspect buildings for life safety and fire code compliance.
- Inspect / test fire suppression and life safety systems.
- Represent Fire Prevention at meetings and comment on behalf of the Fire Department's interest.
- Provide detailed fire / life safety review of plans on all submitted projects.

- Maintain supportive and professional relationships with other departments.
- Provide technical support and information to fire suppression personnel.
- Recommend amendments and facilitate the adoption of the tri-annual California Fire Code adoption process.
- Explore full cost recovery for Fire Prevention services.
- Develop Fire Inspection video training program.

### **KEY INITIATIVES COMPLETED**

- In 2015, the Fire Department responded to 1811 calls for service, 1296 of which were medical in nature. The Fire Department continues to achieve a 98% JPA compliance response rate for medical responses. This means that we respond to medical calls within 6 minutes, 59 seconds, as defined in the contract, 98% of the time.
- The Fire Chief, Deputy Chief, Administrative Battalion Chief, and three Operational Battalion Chief positions continued to be shared between the City of San Mateo and the City of Foster City under an agreement for shared fire services, with Foster City funding 33.3% of these positions.
- The Belmont Fire Protection District contracted for 24-hour Battalion Chief service, an Administrative Battalion Chief and a Fire Chief with the City of Foster City and the City of San Mateo.
- Foster City, San Mateo and Belmont Fire Department Chief Officers continue to hold monthly command staff meetings to discuss and enhance day-to-day operations for all cities. Larger meetings consisting of 50+ Foster

City, San Mateo and Belmont Officers occur three times each year.

- In September, 2015 Foster City, Belmont and San Mateo conducted San Mateo County's first ever Fire Ops 101. The one day fire ground orientation program, developed by the International Association of Firefighters, puts invited civic leaders and elected public officials through various fire ground and EMS scenarios that firefighters experience on a daily basis. The intent of the program is for participants to feel the heat, stress and physical demands of the job as well as understanding of equipment, staffing levels and training firefighters require to be effective in keeping fire personnel and citizens safe. Fire Ops 101 was put on by over 35 off duty firefighters who volunteered from Foster City, Belmont, San Mateo and the Central County Fire Training Division.
- Foster City Fire personnel responded, as part of the California's Mutual Aid Response, to 15 separate fire incidents throughout the state during what was arguably one of the driest years on record. Crews responded to the devastating Valley Fire in Lake County, helping to protect lives and property.
- In September 2015, the State requested Emergency Managers Mutual Aid to support Lake County's Emergency Operations Center's response to the Valley Fire. The Foster City Emergency Preparedness Coordinator served in the Lake County EOC as Advanced Planning Unit Leader.
- 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 Local Hazard Mitigation Planning process began in Fiscal Year 2014-2015 to revise Foster City's Local Hazard Mitigation Plan. A multi-departmental planning team was assembled in each city. Members of the planning teams participated in three regional workshops offered by the Association of Bay Area Governments and one workshop by the California Governor's Office of Emergency Services, Hazard Mitigation Division. Plan development will continue and draft plans will be submitted to CalOES in advance of the expiration date. Robust public engagement efforts led to a Public Workshops held in Foster City on November, 2015 attended by 27 community members.
- The Foster City Fire and Police Departments opened their doors to the public at their annual Open House in October, 2015. All residents were invited to come by for a fun-filled and informative trip through the Fire and Police stations. In addition to station tours and the chance to see the tools that are used by firefighters and police officers, there were many displays, demonstrations and information on fire safety and emergency preparedness. In addition, Paramedics performed free blood pressure checks. Also, City Hall Department Heads gave tours of City Hall and the Council Chambers.
- 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 Department continued 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 820 CERT members by the end of Fiscal Year 2015-2016, with over 400 members staying active in their community.
- We built on the pilot Business Emergency Response Training (BERT) program with national pharmaceutical leader, Gilead Sciences. BERT is designed to train local businesses in emergency preparedness and resiliency, while our community benefits from the additional trained CERT Members. The Fire Department has trained 35 Gilead Sciences employees. These trained CERT members will respond to Gilead first, if at work when the disaster strikes, or their home community and can also respond with the Foster City CERT Community, as part of Neighborhood 1.
- In April 2015, 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 IX. CERT Members canvassed Foster City neighborhoods and distributed emergency preparedness flyers to over 1900 homes in less than 2 & a half hours.



- The Fire Department administered our CERT continuing education program for our residents who have already completed the basic course. Continuing education for CERT includes: Incident Command, Fire Extinguisher, Terrorism and Weapons of Mass Destruction, Utilities, Search and Rescue, Triage, Disaster Medical, Disaster Psychology and Disaster Preparedness. We also provide expanded training classes that are not included in the Citizen Corp CERT curriculum. These include: Pet Preparedness, Ham Radio Communications, Family Radio Service (FRS)/General Mobile Radio Service (GMRS) Radio Communications, CERT Leadership, Moulage, Shelter Management, and Earthquake 101. We also conduct large scale drills and exercises to keep our CERT's prepared.
- The Operations Divisions completed a truck relocation pilot study to evaluate responses into all three communities (Foster City, San Mateo & Belmont). City Council approved our recommendation for an enhanced joint staffed (Belmont and Foster City) Truck Company. The enhanced truck increases staffing from (3) personnel

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

- The Administration Division continued to administer the Vehicle and Residential lockout program generating revenue for the City.
- In Fiscal Year 2014-2015, after the Foster City Fire Marshal retired, the City Council approved contracting with the City of San Mateo for Fire Prevention services. The San Mateo Fire Marshal became the joint Fire Marshal serving both San Mateo (90%) and Foster City (10%). The Fire Marshal provides management oversight of the prevention bureau. The City of San Mateo also hired a Deputy Fire Marshal assigned to Foster City (100%). Additionally, Foster City will continue to contract for Fire Inspector II services with the City of San Mateo on an as needed basis (up to 50%).
- The Fire Prevention Division conducted plan reviews and construction approvals on several high profile property development and redevelopment projects.
- Fire Department is in its fifth year as part of the Central San Mateo County Training Division. The Department continues to train on a daily basis with other San Mateo County fire agencies. This inter-agency relationship allows us to accomplish day-to-day training requirements in an expanded and quality manner, providing resources that are not available in a single agency. An added benefit to our organization as a member of this Training Group is that our personnel were eligible and competed

for a Captain position assigned to the training division as a benefit to our participation in the division.

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

## ***INITIATIVES & SERVICE LEVEL EXPECTATIONS DURING FISCAL YEAR 2016-2017***

Service levels to the residents remained high and will continue to remain high in Fiscal Year 2016-2017

### 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 \$23,000. 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 \$29,000. This position supports the city's efforts in community and employee preparedness.

### Fire Prevention

- Foster City will continue to contract Fire Prevention services with the City of San Mateo for Fire Marshal and Deputy Fire Marshal services.
- Foster City and San Mateo Fire Prevention Divisions will continue to share a Fire Inspector II position.

### Fire Operations

- In Fiscal Year 2016-2017, we will continue to explore opportunities for additional shared services. We will focus on maintaining exceptional customer service while remaining fiscally responsible. We will use proactive and outside the box leadership to think of new and different ways of doing things.
- Update our reserve apparatus fleet when new equipment is placed into service and salvage our current reserve equipment.

### Emergency Preparedness

- In Fiscal Year 2015-2016, the Emergency Preparedness budget was transferred from the City Manager's Department to the Fire Department.

## **CHANGES IN FINANCIAL RESOURCES REQUIRED**

### **Personnel**

- The shared Fire Command staff, including the Fire Chief, Deputy Chief, Administrative Battalion Chief, and three Operational Battalion Chief positions, will continue to be funded 33.3% by Foster City.
- 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 \$111,422 for Fiscal Year 2016-2017.
- The San Mateo Fire Department will reimburse the City of Foster City \$124,230 for shared truck service as part of our shared truck agreement.
- The Belmont Fire Protection District will reimburse the City of Foster City for \$16,436 for a shared portion of our Training Costs related to Truck personnel.
- The total reimbursement revenue from shared services in Fiscal Year 2016-2017 will be approximately \$252,088. This projection may be adjusted due to changes in the employee ratio between San Mateo and Foster City. However, the City will still realize salary savings from any changes.
- Funding was removed for a full time Firefighter position (1 FTE) due to a budgeting omission. This authorized FTE position needs to be funded in Fiscal Year 2016-2017 for an increase of \$201,229.
- The City of Foster City will continue to contract with the City of San Mateo for Fire Prevention services which includes a Fire Marshal, providing division oversight and a Deputy Fire Marshal for \$260,960 in Fiscal Year 2016-2017.
- Fire will continue to share (up to 50%) a Fire Inspector II position with San Mateo Fire Department in an amount not to exceed \$101,851.
- Fire will continue to share (33%) of an Emergency Preparedness Coordinator position with the City of San Mateo at an annual cost of \$54,879.

# FCFD FY 16/17

Foster City Employees

Shared San Mateo Employees

Shared Foster City Employees

Shared San Mateo  
Fire Chief  
(FC – SM – Bel)

Shared San Mateo  
Eprep Coordinator  
(FC – SM)

Shared Foster City  
Deputy Fire Chief  
(FC – SM)

Shared San Mateo  
Battalion Chief  
(FC – SM – Bel)

Shared San Mateo  
Battalion Chief  
(FC – SM – Bel)

Shared Foster City  
Battalion Chief  
(FC – SM – Bel)

Shared Foster City  
Admin Battalion  
(FC – SM – Bel)

Fire  
Marshal  
(FC-SM)

Management  
Coordinator  
(FC)

Truck (4)  
(FC)

Truck (4)  
(FC)

Truck (3)  
(FC)

Shared San Mateo  
Deputy Fire Marshal  
(FC)

Administrative  
Secretary  
(FC)

Engines (6)  
(FC)

Engines (6)  
(FC)

Engines (6)  
(FC)

Shared San Mateo  
Fire Inspector  
(FC – SM)

Clerical  
Assistant – PT  
(FC)

CERT Intern - PT  
(FC)

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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	\$ 1,050,012	\$ 1,050,012	\$ 1,191,477
PREVENTION	-	-	-
TRAINING / OPERATIONS	7,316,427	7,316,427	8,030,366
DISASTER PREPAREDNESS	52,185	52,185	56,366
<b>TOTAL FOR FIRE</b>	<b>\$ 8,418,624</b>	<b>\$ 8,418,624</b>	<b>\$ 9,278,209</b>



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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 6,940,397	\$ 6,940,397	\$ 7,585,159
SERVICES AND SUPPLIES	728,906	728,906	772,552
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	7,669,303	7,669,303	8,357,711
INTERNAL SERVICES	771,685	771,685	944,654
Subtotal (Total Department Expenses before Reallocations)	8,440,988	8,440,988	9,302,365
REALLOCATIONS	(22,364)	(22,364)	(24,156)
<b>TOTAL FOR FIRE</b>	<b>\$ 8,418,624</b>	<b>\$ 8,418,624</b>	<b>\$ 9,278,209</b>

## DETAIL LINE ITEM REPORT

FIRE - ADMINISTRATION    Account: 001-0710-422

GENERAL FUND

<i>Employee Services</i>	Approved 2015-2016	Requested 2016-2017
001-0710-422-4110 PERMANENT SALARIES	\$324,925.00	\$338,814.00
Subtotal	<b>\$324,925.00</b>	<b>\$338,814.00</b>
001-0710-422-4111* CLERICAL ASSISTANT	\$11,200.00	\$22,927.00
001-0710-422-4111 PART-TIME CERT INTERN	\$24,975.00	\$29,970.00
Subtotal	<b>\$36,175.00</b>	<b>\$52,897.00</b>
001-0710-422-4120 FRINGE BENEFITS	\$184,479.00	\$202,236.00
Subtotal	<b>\$184,479.00</b>	<b>\$202,236.00</b>
<b>Employee Services Total</b>	<b>\$545,579.00</b>	<b>\$593,947.00</b>

<i>Internal Services</i>	Approved 2015-2016	Requested 2016-2017
001-0710-422-4520 COMPENSATED ABSENCES	\$1,137.00	\$5,082.00
Subtotal	<b>\$1,137.00</b>	<b>\$5,082.00</b>
001-0710-422-4544 VEHICLE REPLACEMENT	\$0.00	\$44,151.00
Subtotal	<b>\$0.00</b>	<b>\$44,151.00</b>
001-0710-422-4557 INFORMATION TECHNOLOGY SERVICES	\$98,570.00	\$116,851.00
Subtotal	<b>\$98,570.00</b>	<b>\$116,851.00</b>
001-0710-422-4569 BUILDING MAINTENANCE	\$8,159.00	\$10,585.00
Subtotal	<b>\$8,159.00</b>	<b>\$10,585.00</b>
<b>Internal Services Total</b>	<b>\$107,866.00</b>	<b>\$176,669.00</b>

<i>Services and Supplies</i>	Approved 2015-2016	Requested 2016-2017
001-0710-422-4240 CERT BACKPACKS	\$4,000.00	\$4,000.00
001-0710-422-4240 CERT MATERIALS	\$6,000.00	\$7,000.00

001-0710-422-4240	OFFICE FURNITURE	\$750.00	\$1,000.00
001-0710-422-4240	PROMOTIONAL MATERIALS	\$0.00	\$1,500.00
	Subtotal	<b>\$10,750.00</b>	<b>\$13,500.00</b>
001-0710-422-4241	PAPER/COPY SUPPLIES	\$3,000.00	\$3,000.00
	Subtotal	<b>\$3,000.00</b>	<b>\$3,000.00</b>
001-0710-422-4242	GENERAL POSTAGE	\$500.00	\$500.00
	Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
001-0710-422-4243	GENERAL OFFICE SUPPLIES	\$4,500.00	\$4,500.00
001-0710-422-4243	SHARED SERVICES SUPPLIES	\$4,000.00	\$6,000.00
	Subtotal	<b>\$8,500.00</b>	<b>\$10,500.00</b>
001-0710-422-4246	CERT RADIOS / BATTERIES	\$0.00	\$500.00
001-0710-422-4246	DASHBOARD FIREVIEW	\$1,100.00	\$1,100.00
001-0710-422-4246	FIRST ON SCENE	\$1,450.00	\$3,150.00
001-0710-422-4246	LEXIPRO	\$2,000.00	\$0.00
001-0710-422-4246	OFFICE MACHINE MAINTENANCE	\$500.00	\$1,000.00
001-0710-422-4246	TELESTAFF	\$2,700.00	\$2,700.00
	Subtotal	<b>\$7,750.00</b>	<b>\$8,450.00</b>
001-0710-422-4251	BACKGROUND INVESTIGATIONS	\$1,000.00	\$2,500.00
001-0710-422-4251	FIRE PREVENTION CONTRACT	\$354,367.00	\$362,811.00
001-0710-422-4251	LEGAL SERVICES	\$1,000.00	\$1,000.00
001-0710-422-4251	SHARED STUDENT INTERN II POSITION	\$0.00	\$7,400.00
	Subtotal	<b>\$356,367.00</b>	<b>\$373,711.00</b>
001-0710-422-4253	FIRE CODE UPDATES	\$1,000.00	\$1,000.00
001-0710-422-4253	PROFESSIONAL PUBLICATIONS	\$200.00	\$200.00
001-0710-422-4253	SM COUNTY FIRE CHIEF ASSOC	\$1,000.00	\$1,000.00
	Subtotal	<b>\$2,200.00</b>	<b>\$2,200.00</b>
001-0710-422-4254	CONFERENCES AND MEETINGS	\$1,000.00	\$1,000.00
001-0710-422-4254	MISCELLANEOUS	\$500.00	\$500.00
	Subtotal	<b>\$1,500.00</b>	<b>\$1,500.00</b>

001-0710-422-4255	SHARED SERVICES TRAINING	\$4,000.00	\$5,000.00
001-0710-422-4255	TRAINING	\$2,000.00	\$2,500.00
	Subtotal	<b>\$6,000.00</b>	<b>\$7,500.00</b>
	<b>Services and Supplies Total</b>	<b>\$396,567.00</b>	<b>\$420,861.00</b>
	<b>ADMINISTRATION Total</b>	<b>\$1,050,012.00</b>	<b>\$1,191,477.00</b>

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

<i>Employee Services</i>		Approved 2015-2016	Requested 2016-2017
001-0730-422-4110	PERMANENT SALARIES	\$3,451,380.00	\$3,613,863.00
	Subtotal	<b>\$3,451,380.00</b>	<b>\$3,613,863.00</b>
001-0730-422-4112	GENERAL OVERTIME	\$330,560.00	\$360,370.00
	Subtotal	<b>\$330,560.00</b>	<b>\$360,370.00</b>
001-0730-422-4116	FLSA	\$54,186.00	\$57,238.00
001-0730-422-4116	TRAINING OVERTIME	\$20,000.00	\$20,000.00
	Subtotal	<b>\$74,186.00</b>	<b>\$77,238.00</b>
001-0730-422-4117	HOLIDAY PAY	\$156,511.00	\$164,799.00
	Subtotal	<b>\$156,511.00</b>	<b>\$164,799.00</b>
001-0730-422-4120	FRINGE BENEFITS	\$2,382,181.00	\$2,774,942.00
	Subtotal	<b>\$2,382,181.00</b>	<b>\$2,774,942.00</b>
	<b>Employee Services Total</b>	<b>\$6,394,818.00</b>	<b>\$6,991,212.00</b>

<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
001-0730-422-4520	COMPENSATED ABSENCES	\$12,080.00	\$54,208.00
	Subtotal	<b>\$12,080.00</b>	<b>\$54,208.00</b>
001-0730-422-4544	VEHICLE REPLACEMENT	\$320,725.00	\$311,931.00

		Subtotal	<b>\$320,725.00</b>	<b>\$311,931.00</b>
001-0730-422-4556	EQUIPMENT REPLACEMENT		\$84,229.00	\$85,499.00
		Subtotal	<b>\$84,229.00</b>	<b>\$85,499.00</b>
001-0730-422-4569	BUILDING MAINTENANCE		\$233,681.00	\$303,185.00
		Subtotal	<b>\$233,681.00</b>	<b>\$303,185.00</b>
		<b>Internal Services Total</b>	<b>\$650,715.00</b>	<b>\$754,823.00</b>

<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
001-0730-422-4240	ALS ROLLING STOCK	\$2,000.00	\$2,000.00
001-0730-422-4240	BLS SUPPLIES	\$3,000.00	\$3,000.00
001-0730-422-4240	CPR MANUALS	\$2,000.00	\$2,000.00
001-0730-422-4240	HOSE	\$6,000.00	\$6,000.00
001-0730-422-4240	KITCHEN SUPPLIES	\$1,000.00	\$1,000.00
001-0730-422-4240	LINEN SUPPLIES	\$1,000.00	\$1,000.00
001-0730-422-4240	MATTRESSES & DAYROOM CHAIRS	\$1,500.00	\$1,500.00
001-0730-422-4240	SAFETY UNIFORMS	\$26,220.00	\$26,220.00
001-0730-422-4240	WILDLAND EQUIPMENT	\$1,800.00	\$1,800.00
		Subtotal	<b>\$44,520.00</b>
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	\$2,000.00	\$2,000.00
		Subtotal	<b>\$4,300.00</b>
001-0730-422-4245	ADAPTERS	\$200.00	\$200.00
001-0730-422-4245	BATTERIES	\$1,000.00	\$1,000.00
001-0730-422-4245	CHAINSAWS	\$0.00	\$1,500.00
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	\$1,500.00

001-0730-422-4245	HAZMAT SUPPLIES	\$600.00	\$600.00
001-0730-422-4245	MISCELLANEOUS	\$1,500.00	\$1,500.00
001-0730-422-4245	SALVAGE COVERS	\$200.00	\$200.00
001-0730-422-4245	SPECIAL OPERATIONS EQUIPMENT	\$7,000.00	\$7,000.00
	Subtotal	<b>\$11,765.00</b>	<b>\$14,015.00</b>
001-0730-422-4246*	AED	\$1,000.00	\$1,000.00
001-0730-422-4246	AIR CASCADE SYSTEM	\$1,500.00	\$1,500.00
001-0730-422-4246	AIR TESTING	\$400.00	\$400.00
001-0730-422-4246	BOAT MOTOR	\$1,000.00	\$1,000.00
001-0730-422-4246	BREATHING APPARATUS	\$5,000.00	\$5,000.00
001-0730-422-4246	BUILDING MAINTENANCE	\$1,500.00	\$2,000.00
001-0730-422-4246	CERT TRAILER MAINTENANCE	\$500.00	\$500.00
001-0730-422-4246	EXTINGUISHERS	\$550.00	\$550.00
001-0730-422-4246	GAS MONITORING EQUIP. MAINT.	\$2,000.00	\$2,000.00
001-0730-422-4246	HAND TOOLS	\$350.00	\$350.00
001-0730-422-4246	LADDER TESTING	\$1,000.00	\$1,000.00
001-0730-422-4246	LADDERS	\$1,000.00	\$1,000.00
001-0730-422-4246	LIGHT EQUIPMENT	\$100.00	\$100.00
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	\$2,800.00	\$2,800.00
001-0730-422-4246	SCBA EQUIP CALIBRATION	\$1,150.00	\$1,150.00
001-0730-422-4246	THERMAL IMAGING CAMERA MAINT.	\$2,000.00	\$2,000.00
001-0730-422-4246	TRAINING PROP	\$600.00	\$3,100.00
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	<b>\$35,900.00</b>	<b>\$38,900.00</b>

001-0730-422-4251	ALS CERTIFICATION	\$3,000.00	\$3,000.00
001-0730-422-4251	EMT/DEFIB RECERTIFICATION	\$3,000.00	\$3,000.00
001-0730-422-4251	JPA CAD LINK	\$3,700.00	\$3,700.00
001-0730-422-4251	JPA DATA LINK	\$1,430.00	\$1,430.00
001-0730-422-4251	JPA TEA CONTRACT	\$3,800.00	\$3,800.00
001-0730-422-4251	PSC CAD LICENSES	\$500.00	\$500.00
001-0730-422-4251	SAN MATEO COUNTY PAGERS	\$1,500.00	\$1,500.00
001-0730-422-4251	TB TESTING	\$560.00	\$560.00
	Subtotal	<b>\$17,490.00</b>	<b>\$17,490.00</b>
001-0730-422-4253	SMCTO	\$375.00	\$375.00
	Subtotal	<b>\$375.00</b>	<b>\$375.00</b>
001-0730-422-4254	SHARED OPS MEETINGS	\$1,500.00	\$2,000.00
001-0730-422-4254	TRAVEL & MEETINGS	\$340.00	\$1,000.00
	Subtotal	<b>\$1,840.00</b>	<b>\$3,000.00</b>
001-0730-422-4255	CENTRAL COUNTY TRAINING	\$127,704.00	\$134,731.00
001-0730-422-4255	MUTUAL AID WILDLAND	\$1,500.00	\$1,500.00
001-0730-422-4255	OPERATIONAL TRAINING	\$5,500.00	\$5,500.00
001-0730-422-4255	WELLNESS TESTING	\$20,000.00	\$20,000.00
	Subtotal	<b>\$154,704.00</b>	<b>\$161,731.00</b>
	<b>Services and Supplies Total</b>	<b>\$270,894.00</b>	<b>\$284,331.00</b>
	<b>TRAINING/OPERATIONS Total</b>	<b>\$7,316,427.00</b>	<b>\$8,030,366.00</b>

<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
001-0740-422-4544	VEHICLE REPLACEMENT	\$10,947.00	\$10,863.00
	Subtotal	<b>\$10,947.00</b>	<b>\$10,863.00</b>
001-0740-422-4556	EQUIPMENT REPLACEMENT	\$2,157.00	\$2,299.00
	Subtotal	<b>\$2,157.00</b>	<b>\$2,299.00</b>
	<b>Internal Services Total</b>	<b>\$13,104.00</b>	<b>\$13,162.00</b>
<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
001-0740-422-4243	OFFICE SUPPLIES	\$1,000.00	\$1,000.00
	Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
001-0740-422-4251	OES / EMERGENCY SERVICES JPA	\$57,945.00	\$63,160.00
001-0740-422-4251	OES / JPA Air Truck	\$0.00	\$700.00
	Subtotal	<b>\$57,945.00</b>	<b>\$63,860.00</b>
001-0740-422-4255	TRAINING	\$2,500.00	\$2,500.00
	Subtotal	<b>\$2,500.00</b>	<b>\$2,500.00</b>
	<b>Services and Supplies Total</b>	<b>\$61,445.00</b>	<b>\$67,360.00</b>
<i>Reallocation</i>		Approved 2015-2016	Requested 2016-2017
001-0740-422-4496	ALLOCATION OF EXPENSES TO WATER	(\$11,182.00)	(\$12,078.00)
	Subtotal	<b>(\$11,182.00)</b>	<b>(\$12,078.00)</b>
001-0740-422-4497	ALLOCATION OF EXPENSES TO WASTEWATER	(\$11,182.00)	(\$12,078.00)
	Subtotal	<b>(\$11,182.00)</b>	<b>(\$12,078.00)</b>
	<b>Reallocation Total</b>	<b>(\$22,364.00)</b>	<b>(\$24,156.00)</b>
	<b>DISASTER PREPAREDNESS Total</b>	<b>\$52,185.00</b>	<b>\$56,366.00</b>



**Fire - Administration - 001-0710**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes	
4110	Permanent Salaries	324,925	338,814	13,889	1
4111	Part-Time Salaries	36,175	52,897	16,722	2
4120	Fringe Benefits	184,479	202,236	17,757	3
4520	Compensated Absences	1,137	5,082	3,945	4
4544	Vehicle Replacement	-	44,151	44,151	5
4520	Info Tech Services	98,570	116,851	18,281	6
4520	Building Maintenance	8,159	10,585	2,426	7
4240	Department Special Supplies	10,750	13,500	2,750	8
4241	Copy Expense	3,000	3,000	-	9
4242	Postage Expense	500	500	-	10
4243	General Office Supplies	8,500	10,500	2,000	11
4246	Maintenance	7,750	8,450	700	12
4251	Contractual	356,367	373,711	17,344	13
4253	Memberships, Dues, Subscriptions	2,200	2,200	-	14
4254	Travel & Meetings	1,500	1,500	-	15
4255	Training	6,000	7,500	1,500	16
	<b>Total</b>	<b>1,050,012</b>	<b>1,191,477</b>	<b>141,465</b>	

Detailed Analysis:

- Note 1 Increase based on contractual COLA 2%.
- Note 2 Changes in Part-Time Compensation for Intern position; anticipating increases in Clerical Assistant compensation in FY 16-17
- Note 3 Contractual adjustment to benefits formulas (e.g. CalPERS, Workers Compensation, Medical, etc).
- Note 4 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 5 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 6 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 7 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 8 Funds needed to update aging office chairs and to replace aging CERT equipment. Promotional items added to support Fire Prevention.
- Note 9 No change
- Note 10 No change
- Note 11 Additional funds to support shared services general supplies.
- Note 12 Additional funds needed to replace aging office machine equipment. Adding line item for replacement of CERT batteries / radios. Addition of "First OnScene" software maintenance costs. Elimination of "Lexipro" software maintenance costs.
- Note 13 Increase in background investigation costs due to increased employment background checks. Increase in Fire Prevention contract due to San Mateo increased employee costs. This account may need to be increased based on changes in shared services employee ratio due to retirements.
- Note 14 No change
- Note 15 No change
- Note 16 Increased training costs for command staff.

**Fire - Operations - 001-0730**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4110 Permanent Salaries	3,451,380	3,613,863	162,483	1
4112 Overtime	330,560	360,370	29,810	2
4116 FLSA Mandate / Training	74,186	77,238	3,052	3
4117 Holiday Pay	156,511	164,799	8,288	4
4120 Fringe Benefits	2,382,181	2,774,942	392,761	5
4520 Compensated Absences	12,080	54,208	42,128	6
4544 Vehicle Replacement	320,725	311,931	(8,794)	7
4556 Info Tech Services	84,229	85,499	1,270	8
4569 Building Maintenance	233,681	303,185	69,504	9
4240 Department Special Supplies	44,520	44,520	-	10
4243 General Office Supplies	4,300	4,300	-	11
4245 Tools & Equipment	11,765	14,015	2,250	12
4246 Maintenance	35,900	38,900	3,000	13
4251 Contractual	17,490	17,490	-	14
4253 Memberships, Dues, Subscriptions	375	375	-	15
4254 Travel & Meetings	1,840	3,000	1,160	16
4255 Training	154,704	161,731	7,027	17
<b>Total</b>	<b>7,316,427</b>	<b>8,030,366</b>	<b>713,939</b>	

Detailed Analysis:

- Note 1 Funding was removed for a full time Firefighter position (1 FTE) due to a budgeting error in FY 15-16. This FTE position needs to be funded in FY 16-17. Merit/Step Increase & 2% COLA
- Note 2 Contractual adjustment to benefits formulas (e.g. CalPERS, Workers Compensation, Medical etc). Expenditure may increase based on IAFF negotiations.
- Note 3 Contractual adjustment to benefits formulas (e.g. CalPERS, Workers Compensation, Medical etc). Expenditure may increase based on IAFF negotiations.
- Note 4 Contractual adjustment to benefits formulas (e.g. CalPERS, Workers Compensation, Medical etc). Expenditure may increase based on IAFF negotiations.
- Note 5 Contractual adjustment to benefits formulas (e.g. CalPERS, Workers Compensation, Medical etc). Expenditure may increase based on IAFF negotiations.
- Note 6 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget. This account may increase based on IAFF negotiations.
- Note 7 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 8 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 9 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 10 No change
- Note 11 No change
- Note 12 Addition of line item "Chainsaws" to allow for annual purchase of (1) chainsaw due to decreased service life and more frequent failures. Additional funding for "Foam" line item due to increased costs.
- Note 13 Increase to "Building Maintenance" line item based on replacing aging miscellaneous fire station equipment. Increase to "Training Prop" to purchase additional roofing material and supplies to support training operations.
- Note 14 No change
- Note 15 No change
- Note 16 Additional funds for "Shared Operations Meetings" to cover Foster City's share of expenses for tri-city meetings. Additional funds for travel & meetings to support Fire Operations employees.
- Note 17 Contractual increase based on contract with the Central County Fire Training Division.

**Fire -Emergency Preparedness - 001-0740**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4544 Vehicle Replacement	10,947	10,863	(84)	1
4556 Equipment Replacement	2,157	2,299	142	2
4243 Office Supplies	1,000	1,000	-	3
4251 Contractual	57,945	63,860	5,915	4
4255 Training	2,500	2,500	-	5
4496 Allocation of 15% Expenses to Water	(11,182)	(12,078)	(896)	6
4255 Allocation of 15% Expenses to Wastewater	(11,182)	(12,078)	(896)	6
<b>Total</b>	<b>52,185</b>	<b>56,366</b>	<b>4,181</b>	

Detailed Analysis:

- Note 1 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 2 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 3 No change
- Note 4 Projected contractual increase based on contract with San Mateo County Office of Emergency Services.
- Note 5 No change
- Note 6 Reallocation based on expenditures changes

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# Community Development Department

## DEPARTMENT DESCRIPTION

The Community Development Department is organized into two Divisions:

- The Planning/Code Enforcement Division is responsible for long term planning regarding growth and development of the City, for reviewing and processing applications for all development proposals, and for maintaining the appearance of the community.
- The Building Inspection Division is responsible for ensuring that all construction projects permitted within the City comply with the California Building Code, the Foster City Municipal Code and all other applicable codes and regulations.

## DEPARTMENT PERSONNEL SUMMARY

Position	14-15	15-16	16-17
<b>Full-Time Employees</b>			
COMMUNITY DEVELOPMENT DIRECTOR	1.0	1.0	1.0
PLANNING MANAGER	1.0	1.0	1.0
SENIOR PLANNER	1.0	1.0	1.0
ASSISTANT/ASSOCIATE PLANNER	2.0	2.0	2.0
MANAGEMENT ASSISTANT/COORDINATOR	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	3.0	3.0	3.0
BLDG. PERMIT TECHNICIAN	0.0	0.0	1.0
CODE ENFORCEMENT OFFICER	0.0	0.0	1.0
<b>Total Employees</b>	<b>13.0</b>	<b>13.0</b>	<b>15.0</b>

## MISSION STATEMENT

The Community Development Department is committed to planning, maintaining and improving the quality of life and public safety of Foster City in keeping with the vision of the City Council in the General Plan and other measures that reflect 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 2015-2016.

The Department has accomplished many significant objectives during FY 2015-2016 including the following major items:

### **• General Plan Update**

- The update of the Land Use and Circulation Element and accompanying Environmental Impact Report and Climate Action Plan was completed and adopted in February 2016.
- Work began on a combined Local Hazard Mitigation Plan / Safety Element. A draft of the document was reviewed by the Planning Commission and City Council prior to review by California Office of Emergency Services and California Geologic Survey. Final adoption is anticipated in 2016.

### **• Development Plan Process**

- One Hundred Grand (formerly Triton Pointe) which is the second phase of the Pilgrim-Triton Master Plan is under construction. It consists of 166 apartment units and 6,000 square feet of commercial. Construction is expected to be completed mid-2016.
- The Triton (formerly Waverly), which is a portion of the third phase of the Pilgrim Triton Master Plan is under construction. It consists of 220 housing units

and 5,000 sq. ft. of retail. Construction is expected to be completed in 2017.

- Completed review of construction plans for Foster Square, (the 15 acres site), which is under construction.
  - Alma Point (Midpen Housing), which consists of 66 affordable housing units for seniors, is under construction. Construction is expected to be completed in mid-2016.
  - Atria, which consists of 155 assisted and independent living units, including 24 memory care units, is under construction. Construction is expected to be completed in winter of 2016.
  - Lennar Homes consists of 200 for-sale senior housing units. 86 of the 200 units are currently under construction. The 1<sup>st</sup> 24 units are expected to be completed in fall 2016.
- The Use Permit and Environmental Assessment were approved on April 3, 2014, for a 314,524 square foot 10-story office building on a vacant lot in the Gilead Integrated Campus. A Building Permit has been issued and the building is under construction. The building is expected to be completed in 2016.
- A Use Permit Modification was approved on March 19, 2015, for a 1-story, 27,698 square foot meeting center addition to the 10-story Gilead office building. The addition is under construction and is expected to be completed in 2016.

- The Use Permit and Environmental Assessment were approved on May 1, 2014 for a 6-level parking garage on the Gilead North Campus. The building is currently under construction and is expected to be completed in 2016.
- An application to amend the Pilgrim-Triton General Development Plan (Master Plan) to increase the amount of housing in Phase C was reviewed at a Development Project Preliminary Review City Council meeting.
- The General Plan Amendment, General Development Plan, Environmental Assessment (including preparation of the Environmental Impact Report) Specific Development Plan/Use Permit and Development Agreement for a 595,000 square foot office and laboratory development for BioMed Realty on Lincoln Centre Drive were approved by the City in 2015. A portion of the campus is under construction and is expected to be completed in 2017.
- **Staff Training** –The Planning Manager attended the State Planning Conference and the Community Development Director and Associate Planner attended the National Planning Conference. The Chief Building Official attended the California Building Officials annual 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 2015, the Planning/Code Enforcement Division processed 267 permits, including the major categories of 93 Architectural Review permits, 8 Use Permits, 60 Use Permit Modifications, 4 Environmental Assessments and 29 Sign Review permits compared to 235 permits, including the major categories of 89 Architectural Review permits, 9 Use Permits, 48 Use Permit Modifications, 13 Environmental Assessments and 44 Sign Review permits in 2014.
- **Building Permit Processing** - In calendar year 2015, the Building Inspection Division issued 3,434 permits and conducted 20,996 inspections, compared to 2,667 permits and 14,044 inspections in 2014.
- **Code Enforcement** – During calendar year 2015, a total of 140 code enforcement cases were handled, including the major categories of 103 property maintenance cases, and 19 building without permits compared to 2014 totals of 107 code enforcement cases, including the major categories of 66 property maintenance cases, and 1 boat case on private property.
- **Affordable Housing Programs** – Staff continued to implement affordable housing programs, including the Existing Unit Purchase Program. Staff continued with the ongoing administrative efforts required for the affordable housing programs for units at Foster's Landing, Metro Senior Apartments, Marlin Cove and Miramar and Pilgrim/Triton projects. Staff also

continues to provide administrative oversight of existing loans. Lotteries were held for the Below Market Rate units in One Hundred Grand (formerly Triton Pointe) and Alma Point (Midpen/Foster Square).

***INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2016-2017***

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 2016-2017 include the following:

**Planning/Code Enforcement Division**

- Review and process the construction plans and ongoing revisions associated with the remaining phases of the Foster Square (15-acre site) Master Plan.
- Review and process the Specific Development Plan/Use Permits and construction plans associated with future buildings as part of the Gilead Sciences Integrated Corporate Campus Master Plan. Gilead has submitted for a Specific Development Plan/Use Permit and Environmental Assessment for a 1) 233,000 square feet, 6-story lab building at 357 Lakeside Drive and 2) 356,000 square foot, 4 story lab building and 6-story parking garage at 324 Lakeside Drive.

- Review and process the construction plans associated with the BioMed Realty site on Lincoln Centre Drive.
- Assist in updating the Municipal Code and specifically Title 17, Zoning Code.
- Implement the recommended measures in the Climate Action Plan.
- Continue processing the combined Local Hazard Mitigation Plan / Safety Element.
- Begin revisions of the Noise and Conservation Elements of the General Plan.
- Assist City Manager on Vision and Managed Growth efforts
- Staff liaison to City Council land use sub-committee
- Assist as staff to the Oversight Board of the Successor Agency to the former Community Development Agency.
- Continue to implement and administer continuing housing programs.
- Process planning permits with the target turnaround time for most property improvement applications of 72 hours.
- Development and implementation of State mandated laws and programs, such as preparation/adoption of ordinances to comply with changes in State law, review of CIP projects for CEQA compliance, and review of land development projects.
- Review and process a Use Permit, General Development Plan to expand Family Dental.
- Train new Assistant Planner.
- Implement new permitting software system.



### **Building Inspection Division**

- Review plans and provide daily inspection services for residential and commercial development.
- Review revisions to approved construction plans as submitted by the applicants.
- Review construction plans and provide inspections for Illumina of the BioMed development.
- Review construction plans and provide inspections for Gilead laboratory buildings at 324 and 357 Lakeside Drive.
- Provide inspection services for the construction of the One Hundred Grand (formerly Triton Pointe) apartments and The Triton (formerly The Waverly) of the Pilgrim-Triton development.
- Continue to provide inspection services for the For-Sale Condominiums (Lennar Homes) at Foster Square.
- Provide inspection services for the Atria assisted living facility at Foster Square under construction to be completed in the winter of 2016.
- Provide inspection services for the Towneplace Suites Hotel under construction at 1299 Chess Drive.
- Provide inspection services for the retail stores and restaurant under construction at 1297 Chess Drive.
- Review 2016 California Building Code Standards and propose amendments into Chapter 15 of the Foster City municipal Code for adoption by City Council.
- Provide inspection services for two laboratory buildings, one amenities building and one parking

garage located at the BioMed Realty campus on Lincoln Centre Drive.

- 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.
- Implementation of new permitting software system.

### ***CHANGES IN FINANCIAL RESOURCES REQUIRED***

#### **Employee Services**

- Due to workload, the budget includes a request to reinstate the position of Building Permit Technician within the Building Inspection Division as a temporary position for three years. The Permit Technician position will include the capability to assist customers at the front counter and do building plan checks for minor building permit applications. This year due to the volume of project and inspections, consulting services

were required to assist with plan checks, while the Senior Building Inspector assisted customers at the counter and performed inspections in the field. This year, \$80,000 was spent on two days a week of consultant assistance. A full-time Permit Technician will cost \$90,000 for full time service. The cost of the Permit Technician will be covered by building permit fees and will not come from General Fund. If this position is not funded, the Building Division budget will include a request for \$80,000 for consulting services.

The Planning/Code Enforcement Division budget includes a request to reinstate the Code Enforcement Officer Position. Currently, code enforcement is handled by one of the Assistant/Associate planners. Approximately .5 FTE is budgeted for code enforcement activities. Due to the number of code enforcement requests and workload, enforcement activities are primarily limited to life/safety issues. Property maintenance issues are addressed as time permits. Currently, there are over 80 code enforcement cases dealing with property maintenance that staff cannot address due to workload. A dedicated code enforcement officer would be able to respond to these requests. The cost is \$94,000 of which \$70,500 would come from the General Fund and twenty five (25) percent of the salary or \$23,500 would come from building permit fees as approximately 25 percent of the workload involves construction without permits and other building violations.

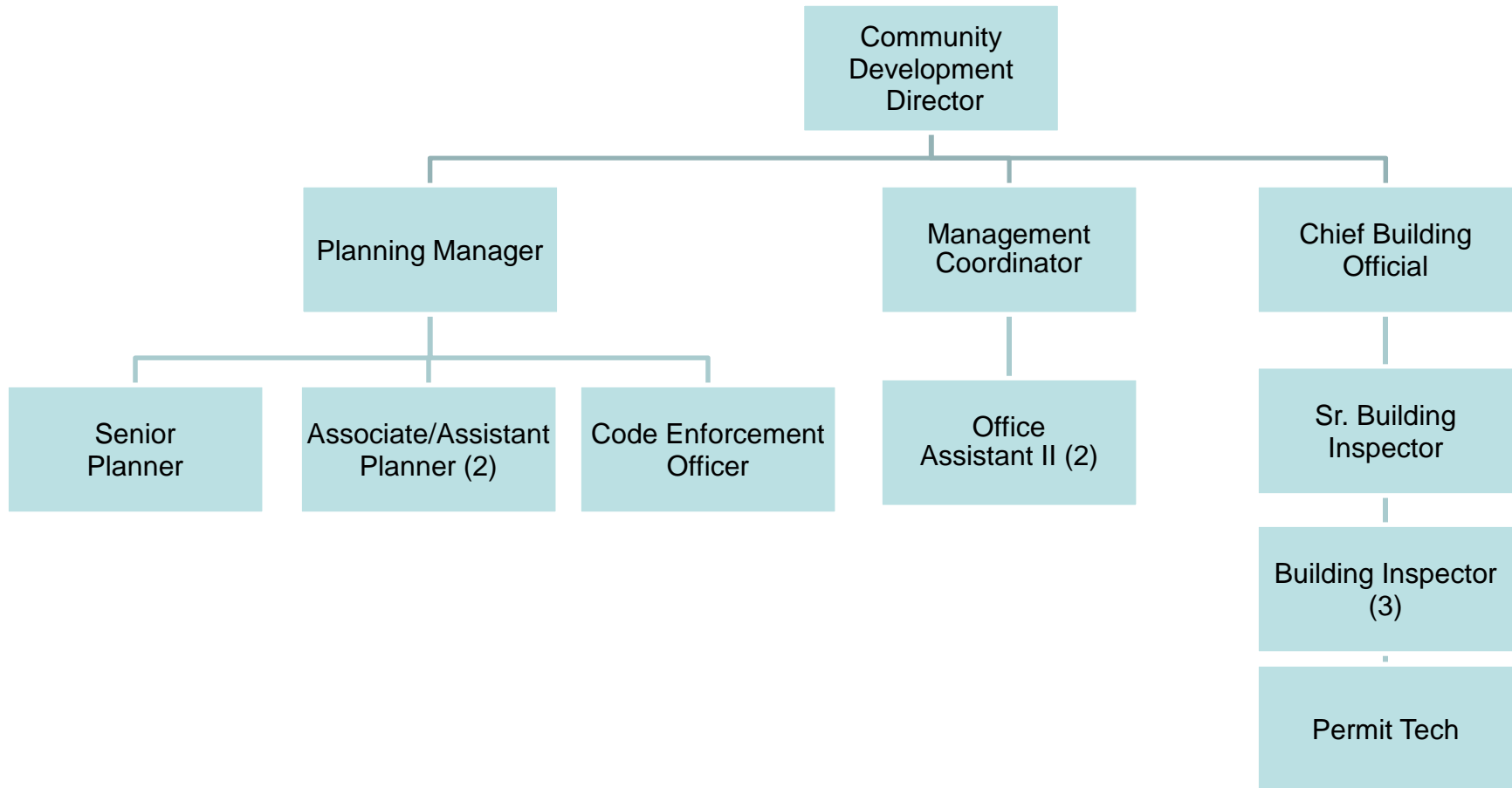
Services and Supplies

- Consultant services are proposed to assist with: 1) Implementation of the approved Land Use and

Circulation Element; 2) the update of the combined Local Hazard Mitigation Plan/Safety Element and 3) update of the Noise and Circulation Elements of the General Plan. Funds will come from the General Plan Maintenance Fee that was established in FY 2011-2012.

- If continued use of consulting planners is necessary for major projects, the cost will be paid from the applicant's processing deposit.
- The California Building Standards Commission adopts and updates the building codes and standards. The codes were updated in January 2016. New California Building Standards (including the California Building Code, California Residential Code, the California Energy Code, the California CalGreen Code, the California Electrical Code, the California Mechanical Code, the California Plumbing Code and the California Fire Code) will be available in July 2016 and this year's CDD requests an increase of \$5,700 for State Codes and Amendments for this purchase.
- The City of Foster City is required by state law Health & Safety Code 18942(d)(1) to retain at least copy of the California Building Standards. The exception request for State Codes and Amendments, Uniform Codes and Amendments, along with the additional Training for inspectors is a one-time increase requisite with the new California Building Code Standards to be published July 1, 2016 and effective January 1, 2017. The budget includes \$3,000 for purchase of the new code books and staff training.

# Community Development Department



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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
ADVANCE PLANNING	\$ 310,660	\$ 310,660	\$ 200,061
BUILDING SAFETY, CODE, PLAN CHECK	1,148,660	1,148,660	1,248,348
CURRENT PLANNING	540,470	540,470	550,260
ORDINANCE ENFORCEMENT	113,460	113,460	243,795
PLANNING ADMINISTRATION	464,377	464,377	478,407
<b>TOTAL FOR COMMUNITY DEVELOPMENT</b>	<b>\$ 2,577,627</b>	<b>\$ 2,577,627</b>	<b>\$ 2,720,871</b>

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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 2,147,400	\$ 2,147,400	\$ 2,361,227
SERVICES AND SUPPLIES	250,946	250,946	120,401
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	2,398,346	2,398,346	2,481,628
INTERNAL SERVICES	179,281	179,281	239,243
Subtotal (Total Department Expenses before Reallocations)	2,577,627	2,577,627	2,720,871
REALLOCATIONS	-	-	-
<b>TOTAL FOR COMMUNITY DEVELOPMENT</b>	<b>\$ 2,577,627</b>	<b>\$ 2,577,627</b>	<b>\$ 2,720,871</b>

## DETAIL LINE ITEM REPORT

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

<i>Employee Services</i>		Approved 2015-2016	Requested 2016-2017
001-0810-419-4110	PERMANENT SALARIES	\$216,900.00	\$224,235.00
Subtotal		<b>\$216,900.00</b>	<b>\$224,235.00</b>
001-0810-419-4120	FRINGE BENEFITS	\$109,400.00	\$108,882.00
Subtotal		<b>\$109,400.00</b>	<b>\$108,882.00</b>
<b>Employee Services Total</b>		<b>\$326,300.00</b>	<b>\$333,117.00</b>
<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
001-0810-419-4520	COMPENSATED ABSENCES	\$748.00	\$3,270.00
Subtotal		<b>\$748.00</b>	<b>\$3,270.00</b>
001-0810-419-4544	VEHICLE REPLACEMENT	\$18,488.00	\$20,238.00
Subtotal		<b>\$18,488.00</b>	<b>\$20,238.00</b>
001-0810-419-4557	INFORMATION TECHNOLOGY SERVICES	\$42,827.00	\$48,868.00
Subtotal		<b>\$42,827.00</b>	<b>\$48,868.00</b>
001-0810-419-4569	BUILDING MAINTENANCE	\$21,518.00	\$27,918.00
Subtotal		<b>\$21,518.00</b>	<b>\$27,918.00</b>
<b>Internal Services Total</b>		<b>\$83,581.00</b>	<b>\$100,294.00</b>
<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
001-0810-419-4241	COPY EXPENSE	\$7,000.00	\$7,000.00
Subtotal		<b>\$7,000.00</b>	<b>\$7,000.00</b>
001-0810-419-4242	POSTAGE EXPENSE	\$10,000.00	\$8,000.00
Subtotal		<b>\$10,000.00</b>	<b>\$8,000.00</b>
001-0810-419-4243	GENERAL OFFICE SUPPLIES	\$9,000.00	\$9,000.00
Subtotal		<b>\$9,000.00</b>	<b>\$9,000.00</b>

001-0810-419-4246	MAINTENANCE-ONE TRANSCRIBER	\$80.00	\$80.00
001-0810-419-4246	MAINTENANCE-THREE TYPEWRITERS	\$216.00	\$216.00
	Subtotal	<b>\$296.00</b>	<b>\$296.00</b>
001-0810-419-4249	ADVERTISING	\$15,000.00	\$7,500.00
	Subtotal	<b>\$15,000.00</b>	<b>\$7,500.00</b>
001-0810-419-4253	AMERICAN PLANNING ASSOC. (3 MEMBERSHIPS)	\$4,000.00	\$4,000.00
001-0810-419-4253	SUBSCRIPTIONS/MAGAZINES	\$200.00	\$200.00
	Subtotal	<b>\$4,200.00</b>	<b>\$4,200.00</b>
001-0810-419-4255	APA ANNUAL TECHNICAL TRAINING CONF.-STATE (2)	\$5,000.00	\$5,000.00
001-0810-419-4255	MISCELLANEOUS TECHNICAL TRAINING	\$4,000.00	\$4,000.00
	Subtotal	<b>\$9,000.00</b>	<b>\$9,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$54,496.00</b>	<b>\$44,996.00</b>
	<b>PLANNING ADMINISTRATION Total</b>	<b>\$464,377.00</b>	<b>\$478,407.00</b>

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

<i>Employee Services</i>		Approved 2015-2016	Requested 2016-2017
001-0811-419-4110	PERMANENT SALARIES	\$163,300.00	\$133,707.00
	Subtotal	<b>\$163,300.00</b>	<b>\$133,707.00</b>
001-0811-419-4120	FRINGE BENEFITS	\$81,800.00	\$64,419.00
	Subtotal	<b>\$81,800.00</b>	<b>\$64,419.00</b>
	<b>Employee Services Total</b>	<b>\$245,100.00</b>	<b>\$198,126.00</b>
<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
001-0811-419-4520	COMPENSATED ABSENCES	\$560.00	\$1,935.00
	Subtotal	<b>\$560.00</b>	<b>\$1,935.00</b>
	<b>Internal Services Total</b>	<b>\$560.00</b>	<b>\$1,935.00</b>

<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
001-0811-419-4241	COPY EXPENSE-PRINTING OF GP ELEMENTS	\$5,000.00	\$0.00
	Subtotal	<b>\$5,000.00</b>	<b>\$0.00</b>
001-0811-419-4251	GENERAL PLAN IMPLEMENTATION	\$30,000.00	\$0.00
001-0811-419-4251	GENERAL PLAN UPDATE AND EIR	\$30,000.00	\$0.00
	Subtotal	<b>\$60,000.00</b>	<b>\$0.00</b>
	<b>Services and Supplies Total</b>	<b>\$65,000.00</b>	<b>\$0.00</b>
	<b>ADVANCE PLANNING Total</b>	<b>\$310,660.00</b>	<b>\$200,061.00</b>
	<b>Less Offsetting Revenue</b>		<b>\$30,000.00</b>
	<b>ADVANCE PLANNING Net Operating Costs</b>	<b>\$310,660.00</b>	<b>\$170,061.00</b>

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

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<i>Employee Services</i>		Approved 2015-2016	Requested 2016-2017
001-0812-419-4110	PERMANENT SALARIES	\$346,000.00	\$367,755.00
	Subtotal	<b>\$346,000.00</b>	<b>\$367,755.00</b>
001-0812-419-4120	FRINGE BENEFITS	\$173,300.00	\$177,183.00
	Subtotal	<b>\$173,300.00</b>	<b>\$177,183.00</b>
	<b>Employee Services Total</b>	<b>\$519,300.00</b>	<b>\$544,938.00</b>
<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
001-0812-419-4520	COMPENSATED ABSENCES	\$1,170.00	\$5,322.00
	Subtotal	<b>\$1,170.00</b>	<b>\$5,322.00</b>
	<b>Internal Services Total</b>	<b>\$1,170.00</b>	<b>\$5,322.00</b>
<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017



001-0812-419-4251	CONTRACTUAL PROFESSIONAL SERVICES	\$20,000.00	\$0.00
	Subtotal	<b>\$20,000.00</b>	<b>\$0.00</b>
	<b>Services and Supplies Total</b>	<b>\$20,000.00</b>	<b>\$0.00</b>
	<b>CURRENT PLANNING Total</b>	<b>\$540,470.00</b>	<b>\$550,260.00</b>

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

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		Approved 2015-2016	Requested 2016-2017
<b><i>Employee Services</i></b>			
001-0813-419-4110	PERMANENT SALARIES	\$75,400.00	\$161,112.00
	Subtotal	<b>\$75,400.00</b>	<b>\$161,112.00</b>
001-0813-419-4120	FRINGE BENEFITS	\$37,800.00	\$80,234.00
	Subtotal	<b>\$37,800.00</b>	<b>\$80,234.00</b>
	<b>Employee Services Total</b>	<b>\$113,200.00</b>	<b>\$241,346.00</b>
<b><i>Internal Services</i></b>			
001-0813-419-4520	COMPENSATED ABSENCES	\$260.00	\$2,449.00
	Subtotal	<b>\$260.00</b>	<b>\$2,449.00</b>
	<b>Internal Services Total</b>	<b>\$260.00</b>	<b>\$2,449.00</b>
	<b>ORDINANCE ENFORCEMENT Total</b>	<b>\$113,460.00</b>	<b>\$243,795.00</b>

<i>Employee Services</i>		Approved 2015-2016	Requested 2016-2017
001-0820-424-4110	BUILDING INSPECTOR SALARY	\$99,200.00	\$101,200.00
001-0820-424-4110	PERMANENT SALARIES	\$509,300.00	\$581,600.00
	Subtotal	<b>\$608,500.00</b>	<b>\$682,800.00</b>
001-0820-424-4120	FRINGE BENEFIT -- BLDG INSP. CERT PAY	\$24,000.00	\$24,000.00
001-0820-424-4120	FRINGE BENEFITS	\$260,000.00	\$286,800.00
001-0820-424-4120	FRINGE BENEFITS - BUILDING INSPECTOR	\$51,000.00	\$50,100.00
	Subtotal	<b>\$335,000.00</b>	<b>\$360,900.00</b>
	<b>Employee Services Total</b>	<b>\$943,500.00</b>	<b>\$1,043,700.00</b>
<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
001-0820-424-4520	COMPENSATED ABSENCES	\$1,800.00	\$8,608.00
001-0820-424-4520	COMPENSATED ABSENCES - BUILDING INSPECTOR	\$350.00	\$1,503.00
	Subtotal	<b>\$2,150.00</b>	<b>\$10,111.00</b>
001-0820-424-4544	VEHICLE REPLACEMENT	\$27,214.00	\$42,346.00
	Subtotal	<b>\$27,214.00</b>	<b>\$42,346.00</b>
001-0820-424-4557	INFORMATION TECHNOLOGY SERVICES	\$42,828.00	\$48,868.00
	Subtotal	<b>\$42,828.00</b>	<b>\$48,868.00</b>
001-0820-424-4569	BUILDING MAINTENANCE	\$21,518.00	\$27,918.00
	Subtotal	<b>\$21,518.00</b>	<b>\$27,918.00</b>
	<b>Internal Services Total</b>	<b>\$93,710.00</b>	<b>\$129,243.00</b>
<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
001-0820-424-4241	COPY EXPENSE	\$200.00	\$200.00

	Subtotal	<b>\$200.00</b>	<b>\$200.00</b>
001-0820-424-4242	POSTAGE EXPENSE	\$1,000.00	\$1,000.00
	Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
001-0820-424-4243*	GENERAL OFFICE SUPPLIES	\$4,000.00	\$4,000.00
	Subtotal	<b>\$4,000.00</b>	<b>\$4,000.00</b>
001-0820-424-4251	CONTRACTUAL PROFESSIONAL SERVICES	\$50,000.00	\$0.00
001-0820-424-4251	CREDIT CARD PROCESSING FEES - BLDG PERMITS	\$36,000.00	\$36,000.00
001-0820-424-4251	IMAGING - DOCUMENTS AND PLANS	\$4,000.00	\$4,000.00
	Subtotal	<b>\$90,000.00</b>	<b>\$40,000.00</b>
001-0820-424-4253	CALIFORNIA BUILDING OFFICIALS	\$215.00	\$215.00
001-0820-424-4253	INTERNATIONAL ASSN. OF PLMB & HTG OFFICIALS	\$250.00	\$250.00
001-0820-424-4253	INTERNATIONAL CODE COUNCIL	\$300.00	\$300.00
001-0820-424-4253	MISCELLANEOUS PUBLICATIONS & SUBSCRIPTIONS	\$1,350.00	\$1,350.00
001-0820-424-4253	PENINSULA CHAPTER OF ICBO	\$150.00	\$150.00
001-0820-424-4253	STATE CODES AND AMENDMENTS	\$565.00	\$6,265.00
001-0820-424-4253	UNIFORM CODES & AMENDMENTS SUBSCRIPTION	\$1,800.00	\$4,800.00
	Subtotal	<b>\$4,630.00</b>	<b>\$13,330.00</b>
001-0820-424-4255	CALBIG (BUILDING INSPECTOR'S GROUP) TRAINING	\$720.00	\$720.00
001-0820-424-4255	CALBO ANNUAL TRAINING MEETINGS	\$2,620.00	\$2,620.00
001-0820-424-4255	ICC ANNUAL TRAINING MEETINGS	\$2,620.00	\$2,785.00
001-0820-424-4255	PENINSULA BLDG INSPECTOR'S TRAINING (BLDG OFFL)	\$330.00	\$420.00
001-0820-424-4255	PENINSULA CHAPTER ICC MONTHLY TRAINING	\$330.00	\$330.00
001-0820-424-4255	TRAINING FOR INSPECTORS	\$5,000.00	\$10,000.00
	Subtotal	<b>\$11,620.00</b>	<b>\$16,875.00</b>
	<b>Services and Supplies Total</b>	<b>\$111,450.00</b>	<b>\$75,405.00</b>
	<b>BLDG SAFETY, CODE, PLN CHK Total</b>	<b>\$1,148,660.00</b>	<b>\$1,248,348.00</b>
	<b>Less Offsetting Revenue</b>		<b>\$5,000.00</b>
	<b>BLDG SAFETY, CODE, PLN CHK Net Operating Costs</b>	<b>\$1,148,660.00</b>	<b>\$1,243,348.00</b>

**Community Development Department - Planning Administration 001-0810**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes	
4110	Permanent Salaries	216,900	224,235	7,335	1
4120	Fringe Benefits	109,400	108,882	(518)	2
4520	Compensated Absences	748	3,270	2,522	3
4544	Vehicle Replacement	18,488	20,238	1,750	4
4557	Information Technology Services	42,827	48,868	6,041	5
4569	Building Maintenance	21,518	27,918	6,400	6
4241	Copy Expense	7,000	7,000	-	7
4242	Postage Expense	10,000	8,000	(2,000)	8
4243	General Office Supplies	9,000	9,000	-	9
4246	Maint-Facility & Equip	296	296	-	10
4249	Advertising	15,000	7,500	(7,500)	11
4253	Memberships and Dues	4,200	4,200	-	12
4255	Training	9,000	9,000	-	13
	<b>Total</b>	<b>464,377</b>	<b>478,407</b>	<b>14,030</b>	

Detailed Analysis

- Note 1 Merit (Step) increases and contractual COLA of 2%
- Note 2 Contractual adjustment to benefit formulas (e.g. CalPERS, medical, etc.)
- Note 3 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 4 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 5 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 6 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 7 No Change
- Note 8 Assessment of postage use from FY2015/16 determined less postage expense necessary
- Note 9 No Change
- Note 10 No Change
- Note 11 Assessment of advertising from FY2015/16 determined less is needed
- Note 12 No Change
- Note 13 No Change

**Community Development Department - 0811 Advance Planning**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4110 Permanent Salaries	163,300	133,707	(29,593)	1
4120 Fringe Benefits	81,800	64,419	(17,381)	2
4520 Compensated Absences	560	1,935	1,375	3
4241 Copy	5,000	-	(5,000)	4
4251 Consulting and Contracting	60,000	-	(60,000)	5
	<u>310,660</u>	<u>200,061</u>	<u>(110,599)</u>	

Detailed Analysis

- Note 1 Reallocation of staff time from advance planning to current planning
- Note 2 Reallocation of staff time from advance planning to current planning
- Note 3 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 4 Copy expense complete for recently approved GP update
- Note 5 Relocated to new fund created for projects funded by General Plan Maintenance Fee

**Community Development Department - Current Planning 0812**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4110 Permanent Salaries	346,000	367,755	21,755	1
4120 Fringe Benefits	173,300	177,183	3,883	2
4520 Compensated Absences	1,170	5,322	4,152	3
4251 Contractual Professional Services	20,000	-	(20,000)	4
<b>Total</b>	<b>540,470</b>	<b>550,260</b>	<b>9,790</b>	

Detailed Analysis

- Note 1 Reallocation of staff time from advance planning to current planning
- Note 2 Reallocation of staff time from advance planning to current planning
- Note 3 Reallocation of staff time from advance planning to current planning
- Note 4 If the Code Enforcement Office is added, contractual services will no longer be necessary.

**Community Development Department - Ordinance Enforcement 0813**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4110 Permanent Salaries	75,400	161,112	85,712	1
4120 Fringe Benefits	37,800	80,234	42,434	2
4520 Compensated Absences	260	2,449	2,189	3
<b>Total</b>	<b>113,460</b>	<b>243,795</b>	<b>130,335</b>	

Detailed Analysis

Note 1 Add One (1) Code Enforcement Officer, Merit step increases and contractual COLA of 2% and allocation of personnel

Note 2 Add One (1) Code Enforcement Officer, Merit step increases and contractual COLA of 2% and allocation of personnel

Note 3 Change in assessment per proposed FY 2016/17 Internal Service Fund budget

**Community Development Department - Building, Safety, Code 001-0820**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes	
4110	Permanent Salaries	608,500	682,800	74,300	1
4120	Fringe Benefits	335,000	360,900	25,900	2
4520	Compensated Absences	2,150	10,111	7,961	3
4544	Vehicle Replacement	27,214	42,346	15,132	4
4557	Information Technology	42,828	48,868	6,040	5
4569	Building Maintenance	21,518	27,918	6,400	6
4241	Copy Expense	200	200	-	7
4242	Postage Expense	1,000	1,000	-	8
4243	General Office Supplies	4,000	4,000	-	9
4251	Contractual Professional Services	90,000	40,000	(50,000)	10
4253	California Building Officials	4,630	13,330	8,700	11
4255	CALBIG (Bldg Inspectors group) Training	11,620	16,875	5,255	12
	<b>Total</b>	<b>1,148,660</b>	<b>1,248,348</b>	<b>99,688</b>	

Detailed Analysis

- Note 1 Add One (1) Permit Technician & Merit (Step) increases and contractual COLA of 2%
- Note 2 Contractual adjustment to benefit formulas (e.g. CalPERS, medical, etc.)
- Note 3 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 4 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 5 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 6 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 7 No Change
- Note 8 No Change
- Note 9 No Change
- Note 10 With addition of Building Tech consulting services would not be needed
- Note 11 New code books needed due to building code updates from the state
- Note 12 Training for inspectors due to new codes being implemented



# 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, drainage, water and sewer facilities. The Department also manages the City's Capital Improvement Program (CIP) and reviews infrastructure improvements for private developments within the City.

## DEPARTMENT PERSONNEL SUMMARY

Position	14-15	15-16	16-17
<b>Full-Time Employees</b>			
Public Works Director/City Engineer	1.0	1.0	1.0
Maintenance Manager	1.0	1.0	1.0
Senior Civil Engineer	1.0	1.0	1.0
Junior/Assistant/Associate Engineer	3.0	3.0	4.0
Senior Engineering Technician	0.0	1.0	1.0
Management Analyst	0.0	0.0	0.5
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	3.0
PW Maintenance Lead Worker	6.0	5.0	5.0
PW Maint Worker/ MW1/MW2	14.0	15.0	15.0
Total Full-Time Employees	31.0	32.0	34.5
<b>Part-Time Employees</b>			
Public Works Interns (2)	1.0	1.0	1.0
Total Part-Time Employees (PTE)	1.0	1.0	1.0
<b>TOTAL EMPLOYEES</b>	<b>32.0</b>	<b>33.0</b>	<b>35.5</b>

## 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.

## STRATEGIC PLAN

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

### Values

- Integrity – Do the right thing every day
- Service – Responsibility to meet needs and make a difference every day
- Excellence – Passion to do our best every day
- Fiscal Responsibility – Public trust and accountability
- Leadership – Ability to communicate and act upon our vision every day

### Initiatives

#### ➤ Goals and Objectives

**Goal # 1** – Public Works Engineering Division shall provide administrative and engineering support services for the Capital Improvement Program, operational and maintenance programs, development

projects, as well as policies established by the City Council.

Objectives:

1. Ensure consistent, reliable, and high quality service while effectively maintaining infrastructure and capital assets.
2. Optimize the use of public funds to further the City's programs and objectives.
3. Provide timely review and support of development projects including Gilead, One Hundred Grand (formerly Triton Pointe), The Triton (formerly Waverly), Foster Square, TownePlace Suites, 1297 Chess and Illumina Campus by BioMed Realty.
4. Collaborate with regulatory agencies to complete the Levee Improvement Project to Federal Emergency Management Agency (FEMA) requirements.
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, bicycle and pedestrian traffic impacts.

**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 State mandated water conservation measures through programs, services and education.
3. 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 construction of the Wastewater Treatment Plant (WWTP).

**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 South Bayside Waste Management Authority (SBWMA) Technical Advisory Committee (TAC).
3. Achieve and exceed state mandated diversion (recycling) goals.

**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

- Closed out eight (8) CIP projects.
- Executed eight (8) consultant services contracts.
- Performed engineering review, plan checking, and inspection services for five (5) projects related to the Gilead Sciences Integrated Campus Master Plan Development: 309 Velocity NB and PG, 355 Lakeside Drive NB & PG, and 351 Foster City Boulevard.

- Performed engineering review, plan checking, and inspection services for development projects including: Gilead, One Hundred Grand (formerly Triton Pointe), The Triton (formerly Waverly), Foster Square, TownePlace Suites, 1297 Chess and Illumina Campus by BioMed Realty.
- Performed engineering review for the relocation of Lift Station #28 associated with the construction of the New Building at 309 Velocity Way.
- Processed and inspected 92 encroachment permits.
- Coordinated with the City of San Mateo to secure \$75,000 in grant funds to pursue a Recycled Water Feasibility Study.
- Coordinated with the City of San Mateo to begin delivery of a 20-year WWTP Master Plan Improvements project called the Clean Water Program.
- Received approval for a new Flood Insurance Rate Map (FIRM) with favorable base flood elevation of 2 feet (originally 3 feet) for the interior (Central) lagoon. Also, received multi-Letter of Map Amendment (LOMA) approval for all lagoon front properties and therefore, those properties will not have to purchase mandatory flood insurance.
- Completed the Levee Protection Planning Study in preparation for the Sea Level Rise.
- Collaborated with the Finance Department to prepare the Water and Wastewater Rate Study.
- Collaborated with the Planning Department to prepare the Water Supply Assessment Report for the Lincoln Centre Development project.

- Administered construction management of the CIP 301-643, Library/Community Center Solar Project.
- Performed construction inspections within public right-of-way to support development projects.
- Processed sixty (60) Waste Management Plans as a condition of the issuance of building permits for qualifying projects, resulting in an estimated total diversion of 20,000 tons of construction debris in 2015.

#### Lagoon and Levees

1. New Pontoon Boat was fully functional and applied pond dye and performed weekly lagoon maintenance throughout the year.
2. Continued the Levee systems quarterly inspection that includes video documentation of its condition. Any maintenance issues are followed up within 48-hours.
3. Responded to and resolved multiple public service requests/inquiries.

#### Streets and Storm Drains

1. Performed Underground Service Alert (USA) mark-outs as required by law.
2. Performed construction inspections of storm drains within public right-of-way to support development projects.
3. Completed 25% of red-curb painting.
4. Inspected 50% of catch basin inlets and removed debris as necessary.
5. Responded to sign repair / replacement requests within 24-hours or less.
6. Continued crack sealing program.

7. Implemented the contractual paving program.
8. Responded to seven (7) graffiti complaint calls within 24-hours or less.
9. Responded to and resolved seventy-seven (77) public service requests/inquiries.

9. Responded to twenty (20) emergency water main leaks and took appropriate actions.
10. Responded to and resolved eighty-seven (87) public service requests/inquiries and water conservation issues.

#### Water

1. Performed Underground Service Alert (USA) mark-outs as required by law.
2. Performed construction inspections within public right-of-way to support development projects.
3. AMI (Advanced Metering Infrastructure) has been installed and the online customer interface (Customer Portal) should be operational by early summer.
4. Implemented our AMI's leak detection feature to detect leaks before they become an issue.
5. Collected over 2,200 water quality samples to make sure parameters are within the safe drinking water guidelines.
6. Continued to retrofit large meter vault covers with safer/lighter covers for the safety of the employees.
7. Prepared and mailed Annual Water Quality Report/Consumer Confidence Report (CCR) to residents.
8. Completed the U.S. Environmental Protection Agency's (USEPA) required Unregulated Contaminant Monitoring Reporting (UCMR3) sampling and testing, consisting of quarterly samples analyzed by a USEPA approved laboratory.

#### 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. Continued the tri-Annual video inspection of gravity sewer lines for blockage, line cracks, and separations (complete 35% of system per year). The sewer lines were flushed as necessary to clear any blockages.
4. Annual flush and hot spot maintenance of sixty (60) miles of sanitary sewer lines was completed.
5. Completed two (2) 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 over a dozen public service requests/inquiries.
8. Retrofitted ten (10) heavy vault covers with safer/lighter covers.

#### Solid Waste Collection

1. Increased solid waste rates by 13% for 2015.

2. Held community events – compost giveaways, e-waste events, shred events, coats for kids collection, etc.
3. Awarded approximately \$8,000 in grant funds from the State (CalRecycle) towards the promotion of the recycling of bottles and cans.

**INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2016-2017**

Key initiatives and service levels planned for FY 2016-2017 include the following.

***Division / Category***

***Public Works Engineering***

- Continue to develop and implement Capital Improvement Program to maintain infrastructure
- Issue and update City Engineering and Construction Standards
- Update frontend boilerplate specifications in compliance with the public contracting code
- Process and issue encroachment permits and transportation permits to monitor and control construction activities within public right-of-ways.
- Review private development projects in a timely manner
- Develop and maintain GIS infrastructure record system (plan, mapping, records)
- Maintain and organize records consistent with the Records Retention Schedule
- Conduct Traffic Review Committee meetings and implement recommendations from the Committee

- Continue collaboration with FEMA in updating the Bay Costal Study addressing sea level rise due to climate change
- Respond to public inquiries
- Pursue available Federal and State grants and monies
- Monitor regional desalination projects and possible water supply alternatives
- Maintain and continue to implement PMP (Pavement Management Program)
- Support the Building Department Permit issuance process by processing Construction and Demolition Waste Management Plans for qualifying projects, in a timely manner.
- Conduct Homeowners Associations (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 Americans with Disabilities Act (ADA) Improvements
- Manage public/private sidewalk policy
- Clean storm drain inlets to prevent localized flooding
- Participate and comply with National Pollution Discharge Elimination System (NPDES) 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 (Department of Health Services (DOHS), 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 five (5) to six (6) aging 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 twenty (20) air release valves on the sanitary sewer force mains
- Utilize video inspections to assess condition of the collection system
- Maintain emergency response equipment (System Control and Data Acquisition (SCADA), standby generators)
- Work cooperatively with the City of San Mateo to perform reclaimed water study for the jointly-owned WWTP
- Work cooperatively with the City of San Mateo to administer the WWTP Master Plan Improvements program

### *Solid Waste Collection*

- Monitor collection and operations contractor's performance
- Respond to customers' concerns and inquiries
- Establish rates for 2016
- Develop a long-term strategic plan (5-year scope) to address solutions for cost effective waste reduction and recycling programs and services and facility infrastructure
- Comply with requirements of AB341 - Mandatory Commercial Recycling
- Hold community events – compost giveaways (4), e-waste events (2), shred events (3), coats for kids (1), etc.
- Participate in the SBWMA Technical Advisory Committee (TAC) and committees to represent the best interests of the community
- Research the use of anaerobic digestion technology to process organic waste to produce energy and a compost product
- Participate on the Public Education Outreach Committee to support expansion of commercial recycling outreach and education efforts and develop outreach and education materials for the public

### **CHANGES IN FINANCIAL RESOURCES REQUIRED**

The City has had the good fortune of utilizing a variety of funding sources for its CIPs in the form of one-time revenues from capital asset sales, park-in-lieu fees, developer contributions, Federal and State grants, and bond financing (e.g., Estero Municipal Improvement District (EMID), Special Assessment District and

Community Development Agency (CDA)). However, the City does not anticipate the magnitude of previous one-time revenues or CDA funds to be available in the future. Also, economic pressures at the Federal and State levels are limiting future grant opportunities. In addition, the City is debt-free and currently uses a “pay-as-you-go” approach to funding capital projects. Therefore, the City would prefer to not use debt financing for its capital projects unless it is necessary.

The Department will continue the allocation of \$200,000 in Section 2103 Gas Tax Funds to improve the street maintenance program. These funds will be used to continue the crack seal program, replacement of areas of distressed pavement and repairing of City sidewalk, curb and gutter. There are sufficient funds within the Section 2103 account to continue these improved street maintenance programs.

The budget includes the addition of one Engineer in the Engineering Division to help with the various Public Works CIP projects set to begin this fiscal year.

In the Maintenance Division, the Streets and Lagoon/Levees program will include the addition of one (1) Superintendent to provide coordination of the program and a Management Analyst to be shared with the Parks & Recreation Department to facilitate the workflow between the two departments.

### Budget Changes

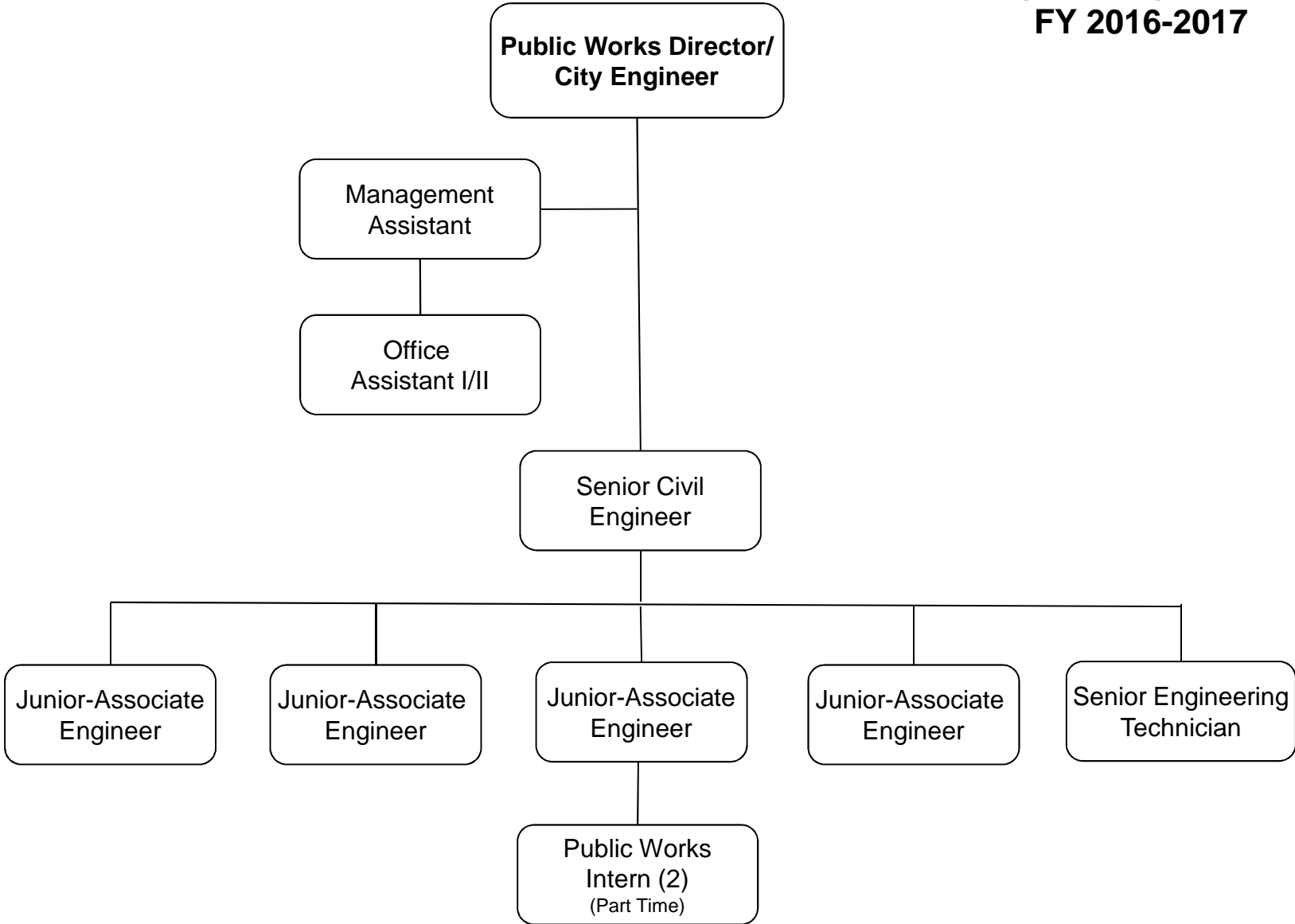
- Addition of one Superintendent, one Engineer, and half of a Management Analyst (\$429,100).



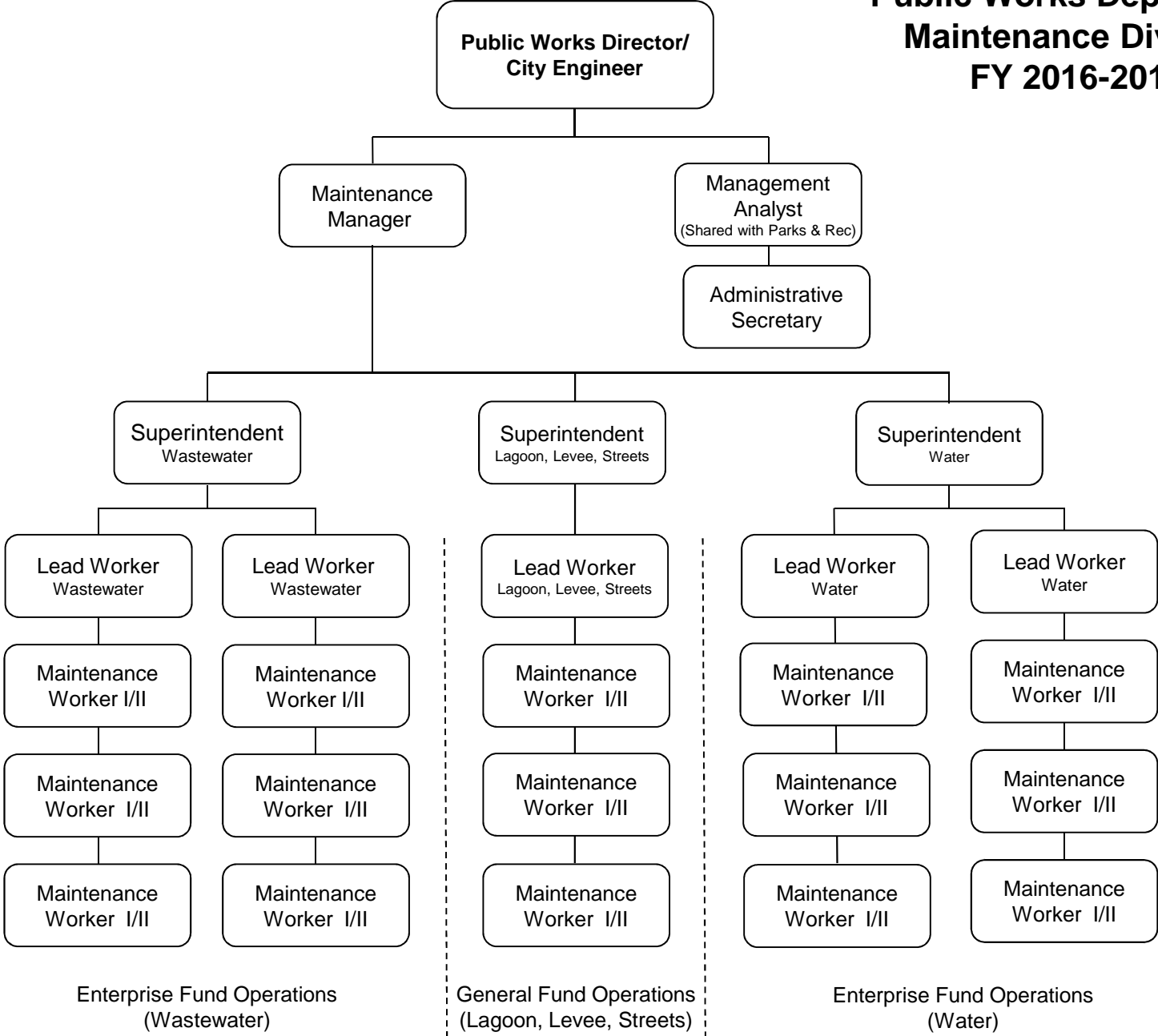
- Increase in salaries due to salary steps and COLA (\$5,400)
- Increase in Water and Wastewater overtime (\$5,500)
- Increase in Wastewater standby pay (\$1,000)
- Decrease in benefits due to updating personnel fringe benefit rates (-\$170,000)
- Increase in compensated absences (\$35,600)
- Decrease in vehicle replacement (-\$7,100)
- Increase in equipment replacement (\$25,700)
- Increase in Information Technology Services (\$70,510)
- Increase in self-insurance fund (\$85,600)
- Increase in building maintenance (\$31,100)
- Decrease in department special supplies (-\$16,400)
- Increase in office supplies (\$2,800)
- Increase in maintenance (\$3,500)
- Increase in rental equipment (\$3,000)
- Increase in utilities (8,800)
- Decrease in consulting and contracting (\$-1,016,500)
- Increase in training (\$2,000)
- Decrease in allocation of expenses to Water (-\$6,900)
- Decrease in allocation of expenses to Wastewater (-\$6,900)
- Increase in reallocation to traffic safety fund (\$36,400)
- Increase in reallocation to gas tax funds (\$100,000)
- Additional budget for traffic signal battery back-up system repair as-needed (\$20,000)
- Additional curb ramp installation/replacement (\$25,000)
- Increase in electricity costs for 2,100 street lights and 25 traffic signals (\$5,000)
- Additional cost for repair materials (\$62,500)
- Additional sandbags, sand, and rock materials (\$3,500)
- Additional street sweeping (\$3,000)
- Additional uniform services (\$20,000)
- Annual water sewer rate study (\$30,000)
- Increase in backflow prevention fees with San Mateo County (\$2,000)
- Increase in BAWSCA's dues and assessment (\$12,500)

- Increase in the State mandated monthly reporting fees with the California Department of Health Services (\$4,000)
- Increase in electricity costs for the water pump plant (\$2,500)
- Additional hydrant meters (\$9,000)
- Increase in annual MDM Portal maintenance costs (\$2,000)
- Increase in costs for the natural gas for water pump plant (\$1,250)
- Increase in SFPUC-BAWSCA bond surcharge (\$211,486)
- Refurbishing of corporation yard office areas (\$24,600)
- Increase in potable water lab test fees (\$2,000)
- Increase in electricity costs for wastewater utility charges (\$10,000)
- Load bank testing – labor (\$7,500)
- Lift station generator maintenance – labor (\$12,500)
- Water for lift stations and meter (\$7,000)
- Increase in services and supplies in construction/demolition recycling fund (\$12,000)
- Increase in litter abatement in curbside recycling fund (\$25,000)

**Public Works Department  
Engineering Division  
FY 2016-2017**



**Public Works Department  
Maintenance Division  
FY 2016-2017**



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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
ADMINISTRATION & ENGINEERING	\$ 716,912	\$ 716,912	\$ 864,763
LAGOON & LEVEES	669,364	669,364	668,428
STREETS	330,384	330,384	501,081
<b>TOTAL FOR PUBLIC WORKS -- General Fund Divisions</b>	<b>\$ 1,716,660</b>	<b>\$ 1,716,660</b>	<b>\$ 2,034,272</b>

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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 1,276,833	\$ 1,276,833	\$ 1,460,343
SERVICES AND SUPPLIES	983,700	983,700	954,060
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	2,260,533	2,260,533	2,414,403
INTERNAL SERVICES	400,407	400,407	441,491
Subtotal (Total Department Expenses before Reallocations)	2,660,940	2,660,940	2,855,894
REALLOCATIONS	(944,280)	(944,280)	(821,622)
<b>TOTAL FOR PUBLIC WORKS -- General Fund Divisions</b>	<b>\$ 1,716,660</b>	<b>\$ 1,716,660</b>	<b>\$ 2,034,272</b>

## DETAIL LINE ITEM REPORT

PUBLIC WORKS - ADMIN & ENGINEERING

Account: 001-0910-431

GENERAL FUND

<i>Employee Services</i>		Approved 2015-2016	Requested 2016-2017
001-0910-431-4110	PERMANENT SALARY	\$319,417.00	\$501,288.00
	Subtotal	<b>\$319,417.00</b>	<b>\$501,288.00</b>
001-0910-431-4111	PUBLIC WORKS INTERNS	\$20,000.00	\$20,000.00
	Subtotal	<b>\$20,000.00</b>	<b>\$20,000.00</b>
001-0910-431-4120	FRINGE BENEFITS	\$168,916.00	\$221,155.00
	Subtotal	<b>\$168,916.00</b>	<b>\$221,155.00</b>
	<b>Employee Services Total</b>	<b>\$508,333.00</b>	<b>\$742,443.00</b>
<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
001-0910-431-4520	COMPENSATED ABSENCES	\$1,084.00	\$7,235.00
	Subtotal	<b>\$1,084.00</b>	<b>\$7,235.00</b>
001-0910-431-4544	VEHICLE REPLACEMENT - UNITS 2, 3, 4	\$37,421.00	\$37,298.00
	Subtotal	<b>\$37,421.00</b>	<b>\$37,298.00</b>
001-0910-431-4557	INFORMATION TECHNOLOGY SERVICES	\$86,757.00	\$97,558.00
	Subtotal	<b>\$86,757.00</b>	<b>\$97,558.00</b>
001-0910-431-4569	BUILDING MAINTENANCE	\$29,397.00	\$38,141.00
	Subtotal	<b>\$29,397.00</b>	<b>\$38,141.00</b>
	<b>Internal Services Total</b>	<b>\$154,659.00</b>	<b>\$180,232.00</b>
<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
001-0910-431-4240	ENGINEERING TOOLS AND SUPPLIES	\$1,500.00	\$1,500.00
001-0910-431-4240	LARGE COPIER SUPPLIES	\$1,500.00	\$1,500.00
001-0910-431-4240	REPRODUCIBLE DRAWINGS	\$1,000.00	\$1,000.00

	Subtotal	<b>\$4,000.00</b>	<b>\$4,000.00</b>
001-0910-431-4241	COPY EXPENSE	\$4,000.00	\$4,000.00
	Subtotal	<b>\$4,000.00</b>	<b>\$4,000.00</b>
001-0910-431-4242	POSTAGE EXPENSE	\$2,000.00	\$2,000.00
	Subtotal	<b>\$2,000.00</b>	<b>\$2,000.00</b>
001-0910-431-4243	MISC. OFFICE SUPPLIES	\$3,000.00	\$3,750.00
	Subtotal	<b>\$3,000.00</b>	<b>\$3,750.00</b>
001-0910-431-4246	SMALL EQUIPMENT - MAINTENANCE	\$2,000.00	\$2,000.00
	Subtotal	<b>\$2,000.00</b>	<b>\$2,000.00</b>
001-0910-431-4251	DOCUMENT IMAGING CONVERSION	\$6,000.00	\$6,000.00
001-0910-431-4251	GIS MAPPING UPDATES	\$5,500.00	\$5,000.00
001-0910-431-4251	MISCELLANEOUS CONSULTANT SERVICES	\$25,000.00	\$25,000.00
001-0910-431-4251	PLACEHOLDER FOR BICYCLE SAFETY STUDIES	\$100,000.00	\$0.00
	Subtotal	<b>\$136,500.00</b>	<b>\$36,000.00</b>
001-0910-431-4253	PROFESSIONAL ASSOCIATIONS	\$1,800.00	\$2,160.00
001-0910-431-4253	PROFESSIONAL LICENSE RENEWAL (3)	\$500.00	\$600.00
001-0910-431-4253	PROFESSIONAL PUBLICATIONS	\$1,000.00	\$1,200.00
	Subtotal	<b>\$3,300.00</b>	<b>\$3,960.00</b>
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	<b>\$2,700.00</b>	<b>\$2,700.00</b>
001-0910-431-4255	PROFESSIONAL TECHNICAL TRAINING	\$5,000.00	\$6,000.00
	Subtotal	<b>\$5,000.00</b>	<b>\$6,000.00</b>
<b>Services and Supplies Total</b>		<b>\$162,500.00</b>	<b>\$64,410.00</b>
<b>Reallocation</b>		Approved 2015-2016	Requested 2016-2017
001-0910-431-4496	ALLOCATION OF EXPENSES TO WATER	(\$54,290.00)	(\$61,161.00)



	Subtotal	<b>(\$54,290.00)</b>	<b>(\$61,161.00)</b>
001-0910-431-4497	ALLOCATION OF EXPENSES TO WASTEWATER	(\$54,290.00)	(\$61,161.00)
	Subtotal	<b>(\$54,290.00)</b>	<b>(\$61,161.00)</b>
	<b>Reallocation Total</b>	<b>(\$108,580.00)</b>	<b>(\$122,322.00)</b>
	<b>ADMIN &amp; ENGINEERING Total</b>	<b>\$716,912.00</b>	<b>\$864,763.00</b>

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

		Approved 2015-2016	Requested 2016-2017
<b>Employee Services</b>			
001-0920-431-4110	PERMANENT SALARIES	\$244,000.00	\$245,200.00
	Subtotal	<b>\$244,000.00</b>	<b>\$245,200.00</b>
001-0920-431-4112	OVERTIME	\$5,500.00	\$6,000.00
	Subtotal	<b>\$5,500.00</b>	<b>\$6,000.00</b>
001-0920-431-4120	FRINGE BENEFITS	\$130,200.00	\$109,900.00
	Subtotal	<b>\$130,200.00</b>	<b>\$109,900.00</b>
	<b>Employee Services Total</b>	<b>\$379,700.00</b>	<b>\$361,100.00</b>
<b>Internal Services</b>			
001-0920-431-4520	COMPENSATED ABSENCES	\$840.00	\$3,615.00
	Subtotal	<b>\$840.00</b>	<b>\$3,615.00</b>
001-0920-431-4544	VEHICLE REPLACEMENT - UNIT 12	\$13,957.00	\$13,929.00
	Subtotal	<b>\$13,957.00</b>	<b>\$13,929.00</b>
001-0920-431-4556	EQUIPMENT REPLACEMENT	\$56,339.00	\$56,947.00
001-0920-431-4556	EQUIPMENT REPLACEMENT - RADIOS	\$0.00	\$212.00
	Subtotal	<b>\$56,339.00</b>	<b>\$57,159.00</b>
001-0920-431-4557	INFORMATION TECHNOLOGY SERVICES	\$20,794.00	\$23,615.00

		Subtotal	<b>\$20,794.00</b>	<b>\$23,615.00</b>
001-0920-431-4569	BUILDING MAINTENANCE		\$32,034.00	\$35,760.00
		Subtotal	<b>\$32,034.00</b>	<b>\$35,760.00</b>
		<b>Internal Services Total</b>	<b>\$123,964.00</b>	<b>\$134,078.00</b>

<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017	
001-0920-431-4240	BOOTS AND SAFETY GEAR	\$6,000.00	\$4,000.00	
001-0920-431-4240	LAGOON MANAGEMENT PRODUCTS	\$35,000.00	\$35,000.00	
001-0920-431-4240	SMALL TOOLS	\$100.00	\$250.00	
		Subtotal	<b>\$41,100.00</b>	<b>\$39,250.00</b>
001-0920-431-4243	MISC. OFFICE SUPPLIES	\$0.00	\$1,000.00	
		Subtotal	<b>\$0.00</b>	<b>\$1,000.00</b>
001-0920-431-4245	COMPUTER FOR NEW STAFF POSITION (IF APPROVED)	\$0.00	\$400.00	
001-0920-431-4245	PORTABLE FIELD DATA UNITS	\$2,500.00	\$2,500.00	
		Subtotal	<b>\$2,500.00</b>	<b>\$2,900.00</b>
001-0920-431-4246	BOAT MAINTENANCE	\$5,000.00	\$0.00	
001-0920-431-4246	CRANE MAINTENANCE	\$3,000.00	\$0.00	
001-0920-431-4246	MAINTENANCE OF LEVEES, INCL. RIP-RAP	\$7,500.00	\$0.00	
001-0920-431-4246	OIL FOR DIESEL ENGINES	\$2,000.00	\$2,000.00	
001-0920-431-4246	REPAIR MATERIALS	\$0.00	\$18,000.00	
001-0920-431-4246	REPAIR TO DIESEL ENGINES, PUMPS AND CONTROLS	\$5,000.00	\$5,000.00	
		Subtotal	<b>\$22,500.00</b>	<b>\$25,000.00</b>
001-0920-431-4251	CATHODIC INSPECTION OF ALUMINUM BULKHEADS	\$7,500.00	\$7,500.00	
001-0920-431-4251	LAB TESTS REQUIRED FOR NPDES	\$18,000.00	\$19,000.00	
001-0920-431-4251	MOSQUITO ABATEMENT PROGRAM	\$45,000.00	\$47,000.00	
001-0920-431-4251	NPDES PERMIT FEE	\$25,000.00	\$25,000.00	
001-0920-431-4251	UNIFORM SERVICES	\$0.00	\$2,500.00	
		Subtotal	<b>\$95,500.00</b>	<b>\$101,000.00</b>
001-0920-431-4253	VARIOUS WATERWAYS MANAGEMENT ASSOCIATIONS	\$350.00	\$350.00	

	Subtotal	\$350.00	\$350.00
001-0920-431-4254	TRAVEL, CONFERENCES AND MEETINGS	\$750.00	\$750.00
	Subtotal	\$750.00	\$750.00
001-0920-431-4255	TRAINING AND CERTIFICATION	\$3,000.00	\$3,000.00
	Subtotal	\$3,000.00	\$3,000.00
	<b>Services and Supplies Total</b>	<b>\$165,700.00</b>	<b>\$173,250.00</b>
	<b>LAGOON &amp; LEVEES Total</b>	<b>\$669,364.00</b>	<b>\$668,428.00</b>

**PUBLIC WORKS - STREET** Account: 001-0930-431

GENERAL FUND

<i>Employee Services</i>		Approved 2015-2016	Requested 2016-2017
001-0930-431-4110	PERMANENT SALARIES	\$233,700.00	\$224,800.00
	Subtotal	\$233,700.00	\$224,800.00
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	\$1,500.00	\$2,000.00
001-0930-431-4112	OVERTIME	\$4,000.00	\$4,000.00
	Subtotal	\$5,500.00	\$6,000.00
001-0930-431-4120	FRINGE BENEFITS	\$124,600.00	\$101,000.00
	Subtotal	\$124,600.00	\$101,000.00
	<b>Employee Services Total</b>	<b>\$388,800.00</b>	<b>\$356,800.00</b>

<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
001-0930-431-4520	COMPENSATED ABSENCES	\$850.00	\$3,320.00
	Subtotal	\$850.00	\$3,320.00
001-0930-431-4544	VEHICLE REPLACEMENT - UNITS # 13,14,15,16,23	\$56,230.00	\$56,944.00

		Subtotal	<b>\$56,230.00</b>	<b>\$56,944.00</b>
001-0930-431-4556	EQUIPMENT REPLACEMENT		\$11,876.00	\$7,330.00
001-0930-431-4556	EQUIPMENT REPLACEMENT - RADIOS		\$0.00	\$212.00
		Subtotal	<b>\$11,876.00</b>	<b>\$7,542.00</b>
001-0930-431-4557	INFORMATION TECHNOLOGY SERVICES		\$20,794.00	\$23,615.00
		Subtotal	<b>\$20,794.00</b>	<b>\$23,615.00</b>
001-0930-431-4569	BUILDING MAINTENANCE		\$32,034.00	\$35,760.00
		Subtotal	<b>\$32,034.00</b>	<b>\$35,760.00</b>
		<b>Internal Services Total</b>	<b>\$121,784.00</b>	<b>\$127,181.00</b>

<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017	
001-0930-431-4240	BARRICADES AND ACCESSORIES	\$1,500.00	\$1,500.00	
001-0930-431-4240	BOOTS AND SAFETY GEAR	\$7,500.00	\$5,000.00	
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	\$16,000.00	
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	\$1,500.00	\$0.00	
001-0930-431-4240	SAND, ROCK, CEMENT	\$5,000.00	\$0.00	
001-0930-431-4240	SANDBAGS, SAND, ROCK MATERIALS	\$0.00	\$10,000.00	
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	\$0.00	
001-0930-431-4240	SIGN REFURBISHING	\$5,000.00	\$0.00	
001-0930-431-4240	SIGN REPAIR MATERIALS	\$0.00	\$7,500.00	
001-0930-431-4240	STORM SEWER CLEANING, REPAIR AND INSTALLATION	\$10,000.00	\$0.00	
001-0930-431-4240	STORM SEWER POLLUTION PREVENTION PRODUCTS	\$5,000.00	\$0.00	
001-0930-431-4240	STORM SEWER REPAIR MATERIALS	\$0.00	\$15,000.00	
		Subtotal	<b>\$108,000.00</b>	<b>\$111,500.00</b>
001-0930-431-4243	MISC. OFFICE SUPPLIES	\$1,000.00	\$1,500.00	

		Subtotal	<b>\$1,000.00</b>	<b>\$1,500.00</b>
001-0930-431-4245	COMPUTER FOR NEW STAFF POSITION (IF APPROVED)		\$0.00	\$400.00
		Subtotal	<b>\$0.00</b>	<b>\$400.00</b>
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	<b>\$5,000.00</b>	<b>\$5,000.00</b>
001-0930-431-4247	RENTAL EQUIPMENT		\$1,000.00	\$2,000.00
		Subtotal	<b>\$1,000.00</b>	<b>\$2,000.00</b>
001-0930-431-4248	ELEC. COST FOR 2100 STREET LTS./25 TRAFFIC SIGNALS		\$160,000.00	\$165,000.00
		Subtotal	<b>\$160,000.00</b>	<b>\$165,000.00</b>
001-0930-431-4251	BATTERY BACK-UP SYSTEM FOR TRAFFIC SIGNALS		\$0.00	\$20,000.00
001-0930-431-4251	CONCRETE REPAIR (GAS TAX 2103)		\$50,000.00	\$50,000.00
001-0930-431-4251	CURB RAMP INSTALLATION / REPLACEMENT		\$25,000.00	\$50,000.00
001-0930-431-4251	MAINTENANCE AND REPAIR OF 2100 STREET LIGHTS		\$63,000.00	\$63,000.00
001-0930-431-4251	MAINTENANCE AND REPAIR OF 25 TRAFFIC SIGNALS		\$60,000.00	\$60,000.00
001-0930-431-4251	PAVEMENT REPAIR (GAS TAX 2103)		\$75,000.00	\$75,000.00
001-0930-431-4251	RECYCLE AND DISPOSAL OF HAZARDOUS WASTE		\$10,000.00	\$10,000.00
001-0930-431-4251	STREET SWEEPING		\$93,000.00	\$96,000.00
001-0930-431-4251	UNIFORM SERVICES		\$0.00	\$2,500.00
		Subtotal	<b>\$376,000.00</b>	<b>\$426,500.00</b>
001-0930-431-4253	VARIOUS STREET AND TRAFFIC ASSOCIATIONS		\$1,000.00	\$1,000.00
		Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
001-0930-431-4254	TRAVEL, CONFERENCES AND MEETINGS		\$1,500.00	\$1,500.00
		Subtotal	<b>\$1,500.00</b>	<b>\$1,500.00</b>
001-0930-431-4255	TRAINING AND CERTIFICATION		\$2,000.00	\$2,000.00
		Subtotal	<b>\$2,000.00</b>	<b>\$2,000.00</b>
		<b>Services and Supplies Total</b>	<b>\$655,500.00</b>	<b>\$716,400.00</b>

<i>Reallocation</i>		Approved 2015-2016	Requested 2016-2017
001-0930-431-4498	REALLOCATION TO GAS TAX FUNDS (2103)	(\$145,700.00)	(\$76,400.00)
001-0930-431-4498	REALLOCATION TO GAS TAX FUNDS (2105-2107.5)	(\$541,000.00)	(\$510,300.00)
001-0930-431-4498	REALLOCATION TO TRAFFIC SAFETY FUND	(\$149,000.00)	(\$112,600.00)
	Subtotal	<b>(\$835,700.00)</b>	<b>(\$699,300.00)</b>
	<b>Reallocation Total</b>	<b>(\$835,700.00)</b>	<b>(\$699,300.00)</b>
	<b>STREET Total</b>	<b>\$330,384.00</b>	<b>\$501,081.00</b>

**Public Works - Engineering 001-0910**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4110 Salaries	319,417	501,288	181,871	1
4111 Interns	20,000	20,000	-	2
4120 Benefits	168,916	221,155	52,239	3
4520 Compensated Absences	1,084	7,235	6,151	4
4544 Vehicle Replacement	37,421	37,298	(123)	5
4557 Information Technology Services	86,757	97,558	10,801	6
4569 Building Maintenance	29,397	38,141	8,744	7
4240 Department Special Supplies	4,000	4,000	-	8
4241 Copies	4,000	4,000	-	9
4242 Postage	2,000	2,000	-	10
4243 Office Supplies	3,000	3,750	750	11
4246 Maintenance	2,000	2,000	-	12
4251 Consulting and Contracting	136,500	36,000	(100,500)	13
4253 Memberships and Dues	3,300	3,960	660	14
4254 Travel, Conferences, and Meetings	2,700	2,700	-	15
4255 Training	5,000	6,000	1,000	16
4496 Allocation of Expenses to Water (25% ISF and S&S)	(54,290)	(61,161)	(6,871)	17
4497 Allocation of Expenses to Wastewater (25% ISF and S&S)	(54,290)	(61,161)	(6,871)	17
	<u>716,912</u>	<u>864,763</u>	<u>147,851</u>	

Detailed Analysis:

- Note 1 Add .5 Management Analyst, .75 PW Superintendent, .5 Associate Engineer, contractual COLA 2% & Step change
- Note 2 No change
- Note 3 Adjustments based on assigned personnel
- Note 4 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 5 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 6 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 7 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 8 No change
- Note 9 No change
- Note 10 No change
- Note 11 Increase anticipating additional staffing.
- Note 12 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 13 Removal of Bicycle Study to proposed CIP
- Note 14 Increased proportionally for the new Engineer
- Note 15 No change
- Note 16 Added more funding for Engineering Technical Training.
- Note 17 Reallocation based on changes in ISF and Services and Supplies

## Public Works - Lagoons 001-0920

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4110 Salaries	244,000	245,200	1,200	1
4111 Interns	5,500	6,000	500	2
4120 Benefits	130,200	109,900	(20,300)	3
4520 Compensated Absences	840	3,615	2,775	4
4544 Vehicle Replacement	13,957	13,929	(28)	5
4556 Equipment Replacement	56,339	57,159	820	6
4557 Information Technology Services	20,794	23,615	2,821	7
4569 Building Maintenance	32,034	35,760	3,726	8
4240 Department Special Supplies	41,100	39,250	(1,850)	9
4243 Office Supplies	-	1,000	1,000	10
4245 Small Tools, Equipment & Computer	2,500	2,900	400	11
4246 Maintenance	22,500	25,000	2,500	12
4251 Consulting and Contracting	95,500	101,000	5,500	13
4253 Memberships and Dues	350	350	-	14
4254 Travel, Conferences, and Meetings	750	750	-	15
4255 Training	3,000	3,000	-	16
	<u>669,364</u>	<u>668,428</u>	<u>(936)</u>	

### Detailed Analysis:

- Note 1 No change in Personnel - contractual COLA 2% & Step increase when applicable
- Note 2 Additional hours to provide support
- Note 3 Adjustments based on assigned personnel
- Note 4 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 5 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 6 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 7 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 8 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 9 Reduction due to allocation of uniform charges transferring to Contractual Svc:
- Note 10 Increase for additional staffing
- Note 11 50% of a computer for the proposed Superintendent.
- Note 12 Adjustment based on FY 15/16 expenses
- Note 13 Addition of Contracting Uniform Services-Increases in Required Services (Mosquito, NPDES, Lab Fees); GIS Mapping Updates
- Note 14 No change
- Note 15 No change
- Note 16 No change



## Public Works - Streets 001-0930

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4110 Salaries	233,700	224,800	(8,900)	1
4111 Interns	25,000	25,000	-	2
4120 Overtime	5,500	6,000	500	3
4120 Benefits	124,600	101,000	(23,600)	4
4520 Compensated Absences	850	3,320	2,470	5
4544 Vehicle Replacement	56,230	56,944	714	6
4556 Equipment Replacement	11,876	7,542	(4,334)	7
4557 Information Technology Services	20,794	23,615	2,821	8
4569 Building Maintenance	32,034	35,760	3,726	9
4240 Department Special Supplies	108,000	111,500	3,500	10
4243 Office Supplies	1,000	1,500	500	11
4245 Computer for New Staff Position	-	400	400	12
4246 Maintenance	5,000	5,000	-	13
4247 Rental Equipment	1,000	2,000	1,000	14
4248 Utilities	160,000	165,000	5,000	15
4251 Consulting and Contracting	376,000	426,500	50,500	16
4253 Memberships and Dues	1,000	1,000	-	17
4254 Travel, Conferences, and Meetings	1,500	1,500	-	18
4255 Training	2,000	2,000	-	19
4498 Reallocation to Gas Tax Funds (2103)	(145,700)	(76,400)	69,300	20
4498 Reallocation to Gas Tax Funds (2105-2107.5)	(541,000)	(510,300)	30,700	20
4497 Reallocation to Traffic Safety Fund	(149,000)	(112,600)	36,400	20
	<u>330,384</u>	<u>501,081</u>	<u>34,297</u>	

### Detailed Analysis:

- Note 1 No change in Personnel - contractual COLA 2% & Step changes
- Note 2 Additional hours to provide support
- Note 3 Adjustments based on assigned personnel
- Note 4 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 5 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 6 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 7 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 8 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 9 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 10 Increase for additional staffing
- Note 11 Increase for additional staffing
- Note 12 50% of a computer for the proposed Superintendent
- Note 13 Addition of Contracting Uniform Services-Increases in Required Services (Mosquito, NPDES, Lab Fees); GIS
- Note 14 Adjustment based on FY 15/16 expenses and increasing rental charges
- Note 15 Elec. Cost For 2100 Street Lts./25 Traffic Signals
- Note 16 Addition of Contracting Uniform Services \$2.5K, street sweeping \$3K, Battery Back-Up System for Traffic Signals \$20K & Curb Ramp Installation/Replacement Additional \$25K.
- Note 17 No change
- Note 18 No change
- Note 19 No change
- Note 20 Reallocation based on revenue changes

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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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	-
INTERNAL SERVICES	240,031	240,031	332,721
Subtotal (Total Department Expenses before Reallocations)	240,031	240,031	332,721
REALLOCATIONS	-	-	-
<b>TOTAL FOR LIBRARY SERVICES</b>	<b>\$ 240,031</b>	<b>\$ 240,031</b>	<b>\$ 332,721</b>

## DETAIL LINE ITEM REPORT

LIBRARY SERVICES - LIBRARY SERVICES

Account: 001-1310-413

GENERAL FUND

<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
001-1310-413-4569	BUILDING MAINTENANCE -- LIBRARY	\$240,031.00	\$332,721.00
Subtotal		<b>\$240,031.00</b>	<b>\$332,721.00</b>
<b>Internal Services Total</b>		<b>\$240,031.00</b>	<b>\$332,721.00</b>
<b>LIBRARY SERVICES Total</b>		<b>\$240,031.00</b>	<b>\$332,721.00</b>

**Library Services Department - 001-1310**

Account		Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4569	Building Maintenance	240,031	332,721	92,690	1
		<u>240,031</u>	<u>332,721</u>	<u>92,690</u>	

Detailed Analysis:

Note 1      No changes to Library Department assigned spaces; costs associated with Building Maintenance discussed in Building Maintenance budget.

# 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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	180,000	180,000	184,500
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	180,000	180,000	184,500
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	180,000	180,000	184,500
REALLOCATIONS	-	-	-
<b>TOTAL FOR PROPERTY TAX ADMINISTRATION</b>	<b>\$ 180,000</b>	<b>\$ 180,000</b>	<b>\$ 184,500</b>



## DETAIL LINE ITEM REPORT

FINANCIAL SERVICES/CITY TREASURER - GENERAL ACCOUNTING

GENERAL FUND-DISTRICT

Account: 002-1120-415

<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
002-1120-415-4251	PROPERTY TAX ADMINISTRATION FEE	\$180,000.00	\$184,500.00
Subtotal		<b>\$180,000.00</b>	<b>\$184,500.00</b>
<b>Services and Supplies Total</b>		<b>\$180,000.00</b>	<b>\$184,500.00</b>
<b>GENERAL ACCOUNTING Total</b>		<b>\$180,000.00</b>	<b>\$184,500.00</b>

**NON-DEPARTMENT-PROPERTY TAX ADMINISTRATION - 002-1120**

Account	Account Description	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4251	Property Tax Administration Fee	180,000	184,500	4,500	1
		<u>180,000</u>	<u>184,500</u>	<u>4,500</u>	

Detailed Analysis

Note 1 Estimated increase for CPI adjustment

# 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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	-
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	-
REALLOCATIONS	149,000	149,000	112,600
<b>TOTAL FOR TRAFFIC SAFETY FUND</b>	<b>\$ 149,000</b>	<b>\$ 149,000</b>	<b>\$ 112,600</b>

## DETAIL LINE ITEM REPORT

FINANCIAL SERVICES/CITY TREASURER - GENERAL ACCOUNTING  
 Account: 101-1120-415

TRAFFIC SAFETY

<i>Reallocation</i>	Approved 2015-2016	Requested 2016-2017
101-1120-415-4463 REALLOCATION FROM PW STREETS	\$149,000.00	\$112,600.00
Subtotal	<b>\$149,000.00</b>	<b>\$112,600.00</b>
<b>Reallocation Total</b>	<b>\$149,000.00</b>	<b>\$112,600.00</b>
<b>GENERAL ACCOUNTING Total</b>	<b>\$149,000.00</b>	<b>\$112,600.00</b>

**Traffic Safety Fund - 101**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4463      Reallocation From PW Streets	149,000	112,600	(36,400)	1
Total	<u>149,000</u>	<u>112,600</u>	<u>(36,400)</u>	

Detailed Analysis

Note 1      Funding decline of Public Works Streets maintenance program due to reduction of projected FY 2016/17 Traffic Safety revenues

# 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 2016/17 Budget also includes the use 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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	-
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	-
REALLOCATIONS	781,266	781,266	681,053
<b>TOTAL FOR GAS TAX FUND</b>	<b>\$ 781,266</b>	<b>\$ 781,266</b>	<b>\$ 681,053</b>



## DETAIL LINE ITEM REPORT

FINANCIAL SERVICES/CITY TREASURER - GENERAL ACCOUNTING  
 Account: 103-1120-415

GAS TAX

<i>Reallocation</i>		Approved 2015-2016	Requested 2016-2017
103-1120-415-4463	REALLOCATION FROM COUNCIL/BOARD	\$94,566.00	\$94,353.00
103-1120-415-4463	REALLOCATION FROM PW STREETS (2103)	\$145,700.00	\$76,400.00
103-1120-415-4463	REALLOCATION FROM PW STREETS (2105-2107.5)	\$541,000.00	\$510,300.00
Subtotal		<b>\$781,266.00</b>	<b>\$681,053.00</b>
<b>Reallocation Total</b>		<b>\$781,266.00</b>	<b>\$681,053.00</b>
<b>GENERAL ACCOUNTING Total</b>		<b>\$781,266.00</b>	<b>\$681,053.00</b>

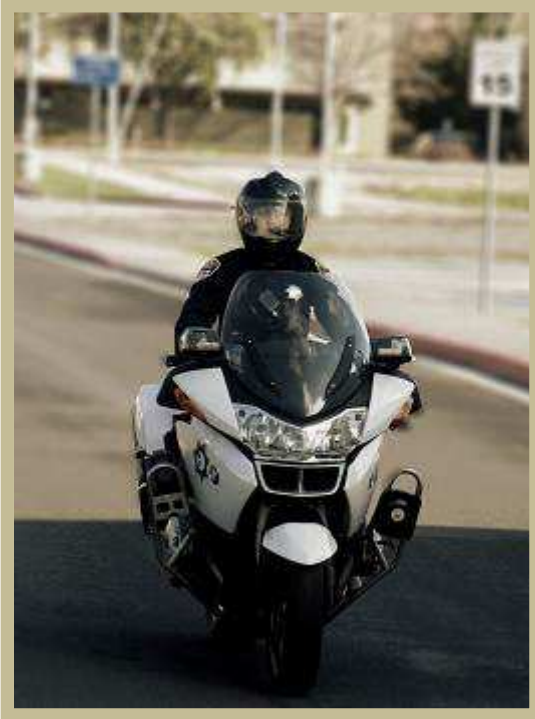
**Gas Tax Fund - 103**

Account		Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4463	Reallocation	781,266	681,053	(100,213)	1
	Total	<u>781,266</u>	<u>681,053</u>	<u>(100,213)</u>	

Detailed Analysis

Note 1 Funding of PW Streets maintenance programs using FY 16/17 Gas Tax revenues (Section 2105-2107.5)

## 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 2016-2017. Based on this information, the City is projecting to receive this State funding of \$100,000 for FY 2016-2017.

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

	2015-2016		2016-2017
	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	-	-	-
<b>TOTAL FOR SLESF / COPS GRANT</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>

## DETAIL LINE ITEM REPORT

POLICE - FIELD OPERATIONS    Account: 108-0620-421

SLESF/COPS GRANT

<i>Employee Services</i>	Approved 2015-2016	Requested 2016-2017
108-0620-421-4110    ALLOCATION FR GEN'L FUND (POLICE) FOR 1 OFFICER	\$100,000.00	\$100,000.00
Subtotal	<b>\$100,000.00</b>	<b>\$100,000.00</b>
<b>Employee Services Total</b>	<b>\$100,000.00</b>	<b>\$100,000.00</b>
<b>FIELD OPERATIONS Total</b>	<b>\$100,000.00</b>	<b>\$100,000.00</b>

**SLESFCOPS GRANT FUND - 108**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4110 Allocation Fr Gen'L Fund (Police) For 1 Officer	100,000	100,000	-	1
Total	<u>100,000</u>	<u>100,000</u>	-	

Detailed Analysis

Note 1 No change



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. This 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 open jobs. Employers are charged an initiation fee of up to \$5,000 to join CalOpps, a one-time \$750 training fee and then an annual maintenance fee of \$2,000. Agencies who are only interested in posting summer internship positions are charged a \$250 fee. Agencies can also opt not to become members and pay \$250 per job posting. 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 who would otherwise be charged to the General Fund. The savings is approximately \$60,000 per year. Additionally, the City would otherwise process 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 greatly reduced Human Resources staff time spent on recruitments, allowing staff to focus on more strategic City endeavors. If Foster City purchased these recruitment services from another vendor, the cost would be approximately \$10,000 annually. This is an expense that the City does not incur, but rather enjoys for free.

The major upgrade to CalOpps will continue in Fiscal Year 2016/17. The last upgrade to the current version was in January of 2009, and there are many areas where member agencies would like to see improvements. Surveys were sent to all member agencies seeking input on areas for improvement. A Request for Proposal (RFP) for the upgrade was issued and after an extensive evaluation process, Urban Insight was selected as the vendor. Their solution best fits the City's needs for a modern, flexible, and efficient migration of the CalOpps.org website. The total price including redesign, programming, application hosting and migration is \$297,929 which is within the available budget in the CalOpps.org Fund.

Additionally, annual costs of approximately \$45,000 for server maintenance and application support are included in the CalOpps.org Fund. The CalOpps upgrade involves support from part-time hourly staff that assists in developing the

documentation of the new version as well as the technical transition to Urban Insight. 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 is funded 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. Server maintenance and application support will be recurring line items in future fiscal years. CalOpps signifies an important partnership of governmental entities and strives to continue to provide public sector recruitment services at an affordable cost to employers while fully recovering the annual cost to the City and establishing reserves for future expenses and upgrades.

### **RESOURCES REQUIRED**

CalOpps 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 Manager time are charged to the fund on an annual basis. Allocations of 50% for one Human Resources Technician.
- Internal Services Charges – Support and hardware and software replacement charges from the Information Technology Internal Services Fund are allocated to the fund.
- Supplies – Miscellaneous supply and copy expenses are borne by the City for the CalOpps program.
- Consulting Services for Migration to Hosted Developer - Fees associated with the transition to Urban Insight, the new managing vendor for CalOpps.
- Temporary Consultant Fees – Documentation and technical transition for the upgraded version of CalOpps (\$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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 98,900	\$ 98,900	\$ 147,490
SERVICES AND SUPPLIES	73,900	371,829	102,640
CAPITAL OUTLAY			-
Subtotal (Total Department-Controlled Expenses)	172,800	470,729	250,130
INTERNAL SERVICES	11,045	11,045	6,651
Subtotal (Total Department Expenses before Reallocations)	183,845	481,774	256,781
REALLOCATIONS	-	-	-
<b>TOTAL FOR CALOPPS.ORG FUND</b>	<b>\$ 183,845</b>	<b>\$ 481,774</b>	<b>\$ 256,781</b>

## DETAIL LINE ITEM REPORT

HUMAN RESOURCES - ADMINISTRATION Account: 114-1210-415

CALOPPS.ORG

<i>Employee Services</i>		Approved 2015-2016	Requested 2016-2017
114-1210-415-4110	PERMANENT SALARIES	\$27,700.00	\$59,457.00
Subtotal		<b>\$27,700.00</b>	<b>\$59,457.00</b>
114-1210-415-4111	TEMPORARY CONSULTANT FEES	\$60,000.00	\$60,000.00
Subtotal		<b>\$60,000.00</b>	<b>\$60,000.00</b>
114-1210-415-4120	FRINGE BENEFITS	\$11,200.00	\$28,033.00
Subtotal		<b>\$11,200.00</b>	<b>\$28,033.00</b>
<b>Employee Services Total</b>		<b>\$98,900.00</b>	<b>\$147,490.00</b>
<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
114-1210-415-4520	COMPENSATED ABSENCES	\$100.00	\$876.00
Subtotal		<b>\$100.00</b>	<b>\$876.00</b>
114-1210-415-4557	INFORMATION TECHNOLOGY SERVICES	\$10,945.00	\$5,775.00
Subtotal		<b>\$10,945.00</b>	<b>\$5,775.00</b>
<b>Internal Services Total</b>		<b>\$11,045.00</b>	<b>\$6,651.00</b>
<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
114-1210-415-4241	COPY EXPENSES	\$2,500.00	\$2,500.00
Subtotal		<b>\$2,500.00</b>	<b>\$2,500.00</b>
114-1210-415-4248	APPLICATION SUPPORT	\$0.00	\$10,500.00
114-1210-415-4248	COMMUNICATION COSTS - WEBSITE HOSTING	\$10,000.00	\$30,600.00
114-1210-415-4248	TRANSACTION EMAIL	\$0.00	\$2,640.00
Subtotal		<b>\$10,000.00</b>	<b>\$43,740.00</b>
114-1210-415-4249	MARKETING / TRADE SHOWS	\$6,400.00	\$6,400.00

	Subtotal	<b>\$6,400.00</b>	<b>\$6,400.00</b>
114-1210-415-4251	CONSULTING FEES -- DOCUMENTATION / TRAINING	\$5,000.00	\$0.00
114-1210-415-4251	CONSULTING SERVICES- MIGRATION TO HOSTED DEVELOPER	\$50,000.00	\$50,000.00
	Subtotal	<b>\$55,000.00</b>	<b>\$50,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$73,900.00</b>	<b>\$102,640.00</b>
	<b>ADMINISTRATION Total</b>	<b>\$183,845.00</b>	<b>\$256,781.00</b>

**Human Resources - Administration 114**

Account		Budget FY 2015-16	Budget FY 2016-17	Increase (Decrease)	Notes
4110	Salaries	27,700	59,457	31,757	1
4111	Temporary Consultant Fees	60,000	60,000	-	2
4120	Fringe Benefits	11,200	28,033	16,833	3
4520	Compensated Absences	100	876	776	4
4557	Information Technology	10,945	5,775	(5,170)	5
4241	Copy Expenses	2,500	2,500	-	6
4248	UTILITIES & COMMUNICATION	10,000	43,740	33,740	7
4249	MARKETING / TRADE SHOWS	6,400	6,400	-	8
4251	CONTRACTUAL, PROF&SPEC SVC	55,000	50,000	(5,000)	9
	<b>Total</b>	<b>183,845</b>	<b>256,781</b>	<b>72,936</b>	

Detailed Analysis:

- Note 1 Additional HR Technician
- Note 2 No change
- Note 3 Additional HR Technician Benefits
- Note 4 Additional HR Technician Compensated Absences
- Note 5 Change in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 6 No change
- Note 7 Increase in Application Support \$10.5K and Website Hosting \$20.6K
- Note 8 No change
- Note 9 Now included in the website hosting costs. CalOpps version 4 will require ongoing support to enhance the user experience and expectations of shared service

## 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 1<sup>st</sup> Time Homebuyers

Program, were transferred to the City Affordable Housing Fund effective February 1, 2012.

Continuing obligations of the Successor Agency to the Community Development Agency, including affordable housing obligations related to Marlin Cove and Miramar and monitoring affordable housing covenants in various developments, are funded from the tax increment received by the Successor Agency and are not included in the budget for the City Affordable Housing Fund.

The budget for FY 2016-2017 includes continued expenditures related to operating and maintaining the remaining six (6) affordable housing units, including property management services, landscaping and other maintenance costs, homeowners' association dues, as well as initiatives that were formerly funded by the Agency that support and enhance the availability of affordable housing in Foster City. Revenues going into the LMIHF include rental income and loan repayments. The City Council has set a goal of maintaining a \$300,000 fund balance as a reserve for capital expenditures related to the affordable housing units owned by the City.

(Note: These funds are distinguished from the City Affordable Housing Funds as they are restricted for the use of low- to moderate-income housing based on California Health & Safety Code §34176 et. seq. or through enacted legislation and which are considered legally enforceable to be used exclusively for the provision of affordable housing in the community.)

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
COMMUNITY DEVELOPMENT  
LMIHF HOUSING SUCCESSOR FUNDS  
Annual Budget Appropriation for Fiscal Year

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	142,600	142,600	142,600
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	142,600	142,600	142,600
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	142,600	142,600	142,600
REALLOCATIONS	-	-	-
<b>TOTAL FOR LMIHF HOUSING SUCCESSOR FUNDS</b>	<b>\$ 142,600</b>	<b>\$ 142,600</b>	<b>\$ 142,600</b>

## DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - MONITORING & PRESERVING LONG-TERM  
AFFORDABILITY Account: 122-0832-463

LMIHF HOUSING  
SUCCESSOR FUND

<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
122-0832-463-4251	HOUSING STAFFING ADMINISTRATION-MONITORING	\$15,000.00	\$15,000.00
122-0832-463-4251	LEGAL SERVICES	\$2,000.00	\$2,000.00
	Subtotal	<b>\$17,000.00</b>	<b>\$17,000.00</b>
122-0832-463-4265	MISC EXPENSE	\$400.00	\$400.00
	Subtotal	<b>\$400.00</b>	<b>\$400.00</b>
122-0832-463-4281	MANAGEMENT FEE-HIP	\$14,400.00	\$14,400.00
	Subtotal	<b>\$14,400.00</b>	<b>\$14,400.00</b>
122-0832-463-4284	REPAIR AND MAINTENANCE-HIP	\$50,000.00	\$50,000.00
	Subtotal	<b>\$50,000.00</b>	<b>\$50,000.00</b>
122-0832-463-4285	LANDSCAPE AND PEST CONTROL-HIP	\$9,600.00	\$9,600.00
	Subtotal	<b>\$9,600.00</b>	<b>\$9,600.00</b>
122-0832-463-4286	HOUSING STAFFING ADMINISTRATION-EXISTING UNIT	\$10,000.00	\$10,000.00
	Subtotal	<b>\$10,000.00</b>	<b>\$10,000.00</b>
122-0832-463-4287	CONTINGENCY FOR MAJOR REPAIRS	\$25,000.00	\$25,000.00
	Subtotal	<b>\$25,000.00</b>	<b>\$25,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$126,400.00</b>	<b>\$126,400.00</b>
	<b>MONITORING &amp; PRESERVING LONG-TERM AFFORDABILITY Total</b>	<b>\$126,400.00</b>	<b>\$126,400.00</b>

COMMUNITY DEVELOPMENT - HOMELESS PREVENTION & RAPID  
REHOUSING SERVICES Account: 122-0836-463

LMIHF HOUSING  
SUCCESSOR FUND

<i>Services and Supplies</i>	Approved 2015-2016	Requested 2016-2017
122-0836-463-4251 HIP HOUSING HOMESHARE PROGRAM	\$5,000.00	\$5,000.00
Subtotal	<b>\$5,000.00</b>	<b>\$5,000.00</b>
<b>Services and Supplies Total</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>
<b>HOMELESS PREVENTION &amp; RAPID REHOUSING SERVICES Total</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>

COMMUNITY DEVELOPMENT - DEVELOPMENT OF AFFORDABLE  
HOUSING Account: 122-0837-463

LMIHF HOUSING SUCCESSOR  
FUND

<i>Services and Supplies</i>	Approved 2015-2016	Requested 2016-2017
122-0837-463-4253 SAN MATEO COUNTY HEART DUES	\$11,200.00	\$11,200.00
Subtotal	<b>\$11,200.00</b>	<b>\$11,200.00</b>
<b>Services and Supplies Total</b>	<b>\$11,200.00</b>	<b>\$11,200.00</b>
<b>DEVELOPMENT OF AFFORDABLE HOUSING Total</b>	<b>\$11,200.00</b>	<b>\$11,200.00</b>



**Community Development Department - LMIHF Housing Successor 122-0832-463**

Account		Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4251	Consulting and Contracting	15,000	15,000	-	1
4251	Legal Services	2,000	2,000	-	2
4265	Misc Expense	400	400	-	3
4281	Management Fee-HIP	14,400	14,400	-	4
4284	Repair and Maintenance-HIP	50,000	50,000	-	5
4285	Landscape and Pest Control-HIP	9,600	9,600	-	6
4286	Housing Staffing Administration-Existing Unit	10,000	10,000	-	7
4287	Contingency for Major Repairs	25,000	25,000	-	8
	<b>Total</b>	<b>126,400</b>	<b>126,400</b>	<b>-</b>	

Detailed Analysis

Note 1	Reduction in contracting services
Note 2	No Change
Note 3	No Change
Note 4	No Change
Note 5	No Change
Note 6	No Change
Note 7	No Change
Note 8	No Change

**Community Development Department - 122-0836-463 Homeless Prevention**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4251 HIP Housing Homeshare Program	5,000	5,000	-	1
Total	<u>5,000</u>	<u>5,000</u>	-	

Detailed Analysis

Note 1 No Change

**Community Development Department - Development of Affordable Housing 128-0837**

Account		Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4253	San Mateo County Heart Dues	11,200	11,200	-	1
	Total	<u>11,200</u>	<u>11,200</u>	-	

Detailed Analysis

Note 1 No Change

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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.

In FY 2014-2015, the expenditure of \$4.75 million was made from the City Affordable Housing Fund to assist the affordable housing project to be constructed on the Foster Square site by Mid-Pen Housing (Alma Point). These funds are expended in the form of a loan payable from future residual income from the property. The loan was funded through the \$3.3 million of one-time “boomerang” funds as indicated above, plus a contribution by TNHC-HW Foster City LLC, the master developer of the Foster Square Project, totaling \$1.45 million upon the close of escrow of the 15-acre site formerly owned by the City.

(Note: This fund is distinguished from the LMIHF Fund in that these funds may be used at the discretion of the City Council for affordable housing, as opposed to LMIHF Fund assets which are subject to specific restrictions for spending and recording by state law.



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
COMMUNITY DEVELOPMENT  
CITY AFFORDABLE HOUSING FUNDS  
Annual Budget Appropriation for Fiscal Year

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	-
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	-
REALLOCATIONS	-	-	-
<b>TOTAL FOR CITY AFFORDABLE HOUSING FUNDS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - MONITORING & PRESERVING LONG-TERM  
AFFORDABILITY    Account: 124-0832-463

CITY AFFORDABLE  
HOUSING FUND

<i>Services and Supplies</i>	Approved 2015-2016	Requested 2016-2017
124-0832-463-4262    LOAN FUNDING FOR MID-PEN HOUSING - FOSTER SQUARE	\$0.00	\$0.00
Subtotal	<b>\$0.00</b>	<b>\$0.00</b>
<b>Services and Supplies Total</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>MONITORING &amp; PRESERVING LONG-TERM AFFORDABILITY Total</b>	<b>\$0.00</b>	<b>\$0.00</b>

**City Affordable Housing Fund - 124**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4262 Misc Expense	-	-	-	1
Total	-	-	-	

Detailed Analysis:

Note 1	No change		-	
			-	



# 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.

In January 2016, the City Council reaffirmed its commitment to the tenets of the Sustainable Foster City plan. This fund is used for the expenses associated with implementation of City Council priorities in the areas of Economic Development, Environmental Sustainability and Community Outreach.

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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	258,100	258,100	258,100
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	258,100	258,100	258,100
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	258,100	258,100	258,100
REALLOCATIONS	-	-	-
<b>TOTAL FOR SUSTAINABLE FOSTER CITY SPECIAL FUND</b>	<b>\$ 258,100</b>	<b>\$ 258,100</b>	<b>\$ 258,100</b>

## DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION  
Account: 125-0110-413

SUSTAINABLE FOSTER CITY SPECIAL FUND

<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
125-0110-413-4251	COMMUNITY ENGAGEMENT INITIATIVES	\$0.00	\$50,000.00
125-0110-413-4251	ECONOMIC DEVELOPMENT INITIATIVES	\$0.00	\$150,000.00
125-0110-413-4251	ENVIRONMENTAL SUSTAINABILITY INITIATIVES	\$0.00	\$50,000.00
125-0110-413-4251	SUSTAINABLE FC INITIATIVES WORKING CAPITAL	\$250,000.00	\$0.00
	Subtotal	<b>\$250,000.00</b>	<b>\$250,000.00</b>
125-0110-413-4253	ICLEI MEMBERSHIP	\$700.00	\$700.00
125-0110-413-4253	SVEDA MEMBERSHIP	\$5,000.00	\$5,000.00
	Subtotal	<b>\$5,700.00</b>	<b>\$5,700.00</b>
125-0110-413-4254	MEETINGS AND SUPPLIES	\$2,400.00	\$2,400.00
	Subtotal	<b>\$2,400.00</b>	<b>\$2,400.00</b>
	<b>Services and Supplies Total</b>	<b>\$258,100.00</b>	<b>\$258,100.00</b>
	<b>ADMINISTRATION Total</b>	<b>\$258,100.00</b>	<b>\$258,100.00</b>

**Sustainable Foster City Special Fund - 125**

Account		Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4251	Contractual Services	250,000	250,000	-	1
4253	Memberships	5,700	5,700	-	2
4254	Meetings	2,400	2,400	-	3
Total		<u>258,100</u>	<u>258,100</u>	-	

Detailed Analysis:

- Note 1      No change
- Note 2      No change
- Note 3      No change

# Day Time Shuttle Fund

In Fiscal Year 2014-15 and Fiscal Year 2015-16, Foster City pursued the funding and 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. After exploring various options, the City Council suspended the program, therefore no funding is proposed in Fiscal Year 2016-17.



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
CITY/DISTRICT MANAGER - ADMINISTRATION  
DAY TIME SHUTTLE FUND  
Annual Budget Appropriation for Fiscal Year

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	191,500	191,500	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	191,500	191,500	-
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	191,500	191,500	-
REALLOCATIONS	-	-	-
<b>TOTAL FOR DAY TIME SHUTTLE FUND</b>	<b>\$ 191,500</b>	<b>\$ 191,500</b>	<b>\$ -</b>

## DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION

Account: 126-0110-413

DAY TIME SHUTTLE FUND

<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
126-0110-413-4251	FC MID-DAY SHUTTLE	\$191,500.00	\$0.00
Subtotal		<b>\$191,500.00</b>	<b>\$0.00</b>
<b>Services and Supplies Total</b>		<b>\$191,500.00</b>	<b>\$0.00</b>
<b>ADMINISTRATION Total</b>		<b>\$191,500.00</b>	<b>\$0.00</b>

## Daytime Shuttle Fund - 126

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4251 Contractual Services	191,500	-	(191,500)	1
Total	<u>191,500</u>	<u>-</u>	<u>(191,500)</u>	

Detailed Analysis:

Note 1 Program not pursued for current Fiscal Year.



# Bay Area Employee Relations Services

In September 2016, the City of Foster City became the host of the Bay Area Employee Relations Service (BAERS). Started in 1976 by 36 city, county and other government entities in the San Francisco Bay Area, BAERS provides employee relations services through a robust database that has all the necessary information used to support activities such as labor negotiations, position/classification studies and compensation analysis.

BAERS services are provided to local government agencies through service agreements. Each agency pays an annual fee for service based on the scope of the agency's labor agreements and the size of the agency. The Human Resources Department provides administrative support and supervision for BAERS services and employs two part-time Human Resources Analysts to maintain the database and provide services to member agencies. The City utilizes internal IT services as well as the hosted services to maintain the website.

The City benefits from hosting BAERS. The personnel allocations subsidize personnel who would otherwise be charged to the General Fund. In addition, as the hosting agency, the City no longer incurs the annual \$8500 service fee previously paid for BAERS membership.

## ***RESOURCES REQUIRED***

This is a self-supporting initiative accounted for in the City's Special Revenue Funds (fund #127). Resources required include the following:

- Personnel Allocations – Allocations of 5% of the Human Resources Director and 20% of one Human Resources Manager time are charged to the fund on an annual basis as are two 20 hour per week Human Resources Analysts who have previously worked with BAERS. Allocations of 50% for one Human Resources Technician.
- 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 borne by the City for the BAERS program.
- Consulting Services for Migration to Hosted Developer - Fees associated with hosting the database.
- Temporary Consultant Fees – Documentation and technical transition.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**HUMAN RESOURCES**  
**BAY AREA EMPLOYEE RELATIONS SERVICES (BAERS) FUND**  
Annual Budget Appropriation for Fiscal Year

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 293,960	\$ 293,960	\$ 341,150
SERVICES AND SUPPLIES	35,100	35,100	35,100
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	329,060	329,060	376,250
INTERNAL SERVICES	11,532	11,532	11,821
Subtotal (Total Department Expenses before Reallocations)	340,592	340,592	388,071
REALLOCATIONS	-	-	-
<b>TOTAL FOR BAY AREA EMPLOYEE RELATIONS SERVICES (BAERS) FUND</b>	<b>\$ 340,592</b>	<b>\$ 340,592</b>	<b>\$ 388,071</b>

## DETAIL LINE ITEM REPORT

HUMAN RESOURCES - ADMINISTRATION Account: 127-1210-415

BAERS

<i>Employee Services</i>		Approved 2015-2016	Requested 2016-2017
127-1210-415-4110	PERMANENT SALARIES	\$179,654.00	\$134,737.00
127-1210-415-4110	PERMANENT SALARIES - HR ALLOCATION	\$27,700.00	\$28,300.00
	Subtotal	<b>\$207,354.00</b>	<b>\$163,037.00</b>
127-1210-415-4111	HOURLY & PART TIME SALARY	\$0.00	\$146,080.00
127-1210-415-4111	TEMPORARY CONSULTANT FEES	\$4,000.00	\$4,000.00
	Subtotal	<b>\$4,000.00</b>	<b>\$150,080.00</b>
127-1210-415-4120	FRINGE BENEFITS	\$71,406.00	\$16,033.00
127-1210-415-4120	FRINGE BENEFITS - HR ALLOCATION	\$11,200.00	\$12,000.00
	Subtotal	<b>\$82,606.00</b>	<b>\$28,033.00</b>
	<b>Employee Services Total</b>	<b>\$293,960.00</b>	<b>\$341,150.00</b>
<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
127-1210-415-4520	COMPENSATED ABSENCES	\$587.00	\$876.00
	Subtotal	<b>\$587.00</b>	<b>\$876.00</b>
127-1210-415-4557	INFORMATION TECHNOLOGY SERVICES	\$10,945.00	\$10,945.00
	Subtotal	<b>\$10,945.00</b>	<b>\$10,945.00</b>
	<b>Internal Services Total</b>	<b>\$11,532.00</b>	<b>\$11,821.00</b>
<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
127-1210-415-4243	OFFICE EXPENSES	\$1,100.00	\$1,100.00
	Subtotal	<b>\$1,100.00</b>	<b>\$1,100.00</b>
127-1210-415-4248	COMMUNICATION COSTS - DATA	\$2,000.00	\$2,000.00
127-1210-415-4248	COMMUNICATION COSTS - SOFTWARE	\$1,000.00	\$1,000.00

127-1210-415-4248	COMMUNICATION COSTS - WEBSITE HOSTING	\$10,000.00	\$10,000.00
	Subtotal	<b>\$13,000.00</b>	<b>\$13,000.00</b>
127-1210-415-4251	CONSULTING FEES -- DOCUMENTATION / TRAINING	\$8,000.00	\$8,000.00
127-1210-415-4251	CONSULTING SERVICES- MOVE/MIGRATION TO FOSTER CITY	\$10,000.00	\$10,000.00
127-1210-415-4251	LEGAL SERVICES	\$3,000.00	\$3,000.00
	Subtotal	<b>\$21,000.00</b>	<b>\$21,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$35,100.00</b>	<b>\$35,100.00</b>
	<b>ADMINISTRATION Total</b>	<b>\$340,592.00</b>	<b>\$388,071.00</b>

**Human Resources - BAERS - 127**

Account		Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4110	Salaries	207,354	163,037	(44,317)	1
4111	Hourly & P/T Salary	4,000	150,080	146,080	2
4120	Fringe Benefits	82,606	28,033	(54,573)	3
4520	Compensated Absences	587	876	289	4
4557	Information Technology	10,945	10,945	-	5
4243	Office Expenses	1,100	1,100	-	6
4248	UTILITIES & COMMUNICATION	13,000	13,000	-	7
4251	CONTRACTUAL, PROF&SPEC SVC	21,000	21,000	-	8
	<b>Total</b>	<b>340,592</b>	<b>388,071</b>	<b>47,479</b>	

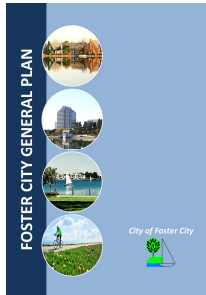
Detailed Analysis:

Note 1	Reclassify personnel to Part-time & Add .5 HR Technician
Note 2	Reclassify personnel from Full-time
Note 3	Reclassify personnel from Full-time to Part-time & Add .5 HR Technician
Note 4	Reclassify personnel from Full-time to Part-time & Add .5 HR Technician
Note 5	No change
Note 6	No change
Note 7	No change
Note 8	No change

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# GENERAL PLAN-BUILDING AND CONSTRUCTION ORDINANCE- ZONING CODE MAINTENANCE FUND

This fee was established as part of the FY 2011-2012 budget. The fee provides funding for the unreimbursed State mandated costs of updating and maintaining the City's General Plan, Title 15 Buildings and Construction Ordinance and Title 17 Zoning Ordinance Maintenance. The fee is collected at the time of building permit issuance and is based on the value of the application and provides a dedicated funding source for future General Plan updates and zoning and building code updates without relying on the General Fund.



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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	51,300
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	51,300
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	51,300
REALLOCATIONS	-	-	-
<b>TOTAL FOR GENERAL PLAN MAINTENANCE FUND</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 51,300</b>



## DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - Account: 128-0838-419

GENERAL PLAN MAINTENANCE FUND

<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
128-0838-419-4251	GENERAL PLAN IMPLEMENTATION	\$0.00	\$30,000.00
128-0838-419-4251	GENERAL PLAN UPDATE AND EIR	\$0.00	\$20,000.00
Subtotal		<b>\$0.00</b>	<b>\$50,000.00</b>
128-0838-419-4253	21 ELEMENTS	\$0.00	\$1,300.00
Subtotal		<b>\$0.00</b>	<b>\$1,300.00</b>
<b>Services and Supplies Total</b>		<b>\$0.00</b>	<b>\$51,300.00</b>

**Community Development Department - General Plan Maintenance Fund 128-0838**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4251 Consulting and Contracting	-	50,000	50,000	1
4253 Memberships and Dues		1,300	1,300	2
	-	51,300	51,300	

Detailed Analysis:

- Note 1 Same as last year but in new section created for this account
- Note 2 City's share of 21 Elements group

# Construction and Demolition Fund

The Construction and Demolition Fund was created in Fiscal Year 2005/2006 as a result of the passing of the Construction and Demolition Ordinance (Chapter 15.44 Recycling and Salvaging of Construction and Demolition Debris, Title 15, Buildings and Construction) that same year.

The ordinance requires that specific construction and demolition projects submit a Waste Management Plan as a condition of their building permit. The plan estimates the tonnage of material that will be generated by the project, and demonstrates how the contractor will maximize recycling of debris and other waste generated from the project. The ordinance requires that a refundable deposit be submitted based on the estimate of the debris that will be generated during the project. As a condition of return of the deposit, the applicant must provide documentation demonstrating that a minimum of 50% of the debris generated from the project was diverted. For applicants that do not show proof of recycling or do not meet the 50% minimum diversion requirement, a portion of or the full deposit is forfeited.

Per the Construction and Demolition Ordinance, forfeited deposits shall be turned over to a fund designated to further promote the development and expansion of recycling and waste reduction programs.



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**COMMUNITY DEVELOPMENT**  
**CONSTRUCTION/DEMOLITION RECYCLING FUND**  
Annual Budget Appropriation for Fiscal Year

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	12,000
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	12,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	12,000
REALLOCATIONS	-	-	-
<b>TOTAL FOR CONSTRUCTION/DEMOLITION RECYCLING FUND</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,000</b>

## DETAIL LINE ITEM REPORT

PUBLIC WORKS - Account: 129-0932-431

CONSTRUCTION/DEMOLITION RECYCLING FUND

<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
129-0932-431-4242	Prop 218 Mailing Postage	\$0.00	\$4,000.00
Subtotal		<b>\$0.00</b>	<b>\$4,000.00</b>
129-0932-431-4243	Recycling Containers	\$0.00	\$2,000.00
Subtotal		<b>\$0.00</b>	<b>\$2,000.00</b>
129-0932-431-4251	Prop 218 Mailing	\$0.00	\$4,000.00
129-0932-431-4251	Shred/E-waste/Compost Event	\$0.00	\$2,000.00
Subtotal		<b>\$0.00</b>	<b>\$6,000.00</b>
<b>Services and Supplies Total</b>		<b>\$0.00</b>	<b>\$12,000.00</b>

**Construction & Demolition Fund - 129**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4242 Postage	-	4,000	4,000	1
4243 Supplies	-	2,000	2,000	2
4251 Contractual Services	-	6,000	6,000	3
Total	-	12,000	12,000	

Detailed Analysis:

- Note 1 Same as last year but in new section created for this account
- Note 2 Same as last year but in new section created for this account
- Note 3 Same as last year but in new section created for this account

# TECHNOLOGY MAINTENANCE FUND

This fee was established in FY 2015-16. Each year funds are set aside in the Internal Services Account toward the maintenance and eventual replacement of the permitting system. The Community Development Department recommends that a system wide technology fee be incorporated into the Master Fee schedule to recover the costs and ongoing expenses of the new permitting system.



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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	32,100
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	32,100
INTERNAL SERVICES	-	-	30,750
Subtotal (Total Department Expenses before Reallocations)	-	-	62,850
REALLOCATIONS	-	-	-
<b>TOTAL FOR TECHNOLOGY MAINTENANCE FUND</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 62,850</b>



## DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - Account: 130-0839-419

TECHNOLOGY MAINTENANCE FUND

<i>Internal Services</i>	Approved 2015-2016	Requested 2016-2017
130-0839-419-4557 INFORMATION TECHNOLOGY SERVICES	\$0.00	\$30,750.00
Subtotal	<b>\$0.00</b>	<b>\$30,750.00</b>
<b>Internal Services Total</b>	<b>\$0.00</b>	<b>\$30,750.00</b>
<i>Services and Supplies</i>	Approved 2015-2016	Requested 2016-2017
130-0839-419-4251 SUNGARD/CRW SOFTWARE ANNUAL MAINTENANCE	\$0.00	\$32,100.00
Subtotal	<b>\$0.00</b>	<b>\$32,100.00</b>
<b>Services and Supplies Total</b>	<b>\$0.00</b>	<b>\$32,100.00</b>
<b>Total</b>	<b>\$0.00</b>	<b>\$62,850.00</b>

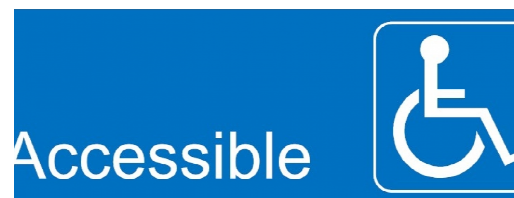
**TECHNOLOGY MAINTENANCE FUND - 130**

Account		Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4557	Information Technology Services	-	30,750	30,750	1
4251	Contractual Services	-	32,100	32,100	2
	Total	-	62,850	62,850	

Detailed Analysis:

- Note 1 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 2 Sungard/CRW annual maintenance

## SB 1186 Fee



Senate Bill (SB) 1186 (Chapter 383, Statutes of 2012) created Government Code Section 4467. Among other things, this statute requires a one-dollar additional fee to be paid by any applicant for a local business license, permit or similar instrument when it is issued or renewed. The fee applies to applications and renewals filed between January 1, 2013 and December 31, 2018 and it is collected by the issuing jurisdiction (city, county, or city and county).

The purpose of the fee is to increase disability access and compliance with construction-related accessibility requirements. Additionally, the fee assists local jurisdictions in supporting the Certified Access Specialist (CAsp) program and provides the Division of the State Architect (DSA) with funds to maintain oversight of the CAsp program. The funds accrued from this fee are then divided between the local entity that collected the funds, which retains 70 percent, and Division of the State Architect (DSA) which receives 30 percent. The fee is used by the City of Foster City to provide training for inspectors as Certified Access Specialists.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**COMMUNITY DEVELOPMENT**  
**SB 1186 FUND**  
Annual Budget Appropriation for Fiscal Year

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	1,300
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	1,300
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	1,300
REALLOCATIONS	-	-	-
<b>TOTAL FOR SB 1186 FUND</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,300</b>

# DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - Account: 131-0841-419

SB 1186 FUND

<i>Services and Supplies</i>	Approved 2015-2016	Requested 2016-2017
131-0841-419-4255 TRAINING	\$0.00	\$1,300.00
Subtotal	<b>\$0.00</b>	<b>\$1,300.00</b>
<b>Services and Supplies Total</b>	<b>\$0.00</b>	<b>\$1,300.00</b>
<b>Total</b>	<b>\$0.00</b>	<b>\$1,300.00</b>

**SB1186 Fund - 131**

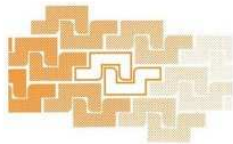
Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4255 Training	-	1,300	1,300	1
Total	-	1,300	1,300	

Detailed Analysis:

Note 1 Same as last year but in new section created for this account

# Strong Motion Instrumentation Fee

The state of California passed the Strong Motion Instrumentation Act in 1972. The Strong Motion Investigation fee is paid by each applicant for a building permit, where square footage is added and is mandated by the Public Resources Code section 2705. This fee is remitted to the state of California to obtain vital earthquake data for the engineering and scientific communities through a statewide network of strong motion instruments.



Strong Motion  
Instrumentation for Civil  
Engineering Structures

Edited by  
M. Erdik, M. Celebi, V. Mihailov  
and N. Apaydin

NATO Science Series

Series E: Applied Sciences - Vol. 373

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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	500
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	500
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	500
REALLOCATIONS	-	-	-
<b>TOTAL FOR SMIP FUND</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>



## DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - Account: 132-0842-419

SMIP FUND

<i>Services and Supplies</i>	Approved 2015-2016	Requested 2016-2017
132-0842-419-4255 SEISMIC MOTION AND INSTRUMENTATION	\$0.00	\$500.00
Subtotal	<b>\$0.00</b>	<b>\$500.00</b>
<b>Services and Supplies Total</b>	<b>\$0.00</b>	<b>\$500.00</b>
<b>Total</b>	<b>\$0.00</b>	<b>\$500.00</b>

**Strong Motion Instrumentation Program (SMIP) Fee Fund - 132**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4255 Training	-	500	500	1
Total	-	500	500	

Detailed Analysis:

Note 1 Same as last year but in new section created for this account

# CRV Grant Fund

The CRV Grant Fund has been created for Fiscal Year 2016-2017 in response to a Corrective Action Plan established by the California State Auditor, to address fiscal accountability among State Agencies for the administration of the Beverage Container Recycling Payment Program starting with the payment for fiscal year 2015-2016.

The portion of the California Redemption Value (CRV) (a value collected by beverage retailers at the point of sale and remitted to CalRecycle) that is not redeemed by individuals, is made available to Cities and Counties to assist in the implementation of beverage container recycling and litter abatement projects in their communities. On an annual basis, the City submits a funding request with a plan to expend the program funds.

Beginning with fiscal year 2015-2016 funds, recipients must submit an approved resolution from their elected body designating specific staff to apply for funds; submit a Funding Request including authorized signatures; submit an expenditure report with supporting documentation for funds expended; and expend funds within two years of award of funds. Each year Foster City receives approximately \$8,000 through this program.



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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	8,000
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	8,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	8,000
REALLOCATIONS	-	-	-
<b>TOTAL FOR CRV GRANT FUND</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,000</b>

## DETAIL LINE ITEM REPORT

PUBLIC WORKS - Account: 133-0933-431

CRV GRANT FUND

<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
133-0933-431-4240	Recycling Containers	\$0.00	\$4,000.00
Subtotal		<b>\$0.00</b>	<b>\$4,000.00</b>
133-0933-431-4243	Outreach Flyer	\$0.00	\$2,000.00
Subtotal		<b>\$0.00</b>	<b>\$2,000.00</b>
133-0933-431-4251	Events support	\$0.00	\$2,000.00
Subtotal		<b>\$0.00</b>	<b>\$2,000.00</b>
<b>Services and Supplies Total</b>		<b>\$0.00</b>	<b>\$8,000.00</b>
<b>Total</b>		<b>\$0.00</b>	<b>\$8,000.00</b>

**CRV Grant Fund - 133**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4240 Recycling Containers	-	4,000	4,000	1
4243 Outreach Flyer	-	2,000	2,000	2
4251 Events Support		2,000	2,000	3
Total	-	8,000	8,000	

Detailed Analysis:

- Note 1 Same as last year but in new section created for this account
- Note 2 Same as last year but in new section created for this account
- Note 3 Same as last year but in new section created for this account

# Curbside Recycling Fund

The Curbside Recycling fund supports the implementation of activities related to beverage container recycling. On an annual basis the Department of Resources Recycling and Recovery (CalRecycle) makes a curbside supplemental payment to operators of curbside and neighborhood drop-off programs for beverage container recycling.

As a member of the SBWMA, and part owner/operator of the San Carlos Transfer Station, Foster City's payment represents the City's share of the volume of beverage containers collected from Recology's curbside collection operation for one year. Since 2011, the City has received on average \$22,000 per year from the curbside supplemental payment program.

Per Public Resources Code 14549.6(a) expenditure of funds is limited to payment for activities related to beverage container recycling.



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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	25,000
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	25,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	25,000
REALLOCATIONS	-	-	-
<b>TOTAL FOR CURBSIDE RECYCLING FUND</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>



# DETAIL LINE ITEM REPORT

PUBLIC WORKS - Account: 134-0934-431

CURBSIDE RECYCLING FUND

<i>Services and Supplies</i>	Approved 2015-2016	Requested 2016-2017
134-0934-431-4251 Litter Abatement	\$0.00	\$25,000.00
Subtotal	<b>\$0.00</b>	<b>\$25,000.00</b>
<b>Services and Supplies Total</b>	<b>\$0.00</b>	<b>\$25,000.00</b>
<b>Total</b>	<b>\$0.00</b>	<b>\$25,000.00</b>

**Curbside Recycling Fund - 134**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4251 Litter Abatement		25,000	25,000	1
Total	-	25,000	25,000	

Detailed Analysis:

Note 1 Same as last year but in new section created for this account

# Building Standards Administration Special Revolving Fund

On September 30, 2008, Governor Schwarzenegger signed SB 1473 into law. It took effect on January 1, 2009. Among other things, the bill provides for the creation of the Building Standards Administration Special Revolving Fund, which is established in the State Treasury. Moneys deposited in this fund will come from a surcharge on both residential and nonresidential building permits. The bill requires that each city, county, and city and county collect a fee from an applicant for a building permit, assessed at the rate of four dollars (\$4) per one hundred thousand dollars (\$100,000) in valuation, with appropriate fractions thereof, but not less than one dollar (\$1).



SB 1473 provides that the city, county, or city and county may retain up to ten (10) percent of the fees collected for related administrative costs and for code enforcement education. The bill requires that the local jurisdiction transmit the remainder to CBSC for deposit in the Building Standards Administration Special Revolving Fund.

Once appropriated, moneys deposited in this fund will be available to CBSC, the Department of Housing and Community Development, and the Office of the State Fire Marshal for expenditure in carrying out the provisions of the State Building Standards Law and provisions of State Housing Law that relate to building standards. Emphasis is to be placed on the development, adoption, publication, updating, and educational efforts associated with green building standards.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
COMMUNITY DEVELOPMENT  
GREEN BUILDING FEE FUND  
Annual Budget Appropriation for Fiscal Year

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	500
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	500
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	500
REALLOCATIONS	-	-	-
<b>TOTAL FOR GREEN BUILDING FEE FUND</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>

# DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - Account: 135-0843-419

GREEN BUILDING FEE FUND

<i>Services and Supplies</i>	Approved 2015-2016	Requested 2016-2017
135-0843-419-4255 Training	\$0.00	\$500.00
Subtotal	<b>\$0.00</b>	<b>\$500.00</b>
<b>Services and Supplies Total</b>	<b>\$0.00</b>	<b>\$500.00</b>
<b>Total</b>	<b>\$0.00</b>	<b>\$500.00</b>

**Green Building Fee (Building Standards Administration Special Revolving) Fund - 135**

Account	Budget FY 2015- 16	Budget FY 2016- 17	Increase (Decrease)	Notes
4255 Training	-	500	500	1
Total	-	500	500	

Detailed Analysis:

Note 1 Same as last year but in new section created for this account

# 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. Treated water is purchased exclusively from the San Francisco Water Department, a department of the San Francisco Public Utilities Commission (SFPUC). The water is supplied to EMID via the Hetch Hetchy Reservoir distribution system at approximately 120 pounds per square inch (PSI) of pressure. EMID reduces the pressure to approximately 60 PSI operating pressure for customers. While 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 four (4) 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 distribution mains, more than 4,800 mainline 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. There is 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 by the customer. The City provides an online utility billing system option that allows customers to view and pay their utility bills online at no additional cost. Customers also have the ability to track their usage online, or they may contact Public Works for further information.

As a result of recent State mandated water conservation measures, EMID customers have exceeded the requirements and have reduced water consumption to over 30% since 2007. EMID will continue to work with customers to meet the target reductions. Conservation-based rebated programs were implemented in an effort to provide incentives for customers to conserve.

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

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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 1,640,647	\$ 1,640,647	\$ 1,681,122
SERVICES AND SUPPLIES	9,446,216	9,554,322	8,124,252
CAPITAL OUTLAY	35,000	35,000	-
Subtotal (Total Department-Controlled Expenses)	11,121,863	11,229,969	9,805,374
INTERNAL SERVICES	750,987	750,987	861,373
Subtotal (Total Department Expenses before Reallocations)	11,872,850	11,980,956	10,666,747
REALLOCATIONS	884,323	884,323	997,903
<b>TOTAL FOR WATER ENTERPRISE FUND</b>	<b>\$ 12,757,173</b>	<b>\$ 12,865,279</b>	<b>\$ 11,664,650</b>



## DETAIL LINE ITEM REPORT

PUBLIC WORKS - WATER    Account: 401-0960-461

WATER REVENUE

<i>Capital Outlay</i>	Approved 2015-2016	Requested 2016-2017
401-0960-461-4385    INSTALLATION OF SENSUS REPEATER FOR MIB	\$15,000.00	\$0.00
401-0960-461-4385    UPGRADE OF TGB NETWORK	\$20,000.00	\$0.00
Subtotal	<b>\$35,000.00</b>	<b>\$0.00</b>
<b>Capital Outlay Total</b>	<b>\$35,000.00</b>	<b>\$0.00</b>
<i>Employee Services</i>	Approved 2015-2016	Requested 2016-2017
401-0960-461-4110    PERMANENT SALARIES	\$1,051,737.00	\$1,138,844.00
Subtotal	<b>\$1,051,737.00</b>	<b>\$1,138,844.00</b>
401-0960-461-4111    PUBLIC WORKS INTERNS	\$10,000.00	\$10,000.00
Subtotal	<b>\$10,000.00</b>	<b>\$10,000.00</b>
401-0960-461-4112    OVERTIME	\$17,500.00	\$18,000.00
Subtotal	<b>\$17,500.00</b>	<b>\$18,000.00</b>
401-0960-461-4120    FRINGE BENEFITS	\$561,410.00	\$509,278.00
Subtotal	<b>\$561,410.00</b>	<b>\$509,278.00</b>
<b>Employee Services Total</b>	<b>\$1,640,647.00</b>	<b>\$1,676,122.00</b>
<i>Internal Services</i>	Approved 2015-2016	Requested 2016-2017
401-0960-461-4520    COMPENSATED ABSENCES	\$3,701.00	\$16,747.00
Subtotal	<b>\$3,701.00</b>	<b>\$16,747.00</b>
401-0960-461-4544    VEHICLE REPLACEMENT - UNITS 17,20,21,22,27,35,36	\$96,292.00	\$101,896.00
Subtotal	<b>\$96,292.00</b>	<b>\$101,896.00</b>
401-0960-461-4556    EQUIPMENT REPLACEMENT	\$273,440.00	\$288,227.00
401-0960-461-4556    EQUIPMENT REPLACEMENT - RADIOS	\$0.00	\$212.00

		Subtotal	<b>\$273,440.00</b>	<b>\$288,439.00</b>
401-0960-461-4557	INFORMATION TECHNOLOGY SERVICES		\$230,495.00	\$256,982.00
		Subtotal	<b>\$230,495.00</b>	<b>\$256,982.00</b>
401-0960-461-4562	SELF INSURANCE FUND CHARGE		\$83,000.00	\$125,800.00
		Subtotal	<b>\$83,000.00</b>	<b>\$125,800.00</b>
401-0960-461-4569	BUILDING MAINTENANCE		\$64,059.00	\$71,509.00
		Subtotal	<b>\$64,059.00</b>	<b>\$71,509.00</b>
		<b>Internal Services Total</b>	<b>\$750,987.00</b>	<b>\$861,373.00</b>

***Services and Supplies***

		Approved 2015-2016	Requested 2016-2017	
401-0960-461-4240	ANNUAL WATER QUALITY REPORT - PRINTING	\$2,600.00	\$500.00	
401-0960-461-4240	BOOTS AND SAFETY GEAR	\$10,500.00	\$4,500.00	
401-0960-461-4240	COMPRESSION FITTINGS	\$2,500.00	\$0.00	
401-0960-461-4240	HYDRANT FITTINGS AND PARTS	\$5,000.00	\$0.00	
401-0960-461-4240	HYDRANT METERS	\$0.00	\$9,000.00	
401-0960-461-4240	METER PARTS	\$7,500.00	\$0.00	
401-0960-461-4240	PAINT FOR HYDRANTS AND MISC. JOBS	\$1,000.00	\$0.00	
401-0960-461-4240	PIPES, CLAMPS AND PARTS	\$9,000.00	\$0.00	
401-0960-461-4240	REFURBISHING OF CORPORATION YARD OFFICE AREAS	\$0.00	\$12,300.00	
401-0960-461-4240	REPAIR MATERIALS	\$0.00	\$80,800.00	
401-0960-461-4240	SAFETY GEAR	\$1,500.00	\$0.00	
401-0960-461-4240	SMALL TOOLS	\$1,500.00	\$0.00	
401-0960-461-4240	STAINLESS STEEL NUTS AND BOLTS	\$1,800.00	\$0.00	
401-0960-461-4240	TRENCH EXCAVATION MATERIAL	\$9,000.00	\$0.00	
401-0960-461-4240	VALVES AND METER BOXES AND LIDS	\$10,000.00	\$0.00	
401-0960-461-4240	WATER VALVES AND OPERATION NUTS	\$3,500.00	\$0.00	
		Subtotal	<b>\$65,400.00</b>	<b>\$107,100.00</b>
401-0960-461-4241	PRINTING PROP 218 NOTIFICATION-WATER/WASTEWATER	\$2,300.00	\$2,500.00	
		Subtotal	<b>\$2,300.00</b>	<b>\$2,500.00</b>

401-0960-461-4242	POSTAGE FOR ANNUAL WATER QUALITY REPORT	\$1,200.00	\$500.00
401-0960-461-4242	POSTAGE PROP 218 NOTIFICATION-WATER/WASTEWATER	\$2,200.00	\$2,500.00
	Subtotal	<b>\$3,400.00</b>	<b>\$3,000.00</b>
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	<b>\$2,500.00</b>	<b>\$2,500.00</b>
401-0960-461-4245	PORTABLE FIELD DATA UNITS	\$5,000.00	\$5,000.00
	Subtotal	<b>\$5,000.00</b>	<b>\$5,000.00</b>
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 & ARV'S	\$4,000.00	\$5,000.00
401-0960-461-4246	MAINTENANCE REPAIR TO WATER PUMPS/ENGINES	\$5,000.00	\$5,000.00
401-0960-461-4246	MAINTENANCE REPAIRS TO 5 PORTABLE PUMPS-HYDR EQUIP	\$1,000.00	\$1,000.00
401-0960-461-4246	REPAIRS/SERVICE CALLS-WATER/ELECTRICAL CONROL SYS	\$4,000.00	\$4,000.00
	Subtotal	<b>\$18,000.00</b>	<b>\$19,000.00</b>
401-0960-461-4247	RENTAL EQUIPMENT	\$2,000.00	\$3,000.00
	Subtotal	<b>\$2,000.00</b>	<b>\$3,000.00</b>
401-0960-461-4248	CA DEPARTMENT OF HEALTH SERVICES	\$16,000.00	\$20,000.00
401-0960-461-4248	ELECTRICITY FOR WATER PUMP PLANT	\$50,500.00	\$53,000.00
401-0960-461-4248	NATURAL GAS FOR WATER PUMP PLANT	\$24,250.00	\$25,500.00
401-0960-461-4248	SFPUC - BAWSCA BOND SURCHARGE	\$647,666.00	\$859,152.00
401-0960-461-4248	SFPUC WATER PURCHASE	\$8,350,000.00	\$6,723,000.00
401-0960-461-4248	WATER FOR CORP YARD AND METER CHARGE	\$0.00	\$4,800.00
	Subtotal	<b>\$9,088,416.00</b>	<b>\$7,685,452.00</b>
401-0960-461-4251	ANNUAL WATER/WASTEWATER RATE STUDY	\$0.00	\$15,000.00
401-0960-461-4251	BACKFLOW PREVENTION FEES, SAN MATEO COUNTY	\$28,000.00	\$30,000.00
401-0960-461-4251	DSS MODEL SUPPORT SERVICES AND TRAINING	\$1,500.00	\$1,500.00
401-0960-461-4251	MDM PORTAL	\$57,000.00	\$59,000.00
401-0960-461-4251	POTABLE WATER LAB TESTS	\$35,000.00	\$37,000.00

401-0960-461-4251	SPECIAL STUDIES	\$25,000.00	\$25,000.00
401-0960-461-4251	UNIFORM SERVICES	\$0.00	\$7,500.00
	Subtotal	<b>\$146,500.00</b>	<b>\$175,000.00</b>
401-0960-461-4253	AWWA DUES	\$1,750.00	\$2,000.00
401-0960-461-4253	BAWSCA DUES AND ASSESSMENT	\$103,500.00	\$116,000.00
	Subtotal	<b>\$105,250.00</b>	<b>\$118,000.00</b>
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	\$2,500.00
	Subtotal	<b>\$3,450.00</b>	<b>\$3,700.00</b>
401-0960-461-4255	TRAINING AND CERTIFICATION	\$4,000.00	\$5,000.00
	Subtotal	<b>\$4,000.00</b>	<b>\$5,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$9,446,216.00</b>	<b>\$8,129,252.00</b>
<b>Reallocation</b>		Approved 2015-2016	Requested 2016-2017
401-0960-461-4463	DISTRICT BOARD	\$33,413.00	\$38,413.00
401-0960-461-4463	DISTRICT LEGAL COUNSEL	\$76,013.00	\$76,013.00
401-0960-461-4463	DISTRICT MANAGER	\$150,770.00	\$170,987.00
401-0960-461-4463	DISTRICT SECRETARY	\$84,346.00	\$113,490.00
401-0960-461-4463	FINANCIAL SERVICES	\$383,215.00	\$428,539.00
401-0960-461-4463	FIRE	\$11,182.00	\$12,078.00
401-0960-461-4463	HUMAN RESOURCES	\$91,094.00	\$97,222.00
401-0960-461-4463	PW ENGINEERING	\$54,290.00	\$61,161.00
	Subtotal	<b>\$884,323.00</b>	<b>\$997,903.00</b>
	<b>Reallocation Total</b>	<b>\$884,323.00</b>	<b>\$997,903.00</b>
	<b>WATER Total</b>	<b>\$12,757,173.00</b>	<b>\$11,664,650.00</b>

**Public Works - Water 401**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4385 Capital Outlay	35,000	-	(35,000)	1
4110 Salaries	1,051,737	1,138,844	87,107	2
4111 Interns	10,000	10,000	-	3
4112 Overtime	17,500	18,000	500	4
4120 Benefits	561,410	509,278	(52,132)	5
4520 Compensated Absences	3,701	16,747	13,046	6
4544 Vehicle Replacement	96,292	101,896	5,604	7
4556 Equipment Replacement	273,440	288,439	14,999	8
4557 Information Technology Services	230,495	256,982	26,487	9
4562 Self Insurance Fund	83,000	125,800	42,800	10
4569 Building Maintenance	64,059	71,509	7,450	11
4240 Department Special Supplies	65,400	107,100	41,700	12
4241 Printing	2,300	2,500	200	13
4242 Postage	3,400	3,000	(400)	14
4243 Office Supplies	2,500	2,500	-	15
4245 Small Tools & Equipment	5,000	5,000	-	16
4246 Maintenance	18,000	19,000	1,000	17
4247 Rental Equipment	2,000	3,000	1,000	18
4248 Utilities	9,088,416	7,685,452	(1,402,964)	19
4251 Consulting and Contracting	146,500	175,000	28,500	20
4253 Memberships and Dues	105,250	118,000	12,750	21
4254 Travel, Conferences, and Meetings	3,450	3,700	250	22
4255 Training	4,000	5,000	1,000	23
4463 DISTRICT BOARD	33,413	38,413	5,000	24
4463 DISTRICT LEGAL COUNSEL	76,013	76,013	-	24
4463 DISTRICT MANAGER	150,770	170,987	20,217	24
4463 DISTRICT SECRETARY	84,346	113,490	29,144	24
4463 FINANCIAL SERVICES	383,215	428,539	45,324	24
4463 FIRE	11,182	12,078	896	24
4463 HUMAN RESOURCES	91,094	97,222	6,128	24
4463 PW ENGINEERING	54,290	61,161	6,871	24
Total	<u>12,757,173</u>	<u>11,664,650</u>	<u>(1,092,523)</u>	

Detailed Analysis:

- Note 1 No Capital Outlay other than equipment replacement
- Note 2 Add 25% Mgmt Analyst, 25% Pw Supt., 25% (1) Assoc. Eng, Contractual Cola 2% & Step Increase When Applicable
- Note 3 Additional hours to provide conservation support
- Note 4 Minor increase to overtime due to increase personnel costs
- Note 5 Adjustments based upon assigned personnel
- Note 6 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 7 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 8 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 9 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 10 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 11 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 12 Adjustment based on FY 15/16 expenses (i.e. Hydrant Meters, Repair Materials & Refurbishing Corp Yard Office Areas)
- Note 13 Minor increase due to escalation
- Note 14 Reduction due to mailing fewer Annual water reports since can email pdf
- Note 15 No change
- Note 16 No change
- Note 17 Adjustment based on FY 15/16 expenses
- Note 18 Adjustment based on FY 15/16 expenses and increasing rental charges
- Note 19 Adjustment based on utility change is based on water purchases, SFPUC -BAWSCA Bond Surcharge, CA Dept of Health, Electricity & Gas Usage for pump plant
- Note 20 Addition of Contracting Uniform Services (from Department Special Supplies); Increases in testing services; increases of backflow fees; Water Rate Study & MDM Portal
- Note 21 Increase in BAWSCA Membership dues & Assessment
- Note 22 Increase due to additional staffing
- Note 23 Increase due to additional staffing
- Note 24 Reallocation increase reflects overall increase in gross expenses

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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	7,900	7,900	11,900
Subtotal (Total Department-Controlled Expenses)	7,900	7,900	11,900
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	7,900	7,900	11,900
REALLOCATIONS	-	-	-
<b>TOTAL FOR WATER EQUIPMENT REPLACEMENT FUND</b>	<b>\$ 7,900</b>	<b>\$ 7,900</b>	<b>\$ 11,900</b>

# DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION

Account: 405-0110-413

WATER ERF

<i>Capital Outlay</i>	Approved 2015-2016	Requested 2016-2017
405-0110-413-4385 EQUIPMENT REPLACEMENT -- WATER FUND	\$7,900.00	\$11,900.00
Subtotal	<b>\$7,900.00</b>	<b>\$11,900.00</b>
<b>Capital Outlay Total</b>	<b>\$7,900.00</b>	<b>\$11,900.00</b>
<b>ADMINISTRATION Total</b>	<b>\$7,900.00</b>	<b>\$11,900.00</b>

**Water Equipment Replacement Fund - 405**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4385 EQUIPMENT REPLACEMENT	7,900	11,900	4,000	1
Total	<u>7,900</u>	<u>11,900</u>	<u>4,000</u>	

Detailed Analysis:

Note 1 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget



# 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, working with EMID staff, is working on major improvements to the WWTP with opportunities to provide an alternative source of water supply. The improvements are scheduled to be completed by the end of 2020.

Within Foster City, EMID operates and maintains more than 63 miles of sewer pipe lines, more than 4.5 miles of sewer force mains, 47 pumping stations, 15 permanent standby generators, and four portable generators located within the collection system. The maintenance and operations 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 operating reliably. Nearly 2.1 million gallons of wastewater are 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, 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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 1,741,147	\$ 1,741,147	\$ 1,718,522
SERVICES AND SUPPLIES	3,691,200	3,691,200	2,798,350
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	5,432,347	5,432,347	4,516,872
INTERNAL SERVICES	950,906	950,906	1,042,574
Subtotal (Total Department Expenses before Reallocations)	6,383,253	6,383,253	5,559,446
REALLOCATIONS	795,964	795,964	903,165
<b>TOTAL FOR WASTEWATER COLLECTION SYSTEM FUND</b>	<b>\$ 7,179,217</b>	<b>\$ 7,179,217</b>	<b>\$ 6,462,611</b>

## DETAIL LINE ITEM REPORT

PUBLIC WORKS - WASTEWATER    Account: 451-0970-432

WASTEWATER REVENUE

<i>Employee Services</i>	Approved 2015-2016	Requested 2016-2017
451-0970-432-4110 PERMANENT SALARIES	\$1,079,037.00	\$1,118,344.00
Subtotal	<b>\$1,079,037.00</b>	<b>\$1,118,344.00</b>
451-0970-432-4111 PUBLIC WORKS INTERNS	\$10,000.00	\$15,000.00
451-0970-432-4111 SUMMER TEMPORARY WORKER	\$28,000.00	\$30,000.00
Subtotal	<b>\$38,000.00</b>	<b>\$45,000.00</b>
451-0970-432-4112 OVERTIME	\$25,000.00	\$30,000.00
Subtotal	<b>\$25,000.00</b>	<b>\$30,000.00</b>
451-0970-432-4113 STANDBY PAY	\$24,000.00	\$25,000.00
Subtotal	<b>\$24,000.00</b>	<b>\$25,000.00</b>
451-0970-432-4120 FRINGE BENEFITS	\$575,110.00	\$500,178.00
Subtotal	<b>\$575,110.00</b>	<b>\$500,178.00</b>
<b>Employee Services Total</b>	<b>\$1,741,147.00</b>	<b>\$1,718,522.00</b>

<i>Internal Services</i>	Approved 2015-2016	Requested 2016-2017
451-0970-432-4520 COMPENSATED ABSENCES	\$3,601.00	\$16,482.00
Subtotal	<b>\$3,601.00</b>	<b>\$16,482.00</b>
451-0970-432-4544 VEHICLE REPLACEMENT - 11 Units	\$206,015.00	\$192,786.00
Subtotal	<b>\$206,015.00</b>	<b>\$192,786.00</b>
451-0970-432-4556 EQUIPMENT REPLACEMENT	\$360,436.00	\$374,410.00
451-0970-432-4556 EQUIPMENT REPLACEMENT - RADIOS	\$0.00	\$212.00
Subtotal	<b>\$360,436.00</b>	<b>\$374,622.00</b>
451-0970-432-4557 INFORMATION TECHNOLOGY SERVICES	\$233,795.00	\$261,375.00
Subtotal	<b>\$233,795.00</b>	<b>\$261,375.00</b>
451-0970-432-4562 SELF INSURANCE FUND CHARGE	\$83,000.00	\$125,800.00

		Subtotal	<b>\$83,000.00</b>	<b>\$125,800.00</b>
451-0970-432-4569	BUILDING MAINTENANCE		\$64,059.00	\$71,509.00
		Subtotal	<b>\$64,059.00</b>	<b>\$71,509.00</b>
		<b>Internal Services Total</b>	<b>\$950,906.00</b>	<b>\$1,042,574.00</b>

***Services and Supplies***

		Approved 2015-2016	Requested 2016-2017	
451-0970-432-4240	BOOTS AND SAFETY GEAR	\$11,400.00	\$4,500.00	
451-0970-432-4240	CABLE/HOSES	\$1,500.00	\$0.00	
451-0970-432-4240	COATINGS/EPOXIES	\$1,000.00	\$0.00	
451-0970-432-4240	DISPOSAL FEES FOR SANITARY SOLIDS	\$1,000.00	\$0.00	
451-0970-432-4240	FIRST AID AND SAFETY SUPPLIES	\$1,500.00	\$0.00	
451-0970-432-4240	GREASE REMOVER	\$4,000.00	\$0.00	
451-0970-432-4240	L/S, CONTROLS AND PUMP COMPONENTS	\$19,000.00	\$0.00	
451-0970-432-4240	MANHOLES/TRAFFIC STEEL FRAME/PLATE COVERS LS	\$12,000.00	\$0.00	
451-0970-432-4240	MISC. MAINTENANCE SUPPLIES	\$6,000.00	\$0.00	
451-0970-432-4240	OIL AND DIESEL FUEL	\$2,500.00	\$0.00	
451-0970-432-4240	REFURBISHING OF CORPORATION YARD OFFICE AREAS	\$0.00	\$12,300.00	
451-0970-432-4240	REPAIR MATERIALS	\$0.00	\$86,000.00	
451-0970-432-4240	SMALL TOOLS	\$2,000.00	\$0.00	
451-0970-432-4240	STAINLESS STEEL BOLTS/MATERIALS	\$3,000.00	\$0.00	
451-0970-432-4240	TRENCH EXCAVATION MATERIAL	\$2,000.00	\$0.00	
451-0970-432-4240	WASTEWATER JET ACCESSORIES AND SUPPLIES	\$2,000.00	\$0.00	
451-0970-432-4240	WASTEWATER SOLIDS DISPOSAL LAB FEES	\$2,000.00	\$2,000.00	
		Subtotal	<b>\$70,900.00</b>	<b>\$104,800.00</b>
451-0970-432-4241	PRINTING PROP 218 NOTIFICATION-WATER/WASTEWATER	\$800.00	\$850.00	
		Subtotal	<b>\$800.00</b>	<b>\$850.00</b>
451-0970-432-4242	POSTAGE PROP 218 NOTIFICATION-WATER/WASTEWATER	\$2,300.00	\$2,500.00	
		Subtotal	<b>\$2,300.00</b>	<b>\$2,500.00</b>
451-0970-432-4243	MISC. OFFICE SUPPLIES	\$2,500.00	\$3,000.00	
		Subtotal	<b>\$2,500.00</b>	<b>\$3,000.00</b>

451-0970-432-4245	PORTABLE FIELD DATA UNITS	\$5,000.00	\$5,000.00
	Subtotal	<b>\$5,000.00</b>	<b>\$5,000.00</b>
451-0970-432-4246	ELECTRICAL REPAIRS	\$2,500.00	\$2,500.00
451-0970-432-4246	EXTENDED SUPPORT - SCADA SOFTWARE	\$1,500.00	\$1,500.00
451-0970-432-4246	HEAVY EQUIPMENT MAINTENANCE	\$5,000.00	\$5,000.00
451-0970-432-4246	LOAD BANK TESTING (LABOR)	\$0.00	\$7,500.00
451-0970-432-4246	MAINTENANCE OF COPY MACHINE (1/3)	\$500.00	\$500.00
451-0970-432-4246	MAINTENANCE OF LS 59 PUMPS	\$5,000.00	\$5,000.00
451-0970-432-4246	MECHANICAL PARTS	\$8,000.00	\$8,000.00
451-0970-432-4246	REPAIRS TO L/S GENERATORS / ATS(s)	\$16,000.00	\$28,500.00
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	<b>\$53,500.00</b>	<b>\$73,500.00</b>
451-0970-432-4247	RENTAL EQUIPMENT	\$1,000.00	\$2,000.00
	Subtotal	<b>\$1,000.00</b>	<b>\$2,000.00</b>
451-0970-432-4248	ENERGY COSTS (ELECTRICITY)	\$290,000.00	\$300,000.00
451-0970-432-4248	MOBILE RADIO MAINTENANCE/SUPPLIES	\$1,000.00	\$0.00
451-0970-432-4248	WATER FOR LIFT STATIONS AND METER	\$0.00	\$7,000.00
	Subtotal	<b>\$291,000.00</b>	<b>\$307,000.00</b>
451-0970-432-4251	ALLOWANCE FOR MAJOR ELECTRICAL REPAIRS	\$12,000.00	\$12,000.00
451-0970-432-4251	ANNUAL WATER/WASTEWATER RATE STUDY	\$0.00	\$15,000.00
451-0970-432-4251	BAY AREA AIR QUALITY MGMT DIST	\$7,000.00	\$9,000.00
451-0970-432-4251	CONSULTANT OVERSIGHT OF WWTP EXPANSION PROJECT	\$200,000.00	\$200,000.00
451-0970-432-4251	CONTROL SYSTEM SERVICE CALLS FOR LS	\$5,000.00	\$5,000.00
451-0970-432-4251	HAZARDOUS MATERIAL DISPOSAL	\$4,000.00	\$2,000.00
451-0970-432-4251	LOAD BANK TESTING (LABOR)	\$7,500.00	\$0.00
451-0970-432-4251	MISC. REPAIRS TO L/S GENERATORS (LABOR)	\$20,000.00	\$0.00
451-0970-432-4251	SAN MATEO COUNTY HEALTH DEPARTMENT	\$4,000.00	\$5,000.00
451-0970-432-4251	SM WWTP - ANNUAL CIP PROGRAM	\$1,000,000.00	\$0.00
451-0970-432-4251	SM WWTP - EMID SHARE OF O & M - (PC30)	\$1,962,000.00	\$2,000,000.00

451-0970-432-4251	SPECIAL STUDIES	\$25,000.00	\$25,000.00
451-0970-432-4251	STATE WATER RESOURCES CONTROL BOARD	\$3,000.00	\$4,000.00
451-0970-432-4251	UNIFORM SERVICES	\$0.00	\$7,500.00
451-0970-432-4251	UST COMPLIANCE -- LS #29	\$1,000.00	\$1,500.00
	Subtotal	<b>\$3,250,500.00</b>	<b>\$2,286,000.00</b>
451-0970-432-4253	MEMBERSHIP DUES AND SUBSCRIPTIONS	\$3,000.00	\$3,000.00
	Subtotal	<b>\$3,000.00</b>	<b>\$3,000.00</b>
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	<b>\$5,700.00</b>	<b>\$5,700.00</b>
451-0970-432-4255	TRAINING AND CERTIFICATION	\$5,000.00	\$5,000.00
	Subtotal	<b>\$5,000.00</b>	<b>\$5,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$3,691,200.00</b>	<b>\$2,798,350.00</b>
<b>Reallocation</b>		Approved 2015-2016	Requested 2016-2017
451-0970-432-4463	DISTRICT BOARD	\$33,413.00	\$38,413.00
451-0970-432-4463	DISTRICT LEGAL COUNSEL	\$76,013.00	\$76,013.00
451-0970-432-4463	DISTRICT MANAGER	\$150,770.00	\$170,987.00
451-0970-432-4463	DISTRICT SECRETARY	\$84,346.00	\$113,490.00
451-0970-432-4463	FINANCIAL SERVICES	\$294,856.00	\$333,801.00
451-0970-432-4463	FIRE	\$11,182.00	\$12,078.00
451-0970-432-4463	HUMAN RESOURCES	\$91,094.00	\$97,222.00
451-0970-432-4463	PW ENGINEERING	\$54,290.00	\$61,161.00
	Subtotal	<b>\$795,964.00</b>	<b>\$903,165.00</b>
	<b>Reallocation Total</b>	<b>\$795,964.00</b>	<b>\$903,165.00</b>
	<b>WASTEWATER Total</b>	<b>\$7,179,217.00</b>	<b>\$6,462,611.00</b>

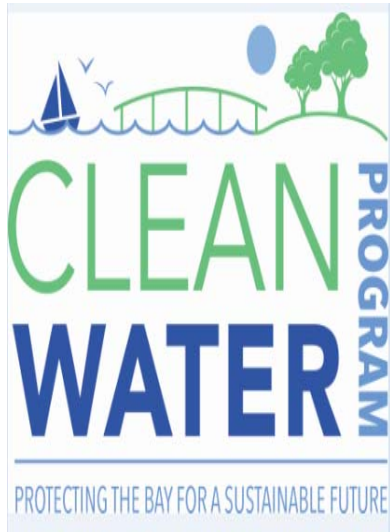
**Public Works - Wastewater 405**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4110	Salaries	1,079,037	1,118,344	39,307 1
4111	Interns	38,000	45,000	7,000 2
4112	Overtime	25,000	30,000	5,000 3
4113	Standby Pay	24,000	25,000	1,000 4
4120	Benefits	575,110	500,178	(74,932) 5
4520	Compensated Absences	3,601	16,482	12,881 6
4544	Vehicle Replacement	206,015	192,786	(13,229) 7
4556	Equipment Replacement	360,436	374,622	14,186 8
4557	Information Technology Services	233,795	261,375	27,580 9
4562	Self Insurance Fund	83,000	125,800	42,800 10
4569	Building Maintenance	64,059	71,509	7,450 11
4240	Department Special Supplies	70,900	104,800	33,900 12
4241	Printing	800	850	50 13
4242	Postage	2,300	2,500	200 14
4243	Office Supplies	2,500	3,000	500 15
4245	Small Tools & Equipment	5,000	5,000	- 16
4246	Maintenance	53,500	73,500	20,000 17
4247	Rental Equipment	1,000	2,000	1,000 18
4248	Utilities	291,000	307,000	16,000 19
4251	Consulting and Contracting	3,250,500	2,286,000	(964,500) 20
4253	Memberships and Dues	3,000	3,000	- 21
4254	Travel, Conferences, and Meetings	5,700	5,700	- 22
4255	Training	5,000	5,000	- 23
4463	DISTRICT BOARD	33,413	38,413	5,000 24
4463	DISTRICT LEGAL COUNSEL	76,013	76,013	- 24
4463	DISTRICT MANAGER	150,770	170,987	20,217 24
4463	DISTRICT SECRETARY	84,346	113,490	29,144 24
4463	FINANCIAL SERVICES	294,856	333,801	38,945 24
4463	FIRE	11,182	12,078	896 24
4463	HUMAN RESOURCES	91,094	97,222	6,128 24
4463	PW ENGINEERING	54,290	61,161	6,871 24
	Total	<u>7,179,217</u>	<u>6,462,611</u>	<u>(716,606)</u>

Detailed Analysis:

- Note 1 Add 25% Mgmt Analyst, 25% (1) Assoc. Eng, Contractual Cola 2% & Step Increase When Applicable
- Note 2 Additional hours to provide reporting support (See Exception Request)
- Note 3 Additional hours to provide conservation support
- Note 4 Minor increase to overtime due to increase personnel costs
- Note 5 Adjustments based upon assigned personnel
- Note 6 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 7 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 8 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 9 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 10 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 11 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 12 Adjustment based on FY 15/16 expenses (i.e. Repair Materials & Refurbishing Corp Yard Office Areas)
- Note 13 Minor increase due to escalation
- Note 14 Minor increase due to escalation
- Note 15 Minor increase due to escalation
- Note 16 No change
- Note 17 Adjustment based on FY 15/16 expenses and transfer from consulting services; Load Bank testing an L/S Generator Maintenance
- Note 18 Adjustment based on FY 15/16 expenses and increasing rental charges
- Note 19 Adjustment based on utility increases; Energy Cost and Water for Lift Stations and Meter
- Note 20 Addition of Contracting Uniform Services (from Department Special Supplies); Wastewater Rate Study; Remove San Mateo WWTP CIP project as new Plant is under construction
- Note 21 No change
- Note 22 No change
- Note 23 No change
- Note 24 Reallocation increase reflects overall increase in gross expenses

# Wastewater Collection System Revenue Bond Fund



The Estero Municipal Improvement District (EMID) and the City of San Mateo jointly own the San Mateo Wastewater Treatment Plant (WWTP) through a Joint Powers Agreement (JPA). The City of San Mateo operates the plant. As co-permit holders for the Wastewater Treatment Plant (WWTP), EMID and San Mateo are responsible for providing efficient and reliable wastewater services to Foster City and the other communities served.

The jointly owned WWTP is an aging facility that needs improvements to continue to meet current and future flows, and permit requirements. There are numerous projects that are needed in both the near-term and long-term to rehabilitate or replace facilities that are failing and/or are at the end of their useful life.

The NPDES permit issued to the WWTP in 2013 included special provisions requiring the development of a comprehensive Integrated Master Plan to address flow projections through the year 2035 by combining San Mateo's Collection System CIP with the WWTP Master Plan Improvements.

As a result, a comprehensive 20-year Integrated Wastewater Master Plan (Clean Water Program) was developed by Carollo Engineers. The program addresses the following key elements:

- Repair and replacement of aging infrastructure
- Provide adequate capacity to treat projected flows
- Meet current and future regulatory requirements
- Meet the Cities' sustainability objectives including recycled water

In October 2014, CH2M Hill was hired to provide Program Management Services to support all aspects of the Clean Water Program and validate the Master Plan developed by Carollo Engineers. The first RFP for the Clean Water Program will be issued in May 2015 to address the highest priority projects.

In accordance with the percentages established in the JPA (San Mateo 75%, EMID 25%), EMID is responsible for relevant work related to the Wastewater Treatment Plant Master Plan improvements only. EMID is not responsible for San Mateo's collection system improvements. Total project costs are estimated at \$900 million over 20 years, which include WWTP and collection system projects. The estimated share of the WWTP costs for EMID is approximately \$116 million.

The Wastewater Collection System Revenue Bond Fund accounts for the payment of principal and interest on revenue debt used for financing improvements for EMID's share of WWTP costs.



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**PUBLIC WORKS**  
**WASTEWATER REVENUE BOND FUND**  
Annual Budget Appropriation for Fiscal Year

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	1,757,000	1,757,000	686,988
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	1,757,000	1,757,000	686,988
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	1,757,000	1,757,000	686,988
REALLOCATIONS	-	-	-
<b>TOTAL FOR WASTEWATER REVENUE BOND FUND</b>	<b>\$ 1,757,000</b>	<b>\$ 1,757,000</b>	<b>\$ 686,988</b>

## DETAIL LINE ITEM REPORT

FINANCIAL SERVICES/CITY TREASURER - GENERAL  
 ACCOUNTING    Account: 454-1120-415

WASTEWATER REVENUE BOND  
 FUND

<i>Services and Supplies</i>	Approved 2015-2016	Requested 2016-2017
454-1120-415-4273    REIMBURSE DISTRICT FOR ADVANCEMENT	\$1,757,000.00	\$686,988.00
Subtotal	<b>\$1,757,000.00</b>	<b>\$686,988.00</b>
<b>Services and Supplies Total</b>	<b>\$1,757,000.00</b>	<b>\$686,988.00</b>
<b>GENERAL ACCOUNTING Total</b>	<b>\$1,757,000.00</b>	<b>\$686,988.00</b>

## WASTEWATER COLLECTION SYSTEM REVENUE BOND FUND

Account		Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4273	Reimburse EMID for WWTP project costs advanced	1,757,000	686,988	(1,070,012)	1
		<u>1,757,000</u>	<u>686,988</u>	<u>(1,070,012)</u>	

### Detailed Analysis

Note 1 Reimbursement of funds advance by EMID for WWTP project incurred prior to State/bond financing

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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	268,555	268,555	193,020
Subtotal (Total Department-Controlled Expenses)	268,555	268,555	193,020
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	268,555	268,555	193,020
REALLOCATIONS	-	-	-
<b>TOTAL FOR WASTEWATER EQUIPMENT REPLACEMENT FUND</b>	<b>\$ 268,555</b>	<b>\$ 268,555</b>	<b>\$ 193,020</b>

## DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION

Account: 455-0110-413

WASTEWATER ERF

<i>Capital Outlay</i>	Approved 2015-2016	Requested 2016-2017
455-0110-413-4385 EQUIPMENT REPLACEMENT -- WASTEWATER COLLECTION FD	\$268,555.00	\$193,020.00
Subtotal	<b>\$268,555.00</b>	<b>\$193,020.00</b>
<b>Capital Outlay Total</b>	<b>\$268,555.00</b>	<b>\$193,020.00</b>
<b>ADMINISTRATION Total</b>	<b>\$268,555.00</b>	<b>\$193,020.00</b>

**Wastewater Equipment Replacement Fund - 455**

Account		Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4385	EQUIPMENT REPLACEMENT	268,555	193,020	(75,535)	1
		<u>268,555</u>	<u>193,020</u>	<u>(75,535)</u>	

Detailed Analysis:

Note 1      Increase in assessment per proposed FY 2016/17 Internal Service Fund budget

# Vehicle Replacement Fund

The mission of the Vehicle Replacement Fund, operated by the Vehicle Maintenance Division of the Parks and Recreation Department, is to provide management, maintenance, and inspection of all City/District vehicles and equipment. The Division continues to develop ongoing maintenance programs for City vehicles and works to develop a cost-effective inventory system. Providing an efficient and safe vehicle fleet is emphasized while the utilization of a biannual vehicle inspection program assists the Department in accomplishing this goal.



## ***PROPOSED SERVICE LEVELS***

The Vehicle Maintenance Division will supervise and conduct an ongoing maintenance program for City/District vehicles and equipment, and will manage the vehicle replacement schedule and fund. The Division staff reflects 15% of time from the Director of Parks and Recreation, 50% of time from the Building/Vehicle Manager, one Mechanic I, and one Small Engine Mechanic.

## ***CHANGES IN RESOURCES REQUIRED***

### Personnel

No change.

### Services and Supplies

No change.

### 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 2016-17.

### Vehicle Replacement Fund

Beginning FY 2014-15, the replacement charge methodology was changed such that only 85% of the total projected replacement cost is charged back to departments. Because the annual replacement charge calculation does not take into consideration interest earnings and cost savings associated with purchases, this fund tends to experience a growing reserve balance to accomplish the necessary vehicle purchases. Staff believes this is a 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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 429,900	\$ 429,900	\$ 415,300
SERVICES AND SUPPLIES	497,850	497,850	497,850
CAPITAL OUTLAY	711,265	711,265	495,040
Subtotal (Total Department-Controlled Expenses)	1,639,015	1,639,015	1,408,190
INTERNAL SERVICES	77,384	77,384	104,229
Subtotal (Total Department Expenses before Reallocations)	1,716,399	1,716,399	1,512,419
REALLOCATIONS	-	-	-
<b>TOTAL FOR VEHICLE REPLACEMENT FUND (#501)</b>	<b>\$ 1,716,399</b>	<b>\$ 1,716,399</b>	<b>\$ 1,512,419</b>

## DETAIL LINE ITEM REPORT

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

<i>Capital Outlay</i>	Approved 2015-2016	Requested 2016-2017
501-0560-431-4384 VEHICLE REPLACEMENT CONTINGENCY	\$50,000.00	\$50,000.00
501-0560-431-4384 VEHICLES TO BE REPLACED	\$661,265.00	\$439,114.00
Subtotal	<b>\$711,265.00</b>	<b>\$489,114.00</b>
501-0560-431-4385 EQUIPMENT REPLACEMENT - AIR COMPRESSOR	\$0.00	\$5,926.00
Subtotal	<b>\$0.00</b>	<b>\$5,926.00</b>
<b>Capital Outlay Total</b>	<b>\$711,265.00</b>	<b>\$495,040.00</b>
<i>Employee Services</i>	Approved 2015-2016	Requested 2016-2017
501-0560-431-4110 PERMANENT SALARIES	\$277,200.00	\$278,000.00
Subtotal	<b>\$277,200.00</b>	<b>\$278,000.00</b>
501-0560-431-4112 OVERTIME	\$1,000.00	\$1,000.00
Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
501-0560-431-4120 FRINGE BENEFITS	\$151,700.00	\$136,300.00
Subtotal	<b>\$151,700.00</b>	<b>\$136,300.00</b>
<b>Employee Services Total</b>	<b>\$429,900.00</b>	<b>\$415,300.00</b>
<i>Internal Services</i>	Approved 2015-2016	Requested 2016-2017
501-0560-431-4520 COMPENSATED ABSENCES	\$930.00	\$4,100.00
Subtotal	<b>\$930.00</b>	<b>\$4,100.00</b>
501-0560-431-4556 EQUIPMENT REPLACEMENT	\$11,289.00	\$5,960.00
Subtotal	<b>\$11,289.00</b>	<b>\$5,960.00</b>
501-0560-431-4557 INFORMATION TECHNOLOGY SERVICES	\$11,465.00	\$12,769.00
Subtotal	<b>\$11,465.00</b>	<b>\$12,769.00</b>

501-0560-431-4562	INSURANCE	\$53,700.00	\$81,400.00
	Subtotal	<b>\$53,700.00</b>	<b>\$81,400.00</b>
	<b>Internal Services Total</b>	<b>\$77,384.00</b>	<b>\$104,229.00</b>

***Services and Supplies***

		Approved 2015-2016	Requested 2016-2017
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	<b>\$1,200.00</b>	<b>\$1,200.00</b>
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	<b>\$471,000.00</b>	<b>\$471,000.00</b>
501-0560-431-4247	RENTAL OF MISCELLANEOUS EQUIPMENT	\$800.00	\$800.00
	Subtotal	<b>\$800.00</b>	<b>\$800.00</b>
501-0560-431-4248	RADIO MAINTENANCE	\$4,000.00	\$4,000.00
	Subtotal	<b>\$4,000.00</b>	<b>\$4,000.00</b>
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	<b>\$19,100.00</b>	<b>\$19,100.00</b>
501-0560-431-4253	NATIONAL AUTOMOBILE FLEET ASSOCIATION (NAFA)	\$500.00	\$500.00
	Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
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
	<b>Services and Supplies Total</b>	<b>\$497,850.00</b>	<b>\$497,850.00</b>
	<b>VEHICLE MAINTENANCE &amp; REP Total</b>	<b>\$1,716,399.00</b>	<b>\$1,512,419.00</b>

**Vehicle Maintenance Equipment Replacement Fund Budget Comparison - 501**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4384 Capital Outlay - Vehicles to be Replaced	661,265	439,114	(222,151)	1
4384 Vehicles Replacement Contingency	50,000	50,000	-	2
4385 Capital Outlay - Equipment to be Replaced	-	5,926	5,926	3
4110 Salaries	277,200	278,000	800	4
4112 Overtime	1,000	1,000	-	5
4120 Benefits	151,700	136,300	(15,400)	6
4520 Compensated Absences	930	4,100	3,170	7
4556 Equipment Replacement	11,289	5,960	(5,329)	8
4557 IT Services	11,465	12,769	1,304	9
4562 Insurance	53,700	81,400	27,700	10
4243 Small Tools	1,200	1,200	-	11
4246 Fuel and supplies	471,000	471,000	-	12
4247 Rental	800	800	-	13
4248 Radio Maintenance	4,000	4,000	-	14
4251 Vehicle Maintenance	19,100	19,100	-	15
4253 Dues	500	500	-	16
4254 Conferences	500	500	-	17
4255 Training	750	750	-	18
<b>Total</b>	<b>1,716,399</b>	<b>1,512,419</b>	<b>(203,980)</b>	

Detailed Analysis:

- Note 1 Changes in Vehicles to be Replaced are based on vehicles scheduled for replacements in a given year, as adjusted by an assessment of vehicle performance and maintenance history. Detailed replacement lists are available as attachments to the Vehicle Replacement Fund Staff Report.
- Note 2 No change
- Note 3 Necessary equipment for vehicle related repairs.
- Note 4 No overall Department personal changes (moved 50/50 B/V out of VM), contractual COLA 2% and adjustment due to salary steps.
- Note 5 No change
- Note 6 Contractual adjustment to benefits formulas (e.g. CalPERS, medical, etc.)
- Note 7 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 8 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 9 Small change to reflect 2015-16 actual
- Note 10 Based on requirement through City's self-insurance
- Note 11 No change
- Note 12 No change
- Note 13 No change
- Note 14 No change
- Note 15 No change
- Note 16 No change
- Note 17 No change
- Note 18 No change

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# 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**

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	16,270	16,270	-
CAPITAL OUTLAY	747,532	870,730	578,248
Subtotal (Total Department-Controlled Expenses)	763,802	887,000	578,248
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	763,802	887,000	578,248
REALLOCATIONS	-	-	-
<b>TOTAL FOR EQUIPMENT REPLACEMENT FUND (#502)</b>	<b>\$ 763,802</b>	<b>\$ 887,000</b>	<b>\$ 578,248</b>



## DETAIL LINE ITEM REPORT

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

<i>Capital Outlay</i>	Approved 2015-2016	Requested 2016-2017
502-0110-413-4385 EMERGENCY REPLACEMENT	\$50,000.00	\$50,000.00
502-0110-413-4385 EQUIPMENT REPLACEMENT -- GENERAL FUND	\$697,532.00	\$528,248.00
Subtotal	<b>\$747,532.00</b>	<b>\$578,248.00</b>
<b>Capital Outlay Total</b>	<b>\$747,532.00</b>	<b>\$578,248.00</b>
<i>Services and Supplies</i>	Approved 2015-2016	Requested 2016-2017
502-0110-413-4245 EQUIPMENT REPLACEMENT - TOOLS & EQUIPMENT	\$16,270.00	\$0.00
Subtotal	<b>\$16,270.00</b>	<b>\$0.00</b>
<b>Services and Supplies Total</b>	<b>\$16,270.00</b>	<b>\$0.00</b>
<b>ADMINISTRATION Total</b>	<b>\$763,802.00</b>	<b>\$578,248.00</b>

**Equipment Replacement Fund - 502**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4385 Capital Outlay	697,532	528,248	(169,284)	1
4385 Emergency Replacement	50,000	50,000	-	2
4246 Tools and Equipment	16,270	-	(16,270)	3
Total	<u>763,802</u>	<u>578,248</u>	<u>(185,554)</u>	

Detailed Analysis:

Note 1 Changes in Equipment Replacement costs are due entirely to the items scheduled for purchase in a given year. Detailed replacement lists are available as attachments to the Equipment Replacement Fund Staff Report.

Note 1 No change

Note 3 See Note 1

# 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 wastewater fund; interest earnings; and any rebates of the ABAG PLAN premiums based on positive experience and ABAG PLAN policy.

The Self-Insurance Fund is funded to a target reserve level of \$1 million.



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
CITY MANAGER  
**SELF-INSURANCE FUND (#503)**  
Annual Budget Appropriation for Fiscal Year

	2014-2015		2015-2016
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	376,629	376,629	505,542
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	376,629	376,629	505,542
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	376,629	376,629	505,542
REALLOCATIONS	-	-	-
<b>TOTAL FOR SELF-INSURANCE FUND (#503)</b>	<b>\$ 376,629</b>	<b>\$ 376,629</b>	<b>\$ 505,542</b>

## DETAIL LINE ITEM REPORT

HUMAN RESOURCES - SELF-INSURANCE FUND

Account: 503-1220-415

SELF INSURANCE FUND

<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
503-1220-415-4241	COPIES	\$100.00	\$100.00
	Subtotal	<b>\$100.00</b>	<b>\$100.00</b>
503-1220-415-4242	POSTAGE	\$100.00	\$100.00
	Subtotal	<b>\$100.00</b>	<b>\$100.00</b>
503-1220-415-4251	CLAIM SETTLEMENTS, DEFENSE COSTS, OTHER EXPENSES	\$70,000.00	\$120,000.00
	Subtotal	<b>\$70,000.00</b>	<b>\$120,000.00</b>
503-1220-415-4253	PARMA MEMBERSHIP DUES	\$110.00	\$110.00
503-1220-415-4253	PRIMA MEMBERSHIP DUES	\$420.00	\$420.00
	Subtotal	<b>\$530.00</b>	<b>\$530.00</b>
503-1220-415-4262	ABAG PLAN PREMIUM	\$305,899.00	\$384,812.00
	Subtotal	<b>\$305,899.00</b>	<b>\$384,812.00</b>
	<b>Services and Supplies Total</b>	<b>\$376,629.00</b>	<b>\$505,542.00</b>
	<b>SELF-INSURANCE FUND Total</b>	<b>\$376,629.00</b>	<b>\$505,542.00</b>

**Self Insurance Fund Budget Comparison - 503**

Account		Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4241	Copy	100	100	-	1
4242	Postage	100	100	-	2
4251	Contractual and Professional Services	70,000	120,000	50,000	3
4253	Memberships & Dues	530	530	-	4
4262	ABAG Plan Premium	305,899	384,812	78,913	5
	<b>Total</b>	<b>376,629</b>	<b>505,542</b>	<b>128,913</b>	

Detailed Analysis:

- Note 1 No change
- Note 2 No change
- Note 3 Average claims administration costs utilizing a third party claims administrator and the City's claims experience have increased
- Note 4 No change
- Note 5 The actual FY 2015-2016 premiums for all insurance were 10% higher than the ABAG estimate. ABAG has now recommended budgeting 15% above the FY 2015-2016 premium for FY 2016-2017

# 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 3<sup>rd</sup> 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 2016-2017 will be \$ 1,746,674 which is \$201,395 (or ~ 13.0%) higher than internal service charges for FY 2015-2016 of \$1,545,279.

- New Projects: A Website Management Software System Replacement and RFP Development for a Replacement Financial/Payroll Software System are two new projects that will be undertaken in FY 2016-2017.
- Changes in Maintenance Costs: The addition of Business Continuity/Disaster Recovery solutions and annual maintenance costs for updated GIS Software is contributing to an increase in maintenance costs
- Personnel: Increases included in the compensation and benefit plan as well as step increases are resulting in increased personnel costs. In addition, we have requested to bring on a temporary intern to assist with the website migration project.

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

- 911 Voice Recording System
- Apple PCs for FCTV
- EOC/Policy Room AV Equipment
- IBM iSeries Server Replacement
- Laptop Replacements
- Scada System Server Replacements

Carryovers – Listed below are items that are requested to carry over funds from FY 2015-2016.

- Carryover - Document Management Software
- Carryover - GIS Software
- Carryover - Permitting/Inspection Software



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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 589,200	\$ 589,200	\$ 634,200
SERVICES AND SUPPLIES	567,900	567,900	690,650
CAPITAL OUTLAY	262,925	262,925	393,950
Subtotal (Total Department-Controlled Expenses)	1,420,025	1,420,025	1,718,800
INTERNAL SERVICES	1,400	1,400	6,300
Subtotal (Total Department Expenses before Reallocations)	1,421,425	1,421,425	1,725,100
REALLOCATIONS	-	-	-
<b>TOTAL FOR INFORMATION TECHNOLOGY FUND (#504)</b>	<b>\$ 1,421,425</b>	<b>\$ 1,421,425</b>	<b>\$ 1,725,100</b>

## DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - IT    Account: 504-0160-419

COMMUNICATION & INFO SVC

<i>Capital Outlay</i>		Approved 2015-2016	Requested 2016-2017
504-0160-419-4388	Carryover - Document Management Software	\$0.00	\$50,000.00
504-0160-419-4388	Carryover - GIS Software	\$0.00	\$40,000.00
504-0160-419-4388	Carryover - Permitting/Inspection Software	\$0.00	\$200,000.00
504-0160-419-4388	Copier Replacements (2 Recreation, 2 PubWorks)	\$37,800.00	\$0.00
504-0160-419-4388	Desktop PC Replacements	\$37,525.00	\$7,000.00
504-0160-419-4388	Document/Agenda Management Software Replacement	\$80,000.00	\$0.00
504-0160-419-4388	EOC/Policy Room AV Equipment	\$0.00	\$15,000.00
504-0160-419-4388	Fire RMS Software Replacement	\$20,000.00	\$0.00
504-0160-419-4388	IBM iSeries Server Replacement	\$0.00	\$41,000.00
504-0160-419-4388	Laptop Replacements	\$0.00	\$3,000.00
504-0160-419-4388	Laptop Replacements	\$13,600.00	\$0.00
504-0160-419-4388	Scada System Server Replacements	\$0.00	\$7,950.00
504-0160-419-4388	Server Replacements	\$44,000.00	\$0.00
504-0160-419-4388	Server Room Battery Backup Replacements	\$8,000.00	\$0.00
504-0160-419-4388	Server Room Network Switch Replacements	\$13,500.00	\$0.00
504-0160-419-4388	Training Computer Replacements	\$8,500.00	\$0.00
504-0160-419-4388	Voice Recording System for 911	\$0.00	\$30,000.00
	Subtotal	<b>\$262,925.00</b>	<b>\$393,950.00</b>
	<b>Capital Outlay Total</b>	<b>\$262,925.00</b>	<b>\$393,950.00</b>
<i>Employee Services</i>		Approved 2015-2016	Requested 2016-2017
504-0160-419-4110	PERMANENT SALARIES	\$414,700.00	\$431,000.00
504-0160-419-4110	TEMPORARY PART-TIME INTERN	\$0.00	\$15,000.00

	Subtotal	<b>\$414,700.00</b>	<b>\$446,000.00</b>
504-0160-419-4120	FRINGE BENEFITS (F/T Salaries)	\$174,500.00	\$183,700.00
504-0160-419-4120	TEMPORARY PART-TIME INTERN FRINGE	\$0.00	\$4,500.00
	Subtotal	<b>\$174,500.00</b>	<b>\$188,200.00</b>
	<b>Employee Services Total</b>	<b>\$589,200.00</b>	<b>\$634,200.00</b>

***Internal Services***

		Approved 2015-2016	Requested 2016-2017
504-0160-419-4520	COMPENSATED ABSENCES	\$1,400.00	\$6,300.00
	Subtotal	<b>\$1,400.00</b>	<b>\$6,300.00</b>
	<b>Internal Services Total</b>	<b>\$1,400.00</b>	<b>\$6,300.00</b>

***Services and Supplies***

		Approved 2015-2016	Requested 2016-2017
504-0160-419-4240	CONTINGENCY / EMERGENCY EQUIPMENT REPLACEMENT	\$50,000.00	\$50,000.00
	Subtotal	<b>\$50,000.00</b>	<b>\$50,000.00</b>
504-0160-419-4241	COPIES	\$500.00	\$750.00
	Subtotal	<b>\$500.00</b>	<b>\$750.00</b>
504-0160-419-4242	POSTAGE FOR CORRESPONDENCE, PACKAGES, ETC.	\$300.00	\$300.00
	Subtotal	<b>\$300.00</b>	<b>\$300.00</b>
504-0160-419-4243	OFFICE SUPPLIES	\$400.00	\$400.00
	Subtotal	<b>\$400.00</b>	<b>\$400.00</b>
504-0160-419-4245	REPLACEMENT MONITORS & PROJECTORS (AS NEEDED)	\$7,000.00	\$7,000.00
504-0160-419-4245	WEBSITE MANAGEMENT SOFTWARE SYSTEM	\$0.00	\$60,000.00
	Subtotal	<b>\$7,000.00</b>	<b>\$67,000.00</b>
504-0160-419-4246	AGENDA/MINUTES/VIDEO STREAMING ANNUAL FEE	\$8,500.00	\$8,500.00
504-0160-419-4246	BACKUP HARDWARE MAINT AND CLOUD REPLICATION	\$0.00	\$22,000.00
504-0160-419-4246	BUSINESS CONTINUITY SERVICES	\$0.00	\$20,000.00
504-0160-419-4246	CITIZEN REQUEST MAINTENANCE APP (SeeClickFix)	\$0.00	\$7,000.00
504-0160-419-4246	DEPT SPECIALIZED SOFTWARE	\$17,000.00	\$12,000.00
504-0160-419-4246	DOCUMENT MANAGEMENT SOFTWARE MAINTENANCE	\$17,000.00	\$17,000.00

504-0160-419-4246	FIREWALL MAINTENANCE	\$14,000.00	\$15,000.00
504-0160-419-4246	GIS SOFTWARE MAINTENANCE	\$13,000.00	\$40,000.00
504-0160-419-4246	HTE SOFTWARE ANNUAL SUPPORT	\$65,000.00	\$65,000.00
504-0160-419-4246	ISeries SOFTWARE & HARDWARE MAINTENANCE	\$7,500.00	\$1,000.00
504-0160-419-4246	MICROSOFT SERVER, OFFICE AND CAL LICENSES - EA	\$53,000.00	\$54,000.00
504-0160-419-4246	OTHER MISC MAINTENANCE AS REQUIRED	\$66,000.00	\$56,000.00
504-0160-419-4246	POLICE DISPATCH BATTERY BACKUP MAINTENANCE	\$2,500.00	\$2,500.00
504-0160-419-4246	POLICE SOFTWARE MAINTENANCE (CAD/RMS, OTHERS)	\$35,000.00	\$36,000.00
504-0160-419-4246	PRINTER&SCANNER MAINT/TONER/REPAIR	\$7,000.00	\$7,000.00
504-0160-419-4246	TELEPHONE MAINTENANCE	\$14,000.00	\$14,000.00
504-0160-419-4246	VIRUS SOFTWARE MAINTENANCE	\$6,000.00	\$6,000.00
504-0160-419-4246	WEB CONTENT SOFTWARE MAINTENANCE	\$7,000.00	\$0.00
	Subtotal	<b>\$332,500.00</b>	<b>\$383,000.00</b>
504-0160-419-4248	AT&T TELEPHONE SERVICES	\$37,000.00	\$37,000.00
504-0160-419-4248	CELL PHONE (CINGULAR/VERIZON)	\$18,000.00	\$19,000.00
504-0160-419-4248	DATA ACCESS IN VEHICLES (PD/IT)	\$6,000.00	\$6,000.00
504-0160-419-4248	INTERNET SERVICE PROVIDER	\$23,000.00	\$26,000.00
504-0160-419-4248	LONG DISTANCE TELEPHONE SERVICES	\$1,000.00	\$0.00
	Subtotal	<b>\$85,000.00</b>	<b>\$88,000.00</b>
504-0160-419-4251	BUSINESS CONTINUITY CONSULTING SERVICES	\$25,000.00	\$0.00
504-0160-419-4251	CONSULTING - RFP DEVELOPMENT OF ERP SYSTEM	\$0.00	\$30,000.00
504-0160-419-4251	GIS INTEGRATION SERVICES	\$30,000.00	\$30,000.00
	Subtotal	<b>\$55,000.00</b>	<b>\$60,000.00</b>
504-0160-419-4253	IT - MEMBERSHIPS, DUES, SUBSCRIPTIONS	\$700.00	\$700.00
	Subtotal	<b>\$700.00</b>	<b>\$700.00</b>
504-0160-419-4254	IT STAFF CONFERENCES	\$1,500.00	\$1,500.00
504-0160-419-4254	SUNGARD USER CONFERENCE (3)	\$1,500.00	\$4,500.00
	Subtotal	<b>\$3,000.00</b>	<b>\$6,000.00</b>
504-0160-419-4255	IT TECHNICAL TRAINING	\$2,500.00	\$7,500.00

504-0160-419-4255	SECURITY AWARENESS TRAINING SUBSCRIPTION		\$2,500.00	\$2,500.00
504-0160-419-4255	SUNGARD END USER WEBINAR TRAININGS		\$1,500.00	\$2,500.00
		Subtotal	<b>\$6,500.00</b>	<b>\$12,500.00</b>
504-0160-419-4259	CITY-WIDE HARDWARE & SOFTWARE (UNDER \$1,000)		\$14,000.00	\$14,000.00
504-0160-419-4259	ELECTRONIC SIGNAGE/KIOSKS		\$5,000.00	\$0.00
504-0160-419-4259	IT - PC SOFTWARE & HARDWARE		\$5,000.00	\$5,000.00
504-0160-419-4259	MISC DEPARTMENT PRINTER/SCANNER REPLACEMENTS		\$3,000.00	\$3,000.00
		Subtotal	<b>\$27,000.00</b>	<b>\$22,000.00</b>
		<b>Services and Supplies Total</b>	<b>\$567,900.00</b>	<b>\$690,650.00</b>
		<b>IT Total</b>	<b>\$1,421,425.00</b>	<b>\$1,725,100.00</b>

**Information Technology Fund Comparison - 504**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4388 Capital Outlay	262,925	393,950	131,025	1
4110 Salaries	414,700	446,000	31,300	2
4120 Benefits	174,500	188,200	13,700	3
4520 Compensated Absences	1,400	6,300	4,900	4
4240 Contingency Replacement	50,000	50,000	-	5
4241 Copies	500	750	250	6
4242 Postage	300	300	-	7
4243 Office Supplies	400	400	-	8
4245 Tools and Equipment	7,000	67,000	60,000	9
4246 Maintenance	332,500	383,000	50,500	10
4248 Utilities and Communications	85,000	88,000	3,000	11
4251 Consulting and Contracting	55,000	60,000	5,000	12
4253 Memberships and Dues	700	700	-	13
4254 Travel, Conferences, and Meetings	3,000	6,000	3,000	14
4255 Training	6,500	12,500	6,000	15
4259 Misc Software and Hardware	27,000	22,000	(5,000)	16
<b>Total</b>	<b>1,421,425</b>	<b>1,725,100</b>	<b>303,675</b>	

Detailed Analysis:

- Note 1 \$290,000 is in carryovers for 3 projects. So NEW Capital Outlay (which all comes out of the already accrued replacement funds) is actually only \$103,950 which is \$158,000 less than last year
- Note 2 No personal changes, contractual COLA 2% and adjustment due to salary steps, as well as \$15,000 for PT Website Intern
- Note 3 Contractual adjustment to benefits formulas (e.g. CalPERS, medical, etc) and \$5,000 for PT Website intern.
- Note 4 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 5 No change
- Note 6 Small change to reflect 2015-16 actual
- Note 7 No change
- Note 8 No change
- Note 9 Website replacement project added - this was not accrued in replacement fund
- Note 10 Additions include SeeClickFix (7,000), Disaster Recovery Solutions (20,000), and an increase to GIS Software maintenance (27,000). Some decreases in other items, though
- Note 11 Small change to reflect 2015-16 actual
- Note 12 Addition of Consulting for ERP RFP Development (30,000), removal of Business Continuity Consulting (25,000)
- Note 13 No change
- Note 14 Added additional staff to travel to SunGard conference for new Permitting
- Note 15 Added more funding for IT Technical Training
- Note 16 Removed additional funding for Signage and Kiosks

# Building Maintenance Fund



**Mission:** To provide management, maintenance, and daily inspection of all City/District buildings and equipment.



The Building Maintenance Division will continue to develop ongoing maintenance systems and procedures for City-wide facilities. To maintain the diverse facilities and hours of operation, staff will provide efficient, timely and quality service to meet community needs and industry standards. The Division will continue to evaluate building maintenance functions and its service requirements.

## ***PROPOSED SERVICE LEVELS***

The Building Maintenance Division manages City facilities totaling 175,867 square feet. The Division staff includes the Director of Parks and Recreation (15% time); a 50% time Building/Vehicle Manager; and four (4) Building Maintenance Worker I/II positions. The standard of care includes ensuring that all City facilities are safe and clean by completing work requests, emergency and regular repairs in a timely manner with the support of outside contractors to assist with preventative maintenance tasks and special projects.



Building Maintenance Division Staff duties include but are not limited to:

- Emergency Repairs – such as a gas leak or a water pipe break
- Work Requests – such as an electrical outlet failure or carpet stain removal
- Regular Repairs – lighting ballast replacement or restroom plumbing
- Supplies/Inventory – order and organize regularly stocked supplies and materials, such as light bulbs
- Preventative Maintenance – within Industry Standards, such as inspecting fire extinguishers monthly
- Special Projects and Capital Improvement Projects – such as painting a facility interior or exterior

## Janitorial Service

- Janitorial services are under City contract to complete all janitorial tasks.

### Outside Contractors

- Staff will continue to utilize contractors to complete work beyond the scope of their professional training and to assist in completing preventative maintenance work (such as elevator inspections, repairs, and monitoring; heating and air conditioning unit repair and regular maintenance).

### **ACCOMPLISHMENTS**

- Replaced HVAC in Fire Department, Police Department, Recreation Department and Community Center
- Installed Delta Controls in Recreation Building
- Installed new roof on Library/Community Center
- Installed new door openers for the Fire Department
- Installed hands free faucets and soap dispenser in Recreation bathrooms
- Replaced carpets at City Hall, Fire Department, and Police Department
- Installed Kerri gate
- Replaced HVAC at Recreation Center
- Installed faucets at Recreation 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

- Change 50/50 Building/Vehicle Maintenance Worker to 100% Building Maintenance Worker

### Service and Supplies

- Building Materials (increase by \$10,000)
- Fire Department Automatic Doors (increase by \$5,000)
- Sustainability Projects (new line item of \$10,000)
- Standby Generator Repair and Annual Maintenance (increase by \$12,500)
- Utilities for All City Facilities and Joint Use with School District (increase by \$35,000)
- Solar Maintenance (new line item of \$20,000)
- Citywide Janitorial Contract (increase by \$86,000)



### Capital Outlay

- City Hall conference room chairs (new line item of \$7,500)

### 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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 541,760	\$ 541,760	\$ 528,100
SERVICES AND SUPPLIES	888,583	928,583	1,075,004
CAPITAL OUTLAY	158,750	158,750	57,500
Subtotal (Total Department-Controlled Expenses)	1,589,093	1,629,093	1,660,604
INTERNAL SERVICES	79,580	79,580	108,560
Subtotal (Total Department Expenses before Reallocations)	1,668,673	1,708,673	1,769,164
REALLOCATIONS	-	-	-
<b>TOTAL FOR BUILDING MAINTENANCE FUND (#505)</b>	<b>\$ 1,668,673</b>	<b>\$ 1,708,673</b>	<b>\$ 1,769,164</b>

## DETAIL LINE ITEM REPORT

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

<i>Capital Outlay</i>		Approved 2015-2016	Requested 2016-2017
505-0550-419-4385	BUILDING CONTINGENCY	\$50,000.00	\$50,000.00
505-0550-419-4385	CAPITAL OUTLAY	\$82,250.00	\$0.00
505-0550-419-4385	CITY HALL CONFERENCE ROOM CHAIRS	\$0.00	\$7,500.00
505-0550-419-4385	FIRE TOWER RENOVATION	\$26,500.00	\$0.00
	Subtotal	<b>\$158,750.00</b>	<b>\$57,500.00</b>
	<b>Capital Outlay Total</b>	<b>\$158,750.00</b>	<b>\$57,500.00</b>
<i>Employee Services</i>		Approved 2015-2016	Requested 2016-2017
505-0550-419-4110	PERMANENT SALARIES	\$348,500.00	\$350,800.00
	Subtotal	<b>\$348,500.00</b>	<b>\$350,800.00</b>
505-0550-419-4112	OVERTIME	\$2,160.00	\$5,000.00
	Subtotal	<b>\$2,160.00</b>	<b>\$5,000.00</b>
505-0550-419-4120	FRINGE BENEFITS	\$191,100.00	\$172,300.00
	Subtotal	<b>\$191,100.00</b>	<b>\$172,300.00</b>
	<b>Employee Services Total</b>	<b>\$541,760.00</b>	<b>\$528,100.00</b>
<i>Internal Services</i>		Approved 2015-2016	Requested 2016-2017
505-0550-419-4520	COMPENSATED ABSENCES	\$1,200.00	\$5,178.00
	Subtotal	<b>\$1,200.00</b>	<b>\$5,178.00</b>
505-0550-419-4544	VEHICLE REPLACEMENT	\$28,118.00	\$46,003.00
	Subtotal	<b>\$28,118.00</b>	<b>\$46,003.00</b>
505-0550-419-4556	EQUIPMENT REPLACEMENT	\$23,511.00	\$27,584.00
	Subtotal	<b>\$23,511.00</b>	<b>\$27,584.00</b>

505-0550-419-4557	INFORMATION TECHNOLOGY SERVICES	\$26,751.00	\$29,795.00
	Subtotal	<b>\$26,751.00</b>	<b>\$29,795.00</b>
	<b>Internal Services Total</b>	<b>\$79,580.00</b>	<b>\$108,560.00</b>

***Services and Supplies***

		Approved 2015-2016	Requested 2016-2017
505-0550-419-4243	DEPARTMENT SUPPLIES	\$3,000.00	\$5,840.00
	Subtotal	<b>\$3,000.00</b>	<b>\$5,840.00</b>
505-0550-419-4246	BLDG. MATERIAL - LUMBER, HARDWARE, PAINT, ETC.	\$20,000.00	\$30,000.00
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	\$12,500.00
505-0550-419-4246	FIRE TRAINING TOWER ANNUAL MAINTENANCE	\$10,000.00	\$10,000.00
505-0550-419-4246	GOVERNMENT CENTER FOUNTAIN MAINTENANCE	\$5,100.00	\$5,100.00
505-0550-419-4246	GOVERNMENT CENTER MAINTENANCE	\$58,000.00	\$58,000.00
505-0550-419-4246	HVAC REPAIR AND MAINTENANCE	\$27,025.00	\$27,025.00
505-0550-419-4246	JANITORIAL SUPPLIES	\$36,000.00	\$40,000.00
505-0550-419-4246	LOCKS AND KEYS	\$3,000.00	\$3,000.00
505-0550-419-4246	PEST CONTROL FOR CITY BUILDINGS	\$8,700.00	\$8,700.00
505-0550-419-4246	PLUMBING SUPPLIES	\$2,000.00	\$2,000.00
505-0550-419-4246	SECURITY CAMERA MAINTENANCE	\$3,000.00	\$3,000.00
505-0550-419-4246	STANDBY GENERATORS REPAIR	\$7,630.00	\$20,130.00
505-0550-419-4246	SUSTAINABILITY PROJECTS	\$0.00	\$10,000.00
505-0550-419-4246	VANDALISM REPAIRS	\$1,000.00	\$1,000.00
	Subtotal	<b>\$207,955.00</b>	<b>\$249,455.00</b>
505-0550-419-4248	UTILITIES FOR ALL CITY FACILITIES/JOINT USE	\$426,817.00	\$461,817.00
	Subtotal	<b>\$426,817.00</b>	<b>\$461,817.00</b>
505-0550-419-4251	CITYWIDE JANITORIAL SERVICES	\$164,419.00	\$250,000.00
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	SOLAR MAINTENANCE	\$0.00	\$20,000.00
505-0550-419-4251	TEST/REPAIR/REPLACE BUILDING BACKFLOW SYSTEMS	\$15,000.00	\$15,000.00
	Subtotal	<b>\$249,561.00</b>	<b>\$355,142.00</b>
505-0550-419-4254	MAINTENANCE MANAGEMENT SEMINAR	\$500.00	\$2,000.00
	Subtotal	<b>\$500.00</b>	<b>\$2,000.00</b>
505-0550-419-4255	HVAC INSPECTION	\$750.00	\$750.00
	Subtotal	<b>\$750.00</b>	<b>\$750.00</b>
	<b>Services and Supplies Total</b>	<b>\$888,583.00</b>	<b>\$1,075,004.00</b>
	<b>BUILDING MAINTENANCE Total</b>	<b>\$1,668,673.00</b>	<b>\$1,769,164.00</b>

**Building Maintenance Equipment Replacement Fund Comparison - 505**

Account		Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4385	Capital Outlay	158,750	57,500	(101,250)	1
4110	Salaries	348,500	350,800	2,300	2
4112	Overtime	2,160	5,000	2,840	3
4120	Benefits	191,100	172,300	(18,800)	4
4520	Compensated Absences	1,200	5,178	3,978	5
4544	Vehicle Replacement	28,118	46,003	17,885	6
4556	Equipment Replacement	23,511	27,584	4,073	7
4557	IT Services	26,751	29,795	3,044	8
4243	Department Supplies	3,000	5,840	2,840	9
4246	Maintenance	207,955	249,455	41,500	10
4248	Citywide Utilities and JUA Utilities	426,817	461,817	35,000	11
4251	Contractual Services	249,561	355,142	105,581	12
4254	Travel, Conferences, and Meetings	500	2,000	1,500	13
4255	Training	750	750	-	
	<b>Total</b>	<b>1,668,673</b>	<b>1,769,164</b>	<b>100,491</b>	

Detailed Analysis:

- Note 1 No major projects in FY 16-17; \$7,500 to replace conference room chairs in City Hall.
- Note 2 No overall Department personal changes (moved 50/50 B/V to 100% BM), contractual COLA 2% and adjustment due to salary steps; some savings associated with retirement and salary step.
- Note 3 Accounts for increase in OT based on historical use for emergency call-backs and extended hours.
- Note 4 Contractual adjustment to benefits formulas (e.g. CalPERS, medical, etc.)
- Note 5 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 6 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 7 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 8 Increase in assessment per proposed FY 2016/17 Internal Service Fund budget
- Note 9 Adjusted to reflect 2015-16 actual, related to stocking of basics, ex. lights, batteries, extension cords, etc.
  
- Note 10 Increased to reflect actual costs as a result of no increase to line item budget in 7+ years: work order materials (\$10,000); FD automatic door (\$5,000); janitorial supplies (\$4,000); standby generator maintenance (\$12,500); sustainability projects (\$10,000).
  
- Note 11 Based on historical actual to reflect increases in utility rates, ex. water, gas, electric; budget has not been increased in 7+ years.
  
- Note 12 Increases include costs associated with citywide janitorial services related to mandated healthcare rate increases and minimum wage (\$85,581) and new maintenance required for solar panels at the Library/Community Center (\$20,000).
  
- Note 13 Allows for a rotational training of staff, ex. two staff each year can attend training in the amount of \$1,000 each, which is approximately consistent across the Parks and Recreation Department division training budgets.

# 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 voluntarily 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 December 31, 2011 are no longer eligible to participate in the program.

This fund has been established as an internal services fund to capture the actuarially determined employer rate that needs to be invested to pay out the benefits. Based upon the 2015 actuarial valuation and expected benefits payments, the fund is expected to be deficient by approximately \$235,078 at the end of FY 2016-2017. As a result, the City Council authorized a transfer from surplus Reserves in the Vehicle Replacement Internal Service Fund at the end of FY 2015-2016 to bridge this deficiency. No additional contributions into the Longevity Recognition Benefits Fund are planned for FY 2016-2017. The Fund invests the monies in investment instruments allowed under the CA Government Code and the City's Investment Policy, and benefits are paid out of those earnings and the Fund's reserves. In early FY 2016-17, staff will bring to the City Council for consideration the option of transferring these funds in to an irrevocable trust.

The expected benefits payments for FY 2016-2017 is \$143,000.

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

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 131,000	\$ 131,000	\$ 143,000
SERVICES AND SUPPLIES	-	-	17,500
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	131,000	131,000	160,500
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	131,000	131,000	160,500
REALLOCATIONS	-	-	-
<b>TOTAL FOR LONGEVITY RECOGNITION BENEFITS FUND (#507)</b>	<b>\$ 131,000</b>	<b>\$ 131,000</b>	<b>\$ 160,500</b>



## DETAIL LINE ITEM REPORT

ADMINISTRATIVE SERVICES - Account: 507-0460-499

LONGEVITY RECOGNITION BENEFITS FUND

<i>Employee Services</i>	Approved 2015-2016	Requested 2016-2017
507-0460-499-4120 LONGEVITY RECOGNITION BENEFITS PAYMENTS	\$131,000.00	\$143,000.00
Subtotal	<b>\$131,000.00</b>	<b>\$143,000.00</b>
<b>Employee Services Total</b>	<b>\$131,000.00</b>	<b>\$143,000.00</b>
<i>Services and Supplies</i>	Approved 2015-2016	Requested 2016-2017
507-0460-499-4251 ACTUARIAL VALUATION	\$0.00	\$17,500.00
Subtotal	<b>\$0.00</b>	<b>\$17,500.00</b>
<b>Services and Supplies Total</b>	<b>\$0.00</b>	<b>\$17,500.00</b>
<b>Total</b>	<b>\$131,000.00</b>	<b>\$160,500.00</b>

**Longevity Recognition Benefits Fund (Longevity) Budget Comparison - 507**

Account	Approved FY 2015/16	Requested FY 2016/17	Increase (Decrease)	Notes
4120 LONGEVITY RECOGNITION BENEFITS PAYMENTS	131,000	143,000	12,000	1
4251 ACTUARIAL VALUATION	-	17,500	17,500	2
Total	<u>131,000</u>	<u>160,500</u>	<u>29,500</u>	

Detailed Analysis:

Note 1 Investment income assumes a 1% ROI in FY 16/17. No investment income is projected for FY 15/16 as the current fixed income portfolio is only expected to break even for the year.

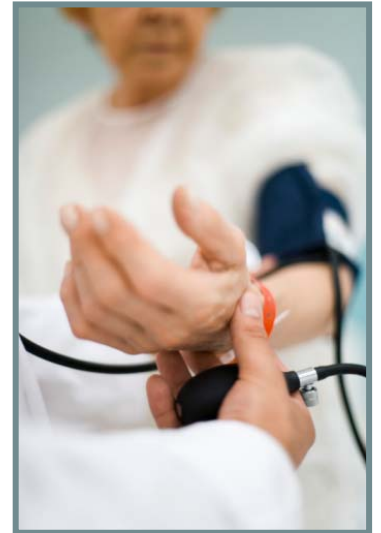
Note 2 Increase in projected benefit payments as provided by Bartel Associates June 30, 2015 Actuarial Valuation Report

# 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, 2016, the minimum monthly employer contribution is \$125, and is subject to cost of living increases as determined by the State Legislature.

The PEMHCA Benefits Plan fund was established on June 30, 2010 through a transfer of reserves from other Internal Service Funds. The fund is established to pay for retiree benefit payments in accordance with the mandated minimum contribution as indicated above (current employee benefits are paid out of operating department expenditures). Based upon the 2015 actuarial evaluation and expected benefits payments, the fund was funded at 104% of the actuarial accrued liability (excluding implied subsidy) at the end of FY 2015-2016. No contributions into the plan are expected for FY 2016-2017. The Fund invests the monies in investment instruments allowed under the CA Government Code and the City's Investment Policy, and benefits are paid out of those earnings and the Fund's reserves. In early FY 2016-17, staff will bring to the City Council for consideration the option of transferring these funds in to an irrevocable trust.

The expected benefits payments for FY 2016-2017 will total \$156,000.



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
HUMAN RESOURCES  
PEMHCA BENEFITS PLAN FUND (#508)  
Annual Budget Appropriation for Fiscal Year

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 137,000	\$ 137,000	\$ 156,000
SERVICES AND SUPPLIES	-	-	17,500
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	137,000	137,000	173,500
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	137,000	137,000	173,500
REALLOCATIONS	-	-	-
<b>TOTAL FOR PEMHCA BENEFITS PLAN FUND (#508)</b>	<b>\$ 137,000</b>	<b>\$ 137,000</b>	<b>\$ 173,500</b>

## DETAIL LINE ITEM REPORT

ADMINISTRATIVE SERVICES - Account: 508-0460-999

PEMHCA BENEFITS PLAN

<i>Employee Services</i>	Approved 2015-2016	Requested 2016-2017
508-0460-999-4120 PEMHCA BENEFITS PAYMENTS	\$137,000.00	\$156,000.00
Subtotal	<b>\$137,000.00</b>	<b>\$156,000.00</b>
<b>Employee Services Total</b>	<b>\$137,000.00</b>	<b>\$156,000.00</b>
<i>Services and Supplies</i>	Approved 2015-2016	Requested 2016-2017
508-0460-999-4251 ACTUARIAL VALUATION	\$0.00	\$17,500.00
Subtotal	<b>\$0.00</b>	<b>\$17,500.00</b>
<b>Services and Supplies Total</b>	<b>\$0.00</b>	<b>\$17,500.00</b>
<b>Total</b>	<b>\$137,000.00</b>	<b>\$173,500.00</b>

**Public Employees' Medical and Hospital Care Act (PEMHCA) Benefits Plan Fund - 508**

Account		Approved FY 2015/16	Requested FY 2016/17	Increase (Decrease)	Notes
4120	PEMHCA BENEFITS PAYMENTS	137,000	156,000	19,000	1
4251	ACTUARIAL VALUATION	-	17,500	17,500	2
	Total	<u>137,000</u>	<u>173,500</u>	<u>36,500</u>	

Detailed Analysis:

- Note 1 Investment income assumes a 1% ROI in FY 16/17. No investment income is projected for FY 15/16 as the current fixed income portfolio is only expected to break even for the year.
- Note 2 Increase in projected benefit payments as provided by Bartel Associates June 30, 2015 Actuarial Valuation Report

# 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 service fund to capture the projected liability for compensated absences. The fund was initially funded at \$2.65 million through a transfer of existing reserves from the General Fund based upon its 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 2016-2017, the assessment is 1.50% of permanent salaries. As employees separate service from the City, payments of earned compensated absences balances are made out of this Fund. Based on a comparison of the projected Fund Balance and the estimated accrued liability at June 30, 2016, the Fund Balance is deficient by approximately \$225,597. As a result, the City Council authorized a transfer from surplus Reserves in the Vehicle Replacement Internal Service Fund at the end of FY 2015-2016 to bridge this deficiency.



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**HUMAN RESOURCES**  
**COMPENSATED ABSENCES FUND (#509)**  
**Annual Budget Appropriation for Fiscal Year**

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 300,000	\$ 300,000	\$ 225,850
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	300,000	300,000	225,850
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	300,000	300,000	225,850
REALLOCATIONS	-	-	-
<b>TOTAL FOR COMPENSATED ABSENCES FUND (#509)</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 225,850</b>



## DETAIL LINE ITEM REPORT

ADMINISTRATIVE SERVICES - Account: 509-0460-999

COMPENSATED ABSENCES

<i>Employee Services</i>	Approved 2015-2016	Requested 2016-2017
509-0460-999-4120 COMPENSATED ABSENCES PAYOUTS	\$300,000.00	\$225,850.00
Subtotal	<b>\$300,000.00</b>	<b>\$225,850.00</b>
<b>Employee Services Total</b>	<b>\$300,000.00</b>	<b>\$225,850.00</b>
<b>Total</b>	<b>\$300,000.00</b>	<b>\$225,850.00</b>

**Compensated Absences Comparison - 509**

Account	Approved FY 201-16	Requested FY 2016-17	Increase (Decrease)	Notes
4120 COMPENSATED ABSENCES PAYOUTS	300,000	225,850	(74,150)	1
Total	<u>300,000</u>	<u>225,850</u>	<u>(74,150)</u>	

## Detailed Analysis:

Note 1 Projected benefit payment for FY 2016/17 reflects an updated analysis of historical benefit

# Successor Agency of Community Development Agency

The Agency fund is used to account for assets held for Foster City's Successor Agency to the City's former Community Development Agency. The Successor Agency Fund is a Private-Purpose Trust Fund that accounts for the accumulation of resources to be used for payments of recognized obligations.

The financial activities of the fund is excluded from the Government-wide financial statements, but are presented in separate Fiduciary Fund financial statements.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
CITY/DISTRICT MANAGER - ADMINISTRATION  
SUCCESSOR AGENCY OF CDA (#604)  
Annual Budget Appropriation for Fiscal Year

	2015-2016		2016-2017
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 550,990	\$ 550,990	\$ 534,800
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	550,990	550,990	534,800
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	550,990	550,990	534,800
REALLOCATIONS	-	-	-
<b>TOTAL FOR SUCCESSOR AGENCY OF CDA (#604)</b>	<b>\$ 550,990</b>	<b>\$ 550,990</b>	<b>\$ 534,800</b>

## DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION

Account: 604-0110-413

SUCCESSOR AGENCY OF CDA

<i>Services and Supplies</i>		Approved 2015-2016	Requested 2016-2017
604-0110-413-4251	SUCCESSOR AGENCY OF CDA	\$550,990.00	\$534,800.00
	Subtotal	<b>\$550,990.00</b>	<b>\$534,800.00</b>
	<b>Services and Supplies Total</b>	<b>\$550,990.00</b>	<b>\$534,800.00</b>
	<b>ADMINISTRATION Total</b>	<b>\$550,990.00</b>	<b>\$534,800.00</b>

**Successor Agency of Community Development Agency - 604**

Account	Approved FY 2015-16	Requested FY 2016-17	Increase (Decrease)	Notes
4251 Successor Agency Recognized Obligations	550,990	534,800	(16,190)	1
<b>Total</b>	<b>550,990</b>	<b>534,800</b>	<b>(16,190)</b>	

Detailed Analysis

Note 1 Estimated reduction in recognized obligations (legal fees) in FY 16/17

# 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 and 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 2016-2017.

Ongoing Projects:

**(CIP 455-611, Budget \$450,000) Sewer System Rehabilitation (2010-2011)**

This project continues the District's program of performing repairs to the sanitary sewer collection system. The repairs will be based on video inspections completed by the District's Public Works Maintenance staff. Based on these inspections, repair and rehabilitation work will be completed

at high priority locations. The project will address localized pipe repair and manhole rehabilitation work.

The City Council awarded the design and construction support services contract to HydroScience Engineers, Inc. at the meeting on February 16, 2016. A total budget of \$450,000 is available for design and construction. The request for additional funding will be brought to the City Council for approval to award the construction contract.

Project Timeline:

Design	In Progress
Construction	Fall 2016
Project Closeout	Spring 2017

**(CIP 301-621, Budget \$2,165,000) Vintage Park Overcrossing Project (2011-2012)**

This project includes the removal and replacement of concrete approach slabs and AC roadway on the Vintage Park Overcrossing and the removal and replacement of the

existing fill under the approach slab and roadway with lightweight fill in order to bring the bridge's approach grades back to their original as-built elevations. On January 4, 2016, a contract in the amount of \$1,295,400 was awarded to O.C. Jones & Sons, Inc. Construction commenced on February 8, 2016 and is anticipated to be completed by the end of June 2016, at which time the bridge will be re-opened to the public.

Funding in the amount of \$2,150,000 was approved for the project in FY 2012-2013. In January 2016, the City received additional funding from one of the developers, BioMed Realty, contributing their fair share to the project. At the City Council meeting on March 7, 2016, the City Council approved the appropriation of \$15,000 received from BioMed Realty to this project.

Project Timeline:

Construction	In Progress
Project Closeout	Summer 2016

**(CIP 455-626, Budget \$6,075,000) Sanitary Sewer Lift Station Improvements Phase 5 (2012-2013)**

This project continues the District's program of maintaining sanitary sewer lift stations and addressing preventative maintenance and upgrades to extend the useful life of the lift stations. The rehabilitated lift stations will also provide a safer working environment for the operational staff. The improvements generally include items of work such as: repairing interior wet wells; installing new pumps, motors, and valves; replacing electrical and telemetry control systems; installing by-pass piping and connections; and replacing corroded components with non-corrosive stainless

steel materials. Since the program started in 2000, 23 lift stations have been fully or partially rehabilitated.

This CIP project includes improvements to 10 lift stations. EMID Resolution No. 3224, adopted at the November 18, 2013 District Board meeting, awarded the design contract to HydroScience Engineers, Inc. to prepare construction documents. Construction is anticipated to start during the Summer 2016.

Project Timeline:

Regulatory Permit/Design	In Progress
Construction	Summer 2016
Project Closeout	Winter 2017

**(CIP 301-629, Budget \$1,950,000) 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 Sea Cloud Park and pumping water out of the lagoon into the bay by the Corporation Yard. Over the years, sedimentation has built up on the Belmont Slough side of the intake structure resulting in limited water flow into the lagoon. The sedimentation in front of the lagoon intake structure obstructs water from flowing freely into the lagoon, except during periods of high tides. Occasionally, the sediment also blocks the Bay Level Transducer, compromising water level readings.

Resolution No. 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. The City also hired Urban Planning Partners to prepare



environmental review documentation in October 2015. Various disposal sites are being evaluated by the consultants.

The project has an approved budget of \$1,950,000. Construction is anticipated in August 2016.

Project Timeline:

Regulatory Permitting/Design	In Progress
Construction	Summer 2016
Project Closeout	Spring 2017

**(CIP 301-635, Budget \$345,540) Median Modifications – Foster City Boulevard at Chess Drive – Multi-Project #3 (2013-2014)**

This project is identified as MP #3 in the report prepared by Fehr & Peers. The project includes increasing the length of the existing 525-foot northbound left-turn lanes from Foster City Boulevard at Chess Drive to 650 feet to prevent queues from extending out of the turn lanes and blocking through traffic on Foster City Boulevard. Funding for the roadway improvements is collected from the various developers based on the terms of their Master Development Agreements.

At the City Council meeting on August 4, 2014, a contract was awarded to BKF Engineers in the amount of \$377,921 to prepare construction documents and provide engineering support services for CIP 301-635 and CIP 301-637. Both of these projects were combined to maximize efficiency, since they are located in the same vicinity. The design phase has been completed, with construction anticipated as soon as the fair share contribution from Gilead Sciences, Inc. (former

Chess-Hatch parcel recently purchased by Gilead Sciences, Inc.) is defined and received.

Funding in the amount of \$325,000 was approved for the project in FY 2015-2016. In January 2016, the City received additional funding from one of the developers, BioMed Realty, contributing their fair share to the project. At the City Council meeting on March 7, 2016, the City Council approved the appropriation of \$20,540 received from BioMed Realty to this project.

Project Timeline:

Design	Completed
Construction	Spring 2017
Project Closeout	Winter 2017

**(CIP 405-636, Budget \$475,000) Water System Improvements and Valve Replacements (2013-2014)**

This 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 impacts to customers.

The project includes:

- Replacement of an 18" gate valve at the intersection of Mariner's Island Boulevard and Fashion Island Boulevard
- Replacement of a 16" butterfly valve at the northeast corner of the intersection of East Hillsdale Boulevard and Edgewater Boulevard
- 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 in the amount of \$475,000 has been approved. A request for proposal (RFP) for design services was issued in Summer 2014, with HydroScience Engineers, Inc. selected to design the project. The project design was completed per the original scope, but an emergency repair on the 24" water main revealed that additional work needed to be included in the scope of work. The project scope and design will be revised accordingly.

Project Timeline:

Design	In Progress
Construction	Winter 2016
Project Closeout	Summer 2017

**(CIP 301-637, Budget \$1,141,000) Road Improvements at Foster City Boulevard and Chess Drive – Multi-Project #4, Multi-Project #7, and Multi-Project #8 (2013-2014)**

This project is identified as MP #4, MP #7, and MP #8 in the report prepared by Fehr & Peers. The project will add a northbound right-turn lane on Foster City Boulevard at Chess Drive, lengthen the westbound left turn lane on Chess Drive at Foster City Boulevard, and add a westbound lane on Chess Drive east of Foster City Boulevard.

Funding for this roadway improvement project is collected from the Chess Drive Offices developers based on the terms of their Master Development Agreement. At the City Council meeting on August 4, 2014, a contract was awarded to BKF Engineers in the amount of \$377,921 to prepare construction documents and provide engineering support services for CIP

301-635 and CIP 301-637. Both of these projects were combined to maximize efficiency, since they are located in the same vicinity. The design phase has been completed, with construction anticipated as soon as the fair share contribution from Gilead Sciences, Inc. (former Chess-Hatch parcel recently purchased by Gilead Sciences, Inc.) is defined and received.

Funding in the amount of \$1,141,000 is available for the project.

Project Timeline:

Design	Completed
Construction	Spring 2017
Project Closeout	Winter 2017

**(CIP 301-650, Budget \$628,354) Parks Infrastructure Improvements (2014-2015)**

**1. Easement Improvements (Budget \$127,000):**

Irrigation modifications and Drought tolerant plantings completed at these four (4) City maintained easements:

- Sea Cloud Park Completed Summer 2015
- Gateshead Park Completed Summer 2015
- Corporation Yard Completed Fall 2015
- Boat Park Completed Spring 2016

**2. ADA Upgrades, Synthetic Surfacing for Catamaran Park Playground and Beach (Budget \$413,354):**

Catamaran Project consisting of:

- Consultant design for proper ADA access
- Concrete retaining wall for proper access and grading of the playground
- Synthetic surfacing material (“pour-in-place”) in the playground
- Synthetic turf installation to improve the beach area
- Fencing to be strategically incorporated for safety

Project Timeline:

Design	Completed Winter 2015
Construction	March - June 2016
Project Closeout	Winter 2016

Ketch Playground: New play-structure installation was completed in September 2015.

**3. Grading Repair at Sea Cloud S-3 (Budget \$88,000)**

Sub-surface repairs were completed in conjunction with synthetic turf replacement (under warranty)

Completed	September 2015
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**(CIP 455-652, Budget \$5,931,000) Wastewater Treatment Plant Master Plan Improvements (2015-2016)**

The Estero Municipal Improvement District (EMID) and the City of San Mateo jointly own the San Mateo Wastewater Treatment Plant (WWTP) through a Joint Powers Agreement (JPA). The jointly owned facility is aging and needs improvements to continue to meet current and future flows and permit requirements. The Clean Water Program (CWP)

represents a 10-year Capital Improvement Plan (CIP) to meet wastewater collection and treatment requirements set forth by the California Regional Water Quality Control Board. The CWP is a comprehensive design, construction, and implementation plan to upgrade, enhance, and replace the jointly owned Wastewater Treatment Plant and portions of the City of San Mateo’s wastewater collection system.

In October 2014, CH2M was hired by the City of San Mateo, to provide Program Management Services to support all aspects of the implementation of the CWP. In February 2015, EMID hired Erler & Kalinowski to provide EMID staff with technical support services as needed.

In August 2015, both EMID’s Board of Directors and San Mateo’s City Councilmembers indicated support in performing additional planning, economic, and technical feasibility investigations to further advance the implementation of the Membrane Bio-Reactor (MBR) treatment alternative to enhance the 2014 Base Master Plan, which would meet the CWP’s goals of:

- Repairing and replacing aging infrastructure
- Providing adequate capacity to treat projected wet weather flows
- Meeting current and future regulatory requirements
- Meeting both governmental bodies’ sustainability objectives including recycled water

On September 8, 2015, the City of San Mateo awarded a contract to HDR Engineering for the design of the Primary Clarifier and Headworks Facility project. The selection of the design consultant for the Secondary Treatment Facilities

Design is under consideration and a contract is scheduled to be awarded in April 2016.

The City Council of the City of San Mateo is scheduled to certify the California Environmental Quality Act (CEQA) and Programmatic Environmental Impact Report (Draft PEIR) documents in June 2016.

Construction of immediate action projects is underway. Foster City's share of the CWP is estimated at \$113-million dollars over the life of the 10-year project. Both agencies are currently working together to develop a Joint Powers Finance Authority (JPFA) in order to qualify for financing through the State Revolving Fund program.

Project Timeline:

Design/Construction                      In Progress and Ongoing

**(CIP 301-653, Budget \$1,150,000) Street Rehabilitation (2015-2016)**

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.

In addition to resurfacing the pavement, 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. Staff is currently compiling a list of streets that will be included in the project. Advertisement for the construction is anticipated in Spring 2016 followed by construction in Summer 2016.

Project Timeline:

Project Design – In-house	In Progress
Construction	Summer 2016
Project Closeout	Winter 2016

**(CIP 301-654, Budget \$75,000) Lagoon Intake Gate Replacement (2015-2016)**

There are four (4) lagoon intake gates that are used to control the bay waters entering into Foster City's Lagoon. Currently, two (2) gates are in the closed position and the remaining two (2) gates have become significantly worn. The intake gates were on the equipment replacement list, which provided for three (3) new gates being purchased in FY2012-2013. However, the new gates could not be installed due to the amount of silt, which had built-up within the lagoon intake structure.

The Dredging at the Lagoon Intake Gate Structure project (CIP 301-629) is scheduled for construction in August 2016. The project will remove silt build-up and restore the channel on the Belmont Slough side of the intake gates, allowing the free-flowing of water into the lagoon. The damaged and remaining two (2) gates should be replaced shortly after the dredging is completed.

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 installation challenges of this project.

Project Timeline:

Construction	Summer 2016
Project Closeout	Winter 2016

**(CIP 301-655, Budget \$925,000) Lawn Conversion and Bocce Court Expansion**

The scope of work for this project includes the following components:

- Lawn conversion of the area between the Recreation Center and The VIBE (approximately 27,575 square feet) from natural grass to sustainable, drought tolerant landscape elements
- Renovation of existing two (2) Bocce Courts
- Addition of two (2) Bocce Courts
- Installation of a picnic and hardscape area that may also lend itself to a concession opportunity in the future

This project achieves multiple City Council priorities:

- Community amenity – with the renovation and addition of two (2) Bocce Courts and picnic area
- Water conservation – with the lawn conversion, and the added benefit of being a deterrent to the water birds that negatively impact the Park
- Revenue generation – with the picnic and hardscape

areas that create a space convenient for possible concession and/or rental

The total anticipated project is \$925,000. Based on this budget, the project components include:

- Project design and administrative support
- Renovated (2) existing Bocce Courts (10' x 76')
- Two (2) new Bocce Courts (10' x 76')
- Lawn conversion
- Picnic / hardscape area
- Finish work: lighting, fencing, ADA compliance

Project Timeline:

Community Input	October 2015 - April 2016
Postponed until completion of RECREATION CENTER SCOPING STUDY	March 2017

**(CIP 301-656, Budget \$650,000) Park Infrastructure Improvements**

**1. Boardwalk Refinishing and Resealing (Budget \$65,000.)**

This project consists of refinishing and resealing the wooden boardwalk and chain-rail support poles at Leo J. Ryan Park.

This project will also fund the installation of the goose control fencing along the water at Leo J. Ryan Park, as part of the City's on-going habitat modification efforts.

Project Timeline: Fall 2016

## 2. Lawn Conversions (Budget \$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.

This project will include selected lawn conversions at the following locations:

- City Hall
- Recreation Center
- Catamaran

The scope of work includes:

- Sod removal
- Irrigation modifications
- Soil amendment
- Drought tolerant planting
- Mulching

Projected Timeline: Spring - Winter 2016

## 3. Park Pathway Renovations (Budget \$310,000)

The Pathway that winds through Boothbay Park is in need of renovation. Over the years this pathway has been repaired numerous times to keep it safe and aesthetically pleasing for patrons that utilize it to walk, jog or bike through the park. The pathway underwent major repair

work in 2014 to repair four large tripping hazard locations that were being caused by tree roots, as well as from normal wear and tear.

The scope of work for this job will be removal and disposal of existing asphalt concrete, prune and off haul roots, placement of header board and installation of new asphalt concrete along the entire length of the pathway. Along with Boothbay Park, staff has also identified pathway sections at a few other parks that are in need of removal and replacement.

This will mainly include pathways at:

- Boothbay Park
- Constitution Walkway
- Edgewater Park
- Sea Cloud Park

### Project Timeline:

Scope of Work	February 2016 - March 2016
RFP	April 2016 - May 2016
Construction	July - August 2016
Close-out	Winter 2016

## 4. Restroom Roof Replacements - \$25,000

The restrooms at Boothbay and Catamaran were built in 1994/95. The roofs on these two restrooms at twenty years old are in dis-repair and need replacing. This includes demo and replacement of old roofs, skylights, and new vent flashings.

Completed November 2015

**(CIP 301-657, Budget \$1,577,465) Levee Protection Planning and Improvements Project (2015-2016)**

This project will raise the levee to meet the required elevation per Title 44 of the Code of Federal Regulations (CFR), section 65.10, to retain accreditation. Based on the FEMA coastal flood hazard study, roughly 85 percent of Foster City's levee system does not meet the required freeboard elevation. Therefore, the levee will not retain accreditation status when the Flood Insurance Rate Map (FIRM) is updated in mid-2016. Currently, land within Foster City's limits is classified as Zone X, which means that mandatory flood insurance is not required. However, when the new map becomes effective in mid-2016, Foster City will be designated as a high-risk Special Flood Hazard area and property owners with federally-backed loans will be required to purchase annual flood insurance if no action is taken or if FEMA does not approve the City's request for an extension of time to raise the levels.

In December 2014, the City hired Schaaf & Wheeler to prepare a report to identify the City's flood risks and determine potential levee improvement alternatives that may be necessary with respect to restoring accreditation. The report concluded that the levee surrounding Foster City will have to be raised from between 2.5 to 5.5 feet depending on the location in the city in order to receive accreditation by FEMA. The report also outlined that the project's costs could be as high as \$75-million dollars.

Funding in the amount of \$1,577,465 has been approved for consulting services including preliminary engineering, regulatory permitting, environmental impact report (EIR)

preparation, municipal financial advisory, assessment engineering and exploration of funding options.

To date, FEMA has approved the levee seclusion mapping allowing Foster City to maintain a Zone X designation while the City prepares for construction of the project. Additionally, engineering analysis identifying different types of levee improvements, geotechnical investigation, topographical survey, regulatory permitting, preparation of the EIR, and public outreach efforts are underway. In the coming months, more public outreach efforts and analysis for funding options will be performed. It is anticipated that by Fall 2016, a final Technical Memorandum (TM) outlining the basis of design with recommended levee height, improvement types, and cost estimates will be presented to the City Council for consideration.

An additional funding request of \$2.5-million dollars in FY 2016-2017 will allow for the continuation of the engineering design work using the information presented in the TM and preparation of plans and specifications suitable for construction. Another \$4-million dollars requested in FY 2017-2018 will pay for the construction support services during construction.

Based on the outcome of the assessment engineering and the direction provided by the City Council on the funding mechanism, an additional budget amendment will be required to fund the construction.

Project Timeline:

Design	FY 2016-2017
Construction	FY 2017-2020

Project Closeout

FY 2019-2020

**(CIP 301-658, Budget \$626,175) TRAFFIC IMPROVEMENTS @ LINCOLN CENTRE DR. AND E. 3<sup>RD</sup> AVE. (2015-2016)**

This project will install traffic signals and site improvements, including crosswalks with pedestrian signal heads and curb ramps, at the intersection of Lincoln Centre Drive and East Third Avenue. The project will also install interconnection between this intersection and the Foster City Boulevard/East Third Avenue intersection to allow for signal coordination.

This project was identified in the Environmental Impact Report prepared for the Lincoln Centre Life Sciences Research Center Project. To meet its obligations, the developer has submitted a payment in the amount of \$626,175 to cover the cost of the improvements.

At the meeting on March 7, 2016, the City Council approved the creation of this CIP project and established a project budget of \$626,175. The project will be administered by the City. Staff time spent on the project will be charged to the project account.

Currently, the project is under design by the consultants, Traffic Patterns, LLC. Construction is anticipated in Spring 2017.

Project Timeline:

Design	Spring 2016
Construction	Spring 2017
Project Closeout	Fall 2017



#### Projects Completed but Not Yet Closed in FY 2015-2016

##### **(CIP 301 – 648, Budget \$170,000) Wooden Dock and Concrete Deck Adjacent to Edgewater Place (2014-2015)**

This project included repair of the support piles under the concrete deck, installation of a new wooden dock, repair of the concrete deck and stairs, and installation of a new ADA ramp. The project is located at the end of Port Royal Avenue adjacent to Edgewater Place.

A design contract was awarded to Finn Design Group, Inc. (FDG) in November 2014. FDG performed an inspection of the entire structure including the support piles under the decking and prepared the bidding documents. At the meeting on October 19, 2015, the City Council awarded the construction contract to John Clay Engineering Contractor, Inc. The project is now complete and staff is reconciling the project accounting in order to complete the project closeout report.

#### Projects Completed and Closed Out in FY 2015-2016:

- (CIP 301-633, Budget \$1,505,000) Construction of Werder Park
- (CIP 301-634, Budget \$1,375,000) Construction of Destination Park
- (CIP 301-641, Budget \$286,000) Parks Infrastructure Improvements
- (CIP 301-643, Budget \$1,294,000) Library Community Center Solar Project (2014-2015)
- (CIP 455-645, Budget \$463,000) Lift Station 59 Effluent Line Improvements (2014-2015)
- (CIP 301–646, Budget \$1,000,000) Street Rehabilitation (2014-2015)
- (CIP 405-651, Budget \$964,295) Two Natural Gas Powered Engines and Pumps Replacement (2013-2014)

# 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 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 January 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 February 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 costs of the projects. Projects which are 3-5 years out have less detailed cost estimates prepared, but they 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 inflationary factor for cost estimates that are 2-5 years out. Inflationary factors can range anywhere from 2% to 10% per year. Assumptions are made based upon the historical trends and future expectations of raw materials and labor costs for projects. 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 forecasted 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 the historical experience of similar projects and the 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 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, 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 at a Study Session that is typically held in late March. Council then provides direction on each of the projects within the plan and any changes are incorporated into a revised Five Year CIP Plan. In April, the Planning Commission reviews the proposed Capital Improvement Projects for consistency with the General Plan. Any updates requiring further discussion are provided once again to the City Council at its May Budget Study Session.

The Council then holds a Public Hearing on the budget, which includes the Five Year CIP Plan, normally on 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 2016-17 TO 2020-21)**

Category	NO.	PROJECT NAME	Funding Source*	TOTAL - Not Including Prior Years	2016-17	2017-18	2018-19	2019-20	2020-21
<b>WATER PROJECTS</b>									
A	W-1	(NEW CIP) WATER SYSTEM IMPROVEMENTS (2018-2019)	CW	\$500,000	\$0	\$0	\$500,000	\$0	\$0
A	W-2	(NEW CIP) WATER DISTRIBUTION SYSTEM MASTER PLAN STUDY (2016-2017)	CW	\$250,000	\$250,000	\$0	\$0	\$0	\$0
B	W-3	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2018-2019)	CW	\$70,000	\$0	\$0	\$70,000	\$0	\$0
B	W-4	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2, AND 3 (2018-2019)	CW	\$300,000	\$0	\$0	\$300,000	\$0	\$0
B	W-5	(NEW CIP) REMOVE AND RECOAT WATER TANKS 1, 2 AND 3 (2016-2017)	CW	\$2,450,000	\$50,000	\$2,400,000	\$0	\$0	\$0
<b>TOTAL WATER PROJECTS</b>			<b>5</b>	<b>\$3,570,000</b>	<b>\$300,000</b>	<b>\$2,400,000</b>	<b>\$870,000</b>	<b>\$0</b>	<b>\$0</b>
<b>WASTEWATER PROJECTS</b>									
A	WW-1	(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS – PHASE 6 (2019-2020)	CWW	\$6,000,000	\$0	\$0	\$0	\$500,000	\$5,500,000
A	WW-2	(NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (2020-2021)	CWW	\$500,000	\$0	\$0	\$0	\$0	\$500,000
A	WW-3	(CIP 652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)	BF/SRF	\$96,871,000	\$10,899,000	\$13,513,000	\$23,477,000	\$26,027,000	\$22,955,000
A	WW-4	(NEW CIP) SANITARY SEWER FORCE MAIN REHABILITATION (2016-2017)	CWW	\$750,000	\$750,000	\$0	\$0	\$0	\$0
A	WW-5	(NEW CIP) WASTEWATER COLLECTION SYSTEM MASTER PLAN STUDY (2016-2017)	CWW	\$250,000	\$250,000	\$0	\$0	\$0	\$0
<b>TOTAL WASTEWATER COLLECTION SYSTEM PROJECTS</b>			<b>5</b>	<b>\$104,371,000</b>	<b>\$11,899,000</b>	<b>\$13,513,000</b>	<b>\$23,477,000</b>	<b>\$26,527,000</b>	<b>\$28,955,000</b>
<b>STREETS/TRAFFIC PROJECTS</b>									
A	ST-1	(NEW CIP) STREET REHABILITATION (2016-2017)	MA/MM/GT	\$1,350,000	\$1,350,000	\$0	\$0	\$0	\$0
A	ST-2	(NEW CIP) STREET REHABILITATION (2017-2018)	MA/MM/GT	\$1,350,000	\$0	\$1,350,000	\$0	\$0	\$0
A	ST-3	(NEW CIP) STREET REHABILITATION (2018-2019)	MA/MM/GT	\$1,350,000	\$0	\$0	\$1,350,000	\$0	\$0
A	ST-4	(NEW CIP) STREET REHABILITATION (2019-2020)	GT/MM	\$1,350,000	\$0	\$0	\$0	\$1,350,000	\$0
A	ST-5	(NEW CIP) STREET REHABILITATION (2020-2021)	MA/MM/GT	\$1,350,000	\$0	\$0	\$0	\$0	\$1,350,000
A	ST-6	(NEW CIP) COMPREHENSIVE CITYWIDE TRAFFIC STUDY (2016-2017)	MA	\$325,000	\$325,000	\$0	\$0	\$0	\$0
A	ST-7	(NEW CIP) SIDEWALK INSTALLATION ADJACENT TO BRIDGEVIEW PARK ENTRANCE (2016-2017)	MA	\$140,000	\$140,000	\$0	\$0	\$0	\$0
B	ST-8	(NEW CIP) REHABILITATION OF CROSSWALK PAVERS ON CHESS DRIVE (2016-2017)	MA	\$180,000	\$180,000	\$0	\$0	\$0	\$0
B	ST-9	(NEW CIP) ROAD IMPROVEMENTS AT METRO CENTER BOULEVARD AND SR 92 ON-RAMP (2016-2017)	MA	\$25,000	\$25,000	\$0	\$0	\$0	\$0
<b>TOTAL STREETS/TRAFFIC PROJECTS</b>			<b>9</b>	<b>\$7,420,000</b>	<b>\$2,020,000</b>	<b>\$1,350,000</b>	<b>\$1,350,000</b>	<b>\$1,350,000</b>	<b>\$1,350,000</b>
<b>STORMWATER/LAGOON PROJECTS</b>									
B	SW-1	(NEW CIP) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2018-2019)	CC	\$140,000	\$0	\$0	\$140,000	\$0	\$0
B	SW-2	(NEW CIP) UNDERWATER BRIDGE SUPPORT STRUCTURES INSPECTION AND REPAIR PROJECT (2020-2021)	CC	\$250,000	\$0	\$0	\$0	\$0	\$250,000
<b>TOTAL STORMWATER/LAGOON PROJECTS</b>			<b>2</b>	<b>\$390,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$140,000</b>	<b>\$0</b>	<b>\$250,000</b>
<b>PARKS PROJECTS</b>									
C	P-1	(NEW CIP) SOCCER FIELDS S1, S2 AND B1 BASEBALL FIELD SYNTHETIC TURF INSTALLATION – SEA CLOUD PARK & SYNTHETIC TURF REPLACEMENT – CATAMARAN PARK (2016-2017)	CC/PIL	\$3,475,000	\$3,475,000	\$0	\$0	\$0	\$0
C	P-2	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2017-2018)	CC	\$1,155,000	\$0	\$1,155,000	\$0	\$0	\$0
C	P-3	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2018-2019)	CC/PIL	\$1,335,000	\$0	\$0	\$1,335,000	\$0	\$0
C	P-4	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2019-2020)	CC	\$1,120,000	\$0	\$0	\$0	\$1,120,000	\$0
C	P-5	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2020-2021)	CC/PIL	\$1,075,000	\$0	\$0	\$0	\$0	\$1,075,000
C	P-6	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (Tennis Court) (2020-2021)	CC	\$200,000	\$0	\$0	\$0	\$0	\$200,000
<b>TOTAL PARKS PROJECTS</b>			<b>6</b>	<b>\$8,360,000</b>	<b>\$3,475,000</b>	<b>\$1,155,000</b>	<b>\$1,335,000</b>	<b>\$1,120,000</b>	<b>\$1,275,000</b>
<b>LEEVE PROJECTS</b>									
A	L-1	(CIP 657) LEEVE PROTECTION PLANNING AND IMPROVEMENTS PROJECT - (2015-2016)	CC/BF	\$6,500,000	\$2,500,000	\$4,000,000	\$0	\$0	\$0
<b>TOTAL LEEVE PROJECTS</b>			<b>1</b>	<b>\$6,500,000</b>	<b>\$2,500,000</b>	<b>\$4,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>BUILDING PROJECTS</b>									
B	B-1	(NEW CIP) CORPORATION YARD FACILITY IMPROVEMENTS (2016-2017)	CC/CW/CWW	\$443,500	\$240,757	\$202,743	\$0	\$0	\$0
<b>TOTAL BUILDING PROJECTS</b>			<b>1</b>	<b>\$443,500</b>	<b>\$240,757</b>	<b>\$202,743</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>GRAND TOTAL</b>			<b>29</b>	<b>\$131,054,500</b>	<b>\$20,434,757</b>	<b>\$22,620,743</b>	<b>\$27,172,000</b>	<b>\$28,997,000</b>	<b>\$31,830,000</b>

\* CC=CIP City; DD = Developer Deposits; GT=Gas Tax (2103); MA=Measure A; MM=Measure M; PG = Private Grants (Foster City Foundation); PIL=Park-in-Lieu; CW=CIP Water; CWW=CIP Wastewater; BF=Bond Financing; SRF=State Revolving Fund

**TABLE A  
FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FISCAL YEAR 2016-17 TO 2020-21)**

<b>Project No.</b>	<b>PROJECT DESCRIPTION</b>	<b>TOTAL</b>
<b>CATEGORY A PROJECTS</b>		
W-1	(NEW CIP) WATER SYSTEM IMPROVEMENTS (2018-2019)	\$ 500,000
W-2	(NEW CIP) WATER DISTRIBUTION SYSTEM MASTER PLAN STUDY (2016-2017)	\$ 250,000
WW-1	(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS – PHASE 6 (2019-2020)	\$ 6,000,000
WW-2	(NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (2020-2021)	\$ 500,000
WW-3	(CIP 652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)	\$ 96,871,000
WW-4	(NEW CIP) SANITARY SEWER FORCE MAIN REHABILITATION (2016-2017)	\$ 750,000
WW-5	(NEW CIP) WASTEWATER COLLECTION SYSTEM MASTER PLAN STUDY (2016-2017)	\$ 250,000
ST-1	(NEW CIP) STREET REHABILITATION (2016-2017)	\$ 1,350,000
ST-2	(NEW CIP) STREET REHABILITATION (2017-2018)	\$ 1,350,000
ST-3	(NEW CIP) STREET REHABILITATION (2018-2019)	\$ 1,350,000
ST-4	(NEW CIP) STREET REHABILITATION (2019-2020)	\$ 1,350,000
ST-5	(NEW CIP) STREET REHABILITATION (2020-2021)	\$ 1,350,000
ST-6	(NEW CIP) COMPREHENSIVE CITYWIDE TRAFFIC STUDY (2016-2017)	\$ 325,000
ST-7	(NEW CIP) SIDEWALK INSTALLATION ADJACENT TO BRIDGEVIEW PARK ENTRANCE (2016-2017)	\$ 140,000
L-1	(CIP 657) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT - (2015-2016)	\$ 6,500,000
<b>Subtotal for Category A Projects</b>		<b>\$118,836,000</b>
<b>CATEGORY B PROJECTS</b>		
W-3	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2018-2019)	\$ 70,000
W-4	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2, AND 3 (2018-2019)	\$ 300,000
W-5	(NEW CIP) REMOVE AND RECOAT WATER TANKS 1, 2 AND 3 (2016-2017)	\$ 2,450,000
ST-8	(NEW CIP) REHABILITATION OF CROSSWALK PAVERS ON CHESS DRIVE (2016-2017)	\$ 180,000
ST-9	(NEW CIP) ROAD IMPROVEMENTS AT METRO CENTER BOULEVARD AND SR 92 ON-RAMP (2016-2017)	\$ 25,000
SW-1	(NEW CIP) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2018-2019)	\$ 140,000
SW-2	(NEW CIP) UNDERWATER BRIDGE SUPPORT STRUCTURES INSPECTION AND REPAIR PROJECT (2020-2021)	\$ 250,000
B-1	(NEW CIP) CORPORATION YARD FACILITY IMPROVEMENTS (2016-2017)	\$ 443,500
<b>Subtotal for Category B Projects</b>		<b>\$3,858,500</b>
<b>CATEGORY C PROJECTS</b>		
P-1	(NEW CIP) SOCCER FIELDS S1, S2 AND B1 BASEBALL FIELD SYNTHETIC TURF INSTALLATION – SEA CLOUD PARK & SYNTHETIC TURF REPLACEMENT – CATAMARAN PARK (2016-2017)	\$ 3,475,000
P-2	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2017-2018)	\$ 1,155,000
P-3	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2018-2019)	\$ 1,335,000
P-4	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2019-2020)	\$ 1,120,000
P-5	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2020-2021)	\$ 1,075,000
P-6	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (Tennis Court) (2020-2021)	\$ 200,000
<b>Subtotal for Category C Projects</b>		<b>\$8,360,000</b>
<b>GRAND TOTAL</b>		<b>\$131,054,500</b>

**TABLE B  
FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FISCAL YEAR 2016-17 TO 2020-21)**

No.	DESCRIPTION	CIP City	Bond Financing (4)	Capital Asset Acquisition & Replacement	Developer Deposits (5)	Foster City Foundation	Measure A	Gas Tax (2103)	Measure M	Park-In-Lieu Fees	Bond Financing/SRF	Water Capital Investment (7)	Wastewater Capital Investment	TOTAL	No.
	Funds Available for CIP Projects (1)	\$ 2,329,956		\$ 35,234,505	\$ 3,148,900	\$ -	\$ 1,887,801	\$ 1,213,543		\$ 1,304,130		\$ 7,144,474	\$ 4,213,830	\$ 56,477,139	
	Long-Term CIP Funding Program (2)	\$ 9,740,000										\$ 1,025,000	\$ 3,900,000	\$ 14,665,000	
	Revenue Projections (3)	\$ 4,102,215		\$ 7,391,000			\$ 3,399,200	\$ 397,600	\$ 551,700	\$ 2,336,700			\$ 3,238,092	\$ 21,416,507	
	Fund Transfers													\$ -	
	Other Sources		\$ 4,000,000								\$ 96,871,000			\$ 100,871,000	
	<b>Total Available</b>	<b>\$ 16,172,171</b>	<b>\$ 4,000,000</b>	<b>\$ 42,625,505</b>	<b>\$ 3,148,900</b>	<b>\$ -</b>	<b>\$ 5,287,001</b>	<b>\$ 1,611,143</b>	<b>\$ 551,700</b>	<b>\$ 3,640,830</b>	<b>\$ 96,871,000</b>	<b>\$ 8,169,474</b>	<b>\$ 11,351,922</b>	<b>\$ 193,429,646</b>	
<b>CATEGORY A PROJECTS</b>															
W-1	(NEW CIP) WATER SYSTEM IMPROVEMENTS (2018-2019)											\$ 500,000		\$ 500,000	W-1
W-2	(NEW CIP) WATER DISTRIBUTION SYSTEM MASTER PLAN STUDY (2016-2017)											\$ 250,000		\$ 250,000	W-2
WW-1	(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS – PHASE 6 (2019-2020)												\$ 6,000,000	\$ 6,000,000	WW-1
WW-2	(NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (2020-2021)												\$ 500,000	\$ 500,000	WW-2
WW-3	(CIP 652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)										\$ 96,871,000			\$ 96,871,000	WW-3
WW-4	(NEW CIP) SANITARY SEWER FORCE MAIN REHABILITATION (2016-2017)												\$ 750,000	\$ 750,000	WW-4
WW-5	(NEW CIP) WASTEWATER COLLECTION SYSTEM MASTER PLAN STUDY (2016-2017)												\$ 250,000	\$ 250,000	WW-5
ST-1	(NEW CIP) STREET REHABILITATION (2016-2017)						\$ 1,167,600	\$ 76,400	\$ 106,000					\$ 1,350,000	ST-1
ST-2	(NEW CIP) STREET REHABILITATION (2017-2018)						\$ 1,164,000	\$ 77,900	\$ 108,100					\$ 1,350,000	ST-2
ST-3	(NEW CIP) STREET REHABILITATION (2018-2019)						\$ 1,103,057	\$ 136,643	\$ 110,300					\$ 1,350,000	ST-3
ST-4	(NEW CIP) STREET REHABILITATION (2019-2020)						\$ -	\$ 1,237,500	\$ 112,500					\$ 1,350,000	ST-4
ST-5	(NEW CIP) STREET REHABILITATION (2020-2021)						\$ 1,152,500	\$ 82,700	\$ 114,800					\$ 1,350,000	ST-5
ST-6	(NEW CIP) COMPREHENSIVE CITYWIDE TRAFFIC STUDY (2016-2017)						\$ 325,000							\$ 325,000	ST-6
ST-7	(NEW CIP) SIDEWALK INSTALLATION ADJACENT TO BRIDGEVIEW PARK ENTRANCE (2016-2017)						\$ 140,000							\$ 140,000	ST-7
L-1	(CIP 657) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT - (2015-2016)	\$ 2,500,000	\$ 4,000,000											\$ 6,500,000	L-1
	<b>SUB TOTAL OF CATEGORY A PROJECTS</b>	<b>\$ 2,500,000</b>	<b>\$ 4,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,052,157</b>	<b>\$ 1,611,143</b>	<b>\$ 551,700</b>	<b>\$ -</b>	<b>\$ 96,871,000</b>	<b>\$ 750,000</b>	<b>\$ 7,500,000</b>	<b>\$ 118,836,000</b>	
	<b>FUNDS AVAIL. (LESS CATEGORY A PROJECTS)</b>	<b>\$ 13,672,171</b>	<b>\$ -</b>	<b>\$ 42,625,505</b>	<b>\$ 3,148,900</b>	<b>\$ -</b>	<b>\$ 234,844</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,640,830</b>	<b>\$ -</b>	<b>\$ 7,419,474</b>	<b>\$ 3,851,922</b>	<b>\$ 74,593,646</b>	
<b>CATEGORY B PROJECTS</b>															
W-3	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2018-2019)											\$ 70,000		\$ 70,000	W-3
W-4	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2, AND 3 (2018-2019)											\$ 300,000		\$ 300,000	W-4
W-5	(NEW CIP) REMOVE AND RECOAT WATER TANKS 1, 2 AND 3 (2016-2017)											\$ 2,450,000		\$ 2,450,000	W-5
ST-8	(NEW CIP) REHABILITATION OF CROSSWALK PAVERS ON CHESS DRIVE (2016-2017)						\$ 180,000							\$ 180,000	ST-8
ST-9	(NEW CIP) ROAD IMPROVEMENTS AT METRO CENTER BOULEVARD AND SR 92 ON-RAMP (2016-2017)						\$ 25,000							\$ 25,000	ST-9
SW-1	(NEW CIP) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2018-2019)	\$ 140,000												\$ 140,000	SW-1
SW-2	(NEW CIP) UNDERWATER BRIDGE SUPPORT STRUCTURES INSPECTION AND REPAIR PROJECT (2020-2021)	\$ 250,000												\$ 250,000	SW-2
B-1	(NEW CIP) CORPORATION YARD FACILITY IMPROVEMENTS (2016-2017)	\$ 147,834										\$ 147,833	\$ 147,833	\$ 443,500	B-1
	<b>SUB TOTAL OF CATEGORY B PROJECTS</b>	<b>\$ 537,834</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 205,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,967,833</b>	<b>\$ 147,833</b>	<b>\$ 3,858,500</b>	
	<b>FUNDS AVAIL. (LESS CATEGORY A AND B PROJECTS)</b>	<b>\$ 13,134,337</b>	<b>\$ -</b>	<b>\$ 42,625,505</b>	<b>\$ 3,148,900</b>	<b>\$ -</b>	<b>\$ 29,844</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,640,830</b>	<b>\$ -</b>	<b>\$ 4,451,641</b>	<b>\$ 3,704,089</b>	<b>\$ 70,735,146</b>	
<b>CATEGORY C PROJECTS</b>															
P-1	(NEW CIP) SOCCER FIELDS S1, S2 AND B1 BASEBALL FIELD SYNTHETIC TURF INSTALLATION – SEA CLOUD (6) PARK & SYNTHETIC TURF REPLACEMENT – CATAMARAN PARK (2016-2017)	\$ 595,000								\$ 2,880,000				\$ 3,475,000	P-1
P-2	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2017-2018)	\$ 1,155,000												\$ 1,155,000	P-2
P-3	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2018-2019)	\$ 1,225,000								\$ 110,000				\$ 1,335,000	P-3
P-4	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2019-2020)	\$ 1,120,000												\$ 1,120,000	P-4
P-5	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2020-2021)	\$ 975,000								\$ 100,000				\$ 1,075,000	P-5
P-6	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (Tennis Court) (2020-2021)	\$ 200,000												\$ 200,000	P-6
	<b>SUB TOTAL OF CATEGORY C PROJECTS</b>	<b>\$ 5,270,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,090,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,360,000</b>	
	<b>FUNDS AVAIL. (LESS CATEGORY A, B, AND C PROJECTS)</b>	<b>\$ 7,864,337</b>	<b>\$ -</b>	<b>\$ 42,625,505</b>	<b>\$ 3,148,900</b>	<b>\$ -</b>	<b>\$ 29,844</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 550,830</b>	<b>\$ -</b>	<b>\$ 4,451,641</b>	<b>\$ 3,704,089</b>	<b>\$ 62,375,146</b>	

(1) Funds Available as of 7/1/2016 are based upon the Mid-Year Financial Review from FY 2015-2016 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) Bond Financing

(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 that is planned but has not yet commenced construction. Transfer from the Developer Deposits expected for funds advanced by the City CIP.

(6) Total estimated cost is \$3,450,000 (including \$500,000 advanced by City CIP to be repaid over a 10 year period from youth sports groups contributions). An additional advance of \$67,370 may also be needed from City CIP in FY 2016-17 in anticipation of Park in Lieu Funds to be collected in FY 2017-18.

(6) Financing instrument is with Bond Financing and/or State Revolving Fund.

**TABLE C  
CAPITAL IMPROVEMENT PROJECT (CIP) PLAN (FISCAL YEAR 2016-17)**

PROJECT NAME	Funding Source*	Total Project Cost	Prior Years' Funding	FY 2016-2017 Funding	City Capital Investment	Developer Deposits	Foster City Foundation	Measure A	Gas Tax (2103)	Measure M	Park-In-Lieu	Bond Financing/SRF	Water Capital Investment	Wastewater Capital Investment
<b>WATER PROJECTS</b>														
(NEW CIP) WATER DISTRIBUTION SYSTEM MASTER PLAN STUDY (2016-2017)	CW	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -
(NEW CIP) REMOVE AND RECOAT WATER TANKS 1, 2 AND 3 (2016-2017)	CW	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -
<b>TOTAL WATER PROJECTS</b>	<b>2</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ -</b>
<b>WASTEWATER PROJECTS</b>														
(CIP 652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)	BF/SRF	\$ 16,830,000	\$ 5,931,000	\$ 10,899,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,899,000	\$ -	\$ -
(NEW CIP) SANITARY SEWER FORCE MAIN REHABILITATION (2016-2017)	CWW	\$ 750,000	\$ -	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000
(NEW CIP) WASTEWATER COLLECTION SYSTEM MASTER PLAN STUDY (2016-2017)	CWW	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
<b>TOTAL WASTEWATER PROJECTS</b>	<b>3</b>	<b>\$ 17,830,000</b>	<b>\$ 5,931,000</b>	<b>\$ 11,899,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,899,000</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>
<b>STREETS/TRAFFIC PROJECTS</b>														
(NEW CIP) STREET REHABILITATION (2016-2017)	MA/MM/GT	\$ 1,350,000	\$ -	\$ 1,350,000	\$ -	\$ -	\$ -	\$ 1,167,600	\$ 76,400	\$ 106,000	\$ -	\$ -	\$ -	\$ -
(NEW CIP) COMPREHENSIVE CITYWIDE TRAFFIC STUDY (2016-2017)	MA	\$ 325,000	\$ -	\$ 325,000	\$ -	\$ -	\$ -	\$ 325,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(NEW CIP) SIDEWALK INSTALLATION ADJACENT TO BRIDGEVIEW PARK ENTRANCE (2016-2017)	MA	\$ 140,000	\$ -	\$ 140,000	\$ -	\$ -	\$ -	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(NEW CIP) REHABILITATION OF CROSSWALK PAVERS ON CHESS DRIVE (2016-2017)	MA	\$ 180,000	\$ -	\$ 180,000	\$ -	\$ -	\$ -	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(NEW CIP) ROAD IMPROVEMENTS AT METRO CENTER BOULEVARD AND SR 92 ON-RAMP (2016-2017)	CC	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL STREETS/TRAFFIC PROJECTS</b>	<b>5</b>	<b>\$ 2,020,000</b>	<b>\$ -</b>	<b>\$ 2,020,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,837,600</b>	<b>\$ 76,400</b>	<b>\$ 106,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>STORMWATER/LAGOON PROJECTS</b>														
<b>NONE</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL STORMWATER/LAGOON PROJECTS</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>PARKS PROJECTS</b>														
(NEW CIP) SOCCER FIELDS S1, S2 AND B1 BASEBALL FIELD SYNTHETIC TURF INSTALLATION – SEA CLOUD PARK & SYNTHETIC TURF REPLACEMENT – CATAMARAN PARK (2016-2017)	CC/PIL	\$ 3,475,000	\$ -	\$ 3,475,000	\$ 595,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,880,000	\$ -	\$ -	\$ -
<b>TOTAL PARKS PROJECTS</b>	<b>1</b>	<b>\$ 3,475,000</b>	<b>\$ -</b>	<b>\$ 3,475,000</b>	<b>\$ 595,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,880,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>LEVEE PROJECTS</b>														
(CIP 657) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT - (2015-2016)	CC/BF	\$ 4,077,465	\$ 1,577,465	\$ 2,500,000	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL LEVEE PROJECTS</b>	<b>1</b>	<b>\$ 4,077,465</b>	<b>\$ 1,577,465</b>	<b>\$ 2,500,000</b>	<b>\$ 2,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>BUILDING PROJECTS</b>														
(NEW CIP) CORPORATION YARD FACILITY IMPROVEMENTS (2016-2017)	CC/CW/CWW	\$ 240,757	\$ -	\$ 240,757	\$ 80,253	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,252	\$ 80,252
<b>TOTAL BUILDING PROJECTS</b>	<b>1</b>	<b>\$ 240,757</b>	<b>\$ -</b>	<b>\$ 240,757</b>	<b>\$ 80,253</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 80,252</b>	<b>\$ 80,252</b>
<b>GRAND TOTAL</b>	<b>12</b>	<b>\$ 27,943,222</b>	<b>\$ 7,508,465</b>	<b>\$ 20,434,757</b>	<b>\$ 3,175,253</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,837,600</b>	<b>\$ 76,400</b>	<b>\$ 106,000</b>	<b>\$ 2,880,000</b>	<b>\$ 10,899,000</b>	<b>\$ 380,252</b>	<b>\$ 1,080,252</b>

\* CC=CIP City; DD = Developer Deposits; GT=Gas Tax (2103); MA=Measure A; MM=Measure M; PG = Private Grants (Foster City Foundation); PIL=Park-in-Lieu; CW=CIP Water; CWW=CIP Wastewater; BF=Bond Financing; SRF=State Revolving Fund

**TABLE D  
ACTIVE AND PROPOSED CIP'S THROUGH FY 2020-21**

ACTIVE PROJECT	DESCRIPTION	FY AUTH	PRIOR YEARS BUDGET AND ADJUSTMENT	CURRENT YEAR BUDGET AND ADJUSTMENT (2015-2016)	TOTAL APPROVED BUDGET AND ADJUSTMENT	2016-17	2017-18	2018-19	2019-20	2020-21	ESTIMATED TOTAL PROJECT BUDGET
455-611	SEWER SYSTEM REHABILITATION-FORCE MAINS, GRAVITY MAINS AND MANHOLES (10/11 TO 11/12)	10-11	\$ 450,000	\$ -	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450,000
301-621	VINTAGE PARK OVERCROSSING PROJECT (2011-2012 TO 2012-2013)	11-12	\$ 2,150,000	\$ 15,000	\$ 2,165,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,165,000
455-626	SANITARY SEWER LIFT STATION IMPROVEMENTS PROJECT-PHASE 5 (2012-2013)*	12-13	\$ 6,075,000	\$ -	\$ 6,075,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,075,000
301-629	DREDGING AT THE LAGOON INTAKE STRUCTURE (2012-2013)	12-13	\$ 650,000	\$ 1,300,000	\$ 1,950,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,950,000
301-635	MEDIAN MODIFICATIONS - FOSTER CITY BLVD AT CHESS DRIVE - MP#3 (2013-2014, 2014-2015)	13-14	\$ 190,000	\$ 155,540	\$ 345,540	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 345,540
405-636	WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2013-2014)	13-14	\$ 475,000	\$ -	\$ 475,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 475,000
301-637	ROAD IMPROVEMENTS AT FOSTER CITY BLVD AT CHESS DRIVE - MP #4, #7, #8 (2013-2014)	13-14	\$ 381,000	\$ 760,000	\$ 1,141,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,141,000
301-641	PARK INFRASTRUCTURE IMPROVEMENTS (2013-2014)	13-14	\$ 286,000	\$ -	\$ 286,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 286,000
455-645	LIFT STATION 59 EFFLUENT LINE IMPROVEMENTS (2014-2015)	14-15	\$ 50,000	\$ 413,000	\$ 463,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 463,000
301-648	WOODEN DOCK AND CONCRETE DECK ADJACENT TO EDGEWATER PLACE (2014-2015)	14-15	\$ 50,000	\$ 120,000	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170,000
301-650	PARK INFRASTRUCTURE IMPROVEMENTS (2014-2015)	14-15	\$ 575,000	\$ 53,354	\$ 628,354	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 628,354
301-651	TWO NATURAL GAS POWERED ENGINES AND PUMPS REPLACEMENT (2013-2014)	13-14	\$ 964,295	\$ -	\$ 964,295	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 964,295
455-652	WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)	15-16	\$ 373,467	\$ 5,931,000	\$ 6,304,467	\$ 10,899,000	\$ 13,513,000	\$ 23,477,000	\$ 26,027,000	\$ 22,955,000	\$ 103,175,467
301-653	STREET REHABILITATION (2015-2016)	15-16	\$ -	\$ 1,150,000	\$ 1,150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,150,000
301-654	LAGOON INTAKE GATE REPLACEMENT (2015-2016)	15-16	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
301-655	PARK INFRASTRUCTURE IMPROVEMENTS- LEO RYAN PARK LAWN CONVERSION AND BOCCIE COURTS (2015-2016)	15-16	\$ -	\$ 925,000	\$ 925,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 925,000
301-656	PARK INFRASTRUCTURE IMPROVEMENTS (2015-2016)	15-16	\$ -	\$ 650,000	\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650,000
301-657	LEEVE PROTECTION PLANNING AND IMPROVEMENTS PROJECT - (2015-2016)	15-16	\$ -	\$ 1,577,465	\$ 1,577,465	\$ 2,500,000	\$ 4,000,000	\$ -	\$ -	\$ -	\$ 8,077,465
301-658	TRAFFIC IMPROVEMENTS @ LINCOLN CENTRE DR. AND E. 3RD AVE. (2015-2016)	15-16	\$ -	\$ 626,175	\$ 626,175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 626,175
NEW	(NEW CIP) WATER DISTRIBUTION SYSTEM MASTER PLAN STUDY (2016-2017)	16-17	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
NEW	(NEW CIP) REMOVE AND RECOAT WATER TANKS 1, 2 AND 3 (2016-2017)	16-17	\$ -	\$ -	\$ -	\$ 50,000	\$ 2,400,000	\$ -	\$ -	\$ -	\$ 2,450,000
NEW	(NEW CIP) SANITARY SEWER FORCE MAIN REHABILITATION (2016-2017)	16-17	\$ -	\$ -	\$ -	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 750,000
NEW	(NEW CIP) WASTEWATER COLLECTION SYSTEM MASTER PLAN STUDY (2016-2017)	16-17	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
NEW	(NEW CIP) STREET REHABILITATION (2016-2017)	16-17	\$ -	\$ -	\$ -	\$ 1,350,000	\$ -	\$ -	\$ -	\$ -	\$ 1,350,000
NEW	(NEW CIP) COMPREHENSIVE CITYWIDE TRAFFIC STUDY (2016-2017)	16-17	\$ -	\$ -	\$ -	\$ 325,000	\$ -	\$ -	\$ -	\$ -	\$ 325,000
NEW	(NEW CIP) SIDEWALK INSTALLATION ADJACENT TO BRIDGEVIEW PARK ENTRANCE (2016-2017)	16-17	\$ -	\$ -	\$ -	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ 140,000
NEW	(NEW CIP) REHABILITATION OF CROSSWALK PAVERS ON CHESS DRIVE (2016-2017)	16-17	\$ -	\$ -	\$ -	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ 180,000
NEW	(NEW CIP) ROAD IMPROVEMENTS AT METRO CENTER BOULEVARD AND SR 92 ON-RAMP (2016-2017)	16-17	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
NEW	(NEW CIP) SOCCER FIELDS S1, S2 AND B1 BASEBALL FIELD SYNTHETIC TURF INSTALLATION - SEA CLOUD PARK & SYNTHETIC TURF REPLACEMENT - CATAMARAN PARK (2016-2017)	16-17	\$ -	\$ -	\$ -	\$ 3,475,000	\$ -	\$ -	\$ -	\$ -	\$ 3,475,000
NEW	(NEW CIP) CORPORATION YARD FACILITY IMPROVEMENTS (2016-2017)	16-17	\$ -	\$ -	\$ -	\$ 240,757	\$ 202,743	\$ -	\$ -	\$ -	\$ 443,500
NEW	(NEW CIP) STREET REHABILITATION (2017-2018)	17-18	\$ -	\$ -	\$ -	\$ -	\$ 1,350,000	\$ -	\$ -	\$ -	\$ 1,350,000
NEW	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2017-2018)	17-18	\$ -	\$ -	\$ -	\$ -	\$ 1,155,000	\$ -	\$ -	\$ -	\$ 1,155,000
NEW	(NEW CIP) WATER SYSTEM IMPROVEMENTS (2018-2019)	18-19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ 500,000
NEW	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2018-2019)	18-19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ 70,000
NEW	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2, AND 3 (2018-2019)	18-19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ 300,000
NEW	(NEW CIP) STREET REHABILITATION (2018-2019)	18-19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,350,000	\$ -	\$ -	\$ 1,350,000
NEW	(NEW CIP) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2018-2019)	18-19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,000	\$ -	\$ -	\$ 140,000
NEW	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2018-2019)	18-19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,335,000	\$ -	\$ -	\$ 1,335,000
NEW	(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 6 (2019-2020)	19-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 5,500,000	\$ 6,000,000
NEW	(NEW CIP) STREET REHABILITATION (2019-2020)	19-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,350,000	\$ -	\$ 1,350,000
NEW	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2019-2020)	19-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,120,000	\$ -	\$ 1,120,000
NEW	(NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (2020-2021)	20-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000
NEW	(NEW CIP) STREET REHABILITATION (2020-2021)	20-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,350,000	\$ 1,350,000
NEW	(NEW CIP) UNDERWATER BRIDGE SUPPORT STRUCTURES INSPECTION AND REPAIR PROJECT (2020-2021)	20-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000
NEW	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2020-2021)	20-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,075,000	\$ 1,075,000
NEW	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (Tennis Court) (2020-2021)	20-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
<b>TOTAL</b>			<b>\$ 12,669,762</b>	<b>\$ 13,751,534</b>	<b>\$ 26,421,296</b>	<b>\$ 20,434,757</b>	<b>\$ 22,620,743</b>	<b>\$ 27,172,000</b>	<b>\$ 28,997,000</b>	<b>\$ 31,830,000</b>	<b>\$ 157,475,796</b>



CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WATER SYSTEM IMPROVEMENTS (2018-2019)

Funding	Funding Sources	
	CIP Water	Total
2016-2017	-	-
2017-2018	-	-
2018-2019	500,000	500,000
2019-2020	-	-
2020-2021	-	-
<b>Total</b>	<b>500,000</b>	<b>500,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2016-2017	-	0%	-	-
2017-2018	-	3%	-	-
2018-2019	377,399	6%	22,600	399,999
2019-2020	-	9%	-	-
2020-2021	-	12%	-	-
Subtotal	377,399		22,600	399,999
Contingency 25%	94,300		5,700	100,000
<b>Totals</b>	<b>471,699</b>		<b>28,300</b>	<b>499,999</b>

Valves included in the project are leaking or not functioning properly. The defective valves are discovered during water main and fire hydrant flushing operations. To minimize shutdown of a large group of customers during emergency repairs, new valves are installed at strategic locations to isolate pipeline sections.

This ongoing program helps to keep the water distribution system in reliable condition, minimizing emergency repairs. The program may include the use of line-stop technology during construction to minimize water service interruptions to large blocks of customers.

Funding is provided every four years for this ongoing program. Funding of \$500,000 is requested in FY 2018-2019.

ESTIMATED PROJECT SCHEDULE:

Design	FY 2018-2019
Construction	FY 2019-2020

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 its customers.

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## WATER DISTRIBUTION SYSTEM MASTER PLAN STUDY (2016-2017)

<b>Funding Sources</b>				
<b>Funding</b>	<b>CIP Water</b>			<b>Total</b>
2016-2017	250,000			250,000
2017-2018	-			-
2018-2019	-			-
2019-2020	-			-
2020-2021	-			-
<b>Total</b>	<b>250,000</b>			<b>250,000</b>

<b>Expenditure Categories</b>				
<b>Expenditures</b>	<b>Estimated Project Cost</b>	<b>Inflation %</b>	<b>Inflation Escalation</b>	<b>Total</b>
2016-2017	200,000	0%	-	200,000
2017-2018	-	3%	-	-
2018-2019	-	6%	-	-
2019-2020	-	9%	-	-
2020-2021	-	12%	-	-
Subtotal	200,000	-	-	200,000
Contingency 25%	50,000	-	-	50,000
<b>Totals</b>	<b>250,000</b>	<b>-</b>	<b>-</b>	<b>250,000</b>

provide an analytical planning document to refer to with regards to the system's future development and growth. In addition, the Water Distribution System Master Plan will identify deficiencies and prioritize repairs to be included in the long-range CIP.

The general scope of work includes review of available reports on water supply and Master Sales Agreement with the San Francisco Public Utilities Commission (SFPUC), perform data collection and assessment of the water system including storage tanks and pressure reducing stations, perform water system inspections and audits to identify leaks and evaluate overall system performance, review District's General Plan for future growth, and develop a comprehensive hydraulic model or update the existing model using the collected information. The Water Distribution System Master Plan will identify deficiencies and prioritize improvements to be included in the long-range CIP plan (20-year).

ESTIMATED PROJECT SCHEDULE:

Request for Proposal/Perform Work

FY 2016-2017

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

The District's water infrastructure system was constructed in the early 1960's. The District currently has an active Capital Improvement Program (CIP) to replace water valves, water meters, and water pumps. By incorporating a comprehensive Water Distribution Master Plan, it would

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2018-2019)

Funding	Funding Sources	
	CIP Water	Total
2016-2017	-	-
2017-2018	-	-
2018-2019	70,000	70,000
2019-2020	-	-
2020-2021	-	-
<b>Total</b>	<b>70,000</b>	<b>70,000</b>

Expenditures	Expenditure Categories			Total
	Estimated Project Cost	Inflation %	Inflation Escalation	
2016-2017	-	0%	-	-
2017-2018	-	3%	-	-
2018-2019	66,000	6%	4,000	70,000
2019-2020	-	9%	-	-
2020-2021	-	12%	-	-
Subtotal	66,000		4,000	70,000
Contingency 0%	-		-	-
<b>Totals</b>	<b>66,000</b>		<b>4,000</b>	<b>70,000</b>

The pump station currently houses six (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 is requested in the amount of \$70,000 in FY 2018-2019 for the design and construction of the project.

ESTIMATED PROJECT SCHEDULE:

Evaluation/Study Completed	September 2013
Request for Proposal	FY 2018-2019
Design and Construction	FY 2018-2019

PROJECT PRIORITY CATEGORY: B

PROJECT DESCRIPTION:

A contract with G&E Engineering Systems, Inc. was executed in Summer 2012 to perform the Seismic Vulnerability Assessment of the Water Booster Pump Station located at the City's/District's Corporation Yard. The report was completed in September 2013.

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2, AND 3 (2018-2019)

Funding	Funding Sources	
	CIP Water	Total
2016-2017	-	-
2017-2018	-	-
2018-2019	300,000	300,000
2019-2020	-	-
2020-2021	-	-
<b>Total</b>	<b>300,000</b>	<b>300,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2016-2017	-	0%	-	-
2017-2018	-	3%	-	-
2018-2019	283,000	6%	17,000	300,000
2019-2020	-	9%	-	-
2020-2021	-	12%	-	-
Subtotal	283,000		17,000	300,000
Contingency 0%	-		-	-
<b>Totals</b>	<b>283,000</b>		<b>17,000</b>	<b>300,000</b>

The water tanks provide emergency supply storage, as well as storage for peak use periods and firefighting needs. Water Tank Nos. 1 and 2 are the oldest of the tanks and were constructed in 1965 and 1974 respectively. Water Tank No. 3 was built 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, Tank Nos. 1 and 2 are connected to the floors of the tanks, and could potentially break in the event any earthquakes should occur due to the ground movement. G&E recommended that the drain pipes be installed onto the tanks' shells with flexible connections. The report also noted corrosion spots on the exterior of the tanks. Spot repairs for all three steel tanks will also be included in the project.

PROJECT PRIORITY CATEGORY: BPROJECT DESCRIPTION:

A contract with G&E Engineering Systems, Inc. was executed in Summer 2012 to perform the Seismic Vulnerability Assessment of the District's three (3) water storage tanks located at the City's/District's Corporation Yard. The report was completed in September 2013.

Funding is requested in the amount of \$300,000 in FY 2018-2019 for the design and construction of the project.

ESTIMATED PROJECT SCHEDULE:

Evaluation/Study Completed	September 2013
Request for Proposal	FY 2018-2019
Design and Construction	FY 2018-2019

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## REMOVE AND RECOAT WATER TANKS 1, 2 AND 3 (2016-2017)

Funding	Funding Sources	
	CIP Water	Total
2016-2017	50,000	50,000
2017-2018	2,400,000	2,400,000
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
<b>Total</b>	<b>2,450,000</b>	<b>2,450,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2016-2017	50,000	0%	-	50,000
2017-2018	1,933,700	3%	58,000	1,991,700
2018-2019	-	6%	-	-
2019-2020	-	9%	-	-
2020-2021	-	12%	-	-
Subtotal	1,983,700		58,000	2,041,700
Contingency 20%	396,700		11,600	408,300
<b>Totals</b>	<b>2,380,400</b>		<b>69,600</b>	<b>2,450,000</b>

The water tanks provide emergency supply storage, as well as storage for peak use periods and firefighting needs. In 2004, the coating on the three (3) water tanks was removed completely down to the bare metal. In the tank coating industry, the estimated life of steel tank coatings is 10 to 15 years. The three tanks are welded steel structures and are approximately 150 feet in diameter and 30 feet in height. The protective coating on all three tanks was last replaced in 2004.

The review by an engineering firm revealed that the coating on all three (3) steel tanks is beginning to show signs of failure. This failure requires that the coating be refurbished and or replaced based on further evaluation.

Funding is requested in the amount of \$50,000 in FY 2016-2017 for the design and \$2,400,000 in FY 2017-2018 for the construction of the project.

ESTIMATED PROJECT SCHEDULE:

Request for Proposal	FY 2016-2017
Design	FY 2016-2017
Construction	FY 2017-2018

PROJECT PRIORITY CATEGORY: BPROJECT DESCRIPTION:

In January 2015, a review of the tank coatings on the District's three (3) steel water storage tanks located at the City's/District's Corporation Yard was performed. The review confirmed the need to repaint the three (3) steel tanks in the near future.

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SANITARY SEWER LIFT STATION IMPROVEMENTS – PHASE 6 (2019-2020)

Funding	Funding Sources	
	CIP Wastewater	Total
2016-2017	-	-
2017-2018	-	-
2018-2019	-	-
2019-2020	500,000	500,000
2020-2021	5,500,000	5,500,000
<b>Total</b>	<b>6,000,000</b>	<b>6,000,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2016-2017	-	0%	-	-
2017-2018	-	3%	-	-
2018-2019	-	6%	-	-
2019-2020	480,000	9%	43,200	523,200
2020-2021	3,900,000	12%	468,000	4,368,000
Subtotal	4,380,000		43,200	4,891,200
Contingency 25%	1,095,000		10,800	1,105,800
<b>Totals</b>	<b>5,475,000</b>		<b>54,000</b>	<b>5,997,000</b>

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 bypass 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 six (6) lift stations. Phase 5 will include various repairs at ten (10) lift stations. Phase 5 is anticipated to be completed in FY 2017. It is anticipated Phase 6 will begin in FY 2019-2020.

Funding of \$500,000 is requested in FY 2019-2020 to develop 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 2019-2020
Project Construction	FY 2020-2021
Project Closeout	FY 2022-2023

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 them. The program provides for a project to be constructed every three to four years to achieve economies of scale. Over a 25-year period, all of the District's 48-lift stations will be repaired and rehabilitated.

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SANITARY SEWER SYSTEM IMPROVEMENTS (2020-2021)

Funding Sources		
Funding	CIP	
	Wastewater	Total
2016-2017	-	-
2017-2018	-	-
2018-2019	-	-
2019-2020	-	-
2020-2021	500,000	500,000
<b>Total</b>	<b>500,000</b>	<b>500,000</b>

Expenditure Categories				
Expenditures	Estimated	Inflation		Total
	Project Cost	Inflation %	Escalation	
2016-2017	-	0%	-	-
2017-2018	-	3%	-	-
2018-2019	-	6%	-	-
2019-2020	-	9%	-	-
2020-2021	357,100	12%	42,900	400,000
Subtotal	357,100		42,900	400,000
Contingency 25%	89,300		10,700	100,000
<b>Totals</b>	<b>446,400</b>		<b>53,600</b>	<b>500,000</b>

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 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 problems 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) produced by the sewage, concrete manholes have developed cracks causing groundwater infiltration, which increases flow and treatment costs.

Funding is provided every four years for this ongoing program.

ESTIMATED PROJECT SCHEDULE:

Compilation of Priority List	FY 2019-2020
Design	FY 2020-2021
Construction	FY 2021-2022

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)

## Funding Sources

Funding	Bond	Total
	Financing/SRF	
2016-2017	10,899,000	10,899,000
2017-2018	13,513,000	13,513,000
2018-2019	23,477,000	23,477,000
2019-2020	26,027,000	26,027,000
2020-2021	22,955,000	22,955,000
<b>Total</b>	<b>96,871,000</b>	<b>96,871,000</b>

## Expenditure Categories

Expenditures	Estimated Project	
	Cost	Total
2016-2017	10,899,000	10,899,000
2017-2018	13,513,000	13,513,000
2018-2019	23,477,000	23,477,000
2019-2020	26,027,000	26,027,000
2020-2021	22,955,000	22,955,000
Subtotal	96,871,000	96,871,000
Contingency	0%	-
<b>Totals</b>	<b>96,871,000</b>	<b>96,871,000</b>

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

Estero Municipal Improvement District (EMID) and the City of San Mateo (San Mateo) jointly own the San Mateo Wastewater Treatment Plant (WWTP) through a Joint Powers Agreement (JPA). The City of San Mateo operates the plant. As co-permit holders for the Wastewater

Treatment Plant (WWTP), EMID and San Mateo are responsible for providing efficient and reliable wastewater services to Foster City and the other communities served.

The jointly owned WWTP is an aging facility that needs improvements to continue to meet current and future flows, and permit requirements. There are numerous projects that are needed in both the near-term and long-term to rehabilitate or replace facilities that are failing and/or are at the end of their useful life.

As a result, a comprehensive 20-year Integrated Wastewater Master Plan was developed by Carollo Engineers. In October 2014, CH2M Hill was hired to provide Program Management Services to support all aspects of the implementation of the program and validate the 2014 Baseline Master Plan (BMP) developed by Carollo Engineers. The 2015 validation studies showed that the 2014 BMP had some limitations in meeting potential future regulatory requirements and providing for recycled water production. Four alternatives to the 2014 BMP were presented to both EMID's Board of Directors and San Mateo's City Councilmembers in August 2015. Both government bodies indicated support in performing additional planning, economic, and technical feasibility investigations for implementation of the Membrane Bio-Reactor (MBR) alternative, which would meet the program's goals, reduce the program length from 20 to 10 years, and reduce combined program costs by approximately \$100 million dollars.



The amended Master Plan program addresses the following key elements:

- Repair and replacement of aging infrastructure
- Provide adequate capacity to treat projected wet weather flows
- Meet current and future regulatory requirements
- Meet both governmental bodies' sustainability objectives including recycled water

In accordance with the percentages of ownership for each of the governmental bodies (San Mateo owns 75 percent and EMID owns 25 percent) of the WWTP, established in the JPA, EMID is only responsible for the relevant work related to the Wastewater Treatment Plant Master Plan improvements. EMID is not responsible for San Mateo's collection system improvements. Total project costs are estimated at \$900 million dollars over a 10-year period, which includes both the WWTP and collection system projects. The estimated share of the WWTP costs for EMID is approximately \$113 million dollars. Budget numbers used are based on the 90 plus projects currently identified in the Clean Water Program. Erler & Kalinowski, Inc. is providing technical support services for EMID. As projects are bid and construction continues, budget numbers will be further refined and shall be included in future funding requests.

#### ESTIMATED PROJECT SCHEDULE:

Construction                      FY 2015-2016 and Beyond

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SANITARY SEWER FORCE MAIN REHABILITATION (2016-2017)

Funding Sources		
CIP	Wastewater	Total
2016-2017	750,000	750,000
2017-2018	-	-
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
<b>Total</b>	<b>750,000</b>	<b>750,000</b>

main receives wastewater from Neighborhood Nos. 7 and 8 (Lift Station Nos. 33 and 34) and is 40 years old. The line has been repaired four times in the last 10 years and is in need of a more permanent repair.

This project is intended to permanently fix the sewer force main prior to the Edgewater Boulevard street overlay project scheduled to begin in FY 2017-2018.

ESTIMATED PROJECT SCHEDULE:

Project Design	Winter 2016
Construction	FY 2016-2017

Expenditure Categories				
Expenditures	Estimated	Inflation		Total
	Project Cost	Inflation %	Escalation	
2016-2017	600,000	0%	-	600,000
2017-2018	-	3%	-	-
2018-2019	-	6%	-	-
2019-2020	-	9%	-	-
2020-2021	-	12%	-	-
Subtotal	600,000		-	600,000
Contingency 25%	150,000		-	150,000
<b>Totals</b>	<b>750,000</b>		-	<b>750,000</b>

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

A 12-inch sanitary sewer force main runs through the northbound lanes of Edgewater Boulevard from Beach Park Boulevard to Regulus Street. This sanitary sewer force main has been identified for rehabilitation. This sanitary sewer force

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## WASTEWATER COLLECTION SYSTEM MASTER PLAN STUDY (2016-2017)

Funding Sources		
CIP		
Funding	Wastewater	Total
2016-2017	250,000	250,000
2017-2018	-	-
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
<b>Total</b>	<b>250,000</b>	<b>250,000</b>

Expenditure Categories				
Expenditures	Estimated	Inflation		Total
	Project Cost	Inflation %	Escalation	
2016-2017	200,000	0%	-	200,000
2017-2018	-	3%	-	-
2018-2019	-	6%	-	-
2019-2020	-	9%	-	-
2020-2021	-	12%	-	-
Subtotal	200,000	-	-	200,000
Contingency	25%	50,000	-	50,000
<b>Totals</b>	<b>250,000</b>	<b>-</b>	<b>-</b>	<b>250,000</b>

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

The District's wastewater infrastructure system was constructed in the early 1960's. In 1993, the Harris Consultants, Inc. completed the Sewer Force Main Master Plan and Inspection Program report for the District. The report indicated that most of the force mains are in better

than expected condition. The proposed Wastewater Collection System Master Plan Study will include evaluation of the overall collection system.

The general scope of work includes review of the Harris Consultants, Inc. report, perform data collection and assessment of the wastewater system, perform flow monitoring and investigate inflow and infiltration conditions, review the District's General Plan for future growth, develop a comprehensive hydraulic model using the collected information, and perform infrastructure performance and condition assessment. Based on the above, the study will include the development of a 20-year Capital Improvement Program (CIP) plan with recommended projects and cost estimates for planning purposes.

The District currently has an active CIP to rehabilitate its wastewater lift stations. By incorporating a comprehensive Wastewater Collection System Master Plan, it would provide an analytical planning document to refer to with regards to the system's future development and growth. In addition, the Wastewater Collection System Master Plan will identify deficiencies and prioritize improvements to be included in the long-range CIP plan (20-year).

ESTIMATED PROJECT SCHEDULE:

Request for Proposal/Perform Work                      FY 2016-2017

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## STREET REHABILITATION (2016-2017)

	Funding Sources			
	Measure A	Gas Tax	Measure M	Total
		(2103)		
2016-2017	1,167,600	76,400	106,000	1,350,000
2017-2018	-	-	-	-
2018-2019	-	-	-	-
2019-2020	-	-	-	-
2020-2021	-	-	-	-
<b>Total</b>	<b>1,167,600</b>	<b>76,400</b>	<b>106,000</b>	<b>1,350,000</b>

Expenditures	Expenditure Categories			
	Estimated	Inflation		Total
	Project Cost	Inflation %	Escalation	
2016-2017	1,080,000	0%	-	1,080,000
2017-2018	-	3%	-	-
2018-2019	-	6%	-	-
2019-2020	-	9%	-	-
2020-2021	-	12%	-	-
Subtotal	1,080,000		-	1,080,000
Contingency 25%	270,000		-	270,000
<b>Totals</b>	<b>1,350,000</b>		<b>-</b>	<b>1,350,000</b>

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. The latest inspection report dated February 2016 indicated the need for an amount of \$1,350,000 to increase the network average Pavement Condition Index (PCI) from 82 to 84 and maintain it over a five-year period.

Funding is requested in the amount of \$1,350,000 in FY 2016-2017 for the project.

PROJECT PRIORITY CATEGORY: APROJECT 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.

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			
	Measure A	Gas Tax (2103)	Measure M	Total
2016-2017	-	-	-	-
2017-2018	1,164,000	77,900	108,100	1,350,000
2018-2019	-	-	-	-
2019-2020	-	-	-	-
2020-2021	-	-	-	-
<b>Total</b>	<b>1,164,000</b>	<b>77,900</b>	<b>108,100</b>	<b>1,350,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation Inflation %	Escalation	Total
2016-2017	-	0%	-	-
2017-2018	1,048,500	3%	31,500	1,080,000
2018-2019	-	6%	-	-
2019-2020	-	9%	-	-
2020-2021	-	12%	-	-
Subtotal	1,048,500		31,500	1,080,000
Contingency 25%	262,100		7,900	270,000
<b>Totals</b>	<b>1,310,600</b>		<b>39,400</b>	<b>1,350,000</b>

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. The latest inspection report dated February 2016 indicated the need for an amount of \$1,350,000 to increase the network average Pavement Condition Index (PCI) from 82 to 84 and maintain it over a five-year period.

Funding is requested in the amount of \$1,350,000 in FY 2017-2018 for the project.

PROJECT PRIORITY CATEGORY: APROJECT 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.

ESTIMATED PROJECT SCHEDULE:

Project Design (In-house)	FY 2017-2018
Construction	Summer 2018

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## STREET REHABILITATION (2018-2019)

	Funding Sources			
	Measure A	Gas Tax (2103)	Measure M	Total
2016-2017	-	-	-	-
2017-2018	-	-	-	-
2018-2019	1,103,057	136,643	110,300	1,350,000
2019-2020	-	-	-	-
2020-2021	-	-	-	-
<b>Total</b>	<b>1,103,057</b>	<b>136,643</b>	<b>110,300</b>	<b>1,350,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2016-2017	-	0%	-	-
2017-2018	-	3%	-	-
2018-2019	1,018,900	6%	61,100	1,080,000
2019-2020	-	9%	-	-
2020-2021	-	12%	-	-
Subtotal	1,018,900		61,100	1,080,000
Contingency 25%	254,700		15,300	270,000
<b>Totals</b>	<b>1,273,600</b>		<b>76,400</b>	<b>1,350,000</b>

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. The latest inspection report dated February 2016 indicated the need for an amount of \$1,350,000 to increase the network average Pavement Condition Index (PCI) from 82 to 84 and maintain it over a five-year period.

Funding is requested in the amount of \$1,350,000 in FY 2018-2019 for the project.

PROJECT PRIORITY CATEGORY: APROJECT 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.

ESTIMATED PROJECT SCHEDULE:

Project Design (In-house)	FY 2018-2019
Construction	Summer 2019

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## STREET REHABILITATION (2019-2020)

	Funding Sources		
	Gas Tax		
	(2103)	Measure M	Total
2016-2017	-	-	-
2017-2018	-	-	-
2018-2019	-	-	-
2019-2020	1,237,500	112,500	1,350,000
2020-2021	-	-	-
<b>Total</b>	<b>1,237,500</b>	<b>112,500</b>	<b>1,350,000</b>

Expenditures	Expenditure Categories			
	Estimated	Inflation		Total
	Project Cost	Inflation %	Escalation	
2016-2017	-	0%	-	-
2017-2018	-	3%	-	-
2018-2019	-	6%	-	-
2019-2020	990,800	9%	89,200	1,080,000
2020-2021	-	12%	-	-
Subtotal	990,800		89,200	1,080,000
Contingency 25%	247,700		22,300	270,000
<b>Totals</b>	<b>1,238,500</b>		<b>111,500</b>	<b>1,350,000</b>

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. The latest inspection report dated February 2016 indicated the need for an amount of \$1,350,000 to increase the network average Pavement Condition Index (PCI) from 82 to 84 and maintain it over a five-year period.

Funding is requested in the amount of \$1,350,000 in FY 2019-2020 for the project.

PROJECT PRIORITY CATEGORY: APROJECT 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

ESTIMATED PROJECT SCHEDULE:

Project Design – In-house  
Construction

FY 2019-2020  
Summer 2020

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## STREET REHABILITATION (2020-2021)

	Funding Sources			
	Measure A	Gas Tax (2103)	Measure M	Total
2016-2017	-	-	-	-
2017-2018	-	-	-	-
2018-2019	-	-	-	-
2019-2020	-	-	-	-
2020-2021	1,152,500	82,700	114,800	1,350,000
<b>Total</b>	<b>1,152,500</b>	<b>82,700</b>	<b>114,800</b>	<b>1,350,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Escalation	Total
2016-2017	-	0%	-	-
2017-2018	-	3%	-	-
2018-2019	-	6%	-	-
2019-2020	-	9%	-	-
2020-2021	964,300	12%	115,700	1,080,000
Subtotal	964,300		115,700	1,080,000
Contingency 25%	241,100		28,900	270,000
<b>Totals</b>	<b>1,205,400</b>		<b>144,600</b>	<b>1,350,000</b>

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. The latest inspection report dated February 2016 indicated the need for an amount of \$1,350,000 to increase the network average Pavement Condition Index (PCI) from 82 to 84 and maintain it over a five-year period.

Funding is requested in the amount of \$1,350,000 in FY 2020-2021 for the project.

PROJECT PRIORITY CATEGORY: APROJECT 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.

ESTIMATED PROJECT SCHEDULE:

Project Design (In-house)	FY 2020-2021
Construction	Summer 2021



## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## COMPREHENSIVE CITYWIDE TRAFFIC STUDY (2016-2017)

Funding Sources		
	Measure	
	A	Total
2016-2017	325,000	325,000
2017-2018	-	-
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
<b>Total</b>	<b>325,000</b>	<b>325,000</b>

Expenditure Categories				
Expenditures	Estimated Project Cost	Inflation %	Inflation Escalati on	Total
2016-2017	270,800	0%	-	270,800
2017-2018	-	3%	-	-
2018-2019	-	6%	-	-
2019-2020	-	9%	-	-
2020-2021	-	12%	-	-
Subtotal	270,800		-	270,800
Contingency 20%	54,200		-	54,200
<b>Totals</b>	<b>325,000</b>		-	<b>325,000</b>

PROJECT DESCRIPTION:

The Comprehensive Citywide Traffic Study will include technical studies of the City's current roadway network to determine whether it adequately serves the needs of its residents and community, or if improvements are needed. The Study will be divided into two phases:

- Phase I, estimated to be \$125,000, will focus on Bicycle/Pedestrian Study; and
- Phase II, estimated to be \$200,000, will focus on Traffic Study.

Grants could be used to offset approximately 50 percent of the total costs.

ESTIMATED PROJECT SCHEDULE:

Request for Proposal/Perform Work                      FY 2016-2017

PROJECT PRIORITY CATEGORY: A

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SIDEWALK INSTALLATION ADJACENT TO BRIDGEVIEW PARK ENTRANCE (2016-2017)

Funding	Funding Sources	
	Measure A	Total
2016-2017	140,000	140,000
2017-2018	-	-
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
<b>Total</b>	<b>140,000</b>	<b>140,000</b>

at the Animal Cove Pet Hospital to the west (410 feet) and the bay trail to the east (690 feet). This will allow safe travel for the public along Beach Park Boulevard to get to the Bridgeview Park.

Estimated cost to fund this project is approximately \$140,000. Funding is requested in FY 2016-2017.

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2016-2017	112,000	0%	-	112,000
2017-2018	-	3%	-	-
2018-2019	-	6%	-	-
2019-2020	-	9%	-	-
2020-2021	-	12%	-	-
Subtotal	112,000	-	-	112,000
Contingency 25%	28,000	-	-	28,000
<b>Totals</b>	<b>140,000</b>	<b>-</b>	<b>-</b>	<b>140,000</b>

ESTIMATED PROJECT SCHEDULE:

Design/Construction

FY 2016-2017

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

This project will construct sidewalk, curb, and gutter along Beach Park Boulevard adjacent to the newly constructed Bridgeview Park entrance. Approximately, 1,100 linear feet of new sidewalk will be installed on either side of the Bridgeview Park driveway connecting the existing sidewalks

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## REHABILITATION OF CROSSWALK PAVERS ON CHESS DRIVE (2016-2017)

	Funding Sources	
	Measure A	Total
2016-2017	180,000	180,000
2017-2018	-	-
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
<b>Total</b>	<b>180,000</b>	<b>180,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2016-2017	144,000	0%	-	144,000
2017-2018	-	3%	-	-
2018-2019	-	6%	-	-
2019-2020	-	9%	-	-
2020-2021	-	12%	-	-
Subtotal	144,000		-	144,000
Contingency 25%	36,000		-	36,000
<b>Totals</b>	<b>180,000</b>		<b>-</b>	<b>180,000</b>

a Capital Improvement Program project. The bricks have settled and concrete banding has localized chipped or spalled areas, causing an uneven roadway surface.

Brick pavers with concrete banding are used as a decorative surface finishing in many intersections, crosswalks, and medians in the Vintage Park area of the city. This recurring theme was incorporated into the original construction of the streets when the Vintage Park area was developed.

At the CIP budget meeting on March 23, 2015, the City Council directed staff to develop a CIP project to remove the existing concrete bands and brick pavers at the Vintage Park Drive/Chess Drive intersection and the crosswalk in front of the Crown Plaza including the driveways. The pavers and concrete banks shall be replaced with asphalt concrete (AC) to match the roadway. The crosswalks will be re-striped with white thermoplastic, similar to other streets in the city. Future maintenance costs would be similar to other city streets with AC resurfacing every 10 to 15 years. The estimated cost of this alternative is approximately \$180,000.

ESTIMATED PROJECT SCHEDULE:

Project Design  
Construction

FY 2016-2017  
Summer 2017

PROJECT PRIORITY CATEGORY: B

PROJECT DESCRIPTION:

The project provides for the replacement of the brick pavers and concrete bands on Chess Drive. The brick pavers at this location were removed and reset in December 2006 as part of

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## ROAD IMPROVEMENTS AT METRO CENTER BOULEVARD AND SR 92 ON-RAMP (2016-2017)

	Funding Sources	
	Measure A	Total
2016-2017	25,000	25,000
2017-2018	-	-
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
<b>Total</b>	<b>25,000</b>	<b>25,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2016-2017	20,800	0%	-	20,800
2017-2018	-	3%	-	-
2018-2019	-	6%	-	-
2019-2020	-	9%	-	-
2020-2021	-	12%	-	-
Subtotal	20,800	-	-	20,800
Contingency 20%	4,200	-	-	4,200
<b>Totals</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>25,000</b>

PROJECT PRIORITY CATEGORY: BPROJECT DESCRIPTION:

Traffic related impacts from the BioMed development project in Foster City were identified in the Lincoln Centre Life Sciences Research Campus Project Environmental Impact Report (EIR). 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 will address two of the mitigation measures

identified in the EIR:

- Addition of a second right-turn lane on southbound Foster City Boulevard at Metro Center Drive. The additional southbound right-turn lane will reduce queuing from the SR 92 eastbound on-ramp to southbound Foster City Boulevard. (TRANS-2 of EIR)
- Reducing vehicle delay at the intersection of SR 92 Eastbound Ramps/Metro Center Boulevard would require the addition of capacity to the eastbound SR 92 on-ramp, requiring Caltrans approval. Currently, there are no planned capacity improvements for this on-ramp. SR 92 to the east of the on-ramp reduces to three lanes approaching the San Mateo Bridge, which limits the capacity of the mainline and causes the existing vehicle queues to extend back to City streets. Extending the merge lane on the SR 92 on-ramp by approximately 400 feet would increase the storage of the on-ramp and reduce vehicle queues so that they do not extend back as frequently onto City streets. (TRANS-8 of EIR)

This project will require both coordination and approval from Caltrans since it owns a portion of the roadway improvements. If approved, the BioMed development will contribute its share to the funding of the roadway improvements.

Funding is requested in the amount of \$25,000 for the preliminary design in the FY 2016-2017 budget.

ESTIMATED PROJECT SCHEDULE:

Preliminary Design	FY 2016-2017
Detailed Design	FY 2017-2018
Construction	FY 2018-2019

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2018-2019)

Funding	Funding Sources	
	CIP City	Total
2016-2017	-	-
2017-2018	-	-
2018-2019	140,000	140,000
2019-2020	-	-
2020-2021	-	-
<b>Total</b>	<b>140,000</b>	<b>140,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2016-2017	-	0%	-	-
2017-2018	-	3%	-	-
2018-2019	132,100	6%	7,900	140,000
2019-2020	-	9%	-	-
2020-2021	-	12%	-	-
Subtotal	132,100		7,900	140,000
Contingency 0%	-		-	-
<b>Totals</b>	<b>132,100</b>		<b>7,900</b>	<b>140,000</b>

The pump station houses two (2) engines/pumps used to pump lagoon water 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 onto the underground utilities entering the building to allow movement during earthquakes.

Funding is requested in the amount of \$140,000 in FY 2018-2019 for the design and construction of the project.

PROJECT PRIORITY CATEGORY: B

PROJECT DESCRIPTION:

A contract with G&E Engineering Systems, Inc. was executed in Summer 2012 to perform the Seismic Vulnerability Assessment of the Lagoon Pump Station located at the City's/District's Corporation Yard. The report was completed in September 2013.

ESTIMATED PROJECT SCHEDULE:

Evaluation/Study Completed	September 2013
Request for Proposal and Design	FY 2018-2019
Construction	FY 2019-2020

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## UNDERWATER BRIDGE SUPPORT STRUCTURES INSPECTION AND REPAIR PROJECT (2020-2021)

	Funding Sources	
	CIP City	Total
2016-2017	-	-
2017-2018	-	-
2018-2019	-	-
2019-2020	-	-
2020-2021	250,000	250,000
<b>Total</b>	<b>250,000</b>	<b>250,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2016-2017	-	0%	-	-
2017-2018	-	3%	-	-
2018-2019	-	6%	-	-
2019-2020	-	9%	-	-
2020-2021	178,599	12%	21,400	199,999
Subtotal	178,599		21,400	199,999
Contingency 25%	44,600		5,400	50,000
<b>Totals</b>	<b>223,199</b>		<b>26,800</b>	<b>249,999</b>

In 2006, CSG Consultants, Inc. reviewed Caltrans' above water inspection reports for the years 1999, 2001, 2003, and 2005. CSG's report indicated that the bridges are in good condition with no outstanding structural issues that require immediate attention. In 2009, Nolte Associates, Inc. (Nolte) was hired to review CSG's report as well as Caltrans' inspection reports for the years 2007 and 2009. Based on the findings, Nolte developed project plans and specifications. Construction was completed in 2010.

Caltrans performed underwater inspections in 2010 and 2015. The reports did not identify any immediate repairs. The next scheduled underwater inspection is planned in 2020.

The proposed project involves the review of Caltrans' underwater inspection reports for 2010, 2015, and 2020 by a structural consultant. The consultant will also conduct a comprehensive underwater inspection of the support structures. If structural deficiencies are found, the consultant will prepare construction documents to address the issues.

Funding of \$250,000 is requested in the FY 2020-2021 for the comprehensive underwater inspections of the support piers. If the inspections show that repairs are needed, a request for funding will be brought to the City Council for approval.

PROJECT PRIORITY CATEGORY: BPROJECT DESCRIPTION:

Caltrans performs routine inspections of City-owned bridges (Bicentennial, Foster City, Rainbow, and Shell). The bridge structure above water is inspected every two years and the bridge structure underwater is inspected every five years.

ESTIMATED PROJECT SCHEDULE:

Project Inspection and Design	FY 2020-2021
Construction	Summer 2022

**CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN**

**SOCCER FIELDS S1, S2 AND B1 BASEBALL FIELD SYNTHETIC TURF INSTALLATION – SEA CLOUD PARK & SYNTHETIC TURF REPLACEMENT – CATAMARAN PARK (2016-2017)**

Funding	Funding Sources		
	CIP City*	Park In-lieu	Total
2016-2017	595,000	2,875,000	3,470,000
2017-2018	-	-	-
2018-2019	-	-	-
2019-2020	-	-	-
2020-2021	-	-	-
<b>Total</b>	<b>595,000</b>	<b>2,875,000</b>	<b>3,470,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2016-2017	3,020,000	0%	-	3,020,000
2017-2018	-	3%	-	-
2018-2019	-	6%	-	-
2019-2020	-	9%	-	-
2020-2021	-	12%	-	-
Subtotal	3,020,000	-	-	3,020,000
Contingency 15%	453,000	-	-	453,000
<b>Totals</b>	<b>3,473,000</b>	-	-	<b>3,473,000</b>

PROJECT DESCRIPTION:

**Soccer Fields S1, S2, and Baseball Field B1 Synthetic Turf Installation at Sea Cloud Park; and Catamaran Synthetic Turf Replacement –Total \$3,475,000**

- 1. Synthetic Surface S1, S2, B1, Park – Design – \$275,000  
Synthetic Surface for Baseball, and Soccer Fields for S1, S2, & B1 Field at Sea Cloud Park – Development – \$3,000,000**

Soccer fields S1, S2, and Baseball field B1 are used heavily by Foster City youth sports groups. The installation of synthetic turf on the soccer areas and baseball infield and grass outfield and will minimize maintenance on the fields 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. The addition of the synthetic field to our park system will add value to the entire Foster City community while improving our aging park infrastructure.

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund\*
2. Park In-lieu

\*(Includes Youth Sports Groups Contributions of \$500,000)

SYNTHETIC TURF OVERVIEW:

The new modern synthetic fields are very similar in appearance to a natural grass field and aesthetically pleasing. Synthetic fields are also considered equal or superior to natural grass fields with regards to safety for



players. The installation of synthetic surfaces with a modern drainage system at Sea Cloud Park Soccer fields S1, S2, and Baseball field B1 will improve playing conditions and “rain-outs,” for the most part, will be virtually eliminated.

### Safety

Statistics and studies indicate that synthetic turf playing surfaces are just as safe or safer to grass playing surfaces typically found in schools and municipalities. The newly developed synthetic turf surfaces have excellent foot release characteristics.

Synthetic grass soccer/baseball fields are gaining popularity due to their outstanding playability in less than optimal weather and the true hops they provide for ground balls.

Improvements for player safety and prevention of UV degradation to the synthetic grass blades continue to be developed. Youth soccer players and baseball players, coaches, and parents agree that playing on the new state of the art synthetic grass surface is more enjoyable and much safer.

### 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.

### Staff Efficiencies

With the installation of synthetic turf, Parks Maintenance resources that would be used for the upkeep of natural grass fields related to weekly mowing; line painting; fertilizing; seeding; and sodding, can be redeployed to other areas. Specifically, Parks Maintenance staff has the ability to do projects in-house which often results in a higher quality product, associated with personal pride, as well an opportunity for learning and training, which aids in the development and retention of highly knowledgeable Parks Maintenance staff. Examples of how staff has been redeployed include:

- Backflow Testing – Parks Maintenance staff support the in-house testing and repair of 168 backflows, saving the City approximately \$35,000 annually.
- Lawn Conversion Projects – identifying and replacing landscape materials to sustainable, drought tolerant alternatives.
- Special Projects – Parks staff support regular special projects throughout the year from volunteer projects to infrastructure repairs to unique requests from facility users, ex. Tennis Club improvement project at Edgewater Park.
- Installation of Park Signs – Parks Maintenance staff has conducted all installation in-house.
- Painting Projects – Parks Maintenance staff are assigned park restroom painting projects.

These associated efficiencies contribute to the high park maintenance standards enjoyed by the Foster City community.

It should be noted that the synthetic surface sports fields still require general maintenance tasks such as:

- Daily litter pick up on the synthetic surfaces
- Monthly brushing of surface blades
- Weekly surface inspections
- Maintenance upkeep of the perimeter landscaped areas at the parks
- Blowing of leaves and needles off of the synthetic surfaces

#### Water Conservation

Staff has realized substantial water savings each year with the installation of synthetic fields. Each soccer field uses approximately 5,990 water units / 4,480,500 gallons per year. Based on the acreage of the S1, S2, and B1 project, the projected annual water savings are 10,094 units / 7,550,000 gallons of water annually.

#### Additional Funding

Youth Sports groups have been advocates of and supportive of the conversion to synthetic turf on Foster City athletic fields. They have made significant financial contributions toward synthetic turf projects, and have committed to a \$500,000 donation over a 10-year period upon approval of the S1, S2, B1 project.

#### Design

Design of synthetic turf fields continues to evolve. Architects with prior experience in synthetic field installations and

design will be needed as an element of the design and construction process.

#### RESOURCE REQUIREMENTS:

All facilities will be maintained with existing Parks staff.

#### ESTIMATED PROJECT SCHEDULE:

Design July 2016 – March 2017

Construction April 2017 – October 2017

#### **2. Catamaran Synthetic Turf Replacement - \$200,000**

The synthetic turf at Catamaran soccer field is deteriorating and will be replaced under pro-rated warranty with substantial cost-savings of approximately \$225,000. This warranty work will include:

- New top of the line, state of the art Field Turf product
- Minor base repairs to existing base
- 12-Year Life-span
- 8-Year Warranty

#### ESTIMATED PROJECT SCHEDULE:

Construction August 2016

Grand re-opening October 2016

**CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN**

**PARK INFRASTRUCTURE IMPROVEMENTS (2017-2018)**

<b>Funding</b>	<b>Funding Sources</b>	
	<b>CIP City</b>	<b>Total</b>
2016-2017	-	-
2017-2018	1,155,000	1,155,000
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
<b>Total</b>	<b>1,155,000</b>	<b>1,155,000</b>

<b>Expenditures</b>	<b>Expenditure Categories</b>			
	<b>Estimated Project Cost</b>	<b>Inflation %</b>	<b>Inflation Escalation</b>	<b>Total</b>
2016-2017	-	0%	-	-
2017-2018	896,000	3%	26,900	922,900
2018-2019	-	6%	-	-
2019-2020	-	9%	-	-
2020-2021	-	12%	-	-
Subtotal	896,000		26,900	922,900
Contingency 25%	224,000		6,700	230,700
<b>Totals</b>	<b>1,120,000</b>		<b>33,600</b>	<b>1,153,600</b>

PROJECT DESCRIPTION:

**1. Tennis and Basketball Courts Resurfacing - \$252,000**

Tennis and Basketball Court surfaces are typically re-surfaced every five to seven years, based on an evaluation of the condition of each court, to ensure that they are safe to play on and aesthetically pleasing.

Based on community input and staff’s engagement with the public, blended lines will be incorporated into the resurfacing project at the Shell / Recreation Center Tennis Courts. This will address the interest to enhance and expand court use through youth classes held on these courts as well as offer a facility for the growing Pickleball community which is popular both as a transitional tennis activity and social activity.

The total costs include all resurfacing and painting of lines, all of which were last resurfaced in FY 2011-2012. The following ten (10) Tennis Courts and six (6) Basketball Courts are anticipated to be in need of resurfacing in FY 2017-2018.

TENNIS COURTS:

- (4) Boothbay
- (4) Recreation Center (blended lines)
- (2) Edgewater

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

## BASKET BALL COURTS:

### Full Courts:

- (1) Shad
- (1) Sunfish
- (1) Turnstone
- (1) Boothbay

### Half Courts:

- (1) Port Royal
- (1) Ketch

Funding for replacement of the actual play-structures is anticipated to be available in the City's Equipment Replacement Fund in FY 2017-2018. This includes replacement of Port Royal Park playground, which is already ADA compliant.

## **2. Dog Park Synthetic Turf Replacement - \$310,000**

The synthetic turf inside the Dog Park is scheduled for replacement every seven to eight years. This project includes replacement of turf and improvement of drainage for efficient clean-out purposes. The last replacement of turf was done in 2009.

## **3. Playground Americans with Disabilities Act Upgrades - \$593,000**

The following eight (8) play-areas that are due for replacement in FY 2017-2018 will need ADA upgrade in order to be compliant:

Erckenbrack (3), Gull (2), Marlin (2), Turnstone (1).

ADA accessibility requirements have changed since the last time these playgrounds were replaced. Staff recommends use of a consultant to design anticipated modifications to access-route for these playgrounds, as well as utilizing synthetic surfacing in some of the playground areas at these parks.

**CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN**

**PARK INFRASTRUCTURE IMPROVEMENTS (2018-2019)**

**Funding Sources**

<b>Funding</b>	<b>CIP City</b>	<b>Park In-lieu</b>	<b>Total</b>
2016-2017	-	-	-
2017-2018	-	-	-
2018-2019	1,225,000	110,000	1,335,000
2019-2020	-	-	-
2020-2021	-	-	-
<b>Total</b>	<b>1,225,000</b>	<b>110,000</b>	<b>1,335,000</b>

**Expenditure Categories**

<b>Expenditures</b>	<b>Estimated</b>		<b>Inflation</b>	
	<b>Project Cost</b>	<b>Inflation %</b>	<b>Escalation</b>	<b>Total</b>
2016-2017	-	0%	-	-
2017-2018	-	3%	-	-
2018-2019	1,008,000	6%	60,500	1,068,500
2019-2020	-	9%	-	-
2020-2021	-	12%	-	-
Subtotal	1,008,000		60,500	1,068,500
Contingency 25%	252,000		15,100	267,100
<b>Totals</b>	<b>1,260,000</b>		<b>75,600</b>	<b>1,335,600</b>

**PROJECT PRIORITY CATEGORY: C**

**POSSIBLE FUNDING SOURCES:**

1. Capital Investment – City Fund
2. Park In-lieu

**PROJECT DESCRIPTION:**

**1. Park Monument Signs – Phase II - \$265,000**

Large wooden park signs have been in place for about 20 years and were last refurbished in 2005.

Since 2014, eleven (11) large wooden park signs have been replaced with new concrete monument signs.

Currently, thirteen (13) more parks are in need of concrete park sign replacement. This will complete park sign replacement to concrete sign in all 24 parks.

Estimated costs for this work include concrete base work, support posts, and fabrication and installation of the signs.

**Phase I** included replacement of Park signs at:

1. Sea Cloud Park
2. Leo J. Ryan Park
3. Marlin Park
4. Gull Park
5. Catamaran Park
6. Port Royal Park
7. Erckenbrack Park
8. Boat Park
9. Shorebird
10. Bridgeview
11. Baywinds

**Phase II** includes replacement and adding of these signs:

1. Arcturus Park
2. Boothbay Park
3. Edgewater Park
4. Farragut Park
5. Gateshead Park
6. Ketch Park
7. Killdeer Park
8. Leo Park
9. Pompano Park
10. Recreation Center (3 signs total)
11. Shad Park
12. Sunfish Park
13. Turnstone Park

**2. Family Playground at Boothbay Park - \$1,070,000**

The 5 to 12 year old playground equipment for Boothbay Park is due for replacement in FY 2018-2019. Staff is recommending expanding and upgrading the existing playground area to incorporate an inclusive Family Play area.

The combined playground improvement areas will be approximately 40,000 square feet. A portion of that includes lawn areas between the parking lot and the tennis courts, which will result in associated water-savings.

The area along the parking lot will be bordered by fence on the playground facing side to comply with National guidelines.

This improvement is consistent with promoting health and wellness and responds to community interest for a park

facility that is multigenerational and inclusive for the whole family.

Funding will be available in the City Equipment Replacement Fund for play-equipment to replace equipment for 5 to 12 year olds and for 2 to 5 year olds.

Funding in the amount of \$110,000 will be available in Park-in-Lieu Fund for Outdoor Fitness Equipment.

**CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN**

**PARK INFRASTRUCTURE IMPROVEMENTS (2019-2020)**

Funding	Funding Sources	
	CIP City	Total
2016-2017	-	-
2017-2018	-	-
2018-2019	-	-
2019-2020	1,120,000	1,120,000
2020-2021	-	-
<b>Total</b>	<b>1,120,000</b>	<b>1,120,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2016-2017	-	0%	-	-
2017-2018	-	3%	-	-
2018-2019	-	6%	-	-
2019-2020	820,000	9%	73,800	893,800
2020-2021	-	12%	-	-
Subtotal	820,000		73,800	893,800
Contingency 25%	205,000		18,500	223,500
<b>Totals</b>	<b>1,025,000</b>		<b>92,300</b>	<b>1,117,300</b>

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

PROJECT DESCRIPTION:

**1. ADA Upgrades – Playgrounds - \$328,000**

The following six (6) play-areas are due for replacement in FY 2019-2020:

- (1) Farragut
- (1) Killdeer
- (2) Shad
- (1) Sunfish
- (1) Edgewater

ADA accessibility requirements have changed since the last time these playgrounds were replaced. Staff recommends use of a consultant to design anticipated required modifications such as access-routes to some of these play-areas for accessibility compliance as well as utilizing synthetic surfacing in select playgrounds.

Funding for replacement for the actual play-structures in these parks will be available in the City’s Equipment Replacement Fund.

**3. Synthetic Surfaces Replacements - \$792,000**

The synthetic turf surfaces at the following locations were installed in FY 2004-2005 and will be in need of replacement in FY 2019-2020:

- Amphitheatre
- Recreation Center to the Boat House along the boardwalk
- Boat Park along the boardwalk

The project will consist of removal and disposal of old synthetic turf, and installation of new synthetic turf as appropriate for each area.



## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## PARK INFRASTRUCTURE IMPROVEMENTS (2020-2021)

Funding	Funding Sources		
	CIP City	Park In-lieu	Total
2016-2017	-	-	-
2017-2018	-	-	-
2018-2019	-	-	-
2019-2020	-	-	-
2020-2021	975,000	100,000	1,075,000
<b>Total</b>	<b>975,000</b>	<b>100,000</b>	<b>1,075,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2016-2017	-	0%	-	-
2017-2018	-	3%	-	-
2018-2019	-	6%	-	-
2019-2020	-	9%	-	-
2020-2021	768,000	12%	92,200	860,200
Subtotal	768,000		92,200	860,200
Contingency 25%	192,000		23,100	215,100
<b>Totals</b>	<b>960,000</b>		<b>115,300</b>	<b>1,075,300</b>

PROJECT PRIORITY CATEGORY: CPOSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund
2. Park In-Lieu

PROJECT DESCRIPTION:**1. Arcturus Park Renovation****Design \$112,000****Construction \$504,000**

The turf, shrubs, hardscape, and trees are over 25 years old and in poor and declining condition. Park benches, pathways, and other hardscape features are in need of replacement. A complete renovation to expand the capacity, amenities, 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 Parks Manager and Parks Lead-Worker. Part-time staff will be utilized during construction to back-fill parks maintenance work in other park areas while the Parks Lead-Worker oversees daily on-site project construction progress.

**2. Pompano Park Renovation**  
**Design                   \$ 90,000**  
**Construction         \$369,000**

As part of the City's ongoing effort toward water conservation and sustainability in Foster City Parks, the lawn at Pompano Park has been identified as an area that could be converted to sustainable landscape material while also providing greater benefit to the neighborhood.

Suggested design includes:

- Neighborhood picnic area
- Horse-shoe pit
- Benches
- Path with Gold-Dust
- Bollard lighting
- Trees
- Drought tolerant planting with mulch

Scope of work includes:

- Design plans and specifications
- Demolition, drainage, and grading
- Irrigation upgrades
- Soil amendments
- Planting
- Mulching

Plans and specifications will be developed by consultant. The project construction will be managed in-house by Parks Manager and Parks Lead-Worker. Part-time staff will be utilized during construction to back-fill parks maintenance work in other park areas while Parks Lead-Worker oversees daily on-site project construction progress.

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

### PARK INFRASTRUCTURE IMPROVEMENTS (2020-2021) (Tennis Courts)

<b>Funding</b>	<b>Funding Sources</b>	
	CIP City	Total
2016-2017	-	-
2017-2018	-	-
2018-2019	-	-
2019-2020	-	-
2020-2021	200,000	200,000
<b>Total</b>	<b>200,000</b>	<b>200,000</b>

<b>Expenditures</b>	<b>Expenditure Categories</b>			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2016-2017	-	0%	-	-
2017-2018	-	3%	-	-
2018-2019	-	6%	-	-
2019-2020	-	9%	-	-
2020-2021	140,000	12%	16,800	156,800
Subtotal	140,000		16,800	156,800
Contingency 25%	35,000		4,200	39,200
<b>Totals</b>	<b>175,000</b>		<b>21,000</b>	<b>196,000</b>

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

#### PROJECT DESCRIPTION:

#### **Tennis Courts Resurfacing - \$200,000**

Tennis and Basketball Court surfaces are typically resurfaced every five to seven years, based on an evaluation of the condition of each court, to ensure that they are safe to play on and aesthetically pleasing.

The total costs include all resurfacing and painting of lines.

The following five (5) Tennis Courts and three (3) Basketball Courts are anticipated to be in need of resurfacing in FY 2020-2021. All of these courts were last resurfaced in FY 2014-2015.

#### TENNIS COURTS:

- (3) Edgewater
- (2) Catamaran

#### BASKETBALL COURTS:

Full Courts:

- (1) Catamaran
- (1) Teen Center
- (1) Edgewater

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT (2015-2016)

Funding	Funding Sources		Total
	*CIP City/Bond Financing	Bond Financing	
2016-2017	2,500,000		2,500,000
2017-2018		4,000,000	4,000,000
2018-2019			-
2019-2020			-
2020-2021			-
<b>Total</b>	<b>2,500,000</b>	<b>4,000,000</b>	<b>6,500,000</b>

Expenditures	Expenditure Categories			Total
	Estimated Project Cost	Inflation %	Inflation Escalation	
2016-2017	2,000,000	0%	-	2,000,000
2017-2018	3,100,000	3%	93,000	3,193,000
2018-2019		6%	-	-
2019-2020		9%	-	-
2020-2021		12%	-	-
Subtotal	5,100,000		93,000	5,193,000
Contingency 25%	1,275,000		23,300	1,298,300
<b>Totals</b>	<b>6,375,000</b>		<b>116,300</b>	<b>6,491,300</b>

\*Advances from the City CIP may be needed until financing option (i.e. Assessment Bonds, Special Tax Bonds or General Obligation Bonds) has been selected. Staff expects that the bond financing will occur during FY 2016-2017.

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

This project will raise the levee to meet the required elevation per Title 44 of the Code of Federal Regulations (CFR), section 65.10, to retain accreditation. Based on the City of Foster City's FY 2016-2017 Final Budget

FEMA coastal flood hazard study, roughly 85 percent of Foster City's levee system does not meet the required freeboard elevation. Therefore, the levee will not retain accreditation status when the Flood Insurance Rate Map (FIRM) is updated in mid-2016. Currently, land within Foster City's limits is classified as Zone X, which means that mandatory flood insurance is not required. However, when the new map becomes effective in mid-2016, Foster City will be designated as a high-risk Special Flood Hazard area and property owners with federally-backed loans will be required to purchase annual flood insurance if no action is taken or if FEMA does not approve the City's request for an extension of time to raise the levels.

In December 2014, the City hired Schaaf & Wheeler to prepare a report to identify the City's flood risks and determine potential levee improvement alternatives that may be necessary with respect to restoring accreditation. The report concluded that the levee surrounding Foster City will have to be raised from between 2.5 to 5.5 feet depending on the location in the city in order to receive accreditation by FEMA. The report also outlined that the project's costs could be as high as \$75 million dollars.

Funding in the amount of \$1,577,465 has been approved for consulting services including preliminary engineering, regulatory permitting, environmental impact report (EIR) preparation, municipal financial advisory, bond counsel, assessment engineering and exploration of funding options. Once financing has been implemented, the \$1,577,465 will be repaid back to the City CIP Fund.

To date, FEMA has approved the levee seclusion mapping allowing Foster City to maintain a Zone X designation while the City prepares for construction of the project. Additionally, engineering analysis identifying different types of levee improvements, geotechnical investigation, topographical survey, regulatory permitting, preparation of the EIR, and public outreach efforts are underway. In the coming months, more public outreach efforts and analysis for funding options will be performed. It is anticipated that by Fall 2016, a final Technical Memorandum (TM) outlining the basis of design with recommended levee height, improvement types, and cost estimates will be presented to the City Council for consideration.

Additional funding requests will allow continuation of the engineering design work using the information presented in the TM and preparation of plans and specifications suitable for construction. Based on the outcome of the assessment engineering and direction provided by the City Council on the funding mechanism, an additional budget amendment will be required to fund construction.

ESTIMATED PROJECT SCHEDULE:

Design	FY 2016-2017
Construction	FY 2017-2020

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

CORPORATION YARD FACILITY IMPROVEMENTS (2016-2017)

Funding	Funding Sources			
	City CIP	CIP Water	CIP WW	Total
2016-2017	80,253	80,252	80,252	240,757
2017-2018	67,581	67,581	67,581	202,743
2018-2019	-	-	-	-
2019-2020	-	-	-	-
2020-2021	-	-	-	-
<b>Total</b>	<b>147,834</b>	<b>147,833</b>	<b>147,833</b>	<b>443,500</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2016-2017	190,000	0%	-	190,000
2017-2018	160,000	3%	4,800	164,800
2018-2019	-	6%	-	-
2019-2020	-	9%	-	-
2020-2021	-	12%	-	-
Subtotal	350,000		4,800	354,800
Contingency 25%	87,500		1,200	88,700
<b>Totals</b>	<b>437,500</b>		<b>6,000</b>	<b>443,500</b>

lagoon pump house, gasoline and diesel fueling stations and the City’s water storage tanks and water booster station. The Corporation Yard houses the City’s major equipment and serves as “home base” to the Public Works and Parks maintenance workers, who maintain the City’s parks and the City’s/District’s essential infrastructure, such as streets, levee, wastewater system, water system, parks, buildings and vehicle fleet. These buildings are some of the oldest and most consistently used of the City’s facilities, with some in continual use since the early 1970s.

The Building Maintenance Division has maintained the buildings in the Corporation Yard for over many years, but time and the elements have taken a toll on the basic structures over the last 40 years such that a number of fundamental repairs and upgrades are needed to bring the buildings in line with safety standards and up to current building and fire codes.

There is no funding previously earmarked for these upgrades and repairs except for funding set aside in the long-term (10-year) Capital Improvement Program (CIP) for replacement of the Corporation Yard Automated Sliding Gate. Staff would recommend that the \$26,810 that has been accumulated for the gate be used to offset the General Fund portion of this project and the funding for the gate be moved from the long-term CIP to the Building Maintenance Equipment Replacement Fund, since it is a component of the Corporation Yard that will likely require replacement on a shorter timeline than the buildings.

PROJECT PRIORITY CATEGORY: B

PROJECT DESCRIPTION:

The Corporation Yard, located at 100 Lincoln Centre Drive, consists of a number of buildings, including the Administrative Building, Vehicle Shop, Training Facility, wood and metal workshops, as well as Lift Station 59,

This project would consist of projects in five major areas:

**Men's Locker Room (ADA Compliant) \$63,400**

Repair Walls, including the removal and replacement of sheetrock, as needed, due to dry rot damage. Repair or replace non-functioning lockers. Paint walls and lockers, remove and replace tile floors, and replace benches.

**Men's Shower Room \$126,700**

Replace showers, floor and wall tile; repair dry rot and ensure structural integrity of subflooring and wall studs; inspect and replace plumbing as needed; install energy efficient windows; replace toilets with water-efficient models; and bring restroom facilities up to ADA compliance.

**Kitchen/Lunch Room (ADA Compliant) \$50,700**

Replace existing hot water heater and furnace with new hot water heater and furnace.

**Corporation Yard Gates \$76,000**

Refinish three (3) existing sets of gates and replace two (2) sets of gates, which have been corroded by salt and sea air with zinc and powder coated steel gates.

**Roof Replacements \$126,700**

Replace existing roofs of Training Room building and Public Works and Parks Workshop building with a Title 24 cool roof. Replace fascia boards on underside of overhangs, paint trim.

**ESTIMATED PROJECT SCHEDULE:**

Phase I (Locker/Shower, Kitchen)	FY 2016-2017
Phase II (Gates, Roof)	FY 2017-2018

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