

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

Final BUDGET Fiscal Year 2017-2018



CITY COUNCIL/DISTRICT BOARD

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SUBMITTED BY THE CITY/DISTRICT MANAGER

Kevin M. Miller

City of Foster City / Estero Municipal Improvement District

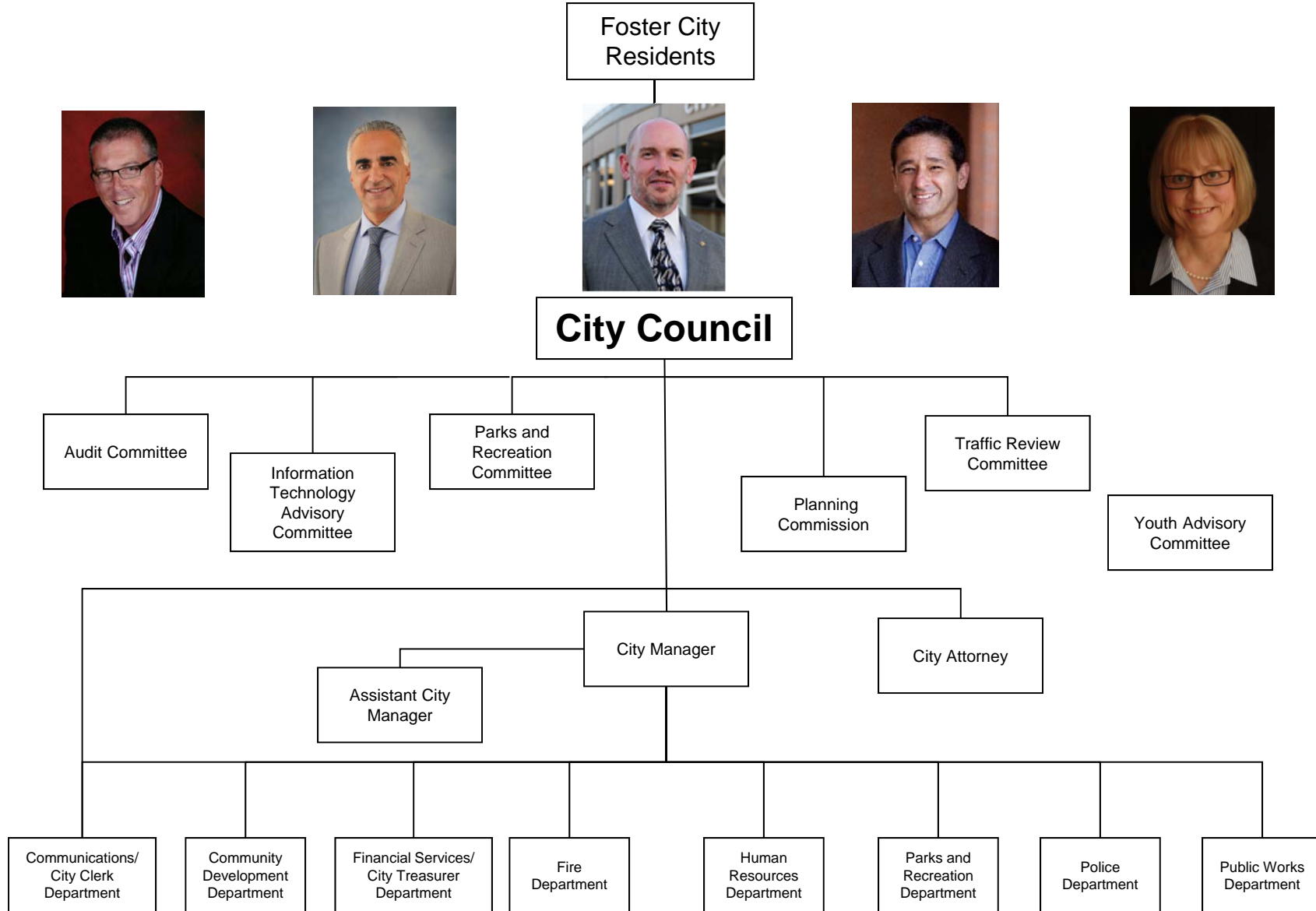
Fiscal Year 2017-2018 Final Budget

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Foster City Organization Chart



PRIORITY FOCUS AREAS FOR CALENDAR YEAR 2017

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. In January of 2017, the City Council reaffirmed & refined these same focus areas for the 2017 calendar year. The 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. This list does not include multi-year projects that the City Council and City staff may have initiated during the 2017 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
- Assess use and feasibility of Sea Cloud Phase II

2

TRAFFIC and 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)
- Identify regional solutions and potential public-private partnerships to address traffic concerns

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, streets pavement, traffic signal, bridges, lagoon and storm drain systems to identify and prioritize improvements necessary to meet future demands
- Develop a Parks System Master Plan to address aging parks system

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
- Explore opportunities for public-private partnerships
- 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

5

QUALITY SCHOOLS

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

- 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
- Establish an Education Facilities Citizen Ad Hoc Subcommittee

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
- Explore City's branding and messaging through City logo and City website

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 respect with all stakeholders, both internal and external.

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 2017-2018

June 2017

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 the Annual Budget for Fiscal Year 2017-2018 (“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

Our service delivery model is based on a “Champions” attitude in which we will focus on City Council policy priorities that include:

- Land Use
- Traffic and Transportation
- Infrastructure at 50
- Sustainable Foster City
- Quality Schools
- Citizen Engagement

As we prepare to embark on excellent service delivery for the citizens of Foster City in Fiscal Year 2017-2018, 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 2017-2018, 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 remains fiscally strong with an expected General Fund Balance of \$41 million at the end of the June 30, 2017. However, there are fiscal challenges ahead as a reduction of new development projects over the next 5-years will greatly diminish one-time building and permit revenues that the City has received over the past several years. In the upcoming 5 years, staff projects that ongoing General Fund revenues will not be adequate to pay for ongoing expenditures, inclusive of the annual funding of the City's Capital Improvement Program. The budget for FY 2017-2018 anticipates a General Fund (001-003) deficit (expenditures and transfers out exceeding revenues) of \$2.707 million. This amount consists of a structural deficit of \$646,800 and a one-time transfer of \$2.06 million to establish an employee home loan and rental assistance program (Fund 008) to help attract and retain the City's workforce talent. Expenditures for years two to four of the 5-year Financial Plan are projected to exceed revenues by

\$785,000; \$359,000, and \$706,000 respectively. Due to one-time building permit and plan check fees of \$1.93 million anticipated from the Pilgrim Triton Phase C and BioMed Building C and 2 parking structures projects, FY 2021-2022 is expected to have a surplus of \$1.31 million. Absent of these one-time fees, the General Fund would otherwise be looking at a \$620,000 operating deficit in that year. In recognition of the structural deficit condition, the City Council has directed staff to present revenue enhancement options for City Council consideration in October 2017. While the projected structural deficits are an issue, the General Fund Balance is expected to remain healthy at \$38.3 million by the end of FY 2017-2018 with \$20.65 million set aside as Reserves (at the 50% level of FY 2017-2018 operating expenditures and fully meeting City Council's Reserve Policy of 33 1/3% to 50% of operating expenditures) and \$17.65 million available as Unassigned Fund Balance (excess Reserves). At the end of FY 2021-2022, the General Fund Balance is estimated to contract slightly to \$37.8 million, with \$23.4 million set aside as Reserves at the 50% level and \$14.4 million available as Unassigned Fund Balance. In addition, the City has a Capital Asset Acquisition and Replacement Fund that is projected to grow from \$36.7 million at the end of the current fiscal year to \$44.2 by June 30, 2022. Revenues (building, planning, and property tax) from potentially significant projects such as the Gilead Sciences' campus built out and Chess Hatch could materialize within this 5-year time horizon and improve the City's General Fund revenue picture. The City continues to fully fund its Internal Service Funds and provides \$1.9 million annually to its CIP program. This cumulates in the continued high level of services provided to the Foster City community.

Potential uses of the General Fund and/or Capital Asset Acquisition and Replacement Fund Reserves/Unassigned Fund Balance include replacement of the Recreation Center.

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

- Development Projects – Unlike the current year when one-time building permit and plan check fees for projects including Gilead Sciences campus expansion (324 Lakeside Drive and 357 Lakeside Drive) and the BioMed Realty Illumina office/lab project are expected to total \$5.2 million, estimated one-time building and permit revenues for FY 2017-2018 will plummet to \$345,000 as these fees are typically collected at the beginning of projects. “New” projects included in the 5-year financial plan are the 20 townhomes at The Triton which are expected to begin construction in FY 2017-2018, a placeholder for the Biomed construction of Building C and 2 parking structures for Illumina in FY 2021-2022, and a placeholder for Pilgrim-Triton Phase C for FY 2021-2022 based on approved entitlements already in place.
- Cost Plan and User Fee Study – a cost plan and user fee study was completed in April, 2017. This project is estimated to add both revenues and reduce costs to the General Fund in an aggregate amount of approximately \$1.05 million as an additional \$500,000 of General Fund costs can now be allocated to various Special Revenue Funds, Internal Service Funds, and Enterprise Funds and updates to the City's Master Fee and Service Charges schedule and staff hourly rates are expected to generate an estimated \$549,500 in annual permit and fee

revenues. These amounts have been included in the 5-year financial plan and help mitigate the annual General Fund structural deficit.

- Pension Costs – In December 2016, CalPERS reduced its discount rate (estimated rate of return on its investments) from 7.5% to 7.0%. As a result, employer contribution rates and City expenditures will increase significantly in the upcoming years. Rates of “classic” non-safety employees and “classic” safety employees will jump from the current FY 2016-2017 rate 26.121% to approximately 44.894% and 40.176% to 71.603% of payroll respectively by 2021-2022. While the provisions of the Public Employees' Pension Reform Act of 2012 (PEPRA) will not have a large impact on the City's budget for several more years as the most significant cost-savings provisions of the Act apply primarily to new employees hired after January 1, 2013, recent public safety retirements do provide some cost savings relief to the City.
- Bargaining Units – Much of the City's workforce falls under collective bargaining agreements. New 3-year contracts for FCPOA and IAFF were completed in FY 2016-2017 and will expire on June 30, 2019 with negotiated compensation and benefits having been incorporated in the 5-year forecast. New 2-year AFSCME and Management Employees' contracts were also completed in June 2017 with a 3.5% annual wage increase for FY 2017-2018 and FY 2018-2019. Thereafter, a 1% annual compensation adjustment is used for FY 2019-2010 to FY 2011-2012 for all bargaining units.

- Long-Term Capital Improvements Funding – Per City Council Policy, the City’s General Fund continues to transfer funds to the City Capital Investment Fund. The 5-year financial plan includes the transfer of 1.9 million to fund long-term capital improvement projects. This is a decrease of \$48,000 from the current year and is based upon the annual assessment of fund balance reserves and projected timing and level of capital improvement projects resources needed over the next 10 years.
- Water and Wastewater Rates – The most recent Water Rate Model projections for FY 2017-2018 will require a water rate increase by 6.1% for the average customer. Wastewater rates assume a 14.25% increase in FY 2017-2018 through FY 2021-2022, 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 \$119 million over a 10 year period.
- State Budget Assumptions – The Governor’s proposed FY 2017-2018 budget is balanced and appears to have no direct impact on the City’s budget at this time. The April passage of Senate Bill 1, the Road Repair and Accountability Act, which raises gas tax and vehicle registration fees will have a positive impact on the City’s gas tax revenues. FY 2017-2018 gas tax revenues previously estimated at \$702,500 has been revised upwards to \$932,000 and FY 2018-2019 revenues to

\$1.3 million. The current budget proposal retains SLESF/COPS grant funding of \$100,000 per year to fund one partial Police Officer position.

HIGHLIGHTS FOR FY 2016-2017

Overall City General Fund revenues are expected to exceed budget estimates by \$482,000 as the San Mateo County refund of excess ERAF was \$880,000 higher than the conservatively budgeted estimate of \$571,000. However, transient occupancy tax revenues are expected to fall short by \$398,000 as the opening of Town Place Suites was delayed and is not expected until the beginning of FY 2017-2018.

On the development front, the Triton (220 multi-family units and 5,000 sq. ft. of retail) is expected to be completed in 2017. 100 Grand (166 apartments) is already completed and being rented. The City’s largest employer, Gilead Sciences has two buildings and a parking garage under construction. Biomed’s construction of office/lab buildings for its tenant Illumina is in progress. 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 (Lennar) located on the 15-acre site formerly owned by the City started in FY 2015-2016. Both Alma Point and Atria has now been completed. Phase I of the Lennar units is expected to be completed later this year and Phases II through V will follow thereafter.

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 2017-2018 Annual Budget includes the reclassification several existing positions, increased hours allocated to several existing part-time positions, the addition of a Sustainability Intern in the City Manager's Department, the addition of a Senior Community Services Officer in the Police Department, the deletion of a Battalion Chief in the Fire Department, and the deletion of a Planner in the Community Development Department. Net full-time staffing levels will decrease by 1 employee from last year's level of 197 to 196 for FY 2017-2018.

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, they include increases in CalPERS employer contribution rates.

General Fund

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

- The City Manager's office will continue supporting key City Council priorities in the upcoming fiscal year.

Staff recommends adding a part-time sustainability intern for \$31,750 to support economic development and environmental sustainability initiatives. An addition of \$10,660 annually for Homeless Outreach Team Contribution is proposed as part of a commitment by 18 San Mateo County cities to provide street-based outreach to those individuals considered chronically homeless in the County. The City Manager's office will continue administering the \$1.85 million Community Benefits Program and will also administer the new Employee Home Loan and Rental Assistance 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 and provide support to the department. As a result, an increase in the part-time Office Assistant time from 18 hours per week to 30 hours per week to provide administrative support to the Department is requested for FY 2017-2018 for \$27,580. A municipal elections budget of \$61,800 is also requested to fund a November 2017 ballot measure for financing the Levee Protection Planning and Improvements project (CIP 301-657). Acquisition of a Public Records Act Request and Management system for \$13,000 and phase II for City branding design for \$12,000 rounds out other requests from the Department.

- In the Financial Services Department, staff has proposed the replacement of the Management Assistant position with an Accountant I position to perform such duties as daily revenue/receipts reconciliation, bank reconciliations, monthly journal entries, as well as to provide backup for the payroll function at a cost of \$8,600. This change will also strengthen the number of personnel in the department with technical accounting education and skill sets. A new expenditure of \$5,000 is requested for a Cost Allocation Plan subscription for staff to perform annual indirect cost allocation updates. The expenditure budget for credit card transaction fees are proposed to be increased by \$105,000 (\$80,000 is needed for utilities and \$25,000 for business licenses) as VISA/MC/ACH transaction volume and amounts continue to accelerate. Staff will explore alternative payment options and/or limits in early FY 2017-2018 as a way of containing these costs.
- The Human Resources Department seeks an increase of \$25,000 for educational reimbursement allowance to support employee retention, \$20,000 for police promotional testing process, \$30,000 for succession planning employee development, and \$10,000 for public safety pre-employment physicals.
- A 2% or \$7,320 increase in the City Attorney's Department is requested to provide legal support for the levee and wastewater treatment plant projects.
- Non-profit agency funding of \$49,700 is included in the City Council's budget.

Parks & Recreation

- \$7,350 for the reclassification of a 0.75 FTE Recreation Leader II to a 0.75 FTE Office Assistant to support Recreation/Community Center administrative duties.
- \$12,730 for the reclassification of a Management Assistant to a Management Coordinator to supervise the administrative staff.
- \$48,000 for playground fencing at Erckenbrack and Port Royal parks. a scoping study to evaluate the building of a new Recreation Center.
- \$20,000 for landscaping and hardscaping at the Sea Cloud Park parking lot.
- A reduction of \$212,000 for one-time costs of contract services budgeted in FY 2016-2017 for scoping and evaluation studies related to the Recreation Center.

Police Department

- Staff is proposing to 1) add a Senior Community Services Officer at a cost of \$121,740 to help the Department bolster field operations capabilities and ensure service levels as it continues to backfill vacancies due to recent retirements and 2) reclassify a Management Assistant position to a Management Analyst position to align the position with the actual duties and responsibilities of the position at a cost of \$19,280. The Department also 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 Battalion Chief position to account for a retirement that occurred during FY 2016-2017 and the resulting replacement by a San Mateo employee. As a result, the FY 2017-2018 Fire Department budget will see a reduction of a BC FTE and a corresponding increase in shared fire services costs charged by San Mateo to Foster City.

Community Development

- The Community Development is proposing several changes in their department due to recent staff vacancies 1) convert the Management Coordinator position to a Management Analyst to replace an unfilled planner at a cost of \$12,360; 2) convert one of the Office Assistant II positions to a Management Assistant to fill the duties of the Management Coordinator at a cost of 14,230. Funding for the Management Analyst and Management Assistant positions will come from savings from eliminating the Planner position.
- A 3-year extension of a temporary Building Inspector position that was due to expire in December 2017 is requested to provide inspection service support for

the estimated workload over the next 3 year horizon. The cost for FY 2017-2018 is \$96,990.

Public Works Department

- The Department is recommending an upgrade of the Senior Civil Engineer position to an Engineering Manager at a cost of \$5,980 and increasing the budget for interns from \$20,000 to \$25,000.
- NPDES consulting services is requested for \$50,000 for the Streets Division.

Non-Department

- Maintenance of the library building is budgeted for \$315,531 in FY 2017-2018.
- Property Tax Administration Fees charged by the County for the collection of the District’s property taxes are budgeted for \$203,845.

Special Revenue Fund

Traffic Safety Fund

- Projected \$85,000 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 \$559,803 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

- \$10,000 for increase costs in CalOPPs website hosting
- \$59,530 for indirect cost allocation based on Cost Allocation Plan Study completed in 2017.
- \$60,000 reduction for one-time temporary staff cost in FY 2016-2017 needed for CalOPPS website upgrade.

Low- and Moderate-Income Housing Fund

- \$143,200 to operate and maintain the City's remaining five 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.

City Affordable Housing Fund

- No expenditures are planned for FY 2017-2018.

Sustainable Foster City Fund

- The Sustainable Foster City Fund includes an amount of \$95,000 to implement economic development and environmental sustainability initiatives and other administrative and SVEDA membership costs totaling \$8,100. Funding for these activities is provided by Fund Balance and a

proposed transfer of \$37,839 from the City's General Fund.

Bay Area Employee Relations Services (BAERS) Fund

- \$144,760 reduction of one-time staff costs budgeted in FY 2016-2017. Funding for this program is from the membership fees that the City collects.
- \$46,311 for indirect cost allocation based on Cost Allocation Plan Study completed in 2017.

General Plan Maintenance Fund

- A reduction of \$10,000 is recommended based on reduced implementation efforts needed for FY 2017-2018.

Construction and Demolition Fund

- \$6,700 increase for an increase in solid waste reduction programs and e-waste collection events.

Technology Maintenance Fund

- \$5,000 for an increase in permitting system annual maintenance fees.

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 \$4.05/ccf to \$4.10/ccf due to increases associated with the capital improvements as part of the Hetch Hetchy System improvements.
- \$200,000 has been allocated for Water Sustainability Rebate programs.

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 2017-2018 budget.

Internal Service Funds

Vehicle Replacement Fund

- Capital outlay costs totaling \$970,244 for 8 vehicles and the deferral of the replacement of 19 vehicles based on an assessment of vehicle performance and maintenance history are recommended for FY 2017-2018. FY 2017-2018 indirect cost allocation based on the Cost Allocation Plan completed in 2017 is \$243,497.

Equipment Replacement Fund

- Capital outlay costs totaling \$1,135,000 including the replacements of playground equipment in Erckenbrack, Port Royal, and Turnstone Parks, illuminated street name signs, and traffic signal controllers are included in the recommended budget.

Self-Insurance Fund

- A \$30,201 increase is requested for claims administration cost and ABAG Plan premium, raising the total budget from \$505,542 to \$535,743.

Information Technology Fund

- The FY 2017-2018 budget includes \$114,396 for indirect cost allocation based on Cost Allocation Plan Study completed in 2017. One-time costs for the new permitting software system and the website replacement project are eliminated in FY 2017-2018. The net overall budget for FY 2017-2018 is reduced by \$18,574 to \$1,706,526.

Building Maintenance Fund

- Capital outlay costs for FY 2017-2018 include painting of the library/community center and the Corporation Yard, installation of security cameras in the Corporation Yard, and a \$100,000 contingency for repairing the Recreation Center roof. Indirect cost allocation for FY 2017-2018 based on the Cost Allocation Plan completed in 2017 is \$314,669.

Agency Funds

Foster City Successor Agency Fund

- Enforceable obligations totaling \$513,000 is projected for FY 2017-2018.

Capital Improvement Projects

Approximately \$19.8 million in capital improvement projects are slated for FY 2017-2018; 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 Gas Tax, 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.
- Parks Projects – ADA compliant playground replacement projects are scheduled for Gull and Marlin parks. Other projects include basketball and tennis courts resurfacing, concrete walkway replacement at Edgewater Park, and synthetic turf replacement at the dog park.
- Levee Protection Planning and Improvements – this project will eventually raise the City's levee elevation to meet the new FEMA accreditation standards. Direction is expected from the City Council in May 2017 on design and financing alternatives. Financing

for the construction of this project is expected to be approximately \$90 million through the ballot approval of General Obligation Bonds from Foster City residents anticipated in November 2017.

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

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FISCAL YEAR 2017-2018 ANNUAL BUDGET FIVE YEAR FINANCIAL PLAN BUDGET CALENDAR

January 17, 2017 (Tuesday) Regular City Council Meeting at 6:30 p.m.

- Review of Comprehensive Annual Financial Report (CAFR) for FY 2015-2016

January 21, 2017 (Saturday) Study Session at 9:00 a.m.

- City Council Vision and Policy Summit
- Establish Foster City Council Policy Priorities for 2017
- Establish 2017 City Council meeting schedule and calendar for FY 2017-2018 budget

February 13, 2017 (Monday) Study Session at 6:30 p.m.

- Mid-year Financial Review for FY 2016-2017
- Policy Direction on the Preparation of FY 2017-2018 Annual Budget and Five-Year Financial Plan

March 27, 2017 (Monday) Study Session at 6:30 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 8, 2017 (Monday) Study Session at 6:30 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 15, 2017 (Monday) Special City Council Meeting at 5:00 p.m.

- Review Non-Profit Agencies Funding Requests

June 5, 2017 (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 19, 2017 (Monday) Regular City Council Meeting at 6:30 p.m.

- Adoption of Annual Budget

June 29, 2017 (Thursday)

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

(Note: all items above relate to the preparation of the FY 2017-2018 Budget except where otherwise noted.)

GLOSSARY OF BUDGET TERMS

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

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

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 appropriations within 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 Allocation Plan – A tool to calculate and spread city-wide indirect cost to departments and funds that receive support services from other departments. Indirect costs are administrative in nature and incurred while providing a service to other departments in the City.

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.

Indirect Cost Allocation – Using a Cost Allocation Plan, these are costs allocated by Support Departments (City Manager, City Council, City Attorney, Communications/City Clerk, Financial Services/City Treasurer, Human Resource) and administrative divisions to Line Departments (Community Development, Fire, Parks and Recreation, Police, and Public Works including Water and Wastewater Enterprises) and programs (e.g. BAERS, CalOPPS, etc.) who provide direct services to the public.

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

Funds are the basic accounting and reporting entities in governmental accounting. The fund types that comprise the FY 2017-2018 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 (Streets and Highways Code Section 2030, 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: From time to time, the City receives donations from individuals and organizations. The City is the administrator of those funds, which are donated for specific purposes by donors to fund various City programs, services, and/or improvement projects.

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

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

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

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

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

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

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 2015-2016. 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 4/5th vote of the City Council, except for a limited duration transfer to the City General Fund of \$205,000 per year in FY 2012-2013, 2013-2014 and 2014-2015.

PROPRIETARY FUND TYPES

ENTERPRISE FUNDS

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

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

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

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

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

- *Wastewater Collection System (Sewer) Revenue* – Accounts for all of the revenues and the operational and maintenance expenditures associated with the wastewater collection system and treatment activities.

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

INTERNAL SERVICE FUNDS

Internal Service Funds are used to account for the financing of goods and services provided by one department to other

departments on a cost reimbursement basis. Internal Service Funds used at the City/District are listed below:

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

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

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

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

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

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

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, 2022



CITY COUNCIL/DISTRICT BOARD

Charlie Bronitsky, Mayor / President
Sam Hindi, Vice Mayor / Vice-President
Catherine Mahanpour
Herb Perez
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 20th century, the approximately 2,600 acres of tidal marshes now occupied by Foster City were owned by Frank Brewer, and the land was called Brewer Island. Brewer eventually sold his land to the Leslie Salt Company and Schilling Estate Company.

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

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

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



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

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

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

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

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

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

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

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

Government Services

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

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



Figure 2: Foster City Government Center

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

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

City of Foster City

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

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

Estero Municipal Improvement District

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

Cultural

The Parks and Recreation Department sponsors a variety of cultural activities in the community. Leo Ryan Park serves as the backdrop for many events that provide the community exposure to culture and the arts in all its forms. The annual Holi Festival, a traditional Indian celebration invites park patrons to enjoy music and dancing while throwing colored powder to mark the coming of spring. The Polynesian Festival features dancing, canoe rides, craft vendors, and an opportunity to learn about the Polynesian culture. In honor of Chinese New Year, the Parks and Recreation Department host a celebration that provides a variety of enriching workshops and exhibitions and showcases traditional Chinese arts and crafts. 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.

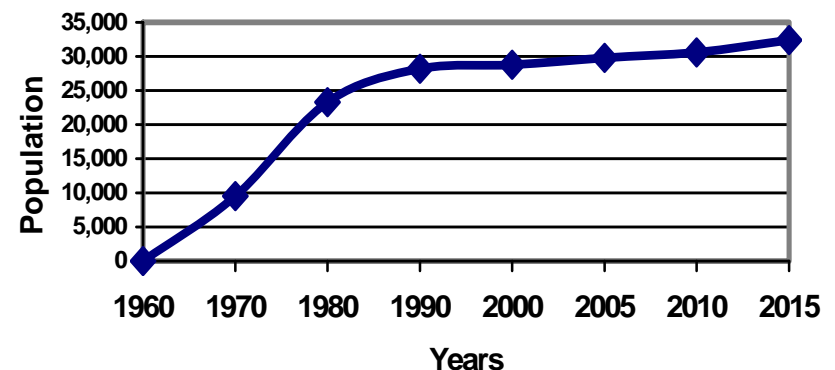
The Foster City Library, a branch of the San Mateo County Library, is located in the Civic Center complex at 1000 East Hillsdale Boulevard. This library building includes 18,500 sq. ft. of library space and a 9,000 sq. ft. Community Center.

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 33,201 as of January 1, 2016.

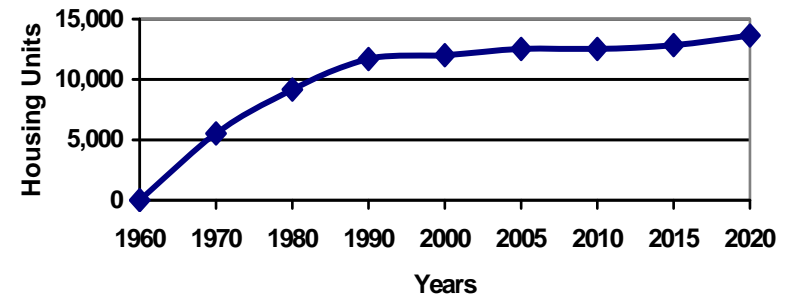
Population Growth



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, opened in June 2016. Atria, which consists of 155 assisted and independent living units, including 24 memory care units opened in December 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 spring 2017.

Historic & Projected Housing Unit Growth

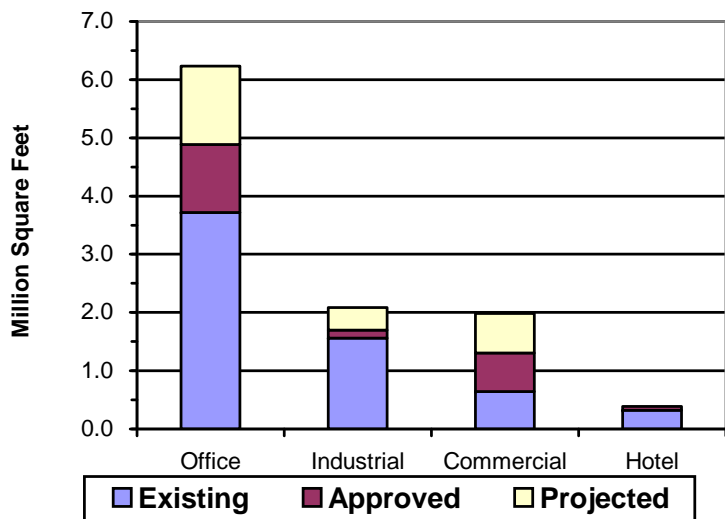


Land Use

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 3.9 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 opened in May of 2016 and Atria opened in December of 2106. The first phase of the for-sale units are expected to be completed in spring of 2017. 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. Starbucks, Happy Lemon and Boiling Hot Pot and Bar are currently processing tenant improvements and will open in fall 2017.

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, 0.8 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 8,000 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 included at Foster Square. An additional 6,000 sq. ft. of retail is included 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 2016 (latest data available) are indicated in the accompanying table.

<u>Largest Employers</u>	<u>No. of Employees</u>
Gilead Sciences	3,760
VISA USA INC.	1,535
Inovant LLC	1,099
Guidewire Software Inc.	613
IBM Corporation	417
Sledgehammer Games, Inc.	313
Cybersource Corporation	296

Source: Foster City Business License Data, 2017

Based on the Foster City 2017 record of business licenses, businesses in Foster City employ approximately 14,700 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. The San Mateo-Foster City School District has an agreement to purchase Charter Square Shopping Center and build a new elementary school. 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 2017-2018 to FY 2021-2022)

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, fueled by positive trends in Silicon Valley. Unemployment rates continue to dwindle, especially in San Mateo County where the unemployment rate was 2.8% as of February 2017, much lower than the State total of 5.2%. Business investments in research, products, and operations remain strong. Rents are at or near all-time highs due strong employment in the region and the lack of available, affordable for-sale homes. 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 through FY 2016-2017.

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, compensation adjustments, and Capital Improvement Program (CIP). 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. Although the City has seen many new development projects break ground over the past several years (e.g. Pilgrim Triton Plaza, 100 Grand, The Triton parcel A, Foster Square, various Gilead Sciences campus expansions, Town Place Suites Hotel, etc.), a slowdown is anticipated over the next five years, with only 3 new projects consisting of The Triton - Parcel B for 20 townhomes anticipated in FY 2017-2018, Pilgrim Triton Phase C for 172,943 sq. ft. retail/commercial space and 17 townhouse units (based on current entitlements) anticipated in FY 2021-2022, and BioMed Building C and 2 parking structures anticipated in FY 2021-2022 included in the 5 year financial plan. Future possible development projects such as Gilead Sciences’ proposed campus built out and Chess Hatch and their associated revenues (building and planning fees and property tax) have not been included in the five-year financial forecast, but has the potential to move forward in the next few years. Unlike the past years, the City has budgeted the full amount of the estimated

excess ERAF refund of \$1.39 million from the County for both FY 2017-2018 and FY 2018-2019 as the County has indicated a high probability of receiving those funds over the next 2 years. However, due to the inherent uncertainty of potential State takeaways, the City has conservatively budgeted only \$571,000 annually after FY 2018-2019.

The financial forecast includes compensation adjustments based on public safety labor agreements in place through FY 2018-2019. It also includes a 3.5% annual wage increase for the non-safety bargaining units in FY 2017-2018 and FY 2018-2019. Thereafter, a 1% annual compensation adjustment is used FY 2019-2010 to FY 2011-2012 for all bargaining units. The City's retirement benefit costs are expected to rise significantly over the course of the next 5 years as CalPERS acted in December 2016 to lower its Discount Rate (return of investment) assumption from 7.5% to 7.0%.

Based on the decline in new development projects for the upcoming year and 5-year period (with a corresponding reduction of building and planning fees) and the expected increase in labor and pension costs as well as other assumptions articulated in this section, City staff had originally projected a FY 2017-2018 General Fund deficit of approximately 1.7 million and an ongoing structural deficit for the duration of the 5-year financial plan. However, with the recent completion of a cost allocation plan and user fee study, the City was able to increase its aggregate reallocation of General Fund costs to Special Revenue Funds, Internal Service Funds, and Enterprise Funds by over \$500,000 per year. Similarly, after analyzing the results of the user fee study, the Community Development Department, Parks and Recreation Department, Public Works Department, Fire Department, and Police Department have recommended increases to their respective fees and charges that will generate an estimated \$549,500 in annual revenues for the General Fund. This combined benefit of almost \$1.05 million per year helped

mitigate the General Fund's structural deficit in each year of the 5-year financial planning period. As a result, the projected FY 2017-2018 General Fund operating deficit was reduced from a preliminary estimate of \$1.7 million to \$646,800. In addition, the City Council authorized a one-time transfer of \$2.06 million to establish an employee home loan and rental assistance program to help attract and retain the City's workforce talent. Therefore, the aggregate FY 2017-2018 General Fund deficit is estimated to be \$2.707 million. Notwithstanding, the General Fund Balance is projected to be \$38.30 million by June 30, 2018. After setting aside \$20.65 million for Reserves at the 50% level (the top end of City Council's Reserve Policy of 33 1/3% to 50% of operating expenditures), the City is anticipated to hold \$17.65 million of Unassigned Fund Balance (amount in excess of the 50% reserve level). As directed by the City Council on the March 27 budget study session, the City may use the anticipated \$3.1 million operating surplus from the current FY 2016-2017 to supplement FY 2017-2018 operating revenues to balance the FY 2017-2018 General Fund budget. As a result, a transfer of \$646,800 is included in the proposed FY 2017-2018 budget. With the exception of FY 2021-2022 (with a projected surplus of \$1.31 million due to \$1.93 million in one-time building permit and plan check revenues anticipated from the Pilgrim Triton Phase C and BioMed Building C and 2 parking structures projects), the General Fund is expected to incur annual operating deficits in FY 2017-2018 through FY 2020-2021. Notwithstanding, based on the 5-year Financial Plan, the City's estimated Unassigned Fund Balance (amount in excess of 50% reserve level) for the General Fund is expected to remain quite robust at \$14.3 million at the end of FY 2021-2022.

At the February 13, 2017 budget study session, the City Council expressed its interest in maintaining the current high service levels provided by the City to the community. However, due to the forecasted structural deficit, the City Council wanted to look

at revenue enhancement options as one of the options to combat the budget imbalance. As a result, a study session(s) on potential revenue measures, including transient occupancy tax and sales tax rate increases will be scheduled in October/November 2017 to address this issue.

The City continues to be generally well funded in its Internal Service Funds. Staff will be monitoring any other 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 and fiscal realities.

The City's 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. The District is undertaking 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. This Wastewater Treatment Plant Master Plan Improvement project (CIP 455-652) is currently estimated to exceed \$900 million over 10 years (with the District's portion estimated to be \$119 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 2017-2018 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 multi-year Wastewater rate model. A Proposition 218 notice of a 5-year 14.25% annual wastewater rate increase was authorized by the District Board on March 27 for a June 5 public hearing. If the rate increases are passed on that night, the estimated wastewater revenues over the next 5

years will enable the District to borrow the necessary funds (through a revenue bond issuances and/or State Water Resources Board revolving fund loans) to finance this major project. The City is also doing a Levee Protection Planning and Improvements project (CIP 301-657) to address findings from FEMA indicating the City's current levee system is non-compliant with new FEMA requirements for flood hazard protection. Unless upgrades are made to the levee system, the entire city will be placed in a flood zone designation that will require property owners with Federally-backed loans obtain flood insurance and owners selling property in Foster City will also be required to disclose the flood zone designation as part of the sale. Based on City Council direction, staff is planning to seek voter approval in June 2018 to issue General Obligation Bonds to fund the cost of this \$90 million project. Lastly, the City Council is also considering options under the Recreation Center Master Plan associated with improving the existing Recreation Center or constructing a new recreation center to address the current and future recreation needs of the community. The initial estimate on construction costs for the replacement of the Center is \$27 million.

City of Foster City

Summary of Key Assumptions Used in Preparation of the Five-Year Financial Plan for the Five Years Ended June 30, 2022

The City of Foster City Five-Year Financial Plan covers the five-year period ending June 30, 2022. 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 2017, Unemployment rates for the US and California are 4.7% and 5.2%, respectively, 0.2% and 0.3% 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 ongoing projects have been included in the forecast:

- *Gilead Sciences* – two office and laboratory buildings are under construction (357 Lakeside Drive and 324 Lakeside Drive) with an estimated completion in FY 2018-2019.

- *Pilgrim-Triton – The Triton* – 220 multi-family units and 5,000 sq. ft. of retail are under construction and expected to be completed in FY 2017-2018. The phase of Pilgrim Triton also includes 20 townhomes that are expected to commence construction in FY 2017-2018.
- *Pilgrim-Triton – 100 Grand* – this site began construction in FY 2014-2015 and was completed in FY 2016-2017.
- *Towne Place Suites Hotel (Former Black Angus Site)* Construction of this hotel began in FY 2014-2015, with occupancy anticipated early in FY 2017-2018.
- *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 (12 units) of the Lennar market rate senior housing began in FY 2015-2016. Both Alma Point and Atria is already completed and Phase I of the Lennar units is anticipated to be completed by the end of FY 2016-2017. The remaining Lennar phases [Phases II (54 units), III (50 units), IV (48 units), and V (36 units)] will follow thereafter.

The following new projects have been included in the forecast:

- *Pilgrim-Triton – The Triton* – In addition to the 220 multi-family units and 5,000 sq. ft. of retail discussed earlier, 20 townhomes are expected to commence construction in FY 2017-2018.
- *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 to three year period starting in FY 2015-2016. Construction of Building C and 2 parking structures are targeted to start in FY 2021-2022.

- *Pilgrim-Triton Phase C* – Based on current entitlements, construction of 172,943 sq. ft. of retail/commercial space and 17 townhouse units are targeted to start in FY 2021-2022.

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.
- *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.
- *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 are at historic highs, far exceeding the pre-recessionary highs of FY 2006-2007. Commercial property values have also participated in the gains, but there still exists several commercial property owners who have filed assessment appeals. Approximately \$84 million in assessed value is at risk based on AV appeals with the County Assessor's Office as of March 17, 2017 compared to over \$17 million in April 1, 2016. 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 increase 1.02% for FY 2017-2018 as the CPI (the index upon which AV growth is based) was only 1.02%. This is lower than the Proposition 13 cap on AV growth of 2%. The Assessor's Office is projecting an increase in FY 2017-2018 assessed valuation in Foster City of approximately 4.68% as of March 17, 2017. This has been incorporated into the revenue projections, less a \$109,000 reduction from potential lost revenue from assessment appeals in progress. Future property tax increases are estimated at 3% per year, based on a moderation 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 Triton at Pilgrim-Triton, the new Towne Place Suites Hotel (former Black Angus site); completion of the Foster Square Lennar homes; and Illumina.
- Based on the high probability indications from the County, revenue projections assume a full excess Education Revenue Augmentation Fund (ERAF) refund of \$1.39 million in both FY 2017-2018 and FY 2018-2019.

However, the City has conservatively budgeted only \$571,000 annually after FY 2018-2019 due to the inherent uncertainty of potential State takeaways beyond the next 2 years.

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 2.0% in annual growth in sales and use tax from projected revenue of \$3,017,200 in FY 2016-2017. No assumptions have been made for sales tax revenues 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 at the start of FY 2017-2018, adding new hotel tax revenues to the City's coffers. As a result, TOT revenues are projected to increase from an estimated \$2.97 million in FY 2016-2017 to \$3.43 million in FY 2017-2018 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 calendar year 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 2016-2017 investment portfolio is expected to be approximately 1.0%. Although the Federal Reserve raised its Fed Funds Rate by 25 basis points in March 2017 to a target range of 0.75 percent to 1%, much uncertainty remains nationally as President Trump's administration acclimates itself to political challenges of getting congressional support for his agenda items and concerns over tensions overseas. Investment yields are conservatively 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. The District hired a rate consultant to update its rate model, and combined with the District's analysis of existing reserves and projected future costs, the water rates proposed for FY 2017-2018 will increase by 6.1% for the average customer.
- Wastewater Rates – Wastewater rates assume an 14.25% increase in FY 2017-2018 through FY 2021-2022, 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 \$119 million over a 10 year period.

State Budget

- The Governor's proposed FY 2017-2018 State Budget does not appear to have any direct impact (positive or negative) to Foster City at the present time. However, the April passage of Senate Bill 1, the Road Repair and Accountability Act, which raises gas tax and vehicle registration fees will have a positive impact on the City's gas tax revenues. FY 2017-2018 gas tax revenues previously estimated at \$702,500 has been revised upwards to \$932,000 and FY 2018-2019 revenues to \$1.3 million. This will have a positive impact on funding for the City's street program and minimize the need to use General Fund to supplement Measure A, Measure M, and Gas Tax resources. Accordingly, the City's budget and 5-year Financial Plan has been updated with these additional gas tax revenues.

Expenditure Assumptions

Assumptions made in determining significant expenditures are listed below:

Service Levels and Capital Improvement Projects

- Current service levels are planned to be maintained for the budget period. There is a proposed increase of 1.0 FTE's in FY 2017-2018 for a Senior Community Services Officer in the Police Department. This "over hire" position will help the Department bolster field operations

capabilities and ensure service levels as it continues to backfill vacancies due to recent retirements. Two police officers and one police dispatcher “over hires” that was approved for 3 years starting in FY 2015-2016 will expire at the end of FY 2017-2018. The Police Department is also proposing the reclassification of a Management Assistant position to a Management Analyst position to align the actual responsibilities and duties of the position. The City Manager’s Office is recommending the addition of a part-time Sustainability Intern to assist in the implementation of the Sustainable Foster City plan. The Communications/City Clerk Department is proposing an increase in the part-time Office Assistant time from 18 hours per week to 30 hours per week to provide administrative support to the Department. The Community Development Department is proposing several changes in their department due to recent staff vacancies 1) converting the Management Coordinator position to a Management Analyst to replace an unfilled planner; 2) convert one of the Office Assistant II positions to a Management Assistant to fill the duties of the Management Coordinator; 3) convert the temporary Building Permit Technician to a permanent position to provide necessary support to the Building Division. Funding for the Management Analyst and Management Assistant positions will come from savings from eliminating the Planner position while funding for the Building Permit Technician position will come from Building Permit fees. In addition, a 3-year extension of a temporary Building Inspector position that was due to expire in December 2017 is requested to provide inspection service support for the estimated workload over the 3 year horizon. The Parks and Recreation Department is proposing the reclassification of a 0.75 FTE Recreation Leader III position to a 0.75 FTE Office

Assistant to support Recreation/Community Center administrative duties and the reclassification of a Management Assistant to a Management Coordinator, supervising the administrative staff. A job classification change is also proposed by the Finance Department to increase the proportion of Finance staff who possess technical accounting skills by replacing the Management Assistant position with an Accountant I to perform such duties as daily revenue/receipts reconciliation, bank reconciliations, monthly journal entries, as well as to provide backup for the payroll function. The Public Works Department is proposing to upgrade the current Senior Civil Engineer position to an Engineering Manager. The Fire Department will eliminate one Battalion Chief (BC) position. The BC was formerly staffed by a FC employee in FY 2016-2017 with Foster City charging San Mateo for its apportioned cost as part of the shared services agreement with San Mateo. However, the position was subsequently filled by a San Mateo employee when the Foster City BC retired. As a result, the FY 2017-2018 Fire Department budget will see a reduction of a BC FTE and corresponding increase in shared fire services costs charged by San Mateo to Foster City.

- The City implemented a long-term funding of Capital Improvement Projects on FY 2010-2011. Proposed Capital Improvement Projects in the five-year forecast are shown and incorporated 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 \$1.9 million 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 could be charged to the Capital Asset Acquisition and Replacement Fund, the reserves of which is expected to surpass \$44 million by the end of the five-year forecast.

Employee Services

- A net decrease of 1.0 full-time FTE's will be realized in FY 2017-2018 as indicated in the Service Levels section above.
- In December 2016, CalPERS announced a reduction in its Discount Rate (rate of return on its investment portfolio) from 7.5% to 7.0%. Employer contribution rates for "classic" non-safety employees and "classic" safety employees are projected to increase from the current FY 2016-2017 rate 26.121% of payroll to approximately 44.894% and from 40.176% to 71.603% respectively by FY 2021-2022. This significant increase in costs will likely prompt many government agencies to look for employee cost sharing sooner than later.
- Much of the City's workforce falls under collective bargaining agreements. New 3-year contracts for FCPOA and IAFF were consummated during FY 2016-2017 that will expire on June 30, 2019. Their Negotiated compensation and benefits have been incorporated in the forecast. New 2-year AFSCME and Management Employees' labor agreements were also finalized in June 2017 with 3.5% annual wage increases in FY 2017-2018 and FY 2018-2019. Thereafter, a 1% annual compensation adjustment is used FY 2019-2020 to FY 2021-2022 for all bargaining units.
- The City Council was provided direction to implement a work force housing program that will incentivize staff to

live in or near Foster City for 1) emergency response; 2) attract and retain a committed workforce; and 3) enhance work/life balance by reducing commute time. Funding of \$2.06 million from General Fund Balance is included in the FY 2017-2018 Budget for this program.

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

- In order to curtail the General Fund structural deficit, the City will undertake cost controls and plan for a modest increase of 1.0% in annual expenditures for these expenditure categories.

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 2018-2019 to FY 2021-2022 to reflect a more realistic picture of the City's anticipated fiscal results in future years. This expenditure savings is not included in FY 2017-2018 to continue the conservative budgeting philosophy relative to current operations.

Use of General Fund Reserves

- Based on the revenue and expenditure assumptions articulated in this budget, staff is projecting a General Fund deficit of \$646,800 in FY 2017-2018. As directed by the City Council at the March 27 budget study session, the City may use the projected \$3.1 million operating surplus from the current FY 2016-2017 to supplement FY 2017-2018 operating revenues to balance the FY 2017-2018 General Fund budget. As a result, a transfer of \$646,800 is included in the proposed FY 2017-2018 General Fund budget. In addition, the City Council authorized a one-time transfer of \$2.06 million from the General Fund Balance to an employee home loan and rental assistance program to help attract and retain the City's workforce talent.

City of Foster City, California
 Summary -- All Funds
 Five Year Financial Plan for the Years Ended June 30, 2022

Revenues by Source:	Approved	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Governmental Fund Type Revenues						
Property taxes	\$ 22,786,124	\$ 24,460,000	\$ 25,293,900	\$ 26,639,700	\$ 27,422,800	\$ 28,192,200
Sales taxes	\$ 3,089,000	\$ 3,079,600	\$ 3,141,200	\$ 3,204,000	\$ 3,268,100	\$ 3,333,500
Transient occupancy taxes	\$ 2,967,300	\$ 3,441,000	\$ 3,544,100	\$ 3,650,800	\$ 3,760,300	\$ 3,872,600
Franchise taxes	\$ 1,196,600	\$ 1,220,500	\$ 1,244,900	\$ 1,269,800	\$ 1,295,200	\$ 1,321,100
Other taxes	\$ 1,629,100	\$ 1,903,500	\$ 2,305,900	\$ 2,300,100	\$ 2,281,400	\$ 2,301,100
Licenses and permits	\$ 6,360,800	\$ 2,471,914	\$ 2,252,800	\$ 2,297,500	\$ 2,343,100	\$ 3,910,200
Intergovernmental	\$ 3,722,200	\$ 3,919,700	\$ 4,027,900	\$ 4,140,100	\$ 4,255,400	\$ 4,373,700
Charges for current services	\$ 4,392,070	\$ 3,014,929	\$ 3,022,500	\$ 3,194,400	\$ 3,285,100	\$ 4,017,700
Interest and rentals	\$ 1,635,840	\$ 1,822,170	\$ 1,844,370	\$ 1,853,170	\$ 1,693,570	\$ 1,533,070
Other	\$ 3,361,572	\$ 8,588,495	\$ 3,757,130	\$ 1,765,030	\$ 1,764,880	\$ 1,772,980
Proprietary Fund Type Revenues						
Sales & service charges	\$ 20,233,000	\$ 22,619,000	\$ 24,860,000	\$ 27,333,000	\$ 30,052,000	\$ 33,075,000
Connection fees	\$ 761,600	\$ 59,390	\$ -	\$ -	\$ -	\$ 522,700
Vehicle, equipment rental and other user charges	\$ 8,091,446	\$ 7,673,085	\$ 8,016,200	\$ 8,213,500	\$ 8,418,800	\$ 8,627,100
Interest and rentals	\$ 317,950	\$ 397,600	\$ 401,400	\$ 402,700	\$ 408,400	\$ 411,400
Bond and Other Financing Proceeds	\$ 10,898,047	\$ 18,276,628	\$ 16,165,083	\$ 32,725,346	\$ 31,338,708	\$ 11,930,884
Other	\$ 416,350	\$ 220,450	\$ 220,450	\$ 220,450	\$ 220,450	\$ 220,450
Agency Fund Type Revenues						
Sales & service charges	\$ 534,500	\$ 513,000	\$ 513,000	\$ 279,000	\$ 284,600	\$ 290,300
Interest and rentals	\$ 300	\$ 1,600	\$ 1,600	\$ 900	\$ 900	\$ 900
Total Revenues	\$ 92,393,799	\$ 103,682,561	\$ 100,612,433	\$ 119,489,496	\$ 122,093,708	\$ 109,706,884
Expenditures (see attached)	\$ 89,934,663	\$ 97,699,198	\$ 100,949,270	\$ 115,134,268	\$ 119,130,253	\$ 111,585,650
Net revenues over (under) expenditures before transfers	\$ 2,459,136	\$ 5,983,363	\$ (336,837)	\$ 4,355,228	\$ 2,963,455	\$ (1,878,766)
Net Transfers In (Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Increase (Decrease) in Fund Balance	\$ 2,459,136	\$ 5,983,363	\$ (336,837)	\$ 4,355,228	\$ 2,963,455	\$ (1,878,766)
Opening Fund Balance	\$ 132,799,753	\$ 135,258,889	\$ 141,242,252	\$ 140,905,415	\$ 145,260,643	\$ 148,224,098
Ending Fund Balance	\$ 135,258,889	\$ 141,242,252	\$ 140,905,415	\$ 145,260,643	\$ 148,224,098	\$ 146,345,332

City of Foster City, California
 Expenditure Summary -- All Funds
 Five Year Financial Plan for the Years Ended June 30, 2022

<u>Total By Expenditure</u>	Approved	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Department Expenses						
<i>Employee Services</i>	\$ 36,339,650	\$ 38,946,227	\$ 41,107,220	\$ 42,641,481	\$ 44,274,419	\$ 45,443,593
<i>Supplies and other</i>	\$ 23,980,381	\$ 28,075,321	\$ 24,039,583	\$ 24,298,075	\$ 25,420,868	\$ 26,647,257
<i>Capital Improvement Projects</i>	\$ 20,434,757	\$ 19,855,873	\$ 25,626,540	\$ 37,960,864	\$ 39,143,057	\$ 29,134,461
<i>Capital Outlay</i>	\$ 1,757,158	\$ 3,123,821	\$ 3,124,125	\$ 3,154,866	\$ 3,186,022	\$ 3,217,395
Total department expenses	\$ 82,511,946	\$ 90,001,242	\$ 93,897,468	\$ 108,055,286	\$ 112,024,366	\$ 104,442,706
Interdepartmental charges (credits)	\$ 7,422,717	\$ 7,697,956	\$ 7,051,802	\$ 7,078,982	\$ 7,105,887	\$ 7,142,944
Reallocations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenditures	\$ 89,934,663	\$ 97,699,198	\$ 100,949,270	\$ 115,134,268	\$ 119,130,253	\$ 111,585,650

City of Foster City, California
 General Fund 001 to 003
 Five Year Financial Plan for the Years Ended June 30, 2022

Revenues by Source:	Projected	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Property taxes	\$ 22,786,124	\$ 24,460,000	\$ 25,293,900	\$ 26,639,700	\$ 27,422,800	\$ 28,192,200
Sales taxes	\$ 3,089,000	\$ 3,079,600	\$ 3,141,200	\$ 3,204,000	\$ 3,268,100	\$ 3,333,500
Transient occupancy taxes	\$ 2,967,300	\$ 3,441,000	\$ 3,544,100	\$ 3,650,800	\$ 3,760,300	\$ 3,872,600
Franchise taxes	\$ 1,196,600	\$ 1,220,500	\$ 1,244,900	\$ 1,269,800	\$ 1,295,200	\$ 1,321,100
Other taxes	\$ 333,700	\$ 332,800	\$ 316,400	\$ 297,600	\$ 303,600	\$ 309,700
Licenses and permits (recurring)	\$ 2,194,400	\$ 2,208,100	\$ 2,252,800	\$ 2,297,500	\$ 2,343,100	\$ 2,399,200
Licenses and permits (one-time / significant)	\$ 4,166,400	\$ 263,814	\$ -	\$ -	\$ -	\$ 1,511,000
Intergovernmental (Vehicle License Fees)	\$ 3,403,000	\$ 3,626,000	\$ 3,730,000	\$ 3,838,000	\$ 3,949,000	\$ 4,063,000
Charges for current services (recurring)	\$ 1,597,600	\$ 2,082,500	\$ 2,131,900	\$ 2,168,500	\$ 2,206,300	\$ 2,251,100
Charges for current services (one-time / significant)	\$ 1,083,570	\$ 81,479	\$ -	\$ -	\$ -	\$ 416,000
Interest and rentals	\$ 1,081,000	\$ 1,215,200	\$ 1,215,200	\$ 1,215,200	\$ 1,040,200	\$ 865,200
Other	\$ 542,200	\$ 576,780	\$ 562,880	\$ 570,780	\$ 578,880	\$ 586,980
Total Revenues	\$ 44,440,894	\$ 42,587,773	\$ 43,433,280	\$ 45,151,880	\$ 46,167,480	\$ 49,121,580
Projected Expenditures (see attached) (1)	\$ 39,344,359	\$ 41,296,736	\$ 42,309,827	\$ 43,602,538	\$ 44,965,358	\$ 45,900,371
Net revenues over (under) expenditures before transfers	\$ 5,096,535	\$ 1,291,037	\$ 1,123,453	\$ 1,549,342	\$ 1,202,122	\$ 3,221,209
Net Transfers In (Out)	\$ (1,948,000)	\$ (3,997,839)	\$ (1,908,200)	\$ (1,908,300)	\$ (1,908,400)	\$ (1,908,500)
Net Increase (Decrease) in Fund Balance	\$ 3,148,535	\$ (2,706,802)	\$ (784,747)	\$ (358,958)	\$ (706,278)	\$ 1,312,709
Transfer in from reserve (FY 2016-2017 General Fund Surplus) to balance budget		\$ 646,802				
Opening Fund Balance	\$ 37,865,914	\$ 41,014,449	\$ 38,307,647	\$ 37,522,900	\$ 37,163,942	\$ 36,457,664
Use of reserve		\$ (646,802)				
Ending Fund Balance (2)	\$ 41,014,449	\$ 38,307,647	\$ 37,522,900	\$ 37,163,942	\$ 36,457,664	\$ 37,770,373

(1) - Expenditures for FY 2017-2018 represent budgeted appropriations; expenditures for FY 2018-2019 to FY 2021-2022 are projections.

(2) - The City is able to meet the City Council Reserve Policy of 33 1/3% to 50% in each year of the 5 year financial plan.

Next Years Operational Expenditures	\$ 41,296,736	\$ 42,309,827	\$ 43,602,538	\$ 44,965,358	\$ 45,900,371	\$ 46,850,229
Reserves Policy (33 1/3% to 50%; use upper reserve level of 50%)	\$ 20,648,368	\$ 21,154,914	\$ 21,801,269	\$ 22,482,679	\$ 22,950,185	\$ 23,425,115
Excess reserve (above the 50% level)	\$ 20,366,081	\$ 17,152,733	\$ 15,721,631	\$ 14,681,263	\$ 13,507,478	\$ 14,345,258
Actual Reserve Level GF Reserves as % of Next Year's Operating Expenditures	99.3%	90.5%	86.1%	82.7%	79.4%	80.6%

City of Foster City, California
 General Fund Expenditures Detail Fund 001 to 003
 Five Year Financial Plan for the Years Ended June 30, 2022

	Projected	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Department Expenses						
<i>Employee Services</i>	\$ 30,353,916	\$ 32,364,173	\$ 34,060,954	\$ 35,346,478	\$ 36,704,307	\$ 37,625,743
<i>Supplies and other</i>	\$ 6,507,205	\$ 6,832,753	\$ 6,790,000	\$ 6,855,200	\$ 6,920,500	\$ 6,986,300
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ 27,500	\$ -	\$ -	\$ -	\$ -	\$ -
Total department expenses	\$ 36,888,621	\$ 39,196,926	\$ 40,850,954	\$ 42,201,678	\$ 43,624,807	\$ 44,612,043
Interdepartmental charges (credits)	\$ 5,250,459	\$ 5,548,063	\$ 5,705,877	\$ 5,710,177	\$ 5,714,577	\$ 5,718,977
Reallocation	\$ (2,794,721)	\$ (3,448,253)	\$ (3,383,504)	\$ (3,419,517)	\$ (3,456,326)	\$ (3,493,949)
Net Expenditures	\$ 39,344,359	\$ 41,296,736	\$ 43,173,327	\$ 44,492,338	\$ 45,883,058	\$ 46,837,071
Less: Expected Expenditure Savings (2%)	\$ -	\$ -	\$ (863,500)	\$ (889,800)	\$ (917,700)	\$ (936,700)
Projected Expenditures	\$ 39,344,359	\$ 41,296,736	\$ 42,309,827	\$ 43,602,538	\$ 44,965,358	\$ 45,900,371

City of Foster City, California
 General Fund 005 to 009
 Five Year Financial Plan for the Years Ended June 30, 2022

	Approved	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Revenues by Source:						
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)	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600
Charges for current services (recurring)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Charges for current services (one-time / significant)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600
Projected Expenditures (see attached) (1)	\$ -	\$ 3,960,600	\$ 50,600	\$ 31,600	\$ 600	\$ 600
Net revenues over (under) expenditures before transfers	\$ 600	\$ (3,960,000)	\$ (50,000)	\$ (31,000)	\$ -	\$ -
Net Transfers In (Out)	\$ -	\$ 2,060,000	\$ -	\$ -	\$ -	\$ -
Net Increase (Decrease) in Fund Balance	\$ 600	\$ (1,900,000)	\$ (50,000)	\$ (31,000)	\$ -	\$ -
Opening Fund Balance	\$ 2,031,056	\$ 2,031,656	\$ 131,656	\$ 81,656	\$ 50,656	\$ 50,656
Ending Fund Balance	\$ 2,031,656	\$ 131,656	\$ 81,656	\$ 50,656	\$ 50,656	\$ 50,656

City of Foster City, California
 General Fund Expenditures Detail Fund 005 to 009
 Five Year Financial Plan for the Years Ended June 30, 2022

	Approved	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Department Expenses						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ 1,850,600	\$ 3,960,600	\$ 50,600	\$ 31,600	\$ 600	\$ 600
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total department expenses	\$ 1,850,600	\$ 3,960,600	\$ 50,600	\$ 31,600	\$ 600	\$ 600
Interdepartmental charges (credits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reallocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenditures	\$ 1,850,600	\$ 3,960,600	\$ 50,600	\$ 31,600	\$ 600	\$ 600
Less: Expected Expenditure Savings (2%)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Projected Expenditures	\$ 1,850,600	\$ 3,960,600	\$ 50,600	\$ 31,600	\$ 600	\$ 600

City of Foster City, California
Special Revenue Funds
Five Year Financial Plan for the Years Ended June 30, 2022

	Approved	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Revenues by Source:						
Property taxes	\$ -		\$ -	\$ -	\$ -	\$ -
Other taxes	\$ 1,295,400	\$ 1,570,700	\$ 1,989,500	\$ 2,002,500	\$ 1,977,800	\$ 1,991,400
Licenses and permits	\$ -		\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ 318,600	\$ 293,100	\$ 297,300	\$ 301,500	\$ 305,800	\$ 310,100
Charges for current services (Recurring)	\$ 696,500	\$ 787,900	\$ 890,600	\$ 1,025,900	\$ 1,078,800	\$ 1,084,100
Charges for current services (One-time)	\$ 1,014,400	\$ 63,050	\$ -	\$ -	\$ -	\$ 266,500
Special assessments	\$ -		\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ 118,690	\$ 145,270	\$ 152,670	\$ 146,570	\$ 146,870	\$ 146,170
Other	\$ 1,708,372	\$ 815,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Total Revenues	\$ 5,151,962	\$ 3,675,020	\$ 3,405,070	\$ 3,551,470	\$ 3,584,270	\$ 3,873,270
Expenditures (see attached)	\$ 7,000,655	\$ 3,313,154	\$ 3,890,464	\$ 3,251,664	\$ 3,364,864	\$ 3,214,064
Net revenues over (under) expenditures before transfers	\$ (1,848,693)	\$ 361,866	\$ (485,394)	\$ 299,806	\$ 219,406	\$ 659,206
Net Transfers In (Out)	\$ -	\$ 37,839	\$ 8,200	\$ 8,300	\$ 8,400	\$ 8,500
Net Increase (Decrease) in Fund Balance	\$ (1,848,693)	\$ 399,705	\$ (477,194)	\$ 308,106	\$ 227,806	\$ 667,706
Opening Fund Balance	\$ 7,932,096	\$ 6,083,403	\$ 6,483,108	\$ 6,005,914	\$ 6,314,020	\$ 6,541,826
Ending Fund Balance	\$ 6,083,403	\$ 6,483,108	\$ 6,005,914	\$ 6,314,020	\$ 6,541,826	\$ 7,209,532

City of Foster City, California
Special Revenue Fund Expenditures Detail
Five Year Financial Plan for the Years Ended June 30, 2022

	Approved	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Department Expenses						
<i>Employee Services</i>	\$ 488,640	\$ 392,933	\$ 410,033	\$ 417,033	\$ 426,033	\$ 431,033
<i>Supplies and other</i>	\$ 669,140	\$ 531,440	\$ 440,700	\$ 444,900	\$ 449,100	\$ 453,300
<i>Capital Improvement Projects</i>	\$ 4,900,000	\$ 1,350,000	\$ 2,000,000	\$ 1,350,000	\$ 1,450,000	\$ 1,290,000
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total department expenses	\$ 6,057,780	\$ 2,274,373	\$ 2,850,733	\$ 2,211,933	\$ 2,325,133	\$ 2,174,333
Interdepartmental charges (credits)	\$ 49,222	\$ 48,920	\$ 49,870	\$ 49,870	\$ 49,870	\$ 49,870
Reallocation	\$ 893,653	\$ 989,861	\$ 989,861	\$ 989,861	\$ 989,861	\$ 989,861
Net Expenditures	\$ 7,000,655	\$ 3,313,154	\$ 3,890,464	\$ 3,251,664	\$ 3,364,864	\$ 3,214,064

City of Foster City, California
Capital Improvements (City) Fund
Five Year Financial Plan for the Years Ended June 30, 2022

	Projected	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Revenues by Source:						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Charges for current services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ 98,250	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000
Other	\$ -	\$ 6,085,715	\$ 2,008,250	\$ 8,250	\$ -	\$ -
Total Revenues	\$ 98,250	\$ 6,180,715	\$ 2,103,250	\$ 103,250	\$ 95,000	\$ 95,000
Expenditures (see attached)	\$ 6,959,381	\$ 4,193,415	\$ 3,277,500	\$ 1,462,500	\$ 1,290,000	\$ 4,010,000
Net revenues over (under) expenditures before transfers	\$ (6,861,131)	\$ 1,987,300	\$ (1,174,250)	\$ (1,359,250)	\$ (1,195,000)	\$ (3,915,000)
Net Transfers In (Out)	\$ 1,948,000	\$ 1,900,000	\$ 1,900,000	\$ 1,900,000	\$ 1,900,000	\$ 1,900,000
Net Increase (Decrease) in Fund Balance	\$ (4,913,131)	\$ 3,887,300	\$ 725,750	\$ 540,750	\$ 705,000	\$ (2,015,000)
Opening Fund Balance (Deficit)	\$ 6,594,601	\$ 1,681,470	\$ 5,568,770	\$ 6,294,520	\$ 6,835,270	\$ 7,540,270
Ending Fund Balance (Deficit)	\$ 1,681,470	\$ 5,568,770	\$ 6,294,520	\$ 6,835,270	\$ 7,540,270	\$ 5,525,270

City of Foster City, California
 Capital Improvement (City) Fund Expenditures Detail
 Five Year Financial Plan for the Years Ended June 30, 2022

	Approved	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Department Expenses						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Improvement Projects</i>	\$ 3,175,253	\$ 4,193,415	\$ 3,277,500	\$ 1,462,500	\$ 1,290,000	\$ 4,010,000
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total department expenses	\$ 3,175,253	\$ 4,193,415	\$ 3,277,500	\$ 1,462,500	\$ 1,290,000	\$ 4,010,000
Interdepartmental charges (credits)						
Information Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fleet Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total interdepartmental charges (credits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Reallocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenditures	\$ 3,175,253	\$ 4,193,415	\$ 3,277,500	\$ 1,462,500	\$ 1,290,000	\$ 4,010,000

City of Foster City, California
 Capital Asset Acquisition and Replacement Fund
 Five Year Financial Plan for the Years Ended June 30, 2022

	Approved	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Revenues by Source:						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Charges for current services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ 337,900	\$ 366,700	\$ 381,500	\$ 396,400	\$ 411,500	\$ 426,700
Other	\$ 1,111,000	\$ 1,111,000	\$ 1,111,000	\$ 1,111,000	\$ 1,111,000	\$ 1,111,000
Total Revenues	\$ 1,448,900	\$ 1,477,700	\$ 1,492,500	\$ 1,507,400	\$ 1,522,500	\$ 1,537,700
Expenditures (see attached)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net revenues over (under) expenditures before transfers	\$ 1,448,900	\$ 1,477,700	\$ 1,492,500	\$ 1,507,400	\$ 1,522,500	\$ 1,537,700
Net Transfers In (Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Increase (Decrease) in Fund Balance	\$ 1,448,900	\$ 1,477,700	\$ 1,492,500	\$ 1,507,400	\$ 1,522,500	\$ 1,537,700
Opening Fund Balance (Deficit)	\$ 35,224,817	\$ 36,673,717	\$ 38,151,417	\$ 39,643,917	\$ 41,151,317	\$ 42,673,817
Ending Fund Balance (Deficit)	\$ 36,673,717	\$ 38,151,417	\$ 39,643,917	\$ 41,151,317	\$ 42,673,817	\$ 44,211,517

City of Foster City, California
Capital Asset Acquisition and Replacement Fund Expenditures Detail
Five Year Financial Plan for the Years Ended June 30, 2022

	Approved	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Department Expenses						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total department expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interdepartmental charges (credits)						
Information Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fleet Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total interdepartmental charges (credits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Reallocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Foster City, California
 Water Operating Funds (excluding CIP)
 Five Year Financial Plan for the Years Ended June 30, 2022

	Approved	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Revenues by Source:						
Sales & service charges	\$ 11,750,000	\$ 12,851,000	\$ 13,612,000	\$ 14,381,000	\$ 15,138,000	\$ 15,902,000
Connection fees	\$ 180,600	\$ 33,140	\$ -	\$ -	\$ -	\$ 174,700
Vehicle, equipment rental and other user charges	\$ 59,000	\$ 82,000	\$ 83,000	\$ 88,000	\$ 97,000	\$ 103,000
Interest and rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 400,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
Total Revenues	\$ 12,389,600	\$ 13,166,140	\$ 13,895,000	\$ 14,669,000	\$ 15,435,000	\$ 16,379,700
Expenditures (see attached)	\$ 11,664,650	\$ 12,834,137	\$ 12,761,976	\$ 13,199,909	\$ 14,277,551	\$ 15,427,069
Net revenues over (under) expenditures before transfers	\$ 724,950	\$ 332,003	\$ 1,133,024	\$ 1,469,091	\$ 1,157,449	\$ 952,631
Net Transfers In (Out)	\$ (205,000)	\$ (205,000)	\$ (205,000)	\$ (205,000)	\$ (205,000)	\$ (205,000)
Net Increase (Decrease) in Fund Balance	\$ 519,950	\$ 127,003	\$ 928,024	\$ 1,264,091	\$ 952,449	\$ 747,631
Opening Fund Balance	\$ 2,916,163	\$ 3,436,113	\$ 3,563,116	\$ 4,491,140	\$ 5,755,231	\$ 6,707,680
Ending Fund Balance	\$ 3,436,113	\$ 3,563,116	\$ 4,491,140	\$ 5,755,231	\$ 6,707,680	\$ 7,455,311

City of Foster City, California

Water Operating Funds Expenditure Detail (excluding CIP)

Five Year Financial Plan for the Years Ended June 30, 2022

	Approved	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Department Expenses						
<i>Employee Services</i>	\$ 1,676,122	\$ 1,865,400	\$ 1,938,340	\$ 2,014,758	\$ 2,096,272	\$ 2,179,007
<i>Supplies and other</i>	\$ 8,129,252	\$ 8,987,600	\$ 8,868,865	\$ 9,181,512	\$ 10,127,549	\$ 11,142,988
<i>Capital Improvement Projects</i>	\$ -		\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>		\$ 25,000	\$ 25,625	\$ 26,266	\$ 26,922	\$ 27,595
Total department expenses	\$ 9,805,374	\$ 10,878,000	\$ 10,832,830	\$ 11,222,536	\$ 12,250,743	\$ 13,349,590
Interdepartmental charges (credits)						
Reallocation	\$ 861,373	\$ 886,680	\$ 909,401	\$ 932,135	\$ 955,439	\$ 979,325
Net Expenditures	\$ 997,903	\$ 1,069,457	\$ 1,019,745	\$ 1,045,238	\$ 1,071,369	\$ 1,098,154
	\$ 11,664,650	\$ 12,834,137	\$ 12,761,976	\$ 13,199,909	\$ 14,277,551	\$ 15,427,069

City of Foster City, California
Water Capital Improvement Project Funds
Five Year Financial Plan for the Years Ended June 30, 2022

	Approved	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Revenues by Source:						
Sales & service charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connection fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures (see attached)	\$ 380,252	\$ 858,415	\$ 2,900,000	\$ -	\$ -	\$ -
Net revenues over (under) expenditures before transfers	\$ (380,252)	\$ (858,415)	\$ (2,900,000)	\$ -	\$ -	\$ -
Net Transfers In (Out)	\$ 205,000	\$ 205,000	\$ 205,000	\$ 205,000	\$ 205,000	\$ 205,000
Net Increase (Decrease) in Fund Balance	\$ (175,252)	\$ (653,415)	\$ (2,695,000)	\$ 205,000	\$ 205,000	\$ 205,000
Opening Fund Balance	\$ 5,174,049	\$ 4,998,797	\$ 4,345,382	\$ 1,650,382	\$ 1,855,382	\$ 2,060,382
Ending Fund Balance	\$ 4,998,797	\$ 4,345,382	\$ 1,650,382	\$ 1,855,382	\$ 2,060,382	\$ 2,265,382

City of Foster City, California

Water Capital Improvement Project Funds Expenditure Detail
Five Year Financial Plan for the Years Ended June 30, 2022

	Approved	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Department Expenses						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Improvement Projects</i>	\$ 380,252	\$ 858,415	\$ 2,900,000	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total department expenses	\$ 380,252	\$ 858,415	\$ 2,900,000	\$ -	\$ -	\$ -
Interdepartmental charges (credits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reallocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenditures	\$ 380,252	\$ 858,415	\$ 2,900,000	\$ -	\$ -	\$ -

City of Foster City, California
Water Equipment Replacement Funds
Five Year Financial Plan for the Years Ended June 30, 2022

	Approved	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Revenues by Source:						
Sales & service charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connection fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ 288,439	\$ 322,593	\$ 331,000	\$ 339,000	\$ 347,000	\$ 356,000
Interest and rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 288,439	\$ 322,593	\$ 331,000	\$ 339,000	\$ 347,000	\$ 356,000
Expenditures (see attached)	\$ 7,900	\$ 10,000	\$ 10,100	\$ 10,200	\$ 10,300	\$ 10,400
Net revenues over (under) expenditures before transfers	\$ 280,539	\$ 312,593	\$ 320,900	\$ 328,800	\$ 336,700	\$ 345,600
Net Transfers In (Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Increase (Decrease) in Fund Balance	\$ 280,539	\$ 312,593	\$ 320,900	\$ 328,800	\$ 336,700	\$ 345,600
Opening Fund Balance	\$ 1,499,209	\$ 1,779,748	\$ 2,092,341	\$ 2,413,241	\$ 2,742,041	\$ 3,078,741
Ending Fund Balance	\$ 1,779,748	\$ 2,092,341	\$ 2,413,241	\$ 2,742,041	\$ 3,078,741	\$ 3,424,341

City of Foster City, California

Water Equipment Replacement Funds Expenditure Detail
Five Year Financial Plan for the Years Ended June 30, 2022

	Approved	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Department Expenses						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ 11,900	\$ 10,000	\$ 10,100	\$ 10,200	\$ 10,300	\$ 10,400
Total department expenses	\$ 11,900	\$ 10,000	\$ 10,100	\$ 10,200	\$ 10,300	\$ 10,400
Interdepartmental charges (credits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reallocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenditures	\$ 11,900	\$ 10,000	\$ 10,100	\$ 10,200	\$ 10,300	\$ 10,400

City of Foster City, California
Wastewater Collection System Operating Funds (excluding CIP)
Five Year Financial Plan for the Years Ended June 30, 2022

	Approved	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Revenues by Source:						
Sales & service charges	\$ 8,483,000	\$ 9,768,000	\$ 11,248,000	\$ 12,952,000	\$ 14,914,000	\$ 17,173,000
Connection fees	\$ 581,000	\$ 26,250	\$ -	\$ -	\$ -	\$ 348,000
Vehicle, equipment rental and other user charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ 13,000	\$ 34,000	\$ 46,000	\$ 55,000	\$ 68,000	\$ 78,000
Other	\$ 1,500	\$ 5,450	\$ 5,450	\$ 5,450	\$ 5,450	\$ 5,450
Total Revenues	\$ 9,078,500	\$ 9,833,700	\$ 11,299,450	\$ 13,012,450	\$ 14,987,450	\$ 17,604,450
Expenditures (see attached)	\$ 6,462,611	\$ 8,144,364	\$ 8,328,564	\$ 8,547,094	\$ 8,773,624	\$ 9,007,386
Net revenues over (under) expenditures before transfers	\$ 2,615,889	\$ 1,689,336	\$ 2,970,886	\$ 4,465,356	\$ 6,213,826	\$ 8,597,064
Net Transfers In (Out)	\$ (780,000)	\$ (780,000)	\$ (2,063,957)	\$ (3,115,518)	\$ (5,244,349)	\$ (7,282,977)
Net Increase (Decrease) in Fund Balance	\$ 1,835,889	\$ 909,336	\$ 906,929	\$ 1,349,838	\$ 969,477	\$ 1,314,087
Opening Fund Balance	\$ 3,155,674	\$ 4,991,563	\$ 5,900,899	\$ 6,807,828	\$ 8,157,666	\$ 9,127,143
Ending Fund Balance	\$ 4,991,563	\$ 5,900,899	\$ 6,807,828	\$ 8,157,666	\$ 9,127,143	\$ 10,441,230

City of Foster City, California

Wastewater Collection System Operating Funds Expenditure Detail (excluding CIP)

Five Year Financial Plan for the Years Ended June 30, 2022

	Approved	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Department Expenses						
<i>Employee Services</i>	\$ 1,718,522	\$ 1,983,475	\$ 2,058,443	\$ 2,139,362	\$ 2,224,557	\$ 2,313,160
<i>Supplies and other</i>	\$ 2,798,350	\$ 4,424,700	\$ 4,522,818	\$ 4,623,763	\$ 4,727,619	\$ 4,834,469
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total department expenses	\$ 4,516,872	\$ 6,408,175	\$ 6,581,261	\$ 6,763,125	\$ 6,952,176	\$ 7,147,629
Interdepartmental charges (credits)	\$ 1,042,574	\$ 1,019,816	\$ 1,045,967	\$ 1,072,113	\$ 1,098,914	\$ 1,126,385
Reallocation	\$ 903,165	\$ 716,373	\$ 701,336	\$ 711,856	\$ 722,534	\$ 733,372
Net Expenditures	\$ 6,462,611	\$ 8,144,364	\$ 8,328,564	\$ 8,547,094	\$ 8,773,624	\$ 9,007,386

City of Foster City, California
Wastewater Collection System Revenue Bond Fund
Five Year Financial Plan for the Years Ended June 30, 2022

	Approved	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Revenues by Source:						
Sales & service charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connection fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Proceeds	\$ 10,898,047	\$ 18,276,628	\$ 16,165,083	\$ 32,725,346	\$ 31,338,708	\$ 11,930,884
Total Revenues	\$ 10,898,047	\$ 18,276,628	\$ 16,165,083	\$ 32,725,346	\$ 31,338,708	\$ 11,930,884
Expenditures (see attached)	\$ 686,988	\$ -	\$ 1,283,957	\$ 2,335,518	\$ 4,464,349	\$ 6,502,977
Net revenues over (under) expenditures before transfers	\$ 10,211,059	\$ 18,276,628	\$ 14,881,126	\$ 30,389,828	\$ 26,874,359	\$ 5,427,907
Net Transfers In (Out)	\$ (10,211,059)	\$ (18,276,628)	\$ (14,881,126)	\$ (30,389,828)	\$ (26,874,359)	\$ (5,427,907)
Net Increase (Decrease) in Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Opening Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Foster City, California

Wastewater Collection System Revenue Bond Fund

Five Year Financial Plan for the Years Ended June 30, 2022

	Approved	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Department Expenses						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ 686,988		\$ 1,283,957	\$ 2,335,518	\$ 4,464,349	\$ 6,502,977
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total department expenses	\$ 686,988	\$ -	\$ 1,283,957	\$ 2,335,518	\$ 4,464,349	\$ 6,502,977
Interdepartmental charges (credits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reallocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenditures	\$ 686,988	\$ -	\$ 1,283,957	\$ 2,335,518	\$ 4,464,349	\$ 6,502,977

City of Foster City, California
Wastewater Capital Improvement Project Funds
Five Year Financial Plan for the Years Ended June 30, 2022

	Approved	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Revenues by Source:						
Sales & service charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connection fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures (see attached)	\$ 11,979,252	\$ 13,454,043	\$ 16,165,083	\$ 32,725,346	\$ 31,938,708	\$ 17,330,884
Net revenues over (under) expenditures before transfers	\$ (11,979,252)	\$ (13,454,043)	\$ (16,165,083)	\$ (32,725,346)	\$ (31,938,708)	\$ (17,330,884)
Transfers in from Bond and Other Financing Proceeds	\$ 10,211,059	\$ 18,276,628	\$ 14,881,126	\$ 30,389,828	\$ 26,874,359	\$ 5,427,907
Net Transfers In (Out)	\$ 780,000	\$ 780,000	\$ 2,063,957	\$ 3,115,518	\$ 5,244,349	\$ 7,282,977
Net Increase (Decrease) in Fund Balance	\$ (988,193)	\$ 5,602,585	\$ 780,000	\$ 780,000	\$ 180,000	\$ (4,620,000)
Opening Fund Balance	\$ 5,812,034	\$ 4,823,841	\$ 10,426,426	\$ 11,206,426	\$ 11,986,426	\$ 12,166,426
Ending Fund Balance	\$ 4,823,841	\$ 10,426,426	\$ 11,206,426	\$ 11,986,426	\$ 12,166,426	\$ 7,546,426

City of Foster City, California

Wastewater Capital Improvement Project Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2022

	Approved	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Department Expenses						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Improvement Projects</i>	\$ 11,979,252	\$ 13,454,043	\$ 16,165,083	\$ 32,725,346	\$ 31,938,708	\$ 17,330,884
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total department expenses	\$ 11,979,252	\$ 13,454,043	\$ 16,165,083	\$ 32,725,346	\$ 31,938,708	\$ 17,330,884
Interdepartmental charges (credits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reallocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenditures	\$ 11,979,252	\$ 13,454,043	\$ 16,165,083	\$ 32,725,346	\$ 31,938,708	\$ 17,330,884

City of Foster City, California
Wastewater Equipment Replacement Funds
Five Year Financial Plan for the Years Ended June 30, 2022

	Approved	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Revenues by Source:						
Sales & service charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connection fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ 374,622	\$ 350,140	\$ 359,000	\$ 368,000	\$ 377,000	\$ 386,000
Interest and rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 374,622	\$ 350,140	\$ 359,000	\$ 368,000	\$ 377,000	\$ 386,000
Expenditures (see attached)	\$ 193,020	\$ 314,995	\$ 318,100	\$ 321,300	\$ 324,500	\$ 327,700
Net revenues over (under) expenditures before transfers	\$ 181,602	\$ 35,145	\$ 40,900	\$ 46,700	\$ 52,500	\$ 58,300
Net Transfers In (Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Increase (Decrease) in Fund Balance	\$ 181,602	\$ 35,145	\$ 40,900	\$ 46,700	\$ 52,500	\$ 58,300
Opening Fund Balance	\$ 2,643,607	\$ 2,825,209	\$ 2,860,354	\$ 2,901,254	\$ 2,947,954	\$ 3,000,454
Ending Fund Balance	\$ 2,825,209	\$ 2,860,354	\$ 2,901,254	\$ 2,947,954	\$ 3,000,454	\$ 3,058,754

City of Foster City, California

Wastewater Equipment Replacement Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2022

	Approved	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Department Expenses						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ 193,020	\$ 314,995	\$ 318,100	\$ 321,300	\$ 324,500	\$ 327,700
Total department expenses	\$ 193,020	\$ 314,995	\$ 318,100	\$ 321,300	\$ 324,500	\$ 327,700
Interdepartmental charges (credits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reallocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenditures	\$ 193,020	\$ 314,995	\$ 318,100	\$ 321,300	\$ 324,500	\$ 327,700

City of Foster City, California
Internal Service Funds
Five Year Financial Plan for the Years Ended June 30, 2022

	Approved	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Revenues by Source:						
Sales & service charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connection fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ 7,369,385	\$ 6,918,352	\$ 7,243,200	\$ 7,418,500	\$ 7,597,800	\$ 7,782,100
Interest and rentals	\$ 304,950	\$ 363,600	\$ 355,400	\$ 347,700	\$ 340,400	\$ 333,400
Other	\$ 14,850	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Total Revenues	\$ 7,689,185	\$ 7,296,952	\$ 7,613,600	\$ 7,781,200	\$ 7,953,200	\$ 8,130,500
Expenditures (see attached)	\$ 6,650,323	\$ 8,806,339	\$ 9,140,099	\$ 9,367,599	\$ 9,435,799	\$ 9,563,899
Net revenues over (under) expenditures before transfers	\$ 1,038,862	\$ (1,509,387)	\$ (1,526,499)	\$ (1,586,399)	\$ (1,482,599)	\$ (1,433,399)
Net Transfers In (Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Increase (Decrease) in Fund Balance	\$ 1,038,862	\$ (1,509,387)	\$ (1,526,499)	\$ (1,586,399)	\$ (1,482,599)	\$ (1,433,399)
Opening Fund Balance	\$ 24,865,494	\$ 25,904,356	\$ 24,394,969	\$ 22,868,470	\$ 21,282,071	\$ 19,799,472
Ending Fund Balance	\$ 25,904,356	\$ 24,394,969	\$ 22,868,470	\$ 21,282,071	\$ 19,799,472	\$ 18,366,073

City of Foster City, California
Internal Service Funds Expenditures Detail
Five Year Financial Plan for the Years Ended June 30, 2022

	Approved	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Department Expenses						
<i>Employee Services</i>	\$ 2,102,450	\$ 2,340,246	\$ 2,639,450	\$ 2,723,850	\$ 2,823,250	\$ 2,894,650
<i>Supplies and other</i>	\$ 2,804,046	\$ 2,825,228	\$ 2,853,600	\$ 2,882,100	\$ 2,910,900	\$ 2,939,900
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ 87,500	\$ -	\$ -
<i>Capital Outlay</i>	\$ 1,524,738	\$ 2,773,826	\$ 2,770,300	\$ 2,797,100	\$ 2,824,300	\$ 2,851,700
Total department expenses	\$ 6,431,234	\$ 7,939,300	\$ 8,263,350	\$ 8,490,550	\$ 8,558,450	\$ 8,686,250
Interdepartmental charges (credits)						
Reallocation	\$ 219,089	\$ 194,477	\$ 204,187	\$ 204,487	\$ 204,787	\$ 205,087
Net Expenditures	\$ -	\$ 672,562	\$ 672,562	\$ 672,562	\$ 672,562	\$ 672,562
	\$ 6,650,323	\$ 8,806,339	\$ 9,140,099	\$ 9,367,599	\$ 9,435,799	\$ 9,563,899

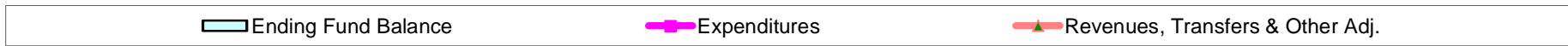
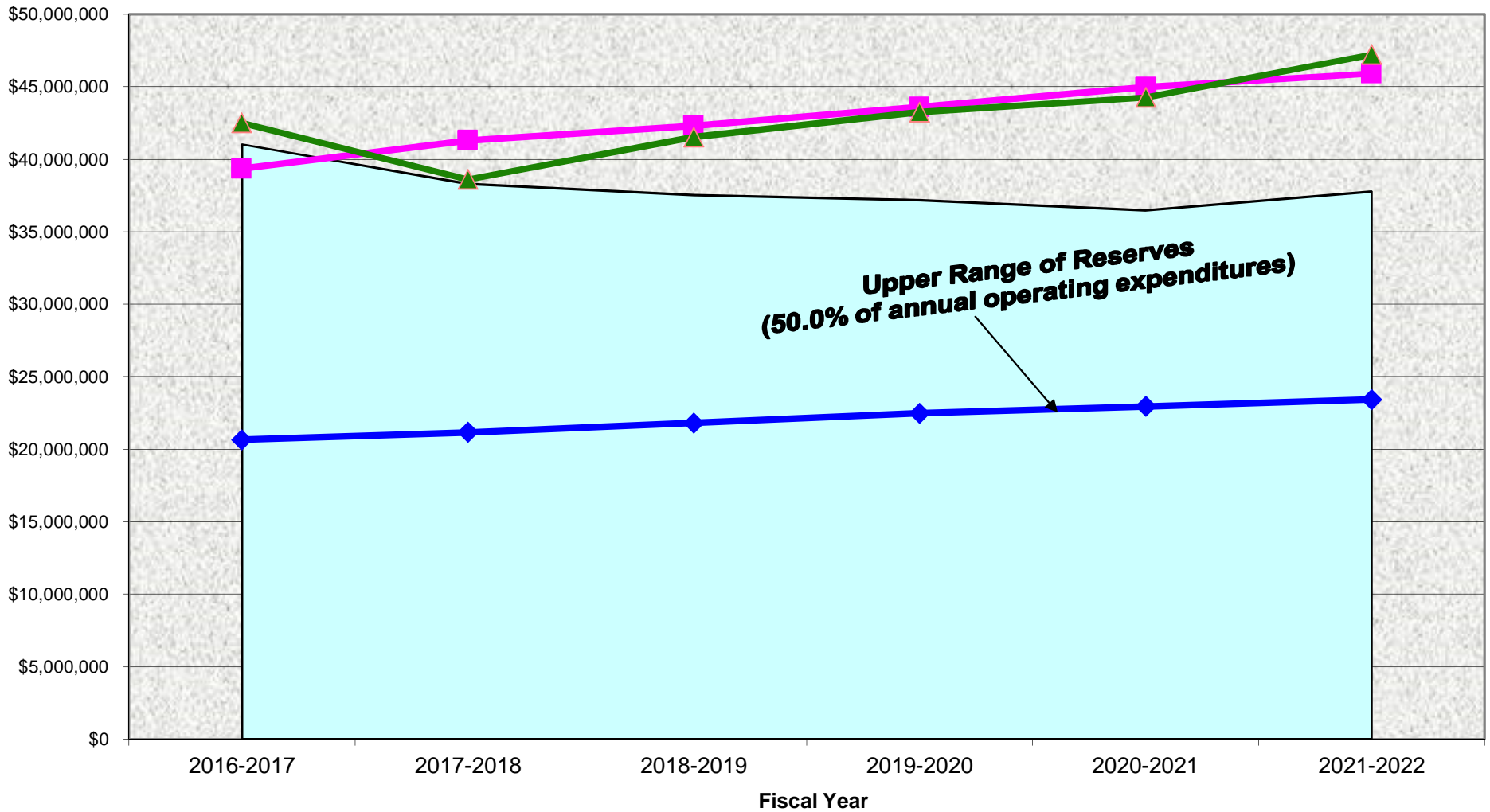
City of Foster City, California
 Agency Funds
 Five Year Financial Plan for the Years Ended June 30, 2022

	Approved	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Revenues by Source:						
Sales & service charges	\$ 534,500	\$ 513,000	\$ 513,000	\$ 279,000	\$ 284,600	\$ 290,300
Connection fees	\$ -		\$ -	\$ -	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ -		\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ 300	\$ 1,600	\$ 1,600	\$ 900	\$ 900	\$ 900
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 534,800	\$ 514,600	\$ 514,600	\$ 279,900	\$ 285,500	\$ 291,200
Expenditures (see attached)	\$ 534,800	\$ 513,000	\$ 513,000	\$ 279,000	\$ 284,600	\$ 290,300
Net revenues over (under) expenditures before transfers	\$ -	\$ 1,600	\$ 1,600	\$ 900	\$ 900	\$ 900
Net Transfers In (Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Increase (Decrease) in Fund Balance	\$ -	\$ 1,600	\$ 1,600	\$ 900	\$ 900	\$ 900
Opening Fund Balance	\$ (985,433)	\$ (985,433)	\$ (983,833)	\$ (982,233)	\$ (981,333)	\$ (980,433)
Ending Fund Balance	\$ (985,433)	\$ (983,833)	\$ (982,233)	\$ (981,333)	\$ (980,433)	\$ (979,533)

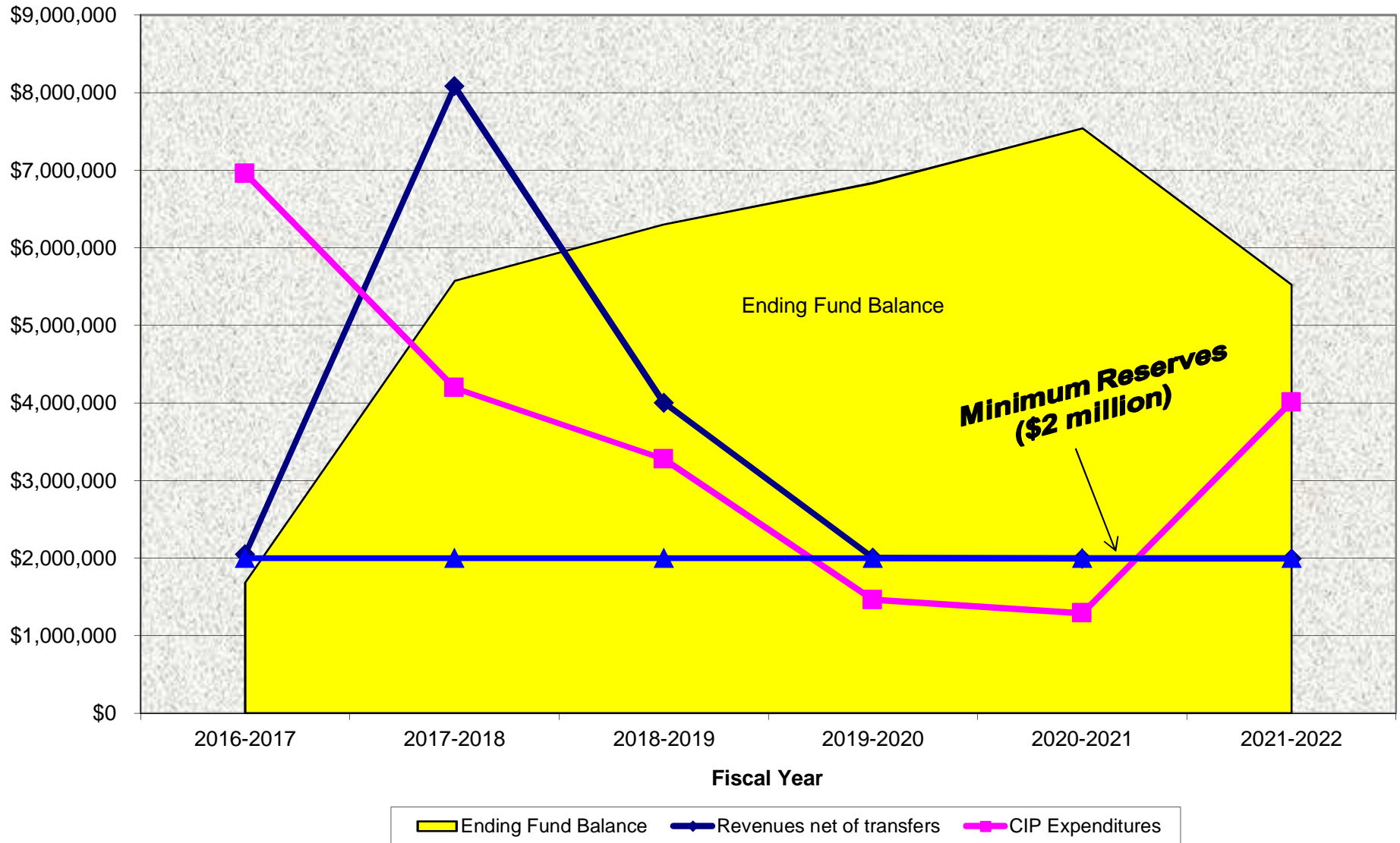
City of Foster City, California
 Agency Funds Expenditures Detail
 Five Year Financial Plan for the Years Ended June 30, 2022

	Approved	Five Year Financial Plan				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Department Expenses						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ 534,800	\$ 513,000	\$ 513,000	\$ 279,000	\$ 284,600	\$ 290,300
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total department expenses	\$ 534,800	\$ 513,000	\$ 513,000	\$ 279,000	\$ 284,600	\$ 290,300
Interdepartmental charges (credits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reallocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenditures	\$ 534,800	\$ 513,000	\$ 513,000	\$ 279,000	\$ 284,600	\$ 290,300

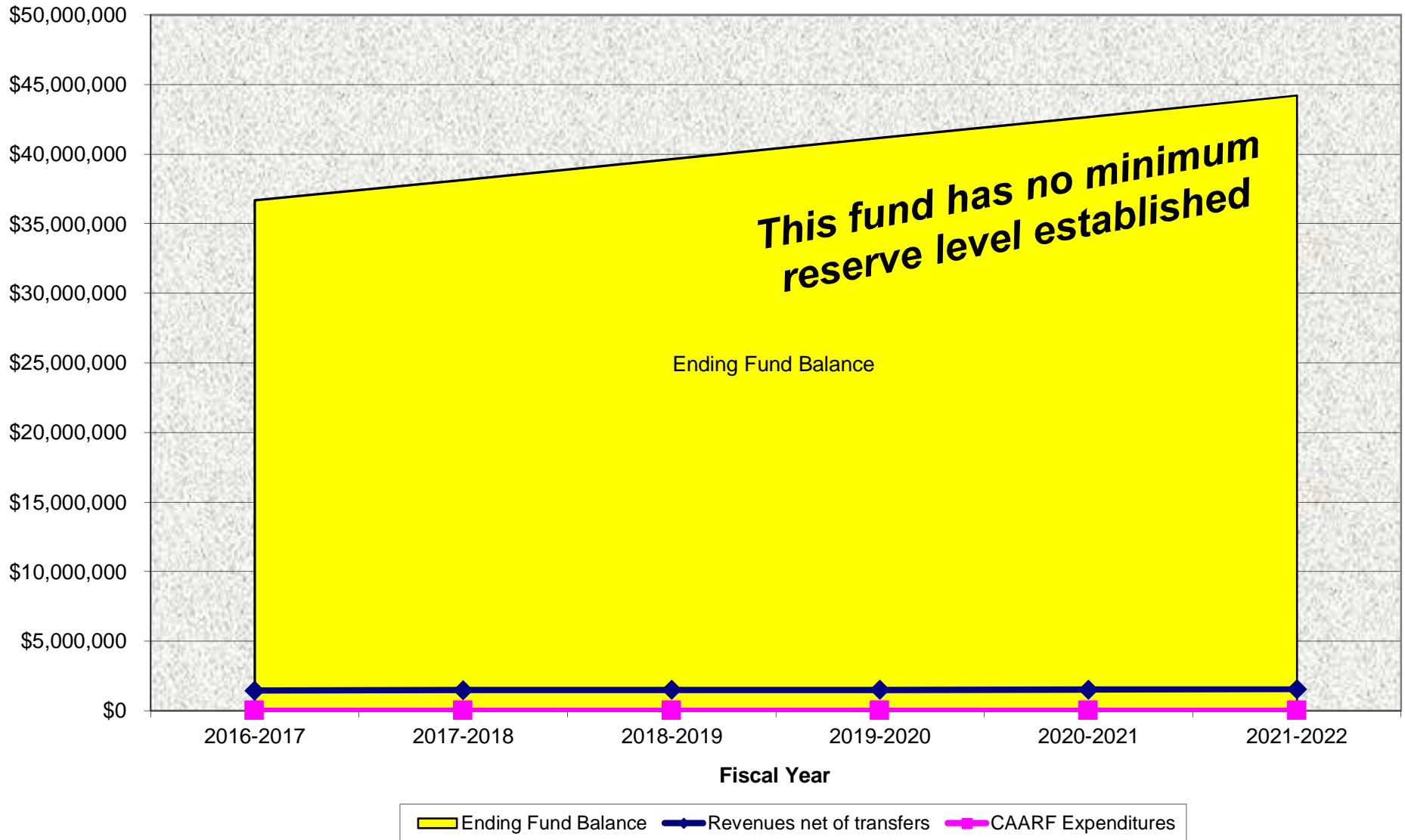
City of Foster City General Fund (Forecast Based on Budgeted Revenues / Expenditures)



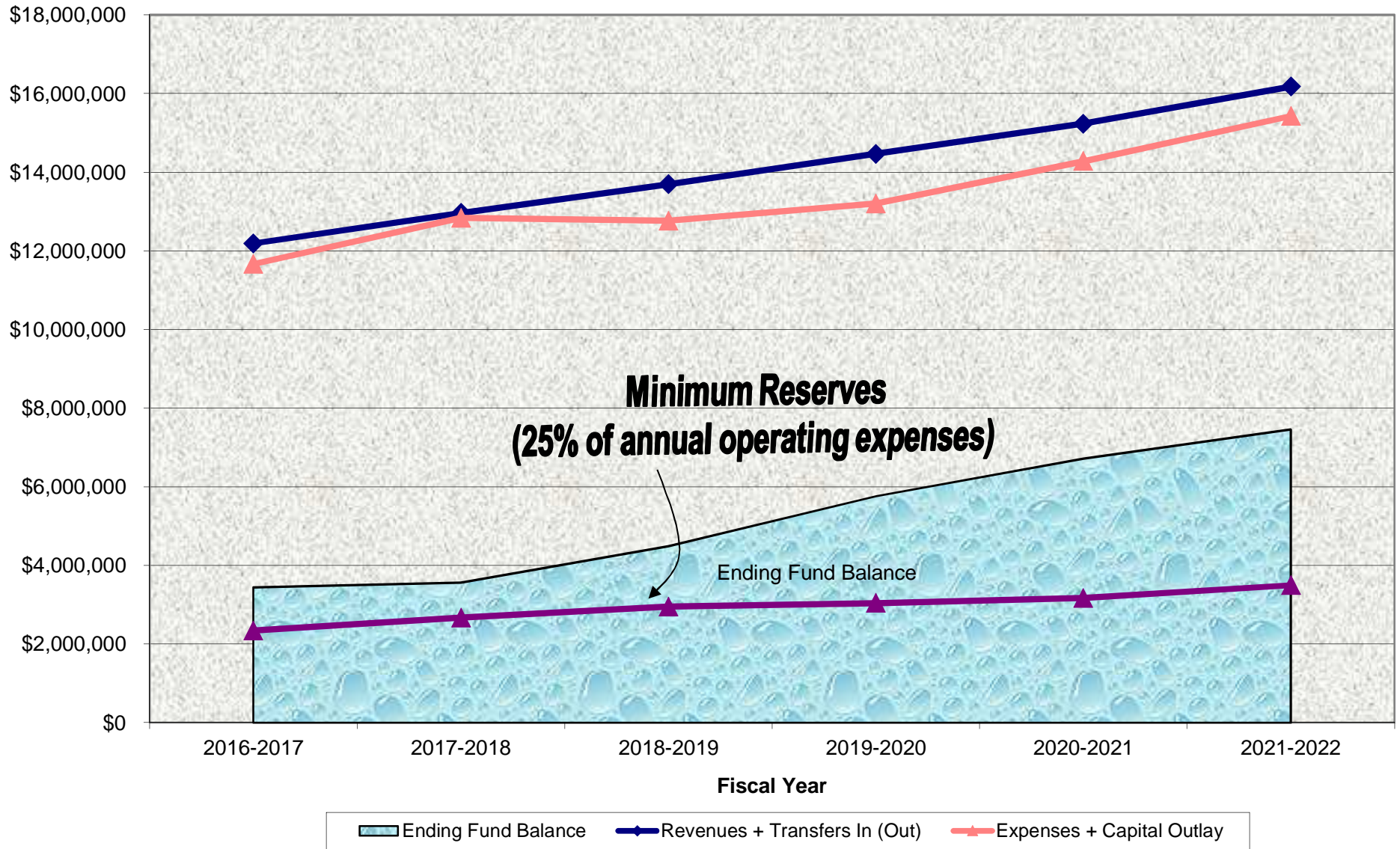
City of Foster City Capital Improvement Fund



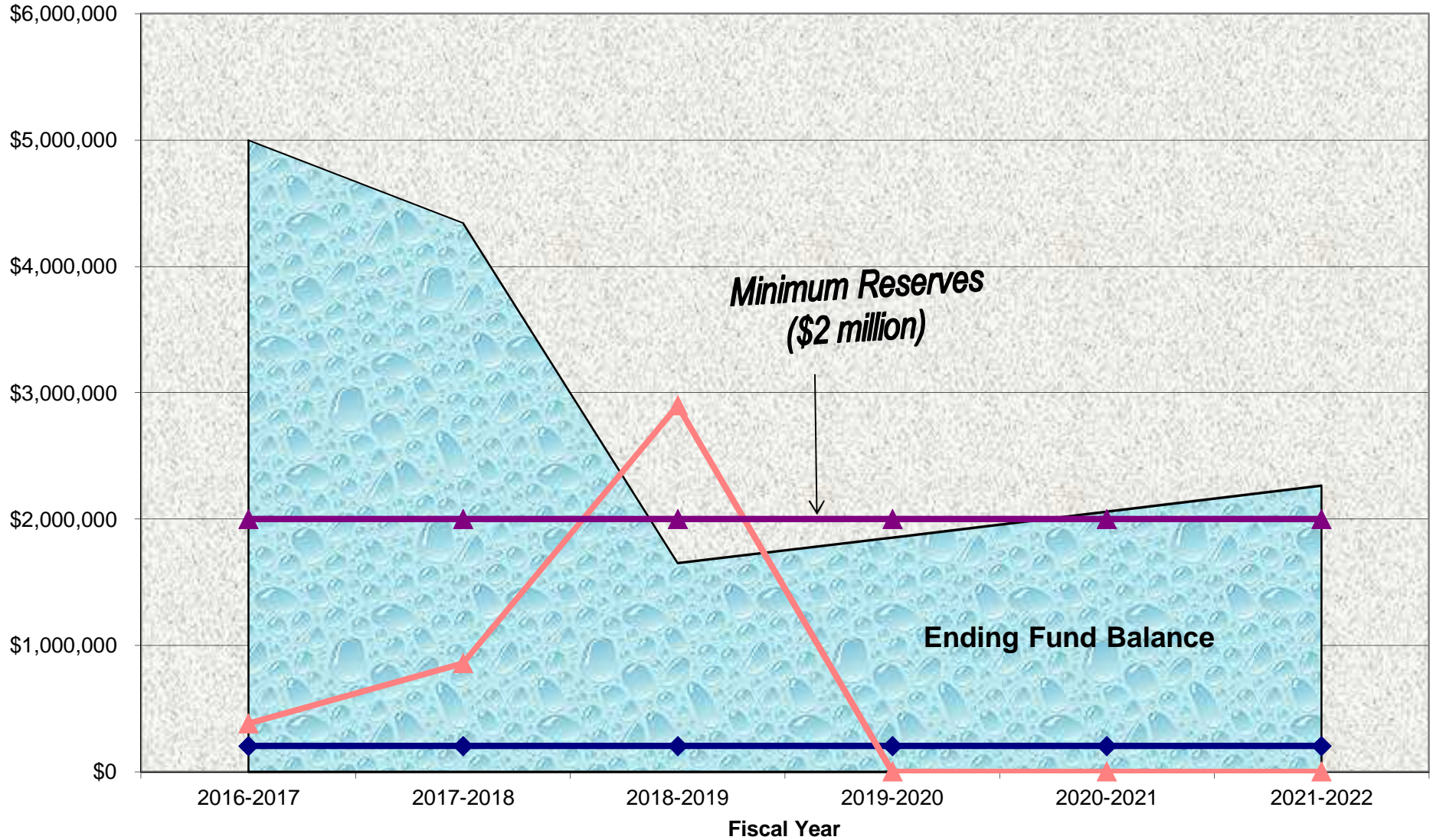
City of Foster City Capital Asset Acquisition and Replacement Funds



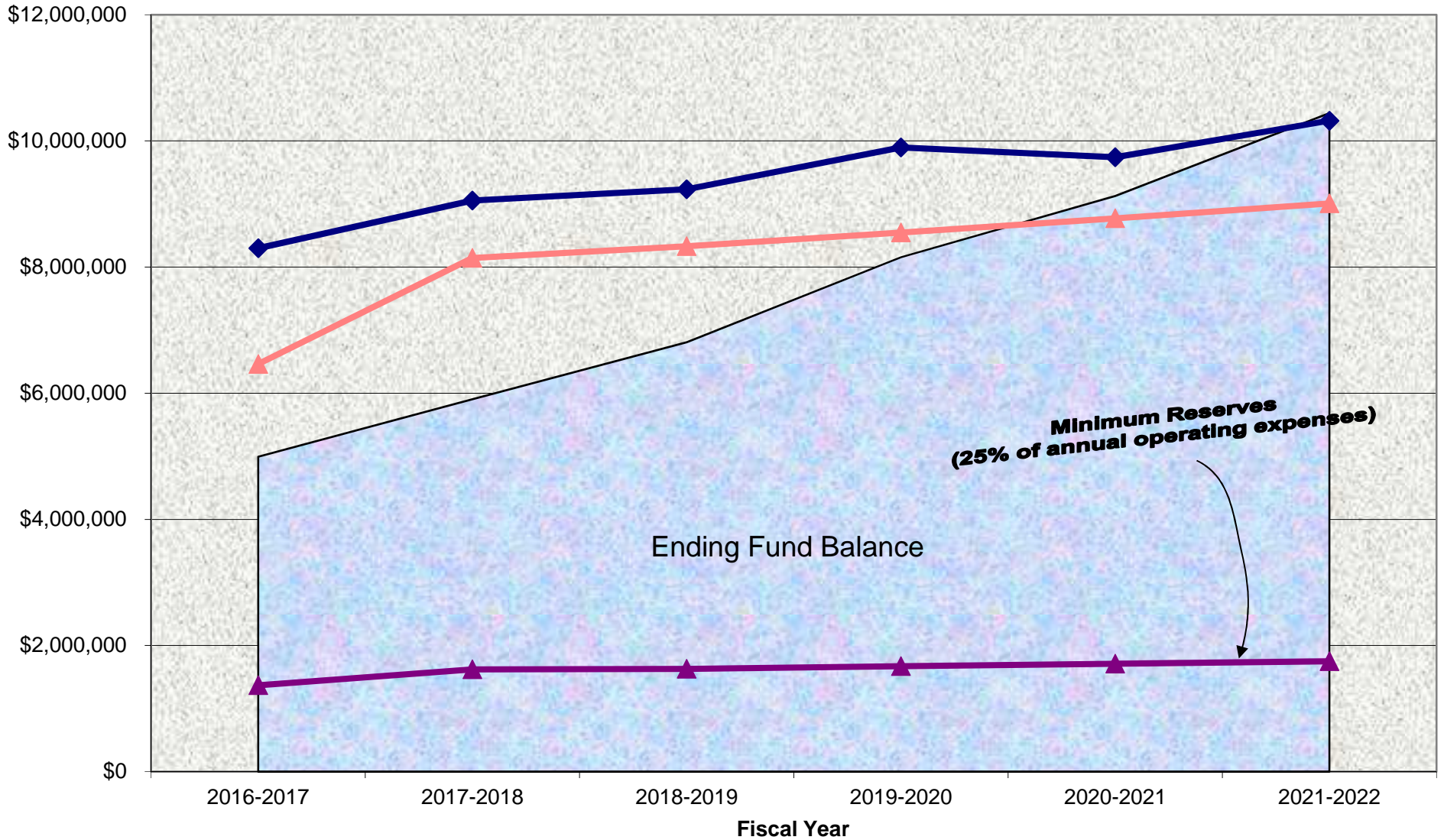
Estero Municipal Improvement District Water Operating Funds



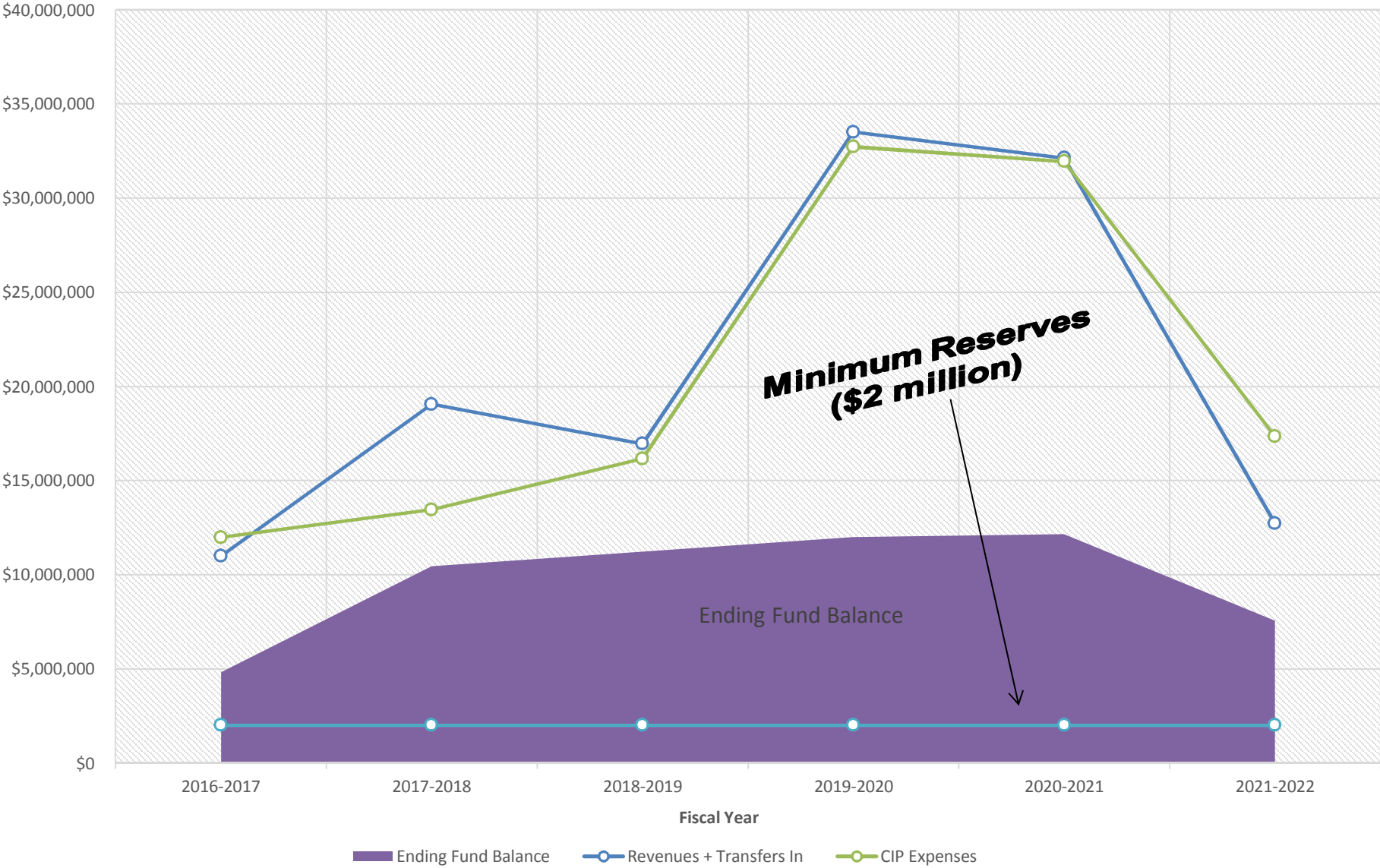
Estero Municipal Improvement District Water Capital Improvement Project Funds



Estero Municipal Improvement District Wastewater Operating Funds



Estero Municipal Improvement District Wastewater Capital Improvement Project Funds



CITY OF FOSTER CITY / EMID
 Summary of Resources and Requirements by Funds
 For the Fiscal Year Ended June 30, 2018

										FINAL BUDGET	
Fund		Available July 1, 2017	Estimated Revenues	Transfers In	Transfers Out	Total Available	Operating Expenditures	Capital Expenditures	Total Requirements	Net Increase (Decrease) in Reserves	Available June 30, 2018
General Funds											
001	General Fund-Unrestricted Fund Balance (Excess Reserve)	\$ 20,366,081	\$ 15,923,873	\$ -	\$ 4,450,502	\$ 31,839,452	\$ 14,180,173	\$ -	\$ 14,180,173	\$ (2,706,802)	\$ 17,659,279
001A	General Fund Reserve-City (50% of FY 2017-2018 Operating Expenditures)*	\$ 20,648,368	\$ -	\$ -	\$ -	\$ 20,648,368	\$ -	\$ -	\$ -	\$ -	\$ 20,648,368
002	General Fund-District	\$ -	\$ 25,111,000	\$ -	\$ -	\$ 25,111,000	\$ 25,111,000	\$ -	\$ 25,111,000	\$ -	\$ -
003	General Fund-Special Recreation	\$ -	\$ 1,552,900	\$ 452,663	\$ -	\$ 2,005,563	\$ 2,005,563	\$ -	\$ 2,005,563	\$ -	\$ -
005	Community Benefits Program Fund	\$ 1,850,000	\$ -	\$ -	\$ -	\$ 1,850,000	\$ 1,850,000	\$ -	\$ 1,850,000	\$ (1,850,000)	\$ -
006	DARE	\$ 656	\$ 600	\$ -	\$ -	\$ 1,256	\$ 600	\$ -	\$ 600	\$ -	\$ 656
007	Solar Incentive Grant Program	\$ 181,000	\$ -	\$ -	\$ -	\$ 181,000	\$ 50,000	\$ -	\$ 50,000	\$ (50,000)	\$ 131,000
008	Home Loan Program	\$ -	\$ -	\$ 2,060,000	\$ -	\$ 2,060,000	\$ 2,060,000	\$ -	\$ 2,060,000	\$ -	\$ -
Subtotal General Funds		\$ 43,046,105	\$ 42,588,373	\$ 2,512,663	\$ 4,450,502	\$ 83,696,639	\$ 45,257,336	\$ -	\$ 45,257,336	\$ (4,606,802)	\$ 38,439,303
Special Revenue Funds											
101	Traffic Safety	\$ 8,967	\$ 85,000	\$ -	\$ -	\$ 93,967	\$ 85,000	\$ -	\$ 85,000	\$ -	\$ 8,967
102	Measure A	\$ 853,958	\$ 666,800	\$ -	\$ -	\$ 1,520,758	\$ -	\$ 1,167,600	\$ 1,167,600	\$ (500,800)	\$ 353,158
103	Gas Tax (2103, 2105-2107.5)	\$ 1,108,086	\$ 941,900	\$ -	\$ -	\$ 2,049,986	\$ 799,000	\$ 76,400	\$ 875,400	\$ 66,500	\$ 1,174,586
104	Park In-Lieu Fees	\$ 14,648	\$ 740,100	\$ -	\$ -	\$ 754,748	\$ -	\$ -	\$ -	\$ 740,100	\$ 754,748
105	Measure M	\$ -	\$ 108,100	\$ -	\$ -	\$ 108,100	\$ -	\$ 106,000	\$ 106,000	\$ 2,100	\$ 2,100
108	SLESF/COPS Grant	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -
114	CalOpps.org	\$ 77,429	\$ 293,500	\$ -	\$ -	\$ 370,929	\$ 274,855	\$ -	\$ 274,855	\$ 18,645	\$ 96,074
116	Foster City Foundation	\$ 95,000	\$ 60,000	\$ -	\$ -	\$ 155,000	\$ -	\$ -	\$ -	\$ 60,000	\$ 155,000
122	Low- and Moderate-Income Housing Fund	\$ 1,414,556	\$ 113,800	\$ -	\$ -	\$ 1,528,356	\$ 143,200	\$ -	\$ 143,200	\$ (29,400)	\$ 1,385,156
124	City Affordable Housing Fund	\$ 30,314	\$ 5,140	\$ -	\$ -	\$ 35,454	\$ -	\$ -	\$ -	\$ 5,140	\$ 35,454
125	Sustainable Foster City Fund	\$ 64,531	\$ 730	\$ 37,839	\$ -	\$ 103,100	\$ 103,100	\$ -	\$ 103,100	\$ (64,531)	\$ -
127	BAERS	\$ 205,095	\$ 326,400	\$ -	\$ -	\$ 531,495	\$ 289,849	\$ -	\$ 289,849	\$ 36,551	\$ 241,646
128	General Plan Maintenance Fund	\$ 1,364,544	\$ 96,900	\$ -	\$ -	\$ 1,461,444	\$ 41,300	\$ -	\$ 41,300	\$ 55,600	\$ 1,420,144
129	Construction & Demolition Recycling Fund	\$ 517,686	\$ 49,800	\$ -	\$ -	\$ 567,486	\$ 18,700	\$ -	\$ 18,700	\$ 31,100	\$ 548,786
130	Technology Maintenance Fund	\$ 231,764	\$ 53,050	\$ -	\$ -	\$ 284,814	\$ 67,850	\$ -	\$ 67,850	\$ (14,800)	\$ 216,964
131	SB 1186 Fund	\$ 1,229	\$ 1,500	\$ -	\$ -	\$ 2,729	\$ 1,300	\$ -	\$ 1,300	\$ 200	\$ 1,429
132	SMIP Fee Fund	\$ 400	\$ 900	\$ -	\$ -	\$ 1,300	\$ 500	\$ -	\$ 500	\$ 400	\$ 800
133	CRV Grant Fund	\$ 4,910	\$ 8,500	\$ -	\$ -	\$ 13,410	\$ 13,000	\$ -	\$ 13,000	\$ (4,500)	\$ 410
134	Curbside Recycling Fee Fund	\$ 89,886	\$ 22,000	\$ -	\$ -	\$ 111,886	\$ 25,000	\$ -	\$ 25,000	\$ (3,000)	\$ 86,886
135	Green Building Fee Fund	\$ 400	\$ 900	\$ -	\$ -	\$ 1,300	\$ 500	\$ -	\$ 500	\$ 400	\$ 800
Subtotal Special Revenue Funds		\$ 6,083,403	\$ 3,675,020	\$ 37,839	\$ -	\$ 9,796,262	\$ 1,963,154	\$ 1,350,000	\$ 3,313,154	\$ 399,705	\$ 6,483,108

* General Fund Reserve \$41,296,736 x 50% = \$20,648,368

(Continued on next page)

CITY OF FOSTER CITY / EMID
 Summary of Resources and Requirements by Funds
 For the Fiscal Year Ended June 30, 2018

										FINAL BUDGET	
(Continued from previous page)											
Fund	Available July 1, 2017	Estimated Revenues	Transfers In	Transfers Out	Total Available	Operating Expenditures	Capital Expenditures	Total Requirements	Net Increase (Decrease) in Reserves	Available June 30, 2018	
Capital Projects Funds											
301 Capital Investment - City	\$ 1,681,470	\$ 6,180,715	\$ 1,900,000	\$ -	\$ 9,762,185	\$ -	\$ 4,193,415	\$ 4,193,415	\$ 3,887,300	\$ 5,568,770	
326 Capital Asset Acquisition and Replacement Fund	\$ 36,673,717	\$ 1,477,700	\$ -	\$ -	\$ 38,151,417	\$ -	\$ -	\$ -	\$ 1,477,700	\$ 38,151,417	
Subtotal Capital Projects Funds	\$ 38,355,187	\$ 7,658,415	\$ 1,900,000	\$ -	\$ 47,913,602	\$ -	\$ 4,193,415	\$ 4,193,415	\$ 5,365,000	\$ 43,720,187	
Enterprise Funds											
Water Funds											
401 Water Revenue	\$ 519,950	\$ 13,166,140	\$ -	\$ 497,371	\$ 13,188,719	\$ 12,834,137	\$ -	\$ 12,834,137	\$ (165,368)	\$ 354,582	
402 Water Reserve	\$ 2,916,163	\$ -	\$ 292,371	\$ -	\$ 3,208,534	\$ -	\$ -	\$ -	\$ 292,371	\$ 3,208,534	
405 Capital Investment - Water	\$ 4,998,797	\$ -	\$ 205,000	\$ -	\$ 5,203,797	\$ -	\$ 858,415	\$ 858,415	\$ (653,415)	\$ 4,345,382	
407 Water Equipment Replacement	\$ 1,779,748	\$ 322,593	\$ -	\$ -	\$ 2,102,341	\$ 10,000	\$ -	\$ 10,000	\$ 312,593	\$ 2,092,341	
Subtotal Water Funds	\$ 10,214,658	\$ 13,488,733	\$ 497,371	\$ 497,371	\$ 23,703,391	\$ 12,844,137	\$ 858,415	\$ 13,702,552	\$ (213,819)	\$ 10,000,839	
Wastewater Funds											
451 Wastewater Revenue	\$ 3,375,910	\$ 9,829,250	\$ 4,450	\$ 1,200,438	\$ 12,009,172	\$ 8,144,364	\$ -	\$ 8,144,364	\$ 488,898	\$ 3,864,808	
452 Wastewater Reserve	\$ 1,615,653	\$ -	\$ 420,438	\$ -	\$ 2,036,091	\$ -	\$ -	\$ -	\$ 420,438	\$ 2,036,091	
454 Wastewater Revenue Bond	\$ -	\$ 18,276,628	\$ -	\$ 18,276,628	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
455 Capital Investment - Wastewater	\$ 4,823,841	\$ -	\$ 19,056,628	\$ -	\$ 23,880,469	\$ -	\$ 13,454,043	\$ 13,454,043	\$ 5,602,585	\$ 10,426,426	
456 Wastewater Expansion	\$ -	\$ 4,450	\$ -	\$ 4,450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
457 Wastewater Equipment Replacement	\$ 2,825,209	\$ 350,140	\$ -	\$ -	\$ 3,175,349	\$ 314,995	\$ -	\$ 314,995	\$ 35,145	\$ 2,860,354	
Subtotal Wastewater Funds	\$ 12,640,613	\$ 28,460,468	\$ 19,481,516	\$ 19,481,516	\$ 41,101,081	\$ 8,459,359	\$ 13,454,043	\$ 21,913,402	\$ 6,547,066	\$ 19,187,679	
Subtotal Enterprise Funds	\$ 22,855,271	\$ 41,949,201	\$ 19,978,887	\$ 19,978,887	\$ 64,804,472	\$ 21,303,496	\$ 14,312,458	\$ 35,615,954	\$ 6,333,247	\$ 29,188,518	
Internal Service Funds											
501 Vehicle Replacement	\$ 3,977,420	\$ 1,797,260	\$ -	\$ -	\$ 5,774,680	\$ 2,284,973	\$ -	\$ 2,284,973	\$ (487,713)	\$ 3,489,707	
502 Equipment Replacement	\$ 5,696,798	\$ 617,934	\$ -	\$ -	\$ 6,314,732	\$ 1,222,627	\$ -	\$ 1,222,627	\$ (604,693)	\$ 5,092,105	
503 Self-Insurance	\$ 1,106,807	\$ 338,200	\$ -	\$ -	\$ 1,445,007	\$ 535,743	\$ -	\$ 535,743	\$ (197,543)	\$ 909,264	
504 Information Technology	\$ 2,852,419	\$ 1,775,346	\$ -	\$ -	\$ 4,627,765	\$ 1,706,526	\$ -	\$ 1,706,526	\$ 68,820	\$ 2,921,239	
505 Building Maintenance	\$ 1,318,514	\$ 2,315,016	\$ -	\$ -	\$ 3,633,530	\$ 2,415,674	\$ -	\$ 2,415,674	\$ (100,658)	\$ 1,217,856	
507 Longevity Recognition Benefits	\$ 2,615,000	\$ 49,400	\$ -	\$ -	\$ 2,664,400	\$ 202,500	\$ -	\$ 202,500	\$ (153,100)	\$ 2,461,900	
508 PEMHCA Benefits Plan	\$ 5,924,109	\$ 114,000	\$ -	\$ -	\$ 6,038,109	\$ 171,500	\$ -	\$ 171,500	\$ (57,500)	\$ 5,866,609	
509 Compensated Absences	\$ 2,413,289	\$ 289,796	\$ -	\$ -	\$ 2,703,085	\$ 266,796	\$ -	\$ 266,796	\$ 23,000	\$ 2,436,289	
Subtotal Internal Service Funds	\$ 25,904,356	\$ 7,296,952	\$ -	\$ -	\$ 33,201,308	\$ 8,806,339	\$ -	\$ 8,806,339	\$ (1,509,387)	\$ 24,394,969	
Agency Fund											
604 Successor Agency of CDA	\$ (985,433)	\$ 514,600	\$ -	\$ -	\$ (470,833)	\$ 513,000	\$ -	\$ 513,000	\$ 1,600	\$ (983,833)	
Subtotal Agency Fund	\$ (985,433)	\$ 514,600	\$ -	\$ -	\$ (470,833)	\$ 513,000	\$ -	\$ 513,000	\$ 1,600	\$ (983,833)	
Total All Funds	\$ 135,258,889	\$ 103,682,561	\$ 24,429,389	\$ 24,429,389	\$ 238,941,450	\$ 77,843,325	\$ 19,855,873	\$ 97,699,198	\$ 5,983,363	\$ 141,242,252	

**City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Fiscal Year Ended June 30, 2018**

	2016-2017		2017-2018
	Approved	Projected	Budget
General Fund 001-003			
City			
Sales taxes	\$ 3,089,000	\$ 3,017,200	\$ 3,079,600
Transient occupancy taxes	\$ 3,364,800	\$ 2,825,000	\$ 3,441,000
Franchise taxes	\$ 1,196,600	\$ 1,196,600	\$ 1,220,500
Real property transfer	\$ 333,700	\$ 333,700	\$ 332,800
Licenses and permits	\$ 6,360,800	\$ 6,342,200	\$ 2,471,914
Intergovernment (Motor vehicle in-lieu, SB 90, etc.)	\$ 3,303,000	\$ 3,425,000	\$ 3,526,000
Charges for current services	\$ 1,462,370	\$ 1,512,250	\$ 975,279
Fines and forfeitures	\$ 57,300	\$ 80,600	\$ 83,400
Interest	\$ 230,000	\$ 230,000	\$ 300,000
Other (Fines, Shared Services, Street Sweeping, Other)	\$ 484,900	\$ 730,230	\$ 493,380
General Fund (City) Subtotal	\$ 19,882,470	\$ 19,692,780	\$ 15,923,873
District			
Property Taxes	\$ 21,335,500	\$ 21,335,500	\$ 23,070,000
Excess ERAF	\$ 571,000	\$ 1,450,624	\$ 1,390,000
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	\$ 22,557,500	\$ 23,437,124	\$ 25,111,000
Special Recreation			
Program Revenues	\$ 1,218,800	\$ 1,218,800	\$ 1,188,700
Rents and Concessions	\$ 300,000	\$ 300,000	\$ 364,200
Interest	\$ -	\$ -	\$ -
General Fund (Special Recreation) Subtotal	\$ 1,518,800	\$ 1,518,800	\$ 1,552,900
total general fund 001-003	\$ 43,958,770	\$ 44,648,704	\$ 42,587,773
General Fund 005-009			
City			
Intergovernment (D.A.R.E.)	\$ 600	\$ 600	\$ 600
General Fund (City) Subtotal	\$ 600	\$ 600	\$ 600
total general fund 005-009	\$ 600	\$ 600	\$ 600
Total General Fund (ALL)	\$ 43,959,370	\$ 44,649,304	\$ 42,588,373

(continued on next page)

**City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Fiscal Year Ended June 30, 2018**

(Continued from previous page)

	2016-2017		2017-2018
	Approved	Projected	Budget
Special Revenue Funds			
Traffic Safety			
Vehicle Code Fines	\$ 112,600	\$ 83,600	\$ 85,000
Interest	\$ -	\$ -	\$ -
Traffic Safety Subtotal	\$ 112,600	\$ 83,600	\$ 85,000
Measure A			
Sales Tax	\$ 626,300	\$ 626,300	\$ 638,800
Special Fund Reimbursement	\$ -	\$ -	\$ -
Interest	\$ 28,000	\$ 28,000	\$ 28,000
Measure A Subtotal	\$ 654,300	\$ 654,300	\$ 666,800
Gas Tax (2030; 2105 - 2107.5; 2103 Gas Tax Swap)			
Gas Tax (2105-2107.5)	\$ 592,700	\$ 562,800	\$ 799,000
Gas Tax (2103)	\$ 76,400	\$ 78,200	\$ 132,900
Interest	\$ 10,000	\$ 10,000	\$ 10,000
Gas Tax (2030; 2105-2107.5; 2103 Gas Tax Swap) Subtotal	\$ 679,100	\$ 651,000	\$ 941,900
Park In-Lieu Fees			
Developer Fees	\$ 1,572,000	\$ 2,072,000	\$ 740,000
Interest	\$ 6,500	\$ 6,500	\$ 100
Park In-Lieu Fees Subtotal	\$ 1,578,500	\$ 2,078,500	\$ 740,100
Measure M			
Vehicle License Fees	\$ 106,000	\$ 106,000	\$ 108,100
Measure M Subtotal	\$ 106,000	\$ 106,000	\$ 108,100
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	\$ 240,000	\$ 291,000
Interest	\$ 2,500	\$ 2,500	\$ 2,500
CalOpps.org Subtotal	\$ 162,400	\$ 242,500	\$ 293,500
Foster City Foundation			
Grants and Donations	\$ 95,000	\$ 95,000	\$ 60,000
Foster City Foundation Subtotal	\$ 95,000	\$ 95,000	\$ 60,000

(continued on next page)

**City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Fiscal Year Ended June 30, 2018**

(Continued from previous page)

	2016-2017		2017-2018
	Approved	Projected	Budget
Low- and Moderate-Income Housing Fund (LMIHF)			
Loan Repayments	\$ 107,192	\$ 107,192	\$ 113,800
Rentals	\$ -	\$ -	\$ -
Sale of Real Property	\$ -	\$ -	\$ -
Interest	\$ -	\$ -	\$ -
LMIHF Fund Subtotal	\$ 107,192	\$ 107,192	\$ 113,800
City Affordable Housing Fund			
Contribution from Developer	\$ -	\$ -	\$ -
Interest	\$ 5,140	\$ 5,140	\$ 5,140
Sustainable Foster City Fund Subtotal	\$ 5,140	\$ 5,140	\$ 5,140
Sustainable Foster City Fund			
Other	\$ -	\$ -	\$ -
Interest	\$ 730	\$ 1,500	\$ 730
Sustainable Foster City Fund Subtotal	\$ 730	\$ 1,500	\$ 730
BAERS Fund			
Other	\$ 369,000	\$ 300,000	\$ 326,400
Interest	\$ -	\$ -	\$ -
Sustainable Foster City Fund Subtotal	\$ 369,000	\$ 300,000	\$ 326,400
General Plan Maintenance Fund			
Other	\$ 890,400	\$ 890,400	\$ 96,900
Interest	\$ -	\$ -	\$ -
General Plan Maintenance Fund Subtotal	\$ 890,400	\$ 890,400	\$ 96,900
Construction & Demo Fund			
Other	\$ 19,800	\$ 48,000	\$ 49,800
Interest	\$ -	\$ -	\$ -
Construction & Demo Fund Subtotal	\$ 19,800	\$ 48,000	\$ 49,800
Technology Maintenance Fund			
Other	\$ 238,500	\$ 238,500	\$ 53,050
Interest	\$ -	\$ -	\$ -
Technology Maintenance Fund Subtotal	\$ 238,500	\$ 238,500	\$ 53,050

(continued on next page)

**City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Fiscal Year Ended June 30, 2018**

(Continued from previous page)

	2016-2017		2017-2018	
	Approved	Projected	Budget	
SB 1186 Fund				
Other	\$ 1,500	\$ 1,500	\$	1,500
Interest	\$ -	\$ -	\$	-
SB 1186 Fund Subtotal	\$ 1,500	\$ 1,500	\$	1,500
SMIP Fund				
Other	\$ 900	\$ 900	\$	900
Interest	\$ -	\$ -	\$	-
SMIP Fund Subtotal	\$ 900	\$ 900	\$	900
CRV Grant Fund				
Other	\$ 8,000	\$ 8,500	\$	8,500
Interest	\$ -	\$ -	\$	-
CRV Grant Fund Subtotal	\$ 8,000	\$ 8,500	\$	8,500
Curbside Recycling				
Other	\$ 22,000	\$ 22,000	\$	22,000
Interest	\$ -	\$ -	\$	-
Curbside Recycling Subtotal	\$ 22,000	\$ 22,000	\$	22,000
Green Building Fees				
Other	\$ 900	\$ 900	\$	900
Interest	\$ -	\$ -	\$	-
Green Building Fees Subtotal	\$ 900	\$ 900	\$	900
total special revenue funds	\$ 5,151,962	\$ 5,635,432	\$	3,675,020
Capital Projects Fund				
City				
Intergovernmental	\$ -	\$ -	\$	-
Interest	\$ 90,000	\$ 90,000	\$	95,000
Repayment of Advances for Levee CIP	\$ 4,077,465	\$ -	\$	6,077,465
Other	\$ 8,250	\$ 8,250	\$	8,250
City Capital Projects Subtotal	\$ 4,175,715	\$ 98,250	\$	6,180,715
Capital Asset Acquisition and Replacement Fund				
Sale of Real Property	\$ -		\$	-
Loans Receivable Payments	\$ 1,111,000	\$ 1,111,000	\$	1,111,000
Interest	\$ 337,900	\$ 337,900	\$	366,700
Capital Asset Acquisition and Replacement Subtotal	\$ 1,448,900	\$ 1,448,900	\$	1,477,700
total capital projects fund	\$ 5,624,615	\$ 1,547,150	\$	7,658,415

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**City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Fiscal Year Ended June 30, 2018**

(Continued from previous page)

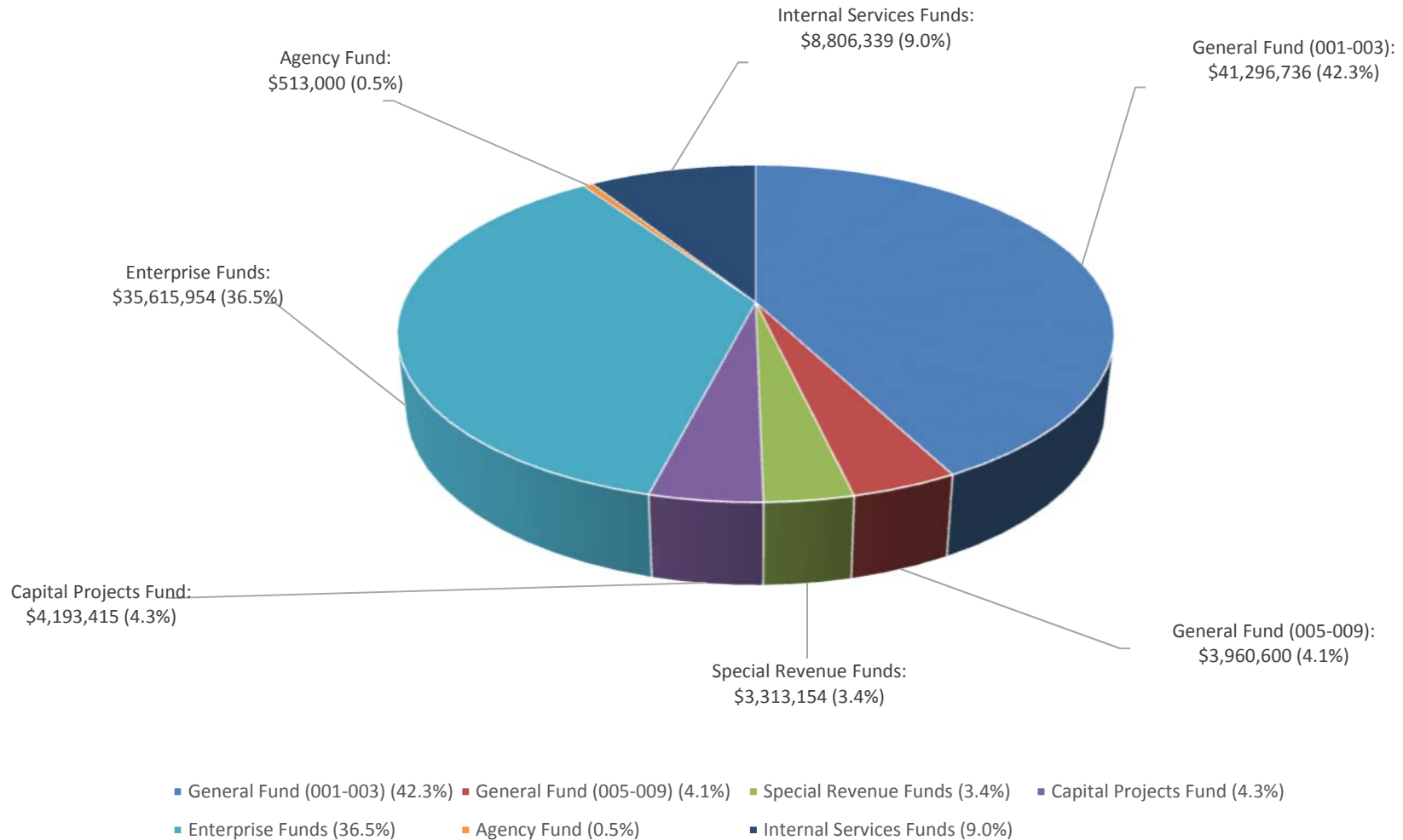
	2016-2017		2017-2018
	Approved	Projected	Budget
Enterprise Funds			
Water Revenue			
User Charges	\$ 11,750,000	\$ 11,750,000	\$ 12,851,000
Connection Fees	\$ 180,600	\$ 180,600	\$ 33,140
Interest	\$ 59,000	\$ 59,000	\$ 82,000
Other Revenues	\$ -	\$ -	\$ -
Sustainability Fund Revenues	\$ 400,000	\$ 400,000	\$ 200,000
	<u>\$ 12,389,600</u>	<u>\$ 12,389,600</u>	<u>\$ 13,166,140</u>
Water Equipment Replacement			
Equipment Rental	\$ 288,439	\$ 288,439	\$ 322,593
	<u>\$ 288,439</u>	<u>\$ 288,439</u>	<u>\$ 322,593</u>
Wastewater Revenue			
User Charges	\$ 8,483,000	\$ 8,483,000	\$ 9,768,000
Connection Fees	\$ 581,000	\$ 581,000	\$ 26,250
Other	\$ 1,000	\$ 1,000	\$ 1,000
Interest	\$ 13,000	\$ 13,000	\$ 34,000
	<u>\$ 9,078,000</u>	<u>\$ 9,078,000</u>	<u>\$ 9,829,250</u>
Wastewater Revenue Bonds			
Proceeds	\$ 10,898,047	\$ 10,898,047	\$ 18,276,628
	<u>\$ 10,898,047</u>	<u>\$ 10,898,047</u>	<u>\$ 18,276,628</u>
Wastewater Expansion			
Other	\$ 500	\$ 4,450	\$ 4,450
	<u>\$ 500</u>	<u>\$ 4,450</u>	<u>\$ 4,450</u>
Wastewater Equipment Replacement			
Equipment Rental	\$ 374,622	\$ 374,622	\$ 350,140
	<u>\$ 374,622</u>	<u>\$ 374,622</u>	<u>\$ 350,140</u>
total enterprise funds	<u>\$ 33,029,208</u>	<u>\$ 33,033,158</u>	<u>\$ 41,949,201</u>

(continued on next page)

**City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Fiscal Year Ended June 30, 2018**

(Continued from previous page)	2016-2017		2017-2018
	Approved	Projected	Budget
Internal Service Funds			
Vehicle Replacement			
Vehicle Replacement Charges	\$ 1,537,658	\$ 1,537,658	\$ 1,742,260
Sales of Retired Vehicles	\$ 14,850	\$ 14,850	\$ 15,000
Interest	\$ 40,000	\$ 40,000	\$ 40,000
	<u>\$ 1,592,508</u>	<u>\$ 1,592,508</u>	<u>\$ 1,797,260</u>
Equipment Replacement			
Equipment Rental	\$ 1,162,509	\$ 499,448	\$ 549,934
Interest	\$ 50,000	\$ 50,000	\$ 68,000
	<u>\$ 1,212,509</u>	<u>\$ 549,448</u>	<u>\$ 617,934</u>
Self Insurance			
Insurance Charges	\$ 599,500	\$ 599,500	\$ 328,200
Interest	\$ 10,000	\$ 10,000	\$ 10,000
	<u>\$ 609,500</u>	<u>\$ 609,500</u>	<u>\$ 338,200</u>
Information Technology			
User Charges	\$ 1,715,926	\$ 1,757,620	\$ 1,739,346
Interest	\$ 31,000	\$ 31,000	\$ 36,000
	<u>\$ 1,746,926</u>	<u>\$ 1,788,620</u>	<u>\$ 1,775,346</u>
Building Maintenance			
User Charges	\$ 2,063,525	\$ 2,063,525	\$ 2,291,816
Interest	\$ 23,200	\$ 23,200	\$ 23,200
	<u>\$ 2,086,725</u>	<u>\$ 2,086,725</u>	<u>\$ 2,315,016</u>
Longevity Recognition Benefits			
Employer Contributions	\$ -	\$ -	\$ -
Interest	\$ 42,500	\$ 52,000	\$ 49,400
	<u>\$ 42,500</u>	<u>\$ 52,000</u>	<u>\$ 49,400</u>
PEMHCA Benefits Plan			
Employer Contributions	\$ -	\$ -	\$ -
Interest	\$ 85,500	\$ 120,000	\$ 114,000
	<u>\$ 85,500</u>	<u>\$ 120,000</u>	<u>\$ 114,000</u>
Compensated Absences			
Employer Contributions	\$ 290,267	\$ 253,284	\$ 266,796
Interest	\$ 22,750	\$ 22,750	\$ 23,000
	<u>\$ 313,017</u>	<u>\$ 276,034</u>	<u>\$ 289,796</u>
total internal service funds	<u>\$ 7,689,185</u>	<u>\$ 7,074,835</u>	<u>\$ 7,296,952</u>
Agency Funds			
Successor Agency of Community Development Agency			
Property, Current Secured	\$ 534,500	\$ 534,500	\$ 513,000
Interest	\$ 300	\$ 1,600	\$ 1,600
	<u>\$ 534,800</u>	<u>\$ 536,100</u>	<u>\$ 514,600</u>
total agency funds	<u>\$ 534,800</u>	<u>\$ 536,100</u>	<u>\$ 514,600</u>
TOTAL REVENUE ALL FUNDS	<u>\$ 95,989,140</u>	<u>\$ 92,475,979</u>	<u>\$ 103,682,561</u>

City of Foster City / Estero Municipal Improvement District /
 Appropriations by Fund
 For the Fiscal Year Ended June 30, 2018
 Total Appropriations: \$97,699,198



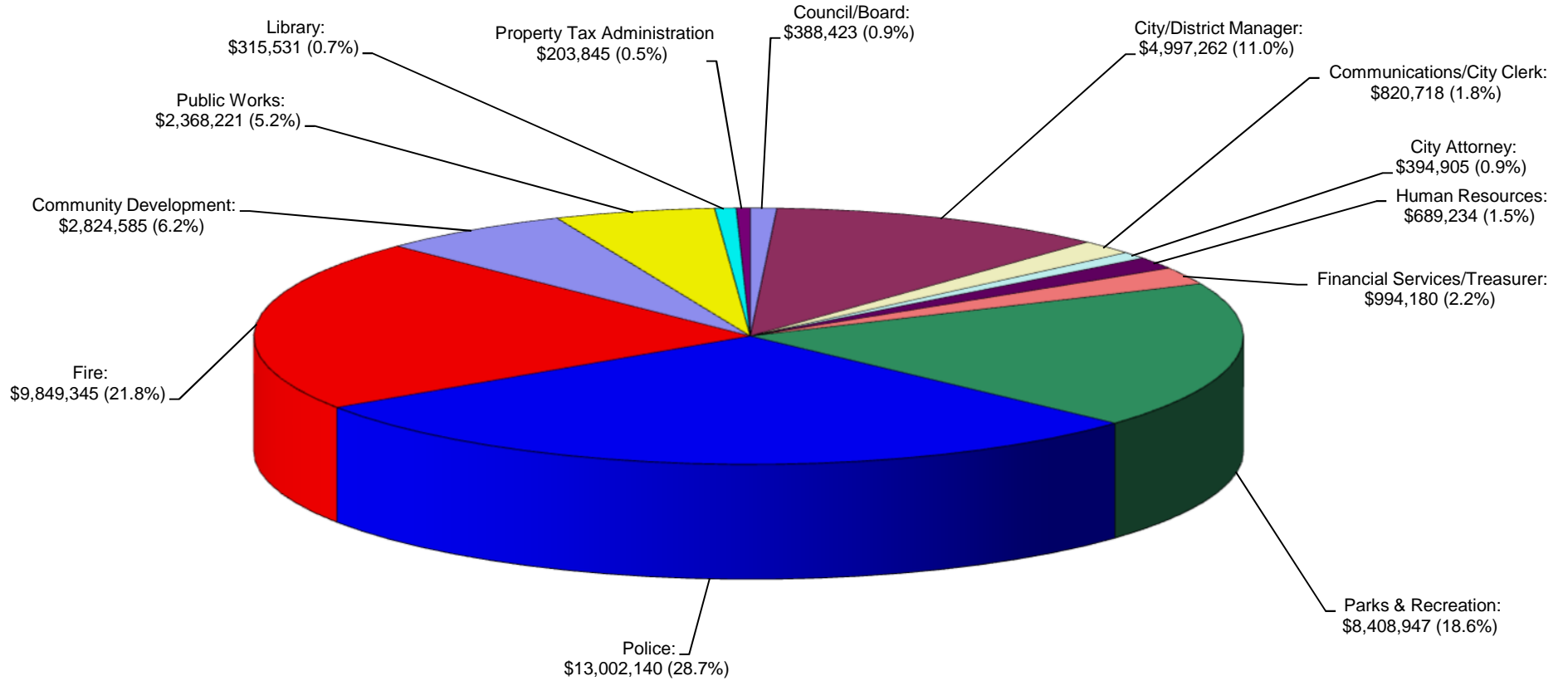
City of Foster City, California / Estero Municipal Improvement District
 Summary of Appropriations by Fund
 Annual Appropriations for the Year Ending June 30, 2018

	2016-2017	2016-2017	2017-2018
	APPROVED	REVISED	REQUESTED
GENERAL FUND (001-003)	\$ 38,886,185	\$ 39,606,185	\$ 41,296,736
GENERAL FUND (005-009)	\$ 1,850,600	\$ 1,850,600	\$ 3,960,600
TRAFFIC SAFETY	\$ 112,600	\$ 112,600	\$ 85,000
MEASURE A	\$ 1,837,600	\$ 1,837,600	\$ 1,167,600
GAS TAX (2105-2107)	\$ 757,453	\$ 757,453	\$ 875,400
PARK IN-LIEU FEES	\$ 2,880,000	\$ 2,880,000	\$ -
MEASURE M	\$ 106,000	\$ 106,000	\$ 106,000
SLESF/COPS GRANT	\$ 100,000	\$ 100,000	\$ 100,000
CALOPPS.ORG	\$ 256,781	\$ 256,781	\$ 274,855
FOSTER CITY FOUNDATION	\$ -	\$ -	\$ -
LMIHF HOUSING SUCCESSOR	\$ 142,600	\$ 142,600	\$ 143,200
CITY AFFORDABLE HOUSING FUND	\$ -	\$ -	\$ -
SUSTAINABLE FOSTER CITY FUND	\$ 258,100	\$ 258,100	\$ 103,100
BAERS	\$ 388,071	\$ 388,071	\$ 289,849
GENERAL PLAN MAINTENANCE FUND	\$ 51,300	\$ 51,300	\$ 41,300
CONSTRUCTION & DEMOLITION RECYCLING FUND	\$ 12,000	\$ 12,000	\$ 18,700
TECHNOLOGY MAINTENANCE FUND	\$ 62,850	\$ 62,850	\$ 67,850
SB 1186 FUND	\$ 1,300	\$ 1,300	\$ 1,300
SMIP FEE FUND	\$ 500	\$ 500	\$ 500
CRV GRANT FUND	\$ 8,000	\$ 13,426	\$ 13,000
CURBSIDE RECYCLING FEE FUND	\$ 25,000	\$ 25,000	\$ 25,000
GREEN BUILDING FEE FUND	\$ 500	\$ 500	\$ 500
CAPITAL PROJECTS FUND	\$ 3,175,253	\$ 3,260,253	\$ 4,193,415
WATER	\$ 12,056,802	\$ 12,056,802	\$ 13,702,552
WASTEWATER	\$ 19,321,871	\$ 19,321,871	\$ 21,913,402
VEHICLE REPLACEMENT	\$ 1,512,419	\$ 1,512,419	\$ 2,284,973
EQUIPMENT REPLACEMENT	\$ 578,248	\$ 578,248	\$ 1,222,627
SELF-INSURANCE	\$ 505,542	\$ 505,542	\$ 535,743
INFORMATION TECHNOLOGY	\$ 1,725,100	\$ 1,725,100	\$ 1,706,526
BUILDING MAINTENANCE	\$ 1,769,164	\$ 1,769,164	\$ 2,415,674
LONGEVITY RECOGNITION BENEFITS	\$ 160,500	\$ 160,500	\$ 202,500
PEMHCA BENEFITS PLAN	\$ 173,500	\$ 173,500	\$ 171,500
COMPENSATED ABSENCES	\$ 225,850	\$ 225,850	\$ 266,796
SUCCESSOR AGENCY OF CDA	\$ 534,800	\$ 534,800	\$ 513,000
TOTAL FOR CITY / EMID	\$ 89,476,489	\$ 90,286,915	\$ 97,699,198

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, 2018

	2016-2017 APPROVED	2016-2017 REVISED	2017-2018 REQUESTED
EMPLOYEE SERVICES	\$ 35,979,466	\$ 36,339,466	\$ 38,946,227
SERVICES AND SUPPLIES	\$ 23,882,207	\$ 23,887,633	\$ 28,075,321
CAPITAL OUTLAY	\$ 1,757,158	\$ 1,757,158	\$ 3,123,821
INTERNAL SERVICES	\$ 7,422,901	\$ 7,422,901	\$ 7,697,956
REALLOCATIONS	\$ -	\$ -	\$ -
TOTAL OPERATING EXPENDITURES	\$ 69,041,732	\$ 69,407,158	\$ 77,843,325
CAPITAL EXPENDITURES	\$ 20,434,757	\$ 20,519,757	\$ 19,855,873
TOTAL CITY / EMID / CDA EXPENDITURES	\$ 89,476,489	\$ 89,926,915	\$ 97,699,198

**City of Foster City
 General Fund Operating Expenditures by Department (001-009)
 For the Fiscal Year Ended June 30, 2018
 Total General Fund Operating Expenditures: \$45,257,336**



■ Council/Board (0.9%)	■ City/District Manager (11.0%)	■ Communications/City Clerk (1.8%)	■ City Attorney (0.9%)
■ Human Resources (1.5%)	■ Financial Services/Treasurer (2.2%)	■ Parks & Recreation (18.6%)	■ Police (28.7%)
■ Fire (21.8%)	■ Community Development (6.2%)	■ Public Works (5.2%)	■ Library Services (0.7%)
■ Property Tax Administration (0.5%)			

City of Foster City, California / Estero Municipal Improvement District
 Summary of General Fund Appropriations by Department (001-003)
 Annual Operating Budget Appropriations For the Fiscal Year Ended June 30, 2018

	2016-2017 APPROVED	2016-2017 REVISED	2017-2018 REQUESTED
COUNCIL/BOARD	\$ 331,966	\$ 331,966	\$ 388,423
CITY/DISTRICT MANAGER	\$ 1,180,731	\$ 1,180,731	\$ 1,087,262
COMMUNICATIONS/CITY CLERK	\$ 529,624	\$ 529,624	\$ 820,718
CITY ATTORNEY	\$ 354,724	\$ 354,724	\$ 394,905
HUMAN RESOURCES	\$ 453,703	\$ 453,703	\$ 689,234
FINANCIAL SERVICES/TREASURER	\$ 1,111,822	\$ 1,111,822	\$ 994,180
PARKS & RECREATION	\$ 8,344,379	\$ 8,344,379	\$ 8,408,947
POLICE	\$ 12,028,663	\$ 12,218,663	\$ 13,001,540
FIRE	\$ 9,278,209	\$ 9,448,209	\$ 9,849,345
COMMUNITY DEVELOPMENT	\$ 2,720,871	\$ 2,720,871	\$ 2,824,585
PUBLIC WORKS	\$ 2,034,272	\$ 2,034,272	\$ 2,318,221
LIBRARY SERVICES	\$ 332,721	\$ 332,721	\$ 315,531
PROPERTY TAX ADMINISTRATION	\$ 184,500	\$ 184,500	\$ 203,845
TOTAL GENERAL FUND APPROPRIATIONS	\$ 38,886,185	\$ 39,246,185	\$ 41,296,736

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, 2018

	2016-2017 APPROVED	2016-2017 REVISED	2017-2018 REQUESTED
COUNCIL/BOARD	\$ -	\$ -	\$ -
CITY/DISTRICT MANAGER	\$ 1,850,000	\$ 1,850,000	\$ 3,910,000
COMMUNICATIONS/CITY CLERK	\$ -	\$ -	\$ -
CITY ATTORNEY	\$ -	\$ -	\$ -
HUMAN RESOURCES	\$ -	\$ -	\$ -
FINANCIAL SERVICES/TREASURER	\$ -	\$ -	\$ -
PARKS & RECREATION	\$ -	\$ -	\$ -
POLICE	\$ 600	\$ 600	\$ 600
FIRE	\$ -	\$ -	\$ -
COMMUNITY DEVELOPMENT	\$ -	\$ -	\$ -
PUBLIC WORKS	\$ -	\$ -	\$ 50,000
LIBRARY SERVICES	\$ -	\$ -	\$ -
PROPERTY TAX ADMINISTRATION	\$ -	\$ -	\$ -
TOTAL GENERAL FUND APPROPRIATIONS	\$ 1,850,600	\$ 1,850,600	\$ 3,960,600

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, 2018

	2016-2017 APPROVED	2016-2017 REVISED	2017-2018 REQUESTED
EMPLOYEE SERVICES	\$ 29,990,445	\$ 30,350,445	\$ 32,364,173
SERVICES AND SUPPLIES	\$ 6,412,318	\$ 6,412,318	\$ 6,832,753
CAPITAL OUTLAY	\$ 27,500	\$ 27,500	\$ -
INTERNAL SERVICES	\$ 5,250,643	\$ 5,250,643	\$ 5,548,063
REALLOCATIONS	\$ (2,794,721)	\$ (2,794,721)	\$ (3,448,253)
TOTAL OPERATING EXPENDITURES	\$ 38,886,185	\$ 39,246,185	\$ 41,296,736

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, 2018

	2016-2017 APPROVED	2016-2017 REVISED	2017-2018 REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	\$ 1,850,600	\$ 1,850,600	\$ 3,960,600
CAPITAL OUTLAY	\$ -	\$ -	\$ -
INTERNAL SERVICES	\$ -	\$ -	\$ -
REALLOCATIONS	\$ -	\$ -	\$ -
TOTAL OPERATING EXPENDITURES	\$ 1,850,600	\$ 1,850,600	\$ 3,960,600

City of Foster City / Estero Municipal Improvement District
Personnel Summary - Full-Time Employees
For the Fiscal Years Ended June 30, 2016 to 2018

Department	Prior Years		Budget
	2015-2016	2016-2017	2017-2018
City / District Manager	8.0	8.0	8.0
Communications/City Clerk	2.0	2.0	2.0
Human Resources	3.0	4.0	4.0
Financial Services/City Treasurer	9.0	10.0	10.0
Parks and Recreation	36.0	36.5	36.5
Police	53.0	53.0	54.0
Fire	34.0	34.0	33.0
Community Development	13.0	15.0	14.0
Public Works	32.0	34.5	34.5
Totals	187.0	197.0	196.0

Personnel Changes FY 2017-2018

Police: Add One (1) Senior Community Services Officer

Fire: Delete One (1) Battalion Chief

Community Development: Delete One (1) Planner

TABLE C

CAPITAL IMPROVEMENT PROJECT (CIP) PLAN (FISCAL YEAR 2017-18)

PROJECT NAME	Funding Source*	Total Project Cost	Prior Years' Funding	FY 2017-2018 Funding	City Capital Investment	Bond Financing	Measure A	Gas Tax (2103)	Measure M	Bond Financing/SRF	Water Capital Investment	Wastewater Capital Investment
WATER PROJECTS												
(CIP 636) WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2013-2014)	CW	\$ 975,000	\$ 475,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -
(NEW CIP) WATER QUALITY DOSING AND TANK IMPROVEMENTS (2017-2018)	CW	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -
TOTAL WATER PROJECTS	2	\$ 1,225,000	\$ 475,000	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000	\$ -
WASTEWATER PROJECTS												
(CIP 611) SANITARY SEWER SYSTEM IMPROVEMENTS (2010-2011)	CWW	\$ 1,450,000	\$ 450,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
(CIP 652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)	BF/SRF	\$ 29,260,628	\$ 16,915,000	\$ 12,345,628	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,345,628	\$ -	\$ -
TOTAL WASTEWATER PROJECTS	2	\$ 30,710,628	\$ 17,365,000	\$ 13,345,628	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,345,628	\$ -	\$ 1,000,000
STREETS/TRAFFIC PROJECTS												
(NEW CIP) STREET REHABILITATION (2017-2018)	MA/MM/GT	\$ 1,350,000	\$ -	\$ 1,350,000	\$ -	\$ -	\$ 1,167,600	\$ 76,400	\$ 106,000	\$ -	\$ -	\$ -
TOTAL STREETS/TRAFFIC PROJECTS	1	\$ 1,350,000	\$ -	\$ 1,350,000	\$ -	\$ -	\$ 1,167,600	\$ 76,400	\$ 106,000	\$ -	\$ -	\$ -
STORMWATER/LAGOON PROJECTS												
NONE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL STORMWATER/LAGOON PROJECTS	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PARKS PROJECTS												
(NEW CIP) TENNIS AND BASKETBALL COURTS RESURFACING (2017-2018)	CC	\$ 275,000	\$ -	\$ 275,000	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(NEW CIP) DOG PARK REFURBISHMENT (2017-2018)	CC	\$ 375,000	\$ -	\$ 375,000	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(NEW CIP) EDGEWATER PARK CONCRETE WALKWAY REPLACEMENT (2017-2018)	CC	\$ 215,000	\$ -	\$ 215,000	\$ 215,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(NEW CIP) PLAYGROUND ADA COMPLIANCE PROJECTS - GULL PARK (2017-2018)	CC	\$ 550,000	\$ -	\$ 550,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(NEW CIP) PLAYGROUND ADA COMPLIANCE PROJECTS -	CC	\$ 550,000	\$ -	\$ 550,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PARKS PROJECTS	5	\$ 1,965,000	\$ -	\$ 1,965,000	\$ 1,965,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LEVEE PROJECTS												
(CIP 657) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT - (2015-2016)	BF	\$ 6,077,465	\$ 4,077,465	\$ 2,000,000	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL LEVEE PROJECTS	1	\$ 6,077,465	\$ 4,077,465	\$ 2,000,000	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BUILDING PROJECTS												
(CIP 669) CORPORATION YARD FACILITY IMPROVEMENTS (2016-2017)	CC/CW/CWW	\$ 566,002	\$ 240,757	\$ 325,245	\$ 108,415	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 108,415	\$ 108,415
(NEW CIP) LIBRARY EXTERIOR WALL SEALING AND TILE INSTALLATION (2017-2018)	CC	\$ 120,000	\$ -	\$ 120,000	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL BUILDING PROJECTS	2	\$ 686,002	\$ 240,757	\$ 445,245	\$ 228,415	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 108,415	\$ 108,415
GRAND TOTAL	13	\$ 42,014,095	\$ 22,158,222	\$ 19,855,873	\$ 2,193,415	\$ 2,000,000	\$ 1,167,600	\$ 76,400	\$ 106,000	\$ 12,345,628	\$ 858,415	\$ 1,108,415

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

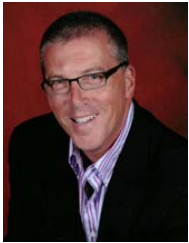
City of Foster City / Estero Municipal Improvement District
Schedule of Fund Balance Transfers
For the Fiscal Year Ended June 30, 2018

		Transfers In										
		001	003	008	125 Special	301	402	405	451	452	455	
#	Fund	General Fund - City	General Fund - Special Recreation	General Fund - Home Loan Program	Revenue Fund - Sustainable Foster City	Capital Investment - City	Water Reserve	Capital Investment - Water	Wastewater Revenue	Wastewater Reserve	Capital Investment - Wastewater	Totals
Transfers Out	1	001	General Fund - City	-	452,663	2,060,000	37,839	1,900,000	-	-	-	4,450,502
	2	401	Water Revenue	-	-	-	-	-	292,371	205,000	-	497,371
	3	451	Wastewater Revenue	-	-	-	-	-	-	-	420,438	1,200,438
	4	454	Wastewater Revenue Bond	-	-	-	-	-	-	-	-	18,276,628
	5	456	Wastewater Expansion	-	-	-	-	-	-	-	4,450	4,450
	Totals		-	452,663	2,060,000	37,839	1,900,000	292,371	205,000	4,450	420,438	19,056,628

Footnotes:

- 1 Transfers to:
 - 1) subsidize Special Recreation fund and Sustainable Foster City activities
 - 2) set aside funds for long-term Capital Improvement Projects
 - 3) set up funds Home Loan Program
- 2 Transfers to:
 - 1) to accumulate reserves at 25% of annual operating expenditures
 - 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
 - 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.

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	15-16	16-17	17-18
Council Members	5	5	5
TOTALS	5	5	5

CURRENT ACCOMPLISHMENTS

The following projects and issues were identified as priorities by the City Council for **Calendar Year 2016**. 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 2016.

Development of City Council Goals for 2016 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, responsible 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 2017-2018

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 six (6) focus areas for further discussion and action. They include the following:

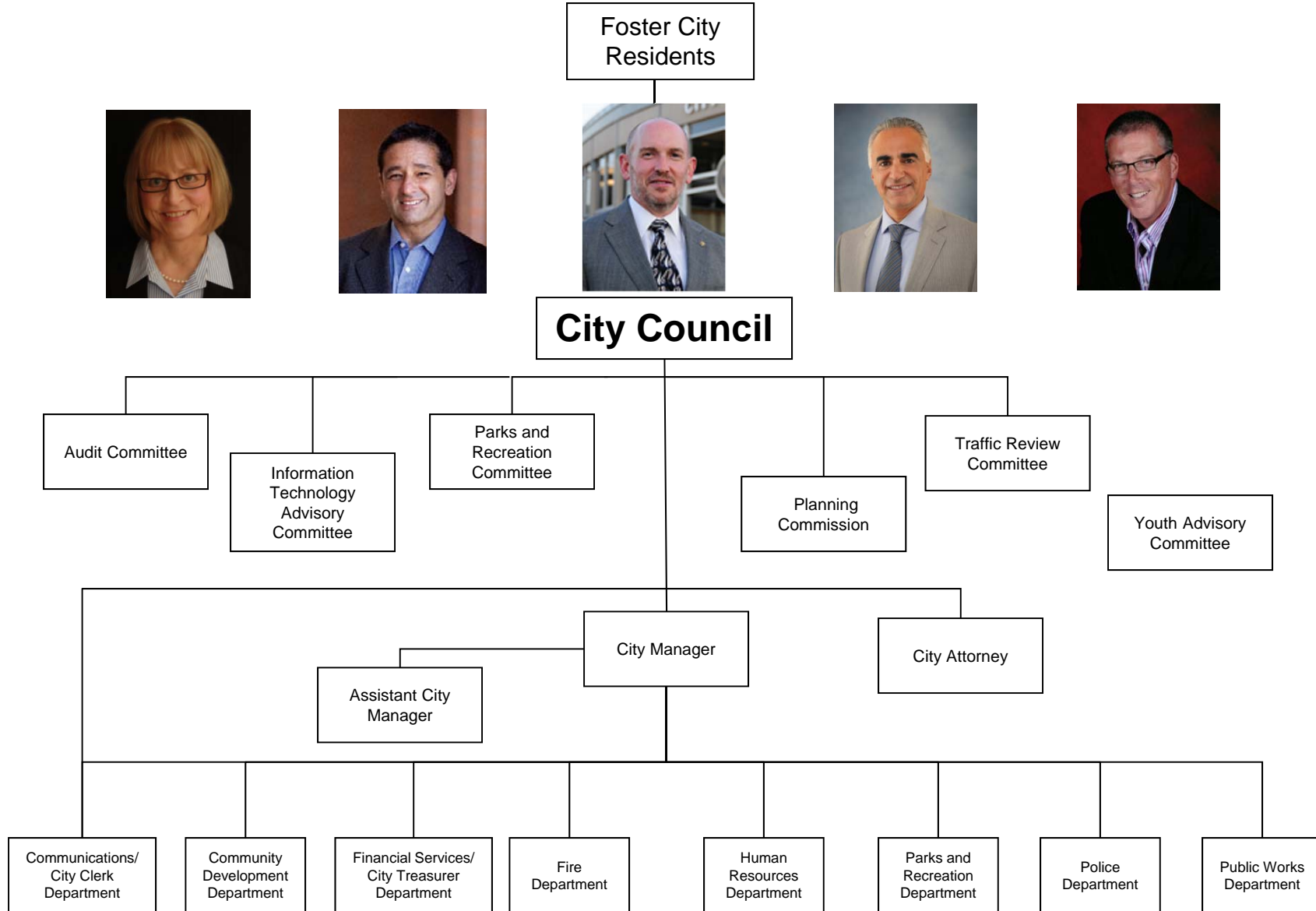
- Land Use
 - Foster City desires to utilize the recently adopted General Plan Land Use Element as a baseline to develop implementation strategies that further articulate how and where growth development will happen in the future.
- Traffic and Transportation
 - Foster City desires to ensure that the City's transportation and circulation system meets the needs of the community and provides "complete streets."
- Infrastructure at 50
 - Foster City desires to assess the current condition of the City's aging infrastructure and develop a plan for addressing the future needs.
- Sustainable Foster City
 - Foster City desires to 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.

- Quality Schools
 - Foster City desires to support the San Mateo-Foster City School District (SMFCSD) as it continues to provide great public schools to serve Foster City Residents
- Citizen Engagement
 - Foster City desires to engage the community in the decision making process and emphasize City-Community partnerships that are collaborative, participatory, empowering, systematic and transformative.

CHANGES IN FINANCIAL RESOURCES REQUIRED

- The placeholder funding for non-profit agencies has been increased by (\$4,700).
- Building Maintenance Services increased due to the FY 2017-2018 Internal Service Fund budget (\$4,000).
- Purchase of Council Chamber Dais Chairs (\$8,000).

Foster City Organization Chart



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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
AUDIT COMMITTEE	\$ 500	\$ 500	\$ 500
COMMUNITY PROMOTION	115,300	115,300	120,000
COUNCIL/BOARD	191,116	191,116	242,873
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
TOTAL FOR COUNCIL/BOARD	\$ 331,966	\$ 331,966	\$ 388,423

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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 136,100	\$ 136,100	\$ 136,100
SERVICES AND SUPPLIES	285,263	\$ 285,263	309,115
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	421,363	421,363	445,215
INTERNAL SERVICES	81,782	\$ 81,782	84,297
Subtotal (Total Department Expenses before Reallocations)	503,145	503,145	529,512
REALLOCATIONS	(171,179)	\$ (171,179)	(141,089)
TOTAL FOR COUNCIL/BOARD	\$ 331,966	\$ 331,966	\$ 388,423

DETAIL LINE ITEM REPORT

COUNCIL/BOARD - COUNCIL/BOARD

Account: 001-1010-413

GENERAL FUND

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
001-1010-413-4115	COUNCILMEMBER COMPENSATION	\$34,260.00	\$34,260.00
	Subtotal	\$34,260.00	\$34,260.00
001-1010-413-4120	FRINGE BENEFITS	\$85,300.00	\$85,300.00
	Subtotal	\$85,300.00	\$85,300.00
	Employee Services Total	\$119,560.00	\$119,560.00
<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018
001-1010-413-4556	EQUIPMENT REPLACEMENT	\$1,360.00	\$0.00
	Subtotal	\$1,360.00	\$0.00
001-1010-413-4569	BUILDING MAINTENANCE	\$23,814.00	\$24,961.00
001-1010-413-4569	BUILDING MAINTENANCE (87% Cncl Chambers)	\$56,608.00	\$59,336.00
	Subtotal	\$80,422.00	\$84,297.00
	Internal Services Total	\$81,782.00	\$84,297.00
<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
001-1010-413-4240	COUNCIL CHAMBERS DAIS CHAIRS	\$0.00	\$8,000.00
	Subtotal	\$0.00	\$8,000.00
001-1010-413-4241	COPY EXPENSE -- COUNCIL/BOARD ADMINISTRATION	\$200.00	\$200.00
	Subtotal	\$200.00	\$200.00
001-1010-413-4242	POSTAGE EXPENSE	\$200.00	\$200.00
	Subtotal	\$200.00	\$200.00
001-1010-413-4243	BUSINESS CARDS	\$300.00	\$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	\$500.00	\$500.00
001-1010-413-4243	MEMENTOS FOR DIGNITARIES	\$2,000.00	\$2,000.00
001-1010-413-4243	PLAQUES/NAME TAGS	\$220.00	\$300.00
	Subtotal	\$9,000.00	\$9,080.00
001-1010-413-4251	C/CAG CONGESTION MANAGEMENT PLAN (GAS TAX)	\$17,653.00	\$17,789.00
001-1010-413-4251	C/CAG CONGESTION RELIEF PLAN FEE (GAS TAX)	\$76,700.00	\$77,008.00
001-1010-413-4251	SAN MATEO LEADERSHIP PROGRAM	\$0.00	\$10,000.00
	Subtotal	\$94,353.00	\$104,797.00
001-1010-413-4253	AIRPORT/COMMUNITY ROUNDTABLE	\$750.00	\$750.00
001-1010-413-4253	ASSOCIATION OF BAY AREA GOVERNMENTS	\$7,035.00	\$7,035.00
001-1010-413-4253	BAY PLANNING COALITION	\$1,100.00	\$1,100.00
001-1010-413-4253	C/CAG ADMINISTRATIVE COSTS	\$11,855.00	\$11,947.00
001-1010-413-4253	LAFCO ASSESSMENT	\$5,000.00	\$5,150.00
001-1010-413-4253	LCC ANNUAL DUES	\$12,860.00	\$13,246.00
001-1010-413-4253	LCC PENINSULA DIVISION DUES	\$100.00	\$100.00
001-1010-413-4253	MISCELLANEOUS	\$200.00	\$200.00
	Subtotal	\$38,900.00	\$39,528.00
001-1010-413-4254	ANNUAL CONFERENCE NATIONAL LEAGUE OF CITIES	\$2,500.00	\$2,500.00
001-1010-413-4254	MISCELLANEOUS BUSINESS MEETINGS	\$12,050.00	\$12,050.00
	Subtotal	\$14,550.00	\$14,550.00
001-1010-413-4255	COUNCIL TRAINING	\$3,750.00	\$3,750.00
	Subtotal	\$3,750.00	\$3,750.00
	Services and Supplies Total	\$160,953.00	\$180,105.00
Reallocation		Approved 2016-2017	Requested 2017-2018
001-1010-413-4463	INDIRECT COST ALLOCATION	\$0.00	(\$46,292.00)
	Subtotal	\$0.00	(\$46,292.00)

001-1010-413-4496	ALLOCATION OF EXPENSES TO WATER (excludes C/CAG)	(\$38,413.00)	\$0.00
	Subtotal	(\$38,413.00)	\$0.00
001-1010-413-4497	ALLOCATION TO EXPENSES TO WASTEWTR(excludes C/CAG)	(\$38,413.00)	\$0.00
	Subtotal	(\$38,413.00)	\$0.00
001-1010-413-4498	REALLOCATION TO GAS TAX FUNDS	(\$94,353.00)	(\$94,797.00)
	Subtotal	(\$94,353.00)	(\$94,797.00)
	Reallocation Total	(\$171,179.00)	(\$141,089.00)
	COUNCIL/BOARD Total	\$191,116.00	\$242,873.00

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

<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
001-1022-413-4243	MISCELLANEOUS SUPPLIES -- AUDIT COMMITTEE	\$500.00	\$500.00
	Subtotal	\$500.00	\$500.00
	Services and Supplies Total	\$500.00	\$500.00
	AUDIT COMMITTEE Total	\$500.00	\$500.00

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

<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
001-1026-413-4242	POSTAGE EXPENSE	\$250.00	\$0.00
	Subtotal	\$250.00	\$0.00
001-1026-413-4243	MISCELLANEOUS SUPPLIES	\$0.00	\$1,160.00

	Subtotal	\$0.00	\$1,160.00
001-1026-413-4251	CONTRACTUAL SERVICES	\$250.00	\$500.00
	Subtotal	\$250.00	\$500.00
001-1026-413-4253	MEMBERSHIPS, DUES & SUBSCRIPTIONS	\$1,485.00	\$0.00
	Subtotal	\$1,485.00	\$0.00
001-1026-413-4254	MEETINGS, TRAINING	\$275.00	\$600.00
	Subtotal	\$275.00	\$600.00
	Services and Supplies Total	\$2,260.00	\$2,260.00
	PARKS & REC COMMITTEE Total	\$2,260.00	\$2,260.00

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

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
001-1027-413-4115	PLANNING COMMISSIONER FEES	\$16,140.00	\$16,140.00
	Subtotal	\$16,140.00	\$16,140.00
001-1027-413-4120	FRINGE BENEFITS	\$400.00	\$400.00
	Subtotal	\$400.00	\$400.00
	Employee Services Total	\$16,540.00	\$16,540.00
<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
001-1027-413-4254	PLANNING COMMISSIONER INSTITUTE	\$2,700.00	\$2,700.00
	Subtotal	\$2,700.00	\$2,700.00
	Services and Supplies Total	\$2,700.00	\$2,700.00
	PLANNING COMMISSION Total	\$19,240.00	\$19,240.00

COUNCIL/BOARD - YOUTH ADVISORY COMMITTEE

Account: 001-1028-413

GENERAL FUND

<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
001-1028-413-4241	COPY EXPENSE -- YOUTH ADVISORY COMMITTEE	\$20.00	\$20.00
	Subtotal	\$20.00	\$20.00
001-1028-413-4242	POSTAGE EXPENSE	\$200.00	\$200.00
	Subtotal	\$200.00	\$200.00
001-1028-413-4243	MISCELLANEOUS SUPPLIES	\$1,250.00	\$1,250.00
	Subtotal	\$1,250.00	\$1,250.00
001-1028-413-4251	CONTRACTUAL SERVICES	\$1,000.00	\$1,000.00
	Subtotal	\$1,000.00	\$1,000.00
001-1028-413-4254	TRAVEL AND TRAINING	\$940.00	\$940.00
	Subtotal	\$940.00	\$940.00
	Services and Supplies Total	\$3,410.00	\$3,410.00
	YOUTH ADVISORY COMMITTEE Total	\$3,410.00	\$3,410.00

COUNCIL/BOARD - COMMUNITY PROMOTION

Account: 001-1030-413

GENERAL FUND

<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
001-1030-413-4243	COMMUNITY & SPORTS WALL OF FAME NAME PLATES	\$300.00	\$300.00
	Subtotal	\$300.00	\$300.00
001-1030-413-4251	FOURTH OF JULY ADDITIONAL SERVICES	\$25,000.00	\$25,000.00
001-1030-413-4251	FOURTH OF JULY FIREWORKS	\$20,000.00	\$20,000.00
	Subtotal	\$45,000.00	\$45,000.00

001-1030-413-4260	FOSTER CITY CHAMBER OF COMMERCE	\$25,000.00	\$25,000.00
001-1030-413-4260	N/P -- CALL PRIMROSE CENTER	\$1,000.00	\$1,200.00
001-1030-413-4260	N/P -- FOSTER CITY VILLAGE	\$10,000.00	\$12,000.00
001-1030-413-4260	N/P -- HILLBARN THEATRE	\$7,500.00	\$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	\$12,000.00
001-1030-413-4260	N/P -- SAN MATEO COUNTY JOBS FOR YOUTH	\$500.00	\$1,000.00
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	\$70,000.00	\$74,700.00
	Services and Supplies Total	\$115,300.00	\$120,000.00
	COMMUNITY PROMOTION Total	\$115,300.00	\$120,000.00

COUNCIL/BOARD - TECHNOLOGY COMMITTEE

Account: 001-1031-413

GENERAL FUND

<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
001-1031-413-4241	COPY EXPENSE -- INFORMATION TECHNOLOGY COMMITTEE	\$20.00	\$20.00
	Subtotal	\$20.00	\$20.00
001-1031-413-4242	POSTAGE EXPENSE	\$20.00	\$20.00
	Subtotal	\$20.00	\$20.00
001-1031-413-4243	GENERAL OFFICE SUPPLIES	\$100.00	\$100.00

Subtotal	\$100.00	\$100.00
Services and Supplies Total	\$140.00	\$140.00
TECHNOLOGY COMMITTEE Total	\$140.00	\$140.00

Council/Board Fund Comparison - Council/Board

Account	Budget	Requested	Increase	Notes
	FY 2016-2017	FY 2017-2018	(Decrease)	
4115 Councilmember Compensation	34,260	34,260	-	1
4120 Benefits	85,300	85,300	-	2
4556 Equipment Replacement	1,360	-	(1,360)	3
4569 Building Maintenance	80,422	84,297	3,875	4
4240 Council Chamber Dais Chairs		8,000	8,000	5
4241 Copies	200	200	-	6
4242 Postage	200	200	-	7
4243 Office Supplies	9,000	9,080	80	8
4251 Consulting and Contracting	94,353	104,797	10,444	9
4253 Memberships and Dues	38,900	39,528	628	10
4254 Travel, Conferences, and Meetings	14,550	14,550	-	11
4255 Training	3,750	3,750	-	12
4463 Indirect Cost Allocation	-	(46,292)	(46,292)	13
4496 Allocation of Expenses to Water (excludes C/CAG)	(38,413)	-	38,413	14
4497 Allocation of Expenses to Wastewater (excludes C/CAG)	(38,413)	-	38,413	14
4498 Reallocation to Gas Tax Funds	(94,353)	(94,797)	(444)	15
	<u>191,116</u>	<u>242,873</u>	<u>51,757</u>	

Detailed Analysis:

- Note 1 Unchanged
- Note 2 Unchanged
- Note 3 All items are fully funded and replacement was pushed out
- Note 4 Increase in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 5 Replacement of existing Council Chambers chairs
- Note 6 Unchanged
- Note 7 Unchanged
- Note 8 Increase for plaques/name tags
- Note 9 Increase in C/CAG Assessment
- Note 10 Various changes in local/county/state membership dues
- Note 11 Unchanged
- Note 12 Unchanged
- Note 13 Based of Cost Allocation Study findings
- Note 14 Replaced with Cost Allocation Study findings
- Note 15 Increase in C/CAG Assessment

Council/Board Fund Comparison - Audit Committee

Account	Budget FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4243 Office Supplies	500	500	-	1
	<u>500</u>	<u>500</u>	<u>-</u>	

Detailed Analysis:
 Note 1 No change

Council/Board Fund Comparison - Parks & Rec. Committee

Account		Budget FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4242	Postage	250	-	(250)	1
4243	Office Supplies	-	1,160	1,160	2
4251	Consulting and Contracting	250	500	250	3
4253	Memberships and Dues	1,485	-	(1,485)	4
4254	Travel, Conferences, and Meetings	275	600	325	5
		<u>2,260</u>	<u>2,260</u>	-	

Detailed Analysis:

- Note 1 Delete postage. Committee requested emailed packets.
- Note 2 Increase supplies for committee related events planned this year, i.e. July Parks & Recreation events, Community Bike Ride, and other meeting related expenses
- Note 3 Increase \$250 (from postage) for contractual fees for committee-related events, i.e. as noted in #2.
- Note 4 Delete this account. The NRPA membership fee paid by the department includes material for Parks & Recreation committee at no charge
- Note 5 Increase due to more community meetings and events anticipated.

Council/Board Fund Comparison - Planning Commission

Account		Budget FY 2016-2017	Requested FY 2017-2018	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
		<u>19,240</u>	<u>19,240</u>	-	

Detailed Analysis:

- Note 1 Unchanged
- Note 2 Unchanged
- Note 3 Unchanged

Council/Board Fund Comparison - Youth Advisory Committee

Account		Budget FY 2016-2017	Requested FY 2017-2018	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
		<u>3,410</u>	<u>3,410</u>	-	

Detailed Analysis:

- Note 1 Unchanged
- Note 2 Unchanged
- Note 3 Unchanged
- Note 4 Unchanged
- Note 5 Unchanged

Council/Board Fund Comparison - Community Promotion

Account		Budget FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4243	Office Supplies	300	300	-	1
4251	Consulting and Contracting	45,000	45,000	-	2
4260	Non-Profit	70,000	74,700	4,700	3
		<u>115,300</u>	<u>120,000</u>	<u>4,700</u>	

Detailed Analysis:

- Note 1 Unchanged
- Note 2 Unchanged
- Note 3 Per Council Meeting 6/5/2017

Council/Board Fund Comparison - Technology Committee

Account		Budget FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4241	Copies	20	20	-	1
4242	Postage	20	20	-	2
4243	Office Supplies	100	100	-	3
		<u>140</u>	<u>140</u>	-	

Detailed Analysis:

- Note 1 Unchanged
- Note 2 Unchanged
- Note 3 Unchanged

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	15-16	16-17	17-18
Full-Time Employees			
CITY MANAGER	1.0	1.0	1.0
ASSISTANT CITY MANAGER	1.0	1.0	1.0
MANAGEMENT ASSISTANT TO THE CITY MANAGER	1.0	1.0	0.0
MANAGEMENT ANALYST	1.0	1.0	2.0
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
OFFICE ASSISTANT II (P/T)	0.0	0.5	0.5
SUSTAINABILITY INTERN (P/T)	0.0	0.0	0.5
TOTAL EMPLOYEES	8.0	8.5	9.0

MISSION STATEMENT

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

STRATEGIC PLAN

❖ Administration

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

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

❖ **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 2016-2017

- Brought to City Council, who adopted, the Economic Development Strategic Plan, outlining the first two years of programs and initiatives to help direct long-term economic development in Foster City.
- Hosted a Small Business Cluster Meeting with Foster City businesses to discuss challenges and opportunities facing the small business community.
- Conducted over 50 business visitations to grow and enhance outreach efforts.
- Partnered with Scoop Technologies to bring a carpool-matching program to Foster City residents and employees, and have removed over 10,000 cars off the road and saved over 225,000 pounds of CO2 in its initial 5 months.
- Partnered with Kiva to create a loan-matching supporter account for peer to peer micro-lending, offering loans to small businesses.

- Implemented Foster City Access/SeeClickFix, a citizen reporting tool that allows for ease of communication with the City; which in 2016, has had over 660 non-emergency issues successfully resolved.
- Provided direction and guidance through the negotiation of successor agreements with IAFF and the POA.
- Deployed new City-wide Permitting software system (TRAKiT)
- Migrated to new Agenda Management software (BoardSync) for both internal and external stakeholders.
- Initiated Website Refresh Project, estimated to be finished end of calendar year 2017.

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2017-2018

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 2017-2018:

Budget Preparation and Management

- Manage expenses within adopted FY 2017-2018 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 2018-2019 budget and related five year financial plan for adoption no later than June 30, 2018

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, City Council and the Economic Development Strategic Plan.
 - 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 2017-2018
- Performance Measure: Actively collaborate with Peninsula Clean Energy to roll-out 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 FY 2017-2018 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 \$138,262 (11%), before allocations, and the Insurance Division is proposed to decrease by \$145,900 (45%) for the following reasons:

Administration Division

- Increase to the San Mateo County Animal Control contract by 3% as part of a 5-year Peninsula

Humane Society Contract to construct a new County Shelter.

- Addition of the Homeless Outreach Team Contribution as part of a commitment by 18 San Mateo County cities to provide street-based outreach to those considered chronically homeless in the County.
- Addition of a Sustainability Intern who will support Economic Development and Environmental Sustainability initiatives.
- Increases in personnel costs approved by the City Council through the Compensation and Benefits Agreement with the Management Group.
- Other minor adjustments to conferences and meetings account, including an increase to League of California Cities / National League of Cities Congressional City Conference and the addition of the Progress Seminar for the City Manager and the MMANC Annual Conference for the department's two Management Analysts.

Insurance Division

- Decrease in the Premium costs for the City's Self Insurance program.

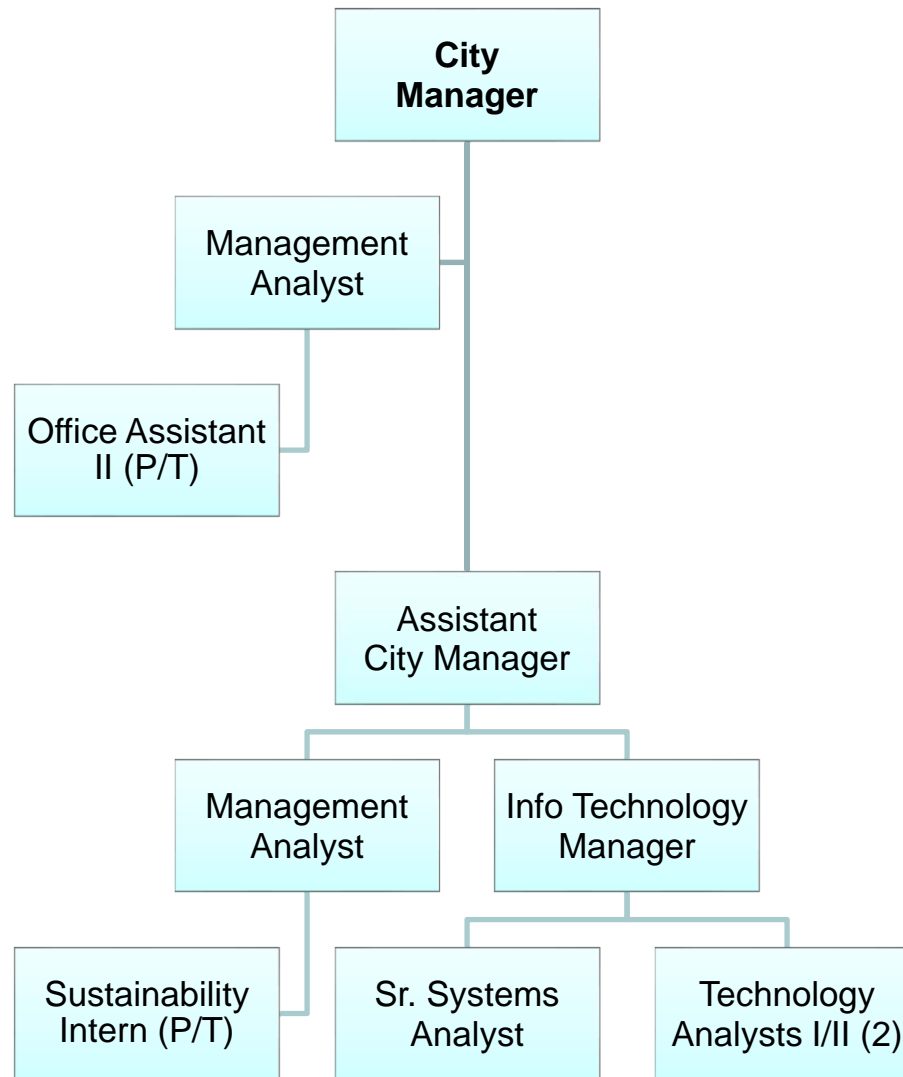
Community Benefit Fund

- Carryover 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.

Home Loan Program

- Development of a Home Loan and Rental Assistance Program as a tool to attract and retain City workforce talent. The loan program would provide low interest loans to employees who have successfully completed one year of employment with the City and would like to purchase a home (primary residence) within a reasonable distance of Foster City. The Rental Assistance portion of the program would provide City employees interested in renting a home, apartment or condominium in Foster City up to \$6,000 in assistance with the payment of the first, last and security deposit for the unit. This assistance would be provided in the form of a loan that would be forgiven if the employee continues to work and live in the City for three years.

City Manager's Office



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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	\$ 914,231	\$ 914,231	\$ 941,362
INSURANCE & RISK MANAGEMENT	266,500	266,500	145,900
COMMUNITY BENEFITS PROGRAM FUND	1,850,000	1,850,000	1,850,000
HOME LOAN PROGRAM	-	-	2,060,000
TOTAL FOR CITY / DISTRICT MANAGER	\$ 3,030,731	\$ 3,030,731	\$ 4,997,262

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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 976,431	\$ 976,431	\$ 1,086,680
SERVICES AND SUPPLIES	1,995,595	1,995,595	4,084,589
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	2,972,026	2,972,026	5,171,269
INTERNAL SERVICES	400,679	400,679	279,098
Subtotal (Total Department Expenses before Reallocations)	3,372,705	3,372,705	5,450,367
REALLOCATIONS	(341,974)	(341,974)	(453,105)
TOTAL FOR CITY / DISTRICT MANAGER	\$ 3,030,731	\$ 3,030,731	\$ 4,997,262

DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION

Account: 001-0110-413

GENERAL FUND

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
001-0110-413-4110	PERMANENT SALARIES	\$652,668.00	\$687,800.00
Subtotal		\$652,668.00	\$687,800.00
001-0110-413-4111	PART TIME OFFICE ASSISTANT	\$32,000.00	\$33,800.00
001-0110-413-4111	SUSTAINABILITY INTERN	\$0.00	\$29,970.00
Subtotal		\$32,000.00	\$63,770.00
001-0110-413-4120	FRINGE BENEFITS	\$279,163.00	\$331,300.00
001-0110-413-4120	PART TIME OFFICE ASSISTANT BENEFITS	\$12,600.00	\$2,030.00
001-0110-413-4120	SUSTAINABILITY INTERN FRING BENEFITS	\$0.00	\$1,780.00
Subtotal		\$291,763.00	\$335,110.00
Employee Services Total		\$976,431.00	\$1,086,680.00
<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018
001-0110-413-4520	COMPENSATED ABSENCES	\$9,932.00	\$9,783.00
Subtotal		\$9,932.00	\$9,783.00
001-0110-413-4544	VEHICLE REPLACEMENT	\$16,156.00	\$19,663.00
Subtotal		\$16,156.00	\$19,663.00
001-0110-413-4557	INFORMATION TECHNOLOGY SERVICES	\$59,377.00	\$52,691.00
Subtotal		\$59,377.00	\$52,691.00
001-0110-413-4569	BUILDING MAINTENANCE	\$48,714.00	\$51,061.00
Subtotal		\$48,714.00	\$51,061.00
Internal Services Total		\$134,179.00	\$133,198.00

<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
001-0110-413-4241	COPY EXPENSE	\$3,000.00	\$3,000.00
	Subtotal	\$3,000.00	\$3,000.00
001-0110-413-4242	POSTAGE	\$150.00	\$150.00
	Subtotal	\$150.00	\$150.00
001-0110-413-4243	COMCAST DIGITAL RECEIVER BOXES	\$2,000.00	\$2,500.00
001-0110-413-4243	GENERAL OFFICE SUPPLIES	\$3,500.00	\$3,500.00
	Subtotal	\$5,500.00	\$6,000.00
001-0110-413-4251	ANIMAL CONTROL CONTRACT W/COUNTY	\$116,145.00	\$127,479.00
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	HOMELESS OUTREACH TEAM CONTRIBUTION	\$0.00	\$10,660.00
001-0110-413-4251	SAMCAT JPA MEMBERSHIP	\$1,000.00	\$1,000.00
001-0110-413-4251	TRANSPORTATION SYSTEM MGMT PROGRAM	\$150.00	\$150.00
	Subtotal	\$120,295.00	\$142,289.00
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)	\$800.00	\$800.00
001-0110-413-4253	SAN MATEO CO. CITY MANAGERS' ASSOCIATION	\$250.00	\$250.00
	Subtotal	\$4,500.00	\$4,500.00
001-0110-413-4254	ICMA CONFERENCE (1)	\$2,600.00	\$2,600.00
001-0110-413-4254	LOCC / NLC ANNUAL CONFERENCE (1)	\$1,500.00	\$4,000.00
001-0110-413-4254	LOCC CM DEPARTMENT MEETING (1)	\$2,000.00	\$2,000.00
001-0110-413-4254	MAYORS & COUNCILMEMBERS EXECUTIVE FORUM	\$650.00	\$650.00
001-0110-413-4254	MISCELLANEOUS	\$1,500.00	\$1,500.00

001-0110-413-4254	MMANC ANNUAL CONFERENCE (2)	\$0.00	\$2,500.00
001-0110-413-4254	NATIONAL LEAGUE OF CITIES	\$2,500.00	\$2,500.00
001-0110-413-4254	NEW MAYORS & COUNCILMEMBERS CONF.	\$1,200.00	\$1,200.00
001-0110-413-4254	PROGRESS SEMINAR	\$0.00	\$1,500.00
001-0110-413-4254	SAN MATEO CO. CITY MANAGERS' ASSOCIATION	\$200.00	\$200.00
	Subtotal	\$12,150.00	\$18,650.00
	Services and Supplies Total	\$145,595.00	\$174,589.00
Reallocation		Approved 2016-2017	Requested 2017-2018
001-0110-413-4463	INDIRECT COST ALLOCATION	\$0.00	(\$453,105.00)
	Subtotal	\$0.00	(\$453,105.00)
001-0110-413-4496	ALLOCATION OF EXPENSES TO WATER	(\$170,987.00)	\$0.00
	Subtotal	(\$170,987.00)	\$0.00
001-0110-413-4497	ALLOCATION OF EXPENSES TO WASTEWATER	(\$170,987.00)	\$0.00
	Subtotal	(\$170,987.00)	\$0.00
	Reallocation Total	(\$341,974.00)	(\$453,105.00)
	ADMINISTRATION Total	\$914,231.00	\$941,362.00

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

Internal Services		Approved 2016-2017	Requested 2017-2018
001-0170-415-4562	SELF INSURANCE	\$266,500.00	\$145,900.00
	Subtotal	\$266,500.00	\$145,900.00
	Internal Services Total	\$266,500.00	\$145,900.00
	SELF-INSURANCE FUND Total	\$266,500.00	\$145,900.00

CITY/DISTRICT MANAGER - ADMINISTRATION
 Account: 005-0110-413

COMMUNITY BENEFITS PROGRAM FUND

<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
005-0110-413-4251	CARRYOVER COMMUNITY BENEFITS PROGRAM FUND	\$0.00	\$1,850,000.00
005-0110-413-4251	COMMUNITY BENEFITS PROGRAM FUND	\$1,850,000.00	\$0.00
	Subtotal	\$1,850,000.00	\$1,850,000.00
	Services and Supplies Total	\$1,850,000.00	\$1,850,000.00
	ADMINISTRATION Total	\$1,850,000.00	\$1,850,000.00

CITY/DISTRICT MANAGER - ADMINISTRATION Account: 008-0110-413

HOME LOAN PROGRAM

<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
008-0110-413-4290	EE HOME LOAN PROGRAM	\$0.00	\$2,000,000.00
	Subtotal	\$0.00	\$2,000,000.00
008-0110-413-4291	EE RENTAL ASSISTANCE PROGRAM	\$0.00	\$60,000.00
	Subtotal	\$0.00	\$60,000.00
	Services and Supplies Total	\$0.00	\$2,060,000.00
	ADMINISTRATION Total	\$0.00	\$2,060,000.00

City Manager - Administration Division 001-0110

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4110 Salaries	\$ 652,668	\$ 687,800	\$ 35,132	1
4111 Part-Time Salaries	\$ 32,000	\$ 63,770	\$ 31,770	2
4120 Benefits	\$ 291,763	\$ 335,110	\$ 43,347	3
4520 Compensated Absences	\$ 9,932	\$ 9,783	\$ (149)	4
4544 Vehicle Maintenance	\$ 16,156	\$ 19,663	\$ 3,507	5
4557 Information Technology	\$ 59,377	\$ 52,691	\$ (6,686)	6
4569 Building Maintenance	\$ 48,714	\$ 51,061	\$ 2,347	7
4247 Copies	\$ 3,000	\$ 3,000	\$ -	8
4242 Postages	\$ 150	\$ 150	\$ -	9
4243 Office Supplies	\$ 5,500	\$ 6,000	\$ 500	10
4251 Contractual Supplies	\$ 120,295	\$ 142,289	\$ 21,994	11
4253 Memberships and Dues	\$ 4,500	\$ 4,500	\$ -	12
4254 Travel, Conferences, and Meetings	\$ 12,150	\$ 18,650	\$ 6,500	13
4463 Indirect Cost Allocation	\$ -	\$ (453,105)	\$ (453,105)	14
4496 Allocation of 15% Expenses to Water (exclude Animal Control Contract Transportation Safety Management)	\$ (170,987)	\$ -	\$ 170,987	15
4497 Allocation of 15% Expenses to Wastewater (exclude Animal Control Contract Transportation Safety Management)	\$ (170,987)	\$ -	\$ 170,987	15
	<u>\$ 914,231</u>	<u>\$ 941,362</u>	<u>\$ 27,131</u>	

Detailed Analysis:

- Note 1 Merit (Step) increases and 3.5% contractual adjustment
- Note 2 Increase due to addition of P/T Sustainability Intern
- Note 3 Contractual adjustment to benefit formulas (e.g. CalPERS, medical, etc); and addition of P/T staff benefits
- Note 4 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 5 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 6 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 7 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 8 No Change
- Note 9 No Change
- Note 10 Increase based on raising prices/fees of Comcast Digital Receiver Boxes
- Note 11 Increase based on contribution costs to Homeless Outreach Team (HOT) and increases in Animal Control Contract
- Note 12 No Change
- Note 13 Increase based on costs for MMANC Annual Conference for two (2) Management Analyst positions; Progress Seminar for City Manager; and National League of Cities (NLC) Congressional City Conference for City Manager
- Note 14 Based of Cost Allocation Study findings
- Note 15 Replaced with Cost Allocation Study findings

City Manager - Insurance and Risk Management Division 01-0170

Account		Approved FY	Requested FY	Increase	Notes
		2016-2017	2017-2018	(Decrease)	
4562	Self Insurance	266,500	145,900	(120,600)	1
		<u>266,500</u>	<u>145,900</u>	<u>(120,600)</u>	

Detailed Analysis:

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

Community Benefits Program Fund 005

Account		Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4251	Community Benefits Program Fund	1,850,000	1,850,000	-	1
		<u>1,850,000</u>	<u>1,850,000</u>	-	

Detailed Analysis:

Note 1 Carryover 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.

Home Loan Program Fund 008

Account		Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4251	EE RENTAL ASSISTANCE PROGRAM	-	60,000	60,000	1
4290	EE HOME LOAN PROGRAM	-	2,000,000	2,000,000	1
		-	2,060,000	2,060,000	

Detailed Analysis:

- Note 1
- 1) Establishing an employee home loan program and an employee rental assistance program to attract and retain City workforce talent
 - 2) Designating \$2.0 million to a loan repayment fund for the home loan down payment assistance program and an additional \$60,000 for the rental assistance program as part of the FY 2017-2018 budget.

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	15-16	16-17	17-18
Full-Time Employees			
COMMUNICATIONS DIRECTOR/ CITY CLERK	1.00	1.00	1.00
RECORDS ANALYST I/II/ DEPUTY CITY CLERK	1.00	1.00	1.00
Total Full-Time Employees	2.00	2.00	2.00
Part-Time Employees			
COMMUNICATIONS COORDINATOR/ CC MANAGER	-	0.75	0.75
SOCIAL MEDIA/ COMMUNICATIONS ASSISTANT/ SMC SPECIALIST	-	0.75	0.75
OFFICE ASSISTANT I	0.90	0.46	0.75
VIDEOGRAPHER	-	0.50	0.50
Total Part-Time Employees	0.90	2.46	2.75
TOTAL EMPLOYEES	2.90	4.46	4.75

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 communications and administrative support to City/District 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 strive to maintain a high level of service —through efficient, effective, and innovative use of technology and in a professional and discerning 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 in the right way
- 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 2016-2017 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
 - Implemented BoardSync as the new agenda management system
- Transparent Communications
 - Maintained on-demand video streaming
 - Initiated Council Chambers Equipment Upgrade Project for Cameras, Video Production, Video Routing, Video Playback
 - Continued to update 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
- Created and sent out notice to all registered voters regarding change from odd to even year elections to comply with SB 415
- Customer Service
 - Provided one-on-one BoardSync training to all departments and created training materials and troubleshooting videos
 - Provided departments training on Public Records Act requests and how to respond via acknowledgement letters
- Sustainable Community
 - Achieved complete participation of paperless agenda packets of the City Council
 - Developed an insurance review cheat sheet and streamlined agreement execution process for more efficient turnover of agreements that is being used by Human Resources and Public Works/Parks and Recreation
- Leadership and Service
 - Completed the 2016 goals of the Foster City Employee Wellness Committee and developed goals for 2017
- Knowledgeable Staff
 - Worked with Peak Democracy to provide solutions and best practice recommendations to staff regarding use of Foster City Forum
 - Updated the media toolkit that addresses every category of projects, programs and events
 - Provided training to staff for Nextdoor implementation and best practices
 - Provided training to staff for Mailchimp
 - Launched a plan to offer social media and public engagement training to PECT members

- Public Engagement
 - Continued monthly distribution and management of the Foster City Current, the first Foster City e-Newsletter with approximately 9,000 subscribers
 - Implemented a digital display board in the City Council Chambers that displays public notices and informational flyers and graphics
 - Created and released the City's first Annual Report for FY 2015-2016
 - Provided outreach support to departments for major projects such as the Levee Improvement Project, the Recreation Center Master Plan project, the Scoop Partnership, the Wastewater Treatment Plant Project and Foster City Access by creating outreach plans, updating webpages, developing marketing materials, producing videos and providing staff support at City events
 - Completed the updated design and compilation of Prop 218 Notice
 - Developed the Construction and Traffic News Alert for CDD and Public Works
 - Used videos as another outreach element to inform and educate the community about programs, services, and projects – developing videos such as:
 - Foster City State of the City Address – July 2016
 - Quick Spot: Summer Concert Series – August 2016
 - Quick Spot: Foster City Access Community Story – September 2016
 - New Neighbors: Alma Point – September 2016
 - Join a Citizen Advisory Committee! – October 2016
 - Traffic Safety Reminder – October 2016
 - Foster City Holiday Wishes 2016 – December 2016
 - City Manager's Perspective: Success of City Governance & a Bright Future for 2017 – December 2016
 - Launched and maintain the City's first official Instagram account
 - Created a City presence on Nextdoor, and organized training and implementation for the Parks & Recreation and Fire Departments
 - Increased social media presence on Facebook and Twitter by keeping the posts engaging and interesting, while continuously researching new tools and methods to reach people online
 - Developed a social media planner to review, track and manage all social media posts on all platforms
 - Developed and implemented the New Neighbors Program
- Genuine Dialogue
 - Obtain weekly and monthly analytics to monitor social media accounts, e-newsletter, videos, etc.
 - Utilized Foster City Forum internally and externally to obtain comments, feedback, and opinions on specific topics

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2017-2018

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 and update records retention schedule
- Continue to image agreements and other vital records
- Continue conducting Citywide Department Records Management Assessment for GARP compliance
- Implement new electronic document management system
- Continue to implement BoardSync agenda workflow system

➤ Transparent Communications

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

- Maintain on-demand video streaming and explore livestreaming options
- Research and upload Brown Act training video to the intranet for Council, Commission and Committees
- Continue to conduct free elections and increase voter turnout and implement SB-415

- Continue to respond to Public Records Act requests in a timely manner
- Explore Public Records Act Tracking system
- Support City's effort in upcoming Open Town Hall meetings

➤ Sustainable Community

Improve business practices, access to information and reduce paper consumption

- Encourage the transmittal of records via e-platforms
- Encourage full participation of paperless agenda format
- Update ordinances as it relates to Communications/City Clerk Department
- Keep abreast of new laws as it relates to elections, Brown Act and Public Records Act

➤ Customer Service

Provide professional, efficient and effective 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
- Explore providing training opportunities for BoardSync and staff report writing

➤ Budget Management

Maintain current level of service & stay within our budget

- Maintain Central Inventory for support departments

- Evaluate training/conferences
- Continue to implement the intern/volunteer program
- Provide training for the postage machine
- Manage staff resources due to increase in projects as it relates to Council policy
- 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

- Increase training opportunities for all communication platforms, including social media and new emerging communications tools
- Educate all department staff of new and existing tools (best practices)
- Continue to update media tool kit and master communications plan as new platforms arise for every category of projects, programs and events
- Evaluate necessary staffing levels and resources and enhance intern/volunteer program
- Encourage the Public Engagement Communications Team (PECT) to engage and contribute
- Partner with Department Heads to integrate public outreach component in all projects and events

➤ Public Engagement

Motivate and support Council, staff and the public to engage

- Continue to provide accurate information to the public through the Foster City e-newsletter and other platforms
- Continue to expand the use of Foster City Calendar and Digital Posting Board
- Continue to develop more outreach materials for various public engagement tools
- Continue to improve and increase social media presence
- Support City departments in upcoming Community Engagement Series
- Partner with IT to develop a new City website
- Develop and implement New Neighbors Program

➤ Genuine Dialogue

Transform our community relations through genuine dialogue

- Collect analytics to measure the success of platforms' outreach and provide updates to City Council, departments, and staff
- Continue to use traditional and explore new outreach platforms to increase genuine dialogue internally and externally
- Create more opportunities and access to City communication tools to enhance public engagement
- Create stakeholder contact list and have them "join the conversation"
- Encourage and Increase feedback from the community
- Ensure citizen's feedback is heard
- Partner with City Manager Department to develop City identity through a new branding initiative; provide assistance for the Community Dialogue

Series; and support the City Manager Department in economic development program goals through outreach

- Keep citizens in the loop
- Use videos to highlight City programs, services, events and provide useful information to the public

CHANGES IN FINANCIAL RESOURCES REQUIRED

City Clerk

- The Municipal Elections budget was added to FY 2017-2018 budget to include a ballot measure for Levee Project scheduled for November 7, 2017 Consolidated Election (\$61,800).
- There is an increase in salaries due to salary steps and Office Assistance increase of FT from .46 to .75 (\$54,000).
- Benefits increased due to the benefits formula (\$47,000).
- Acquire Public Records Act Request Management System (\$13,000).

Communications

- There is an increase in salaries due to salary steps (\$31,000).
- Benefits decreased due to the benefits formula (-\$2,160)
- Branding Design Phase II in the amount of (\$12,000)

Communications/City Clerk Department



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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	\$ 343,614	\$ 343,614	\$ 562,217
MUNICIPAL ELECTIONS	-	-	61,750
COMMUNICATIONS	186,010	186,010	196,751
TOTAL FOR COMMUNICATIONS/CITY CLERK	\$ 529,624	\$ 529,624	\$ 820,718

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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 586,967	\$ 586,967	\$ 717,500
SERVICES AND SUPPLIES	79,340	79,340	170,120
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	666,307	666,307	887,620
INTERNAL SERVICES	90,297	90,297	90,855
Subtotal (Total Department Expenses before Reallocations)	756,604	756,604	978,475
REALLOCATIONS	(226,980)	(226,980)	(157,757)
TOTAL FOR COMMUNICATIONS/CITY CLERK	\$ 529,624	\$ 529,624	\$ 820,718

DETAIL LINE ITEM REPORT

COMMUNICATIONS/CITY CLERK - ADMINISTRATION

Account: 001-0210-411

GENERAL FUND

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
001-0210-411-4110	PERMANENT SALARIES	\$253,700.00	\$290,000.00
	Subtotal	\$253,700.00	\$290,000.00
001-0210-411-4111	OFFICE ASSIST I/II (16-17 FTE .45) (17-18 FTE .75)	\$24,000.00	\$42,000.00
	Subtotal	\$24,000.00	\$42,000.00
001-0210-411-4120	FRINGE BENEFITS	\$118,000.00	\$150,800.00
001-0210-411-4120	FRINGE-OFC ASSIST I/II (16-17 FTE .45)(17-18 .75)	\$2,400.00	\$17,000.00
	Subtotal	\$120,400.00	\$167,800.00
	Employee Services Total	\$398,100.00	\$499,800.00
<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018
001-0210-411-4520	COMPENSATED ABSENCES	\$3,671.00	\$4,200.00
	Subtotal	\$3,671.00	\$4,200.00
001-0210-411-4556	EQUIPMENT REPLACEMENT	\$1,084.00	\$1,084.00
	Subtotal	\$1,084.00	\$1,084.00
001-0210-411-4557	INFORMATION TECHNOLOGY SERVICES	\$32,940.00	\$39,689.00
	Subtotal	\$32,940.00	\$39,689.00
001-0210-411-4569	BUILDING MAINTENANCE	\$33,591.00	\$35,209.00
	Subtotal	\$33,591.00	\$35,209.00
	Internal Services Total	\$71,286.00	\$80,182.00
<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
001-0210-411-4241	CLERK ADMIN - COPY EXPENSE/AGENDA PACKETS	\$7,200.00	\$7,200.00
	Subtotal	\$7,200.00	\$7,200.00

001-0210-411-4242	POSTAGE EXPENSE		\$1,000.00	\$1,000.00
		Subtotal	\$1,000.00	\$1,000.00
001-0210-411-4243	GENERAL OFFICE SUPPLIES		\$3,000.00	\$3,000.00
		Subtotal	\$3,000.00	\$3,000.00
001-0210-411-4245	DEPARTMENT LAPTOP		\$0.00	\$1,000.00
		Subtotal	\$0.00	\$1,000.00
001-0210-411-4249	LEGAL ADVERTISING		\$1,000.00	\$1,000.00
		Subtotal	\$1,000.00	\$1,000.00
001-0210-411-4251	FC/EMID MUNICIPAL CODE BOOKS SUPPLEMENT SERVICE		\$2,400.00	\$2,400.00
001-0210-411-4251	OFF-SITE RECORDS STORAGE/RECORDS MANAGEMENT		\$2,000.00	\$2,000.00
001-0210-411-4251	PUBLIC RECORDS ACT REQUEST MANAGEMENT SYSTEM		\$0.00	\$13,000.00
		Subtotal	\$4,400.00	\$17,400.00
001-0210-411-4253	CCAC -- CITY CLERKS ASSOCIATION OF CALIFORNIA (2)		\$185.00	\$185.00
001-0210-411-4253	IIMC -- INT'L INSTITUTE OF MUNICIPAL CLERKS (2)		\$315.00	\$315.00
001-0210-411-4253	NATIONAL NOTARY ASSOCIATION DUES & INSURANCE (2)		\$190.00	\$190.00
		Subtotal	\$690.00	\$690.00
001-0210-411-4254	IIMC CONFERENCE/CCAC		\$2,200.00	\$2,200.00
		Subtotal	\$2,200.00	\$2,200.00
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
		Subtotal	\$2,000.00	\$2,000.00
		Services and Supplies Total	\$21,490.00	\$35,490.00
Reallocation			Approved 2016-2017	Requested 2017-2018
001-0210-411-4463	INDIRECT COST ALLOCATION		\$0.00	(\$53,255.00)
		Subtotal	\$0.00	(\$53,255.00)
001-0210-411-4496	ALLOCATION OF EXPENSES TO WATER		(\$73,631.00)	\$0.00
		Subtotal	(\$73,631.00)	\$0.00
001-0210-411-4497	ALLOCATION OF EXPENSES TO WASTEWATER		(\$73,631.00)	\$0.00

Subtotal	(\$73,631.00)	\$0.00
Reallocation Total	(\$147,262.00)	(\$53,255.00)
ADMINISTRATION Total	\$343,614.00	\$562,217.00

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

<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
001-0220-414-4241	MUNICIPAL ELECTIONS - COPY EXPENSE	\$0.00	\$150.00
	Subtotal	\$0.00	\$150.00
001-0220-414-4242	POSTAGE EXPENSE	\$0.00	\$250.00
	Subtotal	\$0.00	\$250.00
001-0220-414-4243	GENERAL OFFICE SUPPLIES	\$0.00	\$300.00
	Subtotal	\$0.00	\$300.00
001-0220-414-4249	LEGAL ADVERTISING	\$0.00	\$2,000.00
	Subtotal	\$0.00	\$2,000.00
001-0220-414-4251	CONTRACTUAL SERVICES - TRANSLATION LEGAL NOTICES	\$0.00	\$550.00
001-0220-414-4251	COUNTY ELECTION SERVICES - BALLOT MEASURE	\$0.00	\$57,000.00
	Subtotal	\$0.00	\$57,550.00
001-0220-414-4254	NEW LAW SEMINAR	\$0.00	\$1,500.00
	Subtotal	\$0.00	\$1,500.00
	Services and Supplies Total	\$0.00	\$61,750.00
	MUNICIPAL ELECTIONS Total	\$0.00	\$61,750.00

COMMUNICATIONS/CITY CLERK - COMMUNICATIONS Account: 001-0230-411 GENERAL FUND

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
001-0230-411-4111	COMMUNICATIONS COORDINATOR (30 HOURS)	\$60,415.00	\$70,200.00

001-0230-411-4111	SOCIAL MEDIA AND COMMUNICATIONS ASSISTANT(30 HOUR)	\$48,832.00	\$61,800.00
001-0230-411-4111	VIDEOGRAPHER (20 HOURS)	\$22,960.00	\$31,200.00
	Subtotal	\$132,207.00	\$163,200.00
001-0230-411-4120	COMMUNICATIONS COORDINATOR (30 HOURS)	\$25,892.00	\$28,000.00
001-0230-411-4120	SOCIAL MEDIA AND COMMUNICATIONS ASSISTANT(30 HOUR)	\$20,928.00	\$24,600.00
001-0230-411-4120	VIDEOGRAPHER (20 HOURS)	\$9,840.00	\$1,900.00
	Subtotal	\$56,660.00	\$54,500.00
	Employee Services Total	\$188,867.00	\$217,700.00

Internal Services

		Approved 2016-2017	Requested 2017-2018
001-0230-411-4556	EQUIPMENT REPLACEMENT	\$10,864.00	\$2,133.00
	Subtotal	\$10,864.00	\$2,133.00
001-0230-411-4569	BUILDING MAINTENANCE (13% Cncl Chambers)	\$8,147.00	\$8,540.00
	Subtotal	\$8,147.00	\$8,540.00
	Internal Services Total	\$19,011.00	\$10,673.00

Services and Supplies

		Approved 2016-2017	Requested 2017-2018
001-0230-411-4241	COMMUNICATIONS ADMIN - COPY EXPENSE	\$1,000.00	\$1,000.00
	Subtotal	\$1,000.00	\$1,000.00
001-0230-411-4242	POSTAGE EXPENSE	\$200.00	\$200.00
	Subtotal	\$200.00	\$200.00
001-0230-411-4243	GENERAL OFFICE SUPPLIES	\$1,000.00	\$1,000.00
001-0230-411-4243	SUPPLIES FOR FCTV CHANNEL 27	\$250.00	\$250.00
	Subtotal	\$1,250.00	\$1,250.00
001-0230-411-4245	COMPUTER	\$800.00	\$800.00
	Subtotal	\$800.00	\$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	BRANDING DESIGN - PHASE II	\$0.00	\$12,000.00

001-0230-411-4251	PUBLIC ENGAGEMENT PROGRAM	\$14,000.00	\$14,000.00
001-0230-411-4251	VIDEO TECHNICIAN CONTRACT	\$26,000.00	\$27,000.00
	Subtotal	\$40,000.00	\$53,000.00
001-0230-411-4253	CA ASSOCIATION OF PUBLIC INFO OFFICIALS MEMBERSHIP	\$250.00	\$250.00
001-0230-411-4253	ENGAGING LOCAL GOVERNMENT LEADERS MEMBERSHIP	\$0.00	\$30.00
001-0230-411-4253	FCTV PROGRAM LICENSING	\$400.00	\$400.00
001-0230-411-4253	GOVERNMENT SOCIAL MEDIA ORGANIZATION MEMBERSHIP	\$200.00	\$200.00
001-0230-411-4253	ONLINE VIDEO HOST / WEB SOLUTIONS	\$750.00	\$750.00
	Subtotal	\$1,600.00	\$1,630.00
001-0230-411-4254	CONFERENCE/EXPO	\$1,500.00	\$2,000.00
	Subtotal	\$1,500.00	\$2,000.00
001-0230-411-4255	FCTV-RELATED/SOCIAL MEDIA/COMMUNICATIONS TRAINING	\$1,500.00	\$3,000.00
	Subtotal	\$1,500.00	\$3,000.00
	Services and Supplies Total	\$57,850.00	\$72,880.00
Reallocation		Approved 2016-2017	Requested 2017-2018
001-0230-411-4463	INDIRECT COST ALLOCATION	\$0.00	(\$104,502.00)
	Subtotal	\$0.00	(\$104,502.00)
001-0230-411-4496	ALLOCATION OF EXPENSES TO WATER	(\$39,859.00)	\$0.00
	Subtotal	(\$39,859.00)	\$0.00
001-0230-411-4497	ALLOCATION OF EXPENSES TO WASTEWATER	(\$39,859.00)	\$0.00
	Subtotal	(\$39,859.00)	\$0.00
	Reallocation Total	(\$79,718.00)	(\$104,502.00)
	COMMUNICATIONS Total	\$186,010.00	\$196,751.00

Communications/City Clerk Department Fund Comparison - Administration 001-0210

Account	Budget FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4110 Salaries	253,700	290,000	36,300	1
4111 Salaries - P/T	24,000	42,000	18,000	2
4120 Benefits	120,400	167,800	47,400	3
4520 Compensated Absences	3,671	4,200	529	4
4556 Equipment Replacement	1,084	1,084	-	5
4557 Information Technology Services	32,940	39,689	6,749	6
4569 Building Maintenance	33,591	35,209	1,618	7
4241 Copies	7,200	7,200	-	8
4242 Postage	1,000	1,000	-	9
4243 Office Supplies	3,000	3,000	-	10
4245 Tools and Equipment	-	1,000	1,000	11
4249 Legal Advertising	1,000	1,000	-	12
4251 Consulting and Contracting	4,400	17,400	13,000	13
4253 Memberships and Dues	690	690	-	14
4254 Travel, Conferences, and Meetings	2,200	2,200	-	15
4255 Training	2,000	2,000	-	16
4463 Indirect Cost Allocation	-	(53,255)	(53,255)	17
4496 Allocation of Expenses to Water (excludes C/CAG)	(73,631)	-	73,631	18
4497 Allocation of Expenses to Wastewater (excludes C/CAG)	(73,631)	-	73,631	18
	343,614	562,217	218,603	

Detailed Analysis:

- Note 1 No personnel changes, compaction adjustment, contractual COLA 3.5% and adjustment due to salary steps
- Note 2 Office Assistant increase FTE from .46 to .75, contractual COLA 3.5% and adjustment due to
- Note 3 Contractual adjustment to benefits formulas (e.g. CalPERS, medical, etc)
- Note 4 Increase in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 5 Increase in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 6 Increase in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 7 Increase in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 8 Unchanged
- Note 9 Unchanged
- Note 10 Unchanged
- Note 11 Purchase of department laptop
- Note 12 Unchanged
- Note 13 Acquire Public Records Act Request Management System
- Note 14 Unchanged
- Note 15 Unchanged
- Note 16 Unchanged
- Note 17 Based of Cost Allocation Study findings
- Note 18 Replaced with Cost Allocation Study findings

Communications/City Clerk Department Fund Comparison - Municipal Elections 001-0220

Account		Budget FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4241	Copies	-	150	150	1
4242	Postage	-	250	250	1
4243	Office Supplies	-	300	300	1
4249	Legal Advertising	-	2,000	2,000	1
4251	Consulting and Contracting	-	57,550	57,550	1
4254	Travel, Conferences, and Meetings	-	1,500	1,500	1
		-	<u>61,750</u>	<u>61,750</u>	

Detailed Analysis:

Note 1 The Municipal Elections budget was added to include a ballot measure for the Levee Project on the November 7, 2017 Consolidated Election.

Communications/City Clerk Department Fund Comparison - Communications 001-0230

Account	Budget FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4111 Part-Time	132,207	163,200	30,993	1
4120 Fringe Benefits (Part-Time)	56,660	54,500	(2,160)	2
4556 Equipment Replacement	10,864	2,133	(8,731)	3
4569 Building Maintenance	8,147	8,540	393	4
4241 Copies	1,000	1,000	-	5
4242 Postage	200	200	-	6
4243 Office Supplies	1,250	1,250	-	7
4245 Tools and Equipment	800	800	-	8
4246 Maintenance	10,000	10,000	-	9
4251 Consulting and Contracting	40,000	53,000	13,000	10
4253 Memberships and Dues	1,600	1,630	30	11
4254 Travel, Conferences, and Meetings	1,500	2,000	500	12
4255 Training	1,500	3,000	1,500	13
4463 Indirect Cost Allocation	-	(104,502)	(104,502)	14
4496 Allocation of Expenses to Water	(39,859)		39,859	15
4497 Allocation of Expenses to Wastewater	(39,859)	-	39,859	15
	<u>186,010</u>	<u>196,751</u>	<u>10,741</u>	

Detailed Analysis:

- Note 1 No personnel changes, contractual COLA 3.5% and adjustment due to salary steps
- Note 2 Contractual adjustment to benefits formulas (e.g. CalPERS, medical, etc)
- Note 3 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 4 Increase in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 5 Increase in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 6 Unchanged
- Note 7 Unchanged
- Note 8 Unchanged
- Note 9 Unchanged
- Note 10 Increase due to scheduled contractual increase for FY 2017-2018 and Phase II branding design
- Note 11 Changed in fees
- Note 12 Changed for anticipated conference expense due to insufficient amount budgeted for FY 2016-2017
- Note 13 Changed for leadership program fee for FY 2017-2018
- Note 14 Based of Cost Allocation Study findings
- Note 15 Replaced with Cost Allocation Study findings

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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 FY 2017-2018

During FY 2017-18, the services of the City Attorney Department will continue to be in high demand. Some major areas requiring attorney involvement include: 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 2017-2018

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

The City Attorney's budget has been increase by 2% for the FY 2017-2018 in order to reflect the fact that additional legal support will be required this year on both the levee improvement project and the wastewater treatment plant expansion. Given the unique nature of these projects, it is difficult to predict with accuracy whether or not this increase will provide sufficient funds to staff all of the City's legal work during the FY 2017-2018. The Finance and City Manager's Departments will closely track the City Attorney's billings and present a budget augmentation request if required.

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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	506,750	506,750	514,070
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	506,750	506,750	514,070
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	506,750	506,750	514,070
REALLOCATIONS	(152,026)	(152,026)	(119,165)
TOTAL FOR CITY ATTORNEY	\$ 354,724	\$ 354,724	\$ 394,905

DETAIL LINE ITEM REPORT

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

GENERAL FUND

<i>Services and Supplies</i>	Approved 2016-2017	Requested 2017-2018
001-0310-412-4251 CITY ATTORNEY CONTRACTUAL SERVICES	\$366,000.00	\$373,320.00
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	\$506,000.00	\$513,320.00
001-0310-412-4254 LEAGUE OF CALIFORNIA CITIES MEETINGS	\$750.00	\$750.00
Subtotal	\$750.00	\$750.00
Services and Supplies Total	\$506,750.00	\$514,070.00
<i>Reallocation</i>	Approved 2016-2017	Requested 2017-2018
001-0310-412-4463 INDIRECT COST ALLOCATION	\$0.00	(\$119,165.00)
Subtotal	\$0.00	(\$119,165.00)
001-0310-412-4496 ALLOCATION OF EXPENSES TO WATER	(\$76,013.00)	\$0.00
Subtotal	(\$76,013.00)	\$0.00
001-0310-412-4497 ALLOCATION OF EXPENSES TO WASTEWATER	(\$76,013.00)	\$0.00
Subtotal	(\$76,013.00)	\$0.00
Reallocation Total	(\$152,026.00)	(\$119,165.00)
CITY ATTORNEY Total	\$354,724.00	\$394,905.00

City Attorney 001-0310

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4251 Contractual Services	506,000	513,320	7,320	1
4254 Meetings	750	750	-	2
4463 Indirect Cost Allocation	\$ -	(119,165)	(119,165)	3
4496 Allocation of Expenses to Water	(76,013)	-	76,013	4
4497 Allocation of Expenses to Wastewater	(76,013)	-	76,013	4
	<u>354,724</u>	<u>394,905</u>	<u>40,181</u>	

Detailed Analysis:

- Note 1 Placeholder 2% increase to City Attorney costs
- Note 2 No Change
- Note 3 Based of Cost Allocation Study findings
- Note 4 Replaced with Cost Allocation Study findings

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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	15-16	16-17	17-18
Full-Time Employees			
HUMAN RESOURCES DIRECTOR	1.0	1.0	1.0
HUMAN RESOURCES MANAGER	0.0	1.0	0.0
HUMAN RESOURCES TECHNICIAN	0.0	1.0	0.0
HUMAN RESOURCES ANALYST	2.0	1.0	3.0
Total Full-Time Employees	3.0	4.0	4.0
Part-Time Employees			
HUMAN RESOURCES ANALYST	0.0	0.9	0.9
Total Part-Time Employees	0.0	0.9	0.9
TOTAL EMPLOYEES	3.0	4.9	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.

KEY INITIATIVES COMPLETED FY 2016-2017

The Human Resources Department continued to provide high quality services to the Departments and staff during FY 2016-2017. Some examples of key services provided include:

Training and Development

- Initiated the City's Succession Planning process with one-on-one Departmental conversations, employee surveys and individual development plans. A comprehensive training, mentoring and education program is being developed.
- 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
- Provided legally required and essential training to the Management Team to ensure a highly informed and well-rounded team

- Developed and provided a new mid-management employee development group – Analyst Cohort that provides education, support and mentorship to 25 “up and coming” employees.

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 and transitioned to new classes of mutual funds with lower.
- Conducted a compliance audit of the 457(b) deferred compensation plan and the 401(a) plan.
- 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) and added a Retiree Health Savings Account plan.

Labor Relations

- Successfully reached two new labor contracts with Police and Fire that met the labor groups and City's mutual interests/concerns.
- Met with the Finance Department to address payroll and language issues to reduce implementation problems due to MOU language
- Supported the efforts of the fire merger with new legislation and determining options with CalPERS for a new fire agency.

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 33 recruitments during FY 2016-2017, including promotional processes for Police Sergeant and Corporal; Police Officers, Firefighters, Planners, Code Enforcement Officer, Senior Bldg. Official and Maintenance Workers. The City promoted 12 employees to fill vacant positions and provided four internships for college students.
- Transitioned to a new, efficient and cost effective occupational health service provider for pre-employment physicals.

Classification and Compensation

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

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2017-2018

Key initiatives and service levels planned for FY 2017-2018 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.

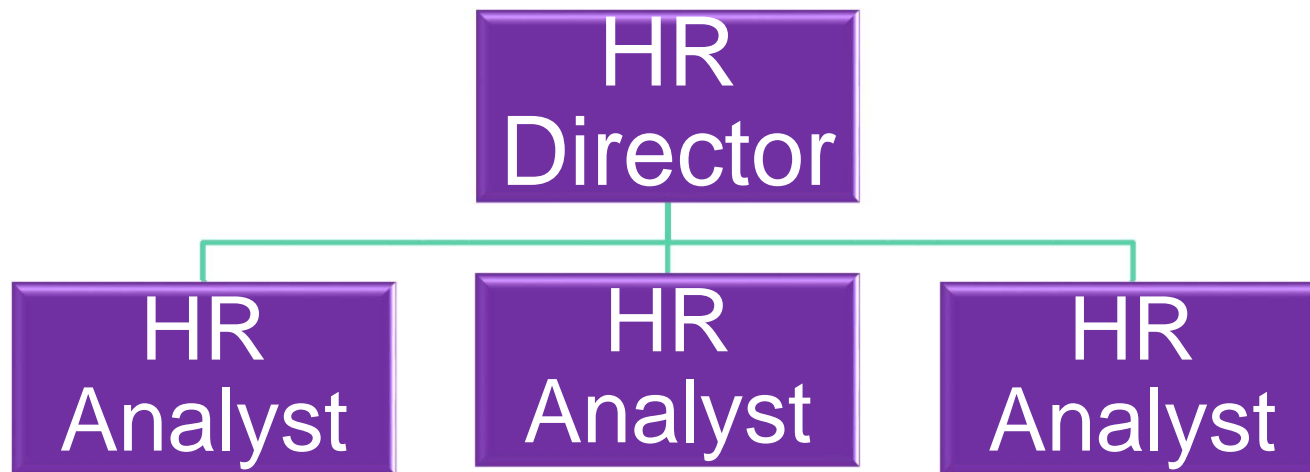
- Meet quarterly with Department Heads to review their department's open workers' compensation cases and annually to review City's Risk Management report.
- Work with departments to continue to update City job specifications and revise core competencies as needed.
- Lead and support the continued development 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.
- 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 AFSCME and implement a new Memorandum of Understanding (MOU) and conclude negotiations with the Management Group with a new Compensation and Benefit Plan.

CHANGES IN FINANCIAL RESOURCES REQUIRED

- There are no additions to personnel.
- Increase in Educational Reimbursement of \$25,000
- Increase in Public Safety Pre-Employment Physicals \$ 10,000
- Implementation of Police Promotional Testing Process \$ 20,000
- Implementation of Succession Planning Employee Development \$ 30,000

Human Resources Department



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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 462,425	\$ 462,425	\$ 580,700
SERVICES AND SUPPLIES	111,480	111,480	198,000
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	573,905	573,905	778,700
INTERNAL SERVICES	74,242	74,242	74,151
Subtotal (Total Department Expenses before Reallocations)	648,147	648,147	852,851
REALLOCATIONS	(194,444)	(194,444)	(163,617)
TOTAL FOR HUMAN RESOURCES	\$ 453,703	\$ 453,703	\$ 689,234

DETAIL LINE ITEM REPORT

HUMAN RESOURCES - ADMINISTRATION Account: 001-1210-415

GENERAL FUND

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
001-1210-415-4110	PERMANENT SALARIES	\$325,163.00	\$379,900.00
Subtotal		\$325,163.00	\$379,900.00
001-1210-415-4120	FRINGE BENEFITS	\$137,262.00	\$200,800.00
Subtotal		\$137,262.00	\$200,800.00
Employee Services Total		\$462,425.00	\$580,700.00
<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018
001-1210-415-4520	COMPENSATED ABSENCES	\$4,620.00	\$5,500.00
Subtotal		\$4,620.00	\$5,500.00
001-1210-415-4556	EQUIPMENT REPLACEMENT	\$2,550.00	\$1,700.00
Subtotal		\$2,550.00	\$1,700.00
001-1210-415-4557	INFORMATION TECHNOLOGY SERVICES	\$37,271.00	\$35,715.00
Subtotal		\$37,271.00	\$35,715.00
001-1210-415-4569	BUILDING MAINTENANCE	\$29,801.00	\$31,236.00
Subtotal		\$29,801.00	\$31,236.00
Internal Services Total		\$74,242.00	\$74,151.00
<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
001-1210-415-4240	EMPLOYEE EVENTS	\$2,500.00	\$2,500.00
001-1210-415-4240	EMPLOYEE RECOGNITION PROGRAMS	\$150.00	\$250.00
001-1210-415-4240	GYM MAINTENANCE	\$500.00	\$500.00
001-1210-415-4240	SERVICE (PINS) AWARD PROGRAM	\$3,700.00	\$3,700.00
001-1210-415-4240	WELLNESS / HEALTH SCREENINGS	\$2,500.00	\$2,500.00

		Subtotal	\$9,350.00	\$9,450.00
001-1210-415-4241	COPIES FOR H.R.- RECRUITMENT,BENEFITS,TRAINING,ETC		\$5,000.00	\$5,000.00
		Subtotal	\$5,000.00	\$5,000.00
001-1210-415-4242	POSTAGE FOR HUMAN RESOURCES MAILINGS		\$2,000.00	\$2,000.00
		Subtotal	\$2,000.00	\$2,000.00
001-1210-415-4243	OFFICE SUPPLIES AND MATERIALS		\$1,750.00	\$1,750.00
		Subtotal	\$1,750.00	\$1,750.00
001-1210-415-4249	INTERVIEWING/ASSESSMENT CENTER EXPENSES		\$6,000.00	\$6,000.00
001-1210-415-4249	POLICE PROMOTIONAL TESTING PROCESS		\$0.00	\$20,000.00
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	\$10,000.00	\$30,000.00
001-1210-415-4251	CLASS B LIC.EXAM & RENEWAL FEES/RESPIRATORY EXAMS		\$4,000.00	\$4,000.00
001-1210-415-4251	D.O.T. ALCOHOL/DRUG TESTING PROGRAM COMPLIANCE		\$8,000.00	\$8,000.00
001-1210-415-4251	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.)		\$13,500.00	\$23,500.00
		Subtotal	\$49,000.00	\$59,000.00
001-1210-415-4253	CA.PUBLIC EMPLOYEE RELATIONS ASSN. (CALPELRA)		\$300.00	\$300.00
001-1210-415-4253	HR PROFESSIONAL MEMBERSHIP DUES		\$500.00	\$500.00
001-1210-415-4253	NCC-IPMA MEMBERSHIP		\$80.00	\$500.00
		Subtotal	\$880.00	\$1,300.00
001-1210-415-4254	CONSORTIUM & REGIONAL MEETINGS		\$1,000.00	\$1,000.00
001-1210-415-4254	LEAGUE OF CA.CITIES - EMPL REL INST / ANNUAL CONF		\$750.00	\$750.00
001-1210-415-4254	MANAGEMENT MTGS / EXEC RETREAT / MISC CITY MTGS		\$250.00	\$250.00
001-1210-415-4254	NORCAL PERSONNEL MGRS. CONF./ROUNDTABLE		\$1,000.00	\$1,000.00
		Subtotal	\$3,000.00	\$3,000.00

001-1210-415-4255	CITYWIDE TRAINING & STAFF DEVELOPMENT	\$29,000.00	\$54,000.00
001-1210-415-4255	SAFETY TRAINING	\$1,500.00	\$1,500.00
001-1210-415-4255	SUCCESSION PLANNING EMPLOYEE DEVELOPMENT	\$0.00	\$30,000.00
	Subtotal	\$30,500.00	\$85,500.00
001-1210-415-4256	Home Loan Program	\$0.00	\$1,000.00
	Subtotal	\$0.00	\$1,000.00
	Services and Supplies Total	\$111,480.00	\$198,000.00
Reallocation		Approved 2016-2017	Requested 2017-2018
001-1210-415-4463	INDIRECT COST ALLOCATION	\$0.00	(\$163,617.00)
	Subtotal	\$0.00	(\$163,617.00)
001-1210-415-4496	ALLOCATION OF EXPENSES TO WATER	(\$97,222.00)	\$0.00
	Subtotal	(\$97,222.00)	\$0.00
001-1210-415-4497	ALLOCATION OF EXPENSES TO WASTEWATER	(\$97,222.00)	\$0.00
	Subtotal	(\$97,222.00)	\$0.00
	Reallocation Total	(\$194,444.00)	(\$163,617.00)
	ADMINISTRATION Total	\$453,703.00	\$689,234.00

HUMAN RESOURCES BUDGET COMPARISON - Administration 001-1210

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4110 Permanent Salaries	\$ 325,163	\$ 379,900	\$ 54,737	1
4120 Fringe Benefits	\$ 137,262	\$ 200,800	\$ 63,538	2
4520 Compensated Absences	\$ 4,620	\$ 5,500	\$ 880	3
4556 Equipment Replacement	\$ 2,550	\$ 1,700	\$ (850)	4
4557 Information Technology	\$ 37,271	\$ 35,715	\$ (1,556)	5
4569 Building Maintenance	\$ 29,801	\$ 31,236	\$ 1,435	6
4240 Department Special Supplies	\$ 9,350	\$ 9,450	\$ 100	7
4241 Copies	\$ 5,000	\$ 5,000	\$ -	8
4242 Postage	\$ 2,000	\$ 2,000	\$ -	9
4243 Office Supplies	\$ 1,750	\$ 1,750	\$ -	10
4249 Advertising	\$ 10,000	\$ 30,000	\$ 20,000	11
4251 Consulting and Contracting	\$ 49,000	\$ 59,000	\$ 10,000	12
4253 Memberships and Dues	\$ 880	\$ 1,300	\$ 420	13
4254 Travel, Conferences, and Meetings	\$ 3,000	\$ 3,000	\$ -	14
4255 Training	\$ 30,500	\$ 85,500	\$ 55,000	15
4256 Home Loan Program	\$ -	\$ 1,000	\$ 1,000	16
4463 Indirect Cost Allocation	\$ -	\$ (163,617)	\$ (163,617)	17
4496 Allocation of Expenses to Water Fund, 15%	\$ (97,222)	\$ -	\$ 97,222	18
4497 Allocation of Expenses to Wastewater Fund, 15%	\$ (97,222)	\$ -	\$ 97,222	18
Total	\$ 453,703	\$ 689,234	\$ 235,531	

Detailed Analysis

- Note 1 Contractual adjustments
- Note 2 Contractual adjustment to benefit formulas (e.g. CalPERS, medical, etc.)
- Note 3 Increase in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 4 Increase in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 5 Increase in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 6 Increase in assessment per proposed FY 2017-2018 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 Implementation of police promotional testing process
- Note 12 Increase in Public Safety pre-employment physicals
- Note 13 3 professional HR memberships for all HR Analysts
- Note 14 No change
- Note 15 Increase in education reimbursement and implementation of succession planning employee development
- Note 16 Home Loan Program Implementation
- Note 17 Based of Cost Allocation Study findings
- Note 18 Replaced with Cost Allocation Study findings

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, debt, and investment management, budgeting, financial reporting, design, and evaluates internal controls, and the formulation of financial policies 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; processes accounts receivable billing; and performs collections on delinquent accounts.

DEPARTMENT PERSONNEL SUMMARY

Position	15-16	16-17	17-18
Full-Time Employees			
Finance Director/City Treasurer	1.0	1.0	1.0
Assistant Finance Director	1.0	1.0	1.0
Accounting Manager	1.0	1.0	1.0
Senior Accountant	0.0	1.0	1.0
Management Assistant	1.0	1.0	0.0
Payroll Technician	0.0	0.0	1.0
Sr Acct Spec/Acct Spec	4.0	4.0	3.0
Accountant I	1.0	0.0	1.0
Office Assistant II	0.0	1.0	1.0
Total Full-Time Employees	9.0	10.0	10.0
TOTAL EMPLOYEES	9.6	10.0	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 and 5-Year Financial Plan, and evaluation of the 10-Year Capital Improvement Program.
- Assist City Manager's Office in Water and Wastewater rate setting and analysis.
- Coordinate with City Department in annual update of City's Master Fee and Service Charges Schedule.
- 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.
- Administer the City/District's debt (if any).
- Monitor and collect City/District's revenues.

General Accounting

- Prepare Comprehensive Annual Financial Report (CAFR) and State Controller's Reports.
- Maintain governmental accounting system.

- Review and process payroll and accounts payable for proper authorization.
- Monitor and prepare accounting for City's housing program financial activities.
- Assist independent auditors during annual audits.
- Prepare accurate and timely financial reports.

Utility

- Monitor the implementation of mandatory water reduction requirements 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 2016-2017.

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.
- Conducted a cost allocation plan and user fee study; updated the City's Master Fee and Service Charges Schedule. Generally accepted best practices recommend that a user 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.
- Filed Mandated Cost Recovery (SB90) claims to recover administrative costs incurred to comply with State mandates.
- Requested proposal from qualified certified public accounting firms and selected independent auditor to audit the City/District's financial statements for FY2016/2017 through FY2018/2019 with an option to extend the contract for another two fiscal years.

General Accounting

- Completed the preparation of City/District Comprehensive Annual Financial Report.
- Received Certificate of Achievement for Excellence in Financial Reporting for the City/District's FY 2015-2016 CAFR from the Government Finance Officers Association

(GFOA). This was the 24th consecutive year that the City has received this award.

- Prepared and filed all required external and regulatory financial reports with the State Controller's Office.
- Completed bi-annual actuarial update of the City's Longevity and OPEB plans.
- Prepared, issued, and filed annual 1099 and W-2 forms.
- Prepared, issued, and filed annual Affordable Care Act forms (Forms 1094-C and 1095-C).
- Established a new Senior Accountant classification to provide flexible staffing, promotional opportunities, and succession planning in the Department.
- Established a new Payroll Technician classification to upgrade the Department's technical accounting strength and to enhance promotional and succession planning capabilities.
- Expanded the part-time Office Assistant to full-time status to support the increase workload in the areas of accounts receivable, utility, and cashing.
- Implemented a new capital assets portal to monitor the City's capital assets.

Utility

- Completed and updated rate study of water and wastewater rates for FY 2017-2018 and implemented a conservation-based water rate model for residential and irrigation customers.

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

Taxes and Licenses

- Implemented migration of business license module to the new permitting software.
- Assisted public works in reviewing waste discharge permit listing and incorporated waste discharge permit application as part of the business license process.

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2017-2018

The key initiatives planned for FY 2017-2018 include the following.

- Continue to provide leadership training opportunities for succession plan.
- Provide internal cross-training for backup and support.
- Assess irrevocable trust options for the City/District's Longevity and Other Post-Employment Benefits (OPEB) Internal Service Funds and feasibility of establishing a pension stabilization trust.
- Prepare Foster City Successor Agency's Last and Final Recognized Obligation Payment Schedule (ROPS).

- Update the annual Cost Allocation Plan.
- Evaluate tax revenue options for a November 2018 ballot measure.
- Implement GASB 75, *Accounting and Financial Reporting for Post-employment Benefits Other Than Pensions*.
- Collaborate with Communications and IT Departments in citywide website upgrade.
- Evaluate and implement financing plan(s) for the Wastewater Treatment Plant Master Plan Improvement Project (CIP 652) and the Levee Protection Planning and Improvements Project (CIP 657).
- Evaluate fiscal impact of proposed Belmont-Foster City-San Mateo Fire Joint Powers Authority (Fire JPA).

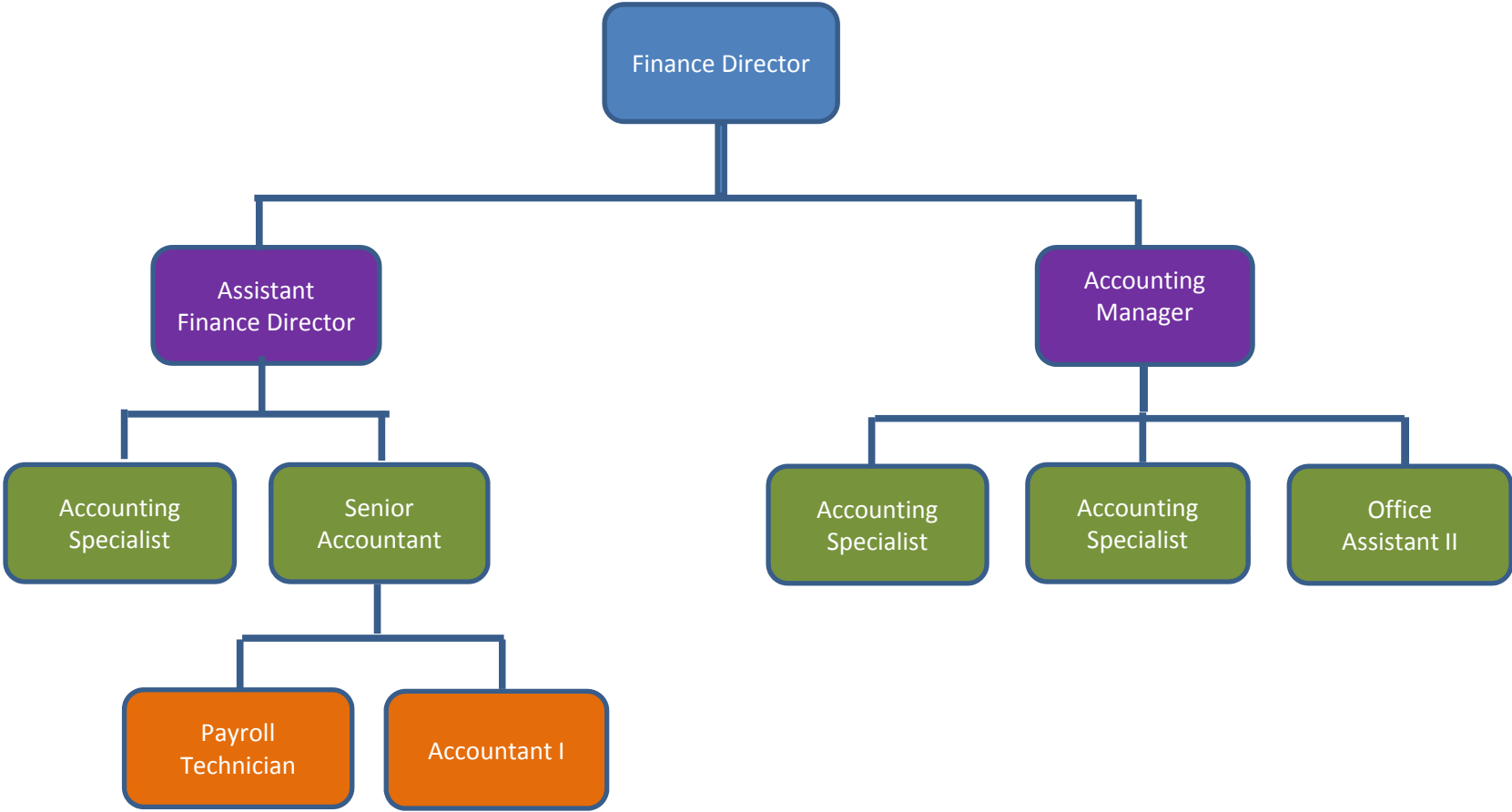
CHANGES IN FINANCIAL RESOURCES REQUIRED

- Merit (Step) increases, general wage adjustments, and adjustments to benefit formula (e.g. CALPERS, medical, etc.).
- The budget reflects an organization change with the replacement of a Management Assistant position in the Financial Services Department's Administrative Division (-\$124,600 budget decrease) with an Accountant I position in the General Accounting Division (\$133,200 budget increase). The restructuring provides the Department with a broader distribution of critical

job functions and technical accounting support to the organization and to better align the staffing requirements for succession planning for the Department (\$8,600). The restructure has been incorporated into the FY 2017-2018 budget.

- The budget also reflects the redistribution of the Accounting/Budget Manager's time from 100% in the General Accounting Division to 51% in Administration; 15% in General Accounting; 28% in Utilities; and 6% in Business License Divisions to better align the position's scope of services. The associated Accounting/Budget Manager's fully benefited cost for each of the aforementioned Divisions is \$111,900, \$32,900, \$61,400, and \$13,200 respectively.
- Annual software subscription to update the City's Cost Allocation Plan is \$5,000 per year.
- Use of online payments continues to expand and \$81,100 is needed for the projected increase in credit card and ACH processing fees. Staff will explore other payment options and/or caps to help contain these costs in FY 2017-2018 (ACH/credit card transaction ceilings).
- The City's new permitting system has the capability of accepting online payments. As a result, \$25,000 is requested for projected credit card processing fees.
- Over the last 4 years, the average annual increase of property tax administrative fee is about 9%. Therefore, staff is recommending a budget of \$203,845 (\$19,345 increase) for FY 2017-2018.

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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	\$ 417,636	\$ 417,636	\$ 329,673
GENERAL ACCOUNTING	581,536	581,536	533,302
TAXES & LICENSES	112,650	112,650	131,205
UTILITY ACCOUNTING	-	-	-
TOTAL FOR FINANCIAL SERVICES/CITY TREASURER	\$ 1,111,822	\$ 1,111,822	\$ 994,180

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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 1,425,135	\$ 1,425,135	\$ 1,625,100
SERVICES AND SUPPLIES	258,935	258,935	330,035
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	1,684,070	1,684,070	1,955,135
INTERNAL SERVICES	190,092	190,092	184,635
Subtotal (Total Department Expenses before Reallocations)	1,874,162	1,874,162	2,139,770
REALLOCATIONS	(762,340)	(762,340)	(1,145,590)
TOTAL FOR FINANCIAL SERVICES/CITY TREASURER	\$ 1,111,822	\$ 1,111,822	\$ 994,180

DETAIL LINE ITEM REPORT

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

<i>Employee Services</i>	Approved 2016-2017	Requested 2017-2018
001-1110-415-4110 PERMANENT SALARIES	\$283,700.00	\$287,500.00
Subtotal	\$283,700.00	\$287,500.00
001-1110-415-4120 FRINGE BENEFITS	\$130,200.00	\$150,100.00
Subtotal	\$130,200.00	\$150,100.00
Employee Services Total	\$413,900.00	\$437,600.00
<i>Internal Services</i>	Approved 2016-2017	Requested 2017-2018
001-1110-415-4520 COMPENSATED ABSENCES	\$4,133.00	\$4,167.00
Subtotal	\$4,133.00	\$4,167.00
001-1110-415-4544 VEHICLE REPLACEMENT	\$7,028.00	\$0.00
Subtotal	\$7,028.00	\$0.00
001-1110-415-4557 INFORMATION TECHNOLOGY SERVICES	\$24,966.00	\$24,536.00
Subtotal	\$24,966.00	\$24,536.00
001-1110-415-4569 BUILDING MAINTENANCE	\$8,847.00	\$9,274.00
Subtotal	\$8,847.00	\$9,274.00
Internal Services Total	\$44,974.00	\$37,977.00
<i>Services and Supplies</i>	Approved 2016-2017	Requested 2017-2018
001-1110-415-4241 COPIES FOR CORRESPONDENCE. AGENDAS, ETC.	\$500.00	\$500.00
001-1110-415-4241 PRINTING OF PRELIMINARY AND FINAL BUDGET	\$2,000.00	\$2,000.00
Subtotal	\$2,500.00	\$2,500.00
001-1110-415-4242 POSTAGE FOR LETTERS, PACKAGES, ETC.	\$500.00	\$500.00
Subtotal	\$500.00	\$500.00

001-1110-415-4243	OFFICE SUPPLIES		\$1,500.00	\$1,500.00
		Subtotal	\$1,500.00	\$1,500.00
001-1110-415-4249	NEWSPAPER NOTICES		\$300.00	\$300.00
		Subtotal	\$300.00	\$300.00
001-1110-415-4251	AUDIT FEES		\$69,000.00	\$60,500.00
001-1110-415-4251	BUDGET CARRYOVER-MUNICIPAL FINANCIAL ADVISORY SVCS		\$0.00	\$15,000.00
001-1110-415-4251	COST ALLOCATION PLAN AND FEE STUDY		\$45,000.00	\$0.00
001-1110-415-4251	GFOA CAFR AWARD APPLICATION FEE		\$505.00	\$505.00
001-1110-415-4251	MANDATED COST ALLOCATION SB90 CLAIMS		\$5,000.00	\$3,000.00
001-1110-415-4251	PRINTING OF CAFR REPORT		\$1,500.00	\$1,500.00
001-1110-415-4251	TEMPORARY HELP		\$1,995.00	\$1,995.00
		Subtotal	\$123,000.00	\$82,500.00
001-1110-415-4253	ASSOCIATION OF GOV'T ACCOUNTANTS		\$110.00	\$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	COST ALLOCATION PLAN SUBSCRIPTION		\$0.00	\$5,000.00
001-1110-415-4253	FIXED ASSET PORTAL SUBSCRIPTION		\$3,000.00	\$3,000.00
001-1110-415-4253	GASB SUBSCRIPTIONS		\$215.00	\$215.00
001-1110-415-4253	GOVERNMENT FINANCE OFFICERS ASSOCIATION		\$400.00	\$400.00
		Subtotal	\$4,000.00	\$9,000.00
001-1110-415-4254	CA MUNICIPAL TREASURER ASSN ANNUAL CONFERENCE		\$800.00	\$800.00
001-1110-415-4254	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS		\$1,200.00	\$1,200.00
001-1110-415-4254	GFOA ANNUAL CONFERENCE		\$1,800.00	\$1,800.00
001-1110-415-4254	LEAGUE OF CALIFORNIA CITIES		\$1,000.00	\$1,000.00
001-1110-415-4254	MISCELLANEOUS MEETINGS		\$150.00	\$150.00
		Subtotal	\$4,950.00	\$4,950.00
001-1110-415-4255	GFOA TRAINING		\$1,000.00	\$1,000.00
		Subtotal	\$1,000.00	\$1,000.00
		Services and Supplies Total	\$137,750.00	\$102,250.00

<i>Reallocation</i>		Approved 2016-2017	Requested 2017-2018
001-1110-415-4463	INDIRECT COST ALLOCATION	\$0.00	(\$248,154.00)
	Subtotal	\$0.00	(\$248,154.00)
001-1110-415-4496	ALLOCATION OF EXPENSES TO WATER	(\$89,494.00)	\$0.00
	Subtotal	(\$89,494.00)	\$0.00
001-1110-415-4497	ALLOCATION OF EXPENSES TO WASTEWATER	(\$89,494.00)	\$0.00
	Subtotal	(\$89,494.00)	\$0.00
	Reallocation Total	(\$178,988.00)	(\$248,154.00)
	ADMINISTRATION Total	\$417,636.00	\$329,673.00

FINANCIAL SERVICES/CITY TREASURER - GENERAL ACCOUNTING 415 Account: 001-1120- GENERAL FUND

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
001-1120-415-4110	PERMANENT SALARIES	\$505,453.00	\$533,100.00
	Subtotal	\$505,453.00	\$533,100.00
001-1120-415-4120	FRINGE BENEFITS	\$233,082.00	\$279,000.00
	Subtotal	\$233,082.00	\$279,000.00
	Employee Services Total	\$738,535.00	\$812,100.00

<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018
001-1120-415-4520	COMPENSATED ABSENCES	\$7,369.00	\$7,750.00
	Subtotal	\$7,369.00	\$7,750.00
001-1120-415-4557	INFORMATION TECHNOLOGY SERVICES	\$49,932.00	\$49,072.00
	Subtotal	\$49,932.00	\$49,072.00

001-1120-415-4569	BUILDING MAINTENANCE	\$17,695.00	\$18,547.00
	Subtotal	\$17,695.00	\$18,547.00
	Internal Services Total	\$74,996.00	\$75,369.00

Services and Supplies

		Approved 2016-2017	Requested 2017-2018
001-1120-415-4241	COPIES FOR CORRESPONDENCE, COMPUTER REPORTS, ETC.	\$3,000.00	\$3,000.00
	Subtotal	\$3,000.00	\$3,000.00
001-1120-415-4242	POSTAGE FOR AP, 1099 & OTHER CORRESPONDENCE MAIL	\$2,650.00	\$2,650.00
	Subtotal	\$2,650.00	\$2,650.00
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	\$6,000.00	\$6,000.00
001-1120-415-4246	BURSTING MACHINE & TIME CLOCK & LETTER OPENER	\$650.00	\$650.00
001-1120-415-4246	WHEELWRITER	\$150.00	\$150.00
	Subtotal	\$800.00	\$800.00
001-1120-415-4253	ASSOCIATION OF GOV'T ACCOUNTANTS	\$110.00	\$110.00
001-1120-415-4253	MEMBERSHIP FOR CSMFO	\$120.00	\$120.00
	Subtotal	\$230.00	\$230.00
001-1120-415-4254	CSMFO/LEAGUE OF CALIFORNIA CITIES	\$1,200.00	\$1,200.00
001-1120-415-4254	MISCELLANEOUS MEETING	\$180.00	\$180.00
	Subtotal	\$1,380.00	\$1,380.00
001-1120-415-4255	GFOA ANNUAL GAAP UPDATE	\$175.00	\$175.00
001-1120-415-4255	GOVERNMENT TAX SEMINAR	\$1,000.00	\$1,000.00
001-1120-415-4255	TECHNICAL ACCOUNTING / FINANCE TRAINING	\$2,000.00	\$2,000.00

		Subtotal	Approved 2016-2017	Requested 2017-2018
			\$3,175.00	\$3,175.00
		Services and Supplies Total	\$17,235.00	\$17,235.00
Reallocation			Approved 2016-2017	Requested 2017-2018
001-1120-415-4463	INDIRECT COST ALLOCATION		\$0.00	(\$371,402.00)
		Subtotal	\$0.00	(\$371,402.00)
001-1120-415-4496	ALLOCATION OF EXPENSES TO WATER		(\$124,615.00)	\$0.00
		Subtotal	(\$124,615.00)	\$0.00
001-1120-415-4497	ALLOCATION OF EXPENSES TO WASTEWATER		(\$124,615.00)	\$0.00
		Subtotal	(\$124,615.00)	\$0.00
		Reallocation Total	(\$249,230.00)	(\$371,402.00)
		GENERAL ACCOUNTING Total	\$581,536.00	\$533,302.00

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

		Approved 2016-2017	Requested 2017-2018
Employee Services			
001-1130-415-4110	PERMANENT SALARIES	\$94,500.00	\$140,000.00
		Subtotal	\$94,500.00
001-1130-415-4120	FRINGE BENEFITS	\$44,500.00	\$74,500.00
		Subtotal	\$44,500.00
		Employee Services Total	\$139,000.00
			\$214,500.00
Internal Services			
001-1130-415-4520	COMPENSATED ABSENCES	\$1,124.00	\$2,070.00
		Subtotal	\$1,124.00
001-1130-415-4557	INFORMATION TECHNOLOGY SERVICES	\$37,449.00	\$36,804.00
		Subtotal	\$37,449.00
001-1130-415-4569	BUILDING MAINTENANCE	\$13,271.00	\$13,910.00

	Subtotal	\$13,271.00	\$13,910.00
	Internal Services Total	\$51,844.00	\$52,784.00
<hr/>			
<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
001-1130-415-4241	COPIES FOR UTILITY BILLS, LETTERS&APPLICATION FORM	\$500.00	\$500.00
	Subtotal	\$500.00	\$500.00
001-1130-415-4242	POSTAGE FOR COLLECTION&CUSTOMER CORRESPONDENCE	\$500.00	\$500.00
	Subtotal	\$500.00	\$500.00
001-1130-415-4243	DELINQUENT, FINAL, & MISC DOOR HANGING NOTICES	\$500.00	\$500.00
001-1130-415-4243	MAILING AND RETURN ENVELOPES	\$200.00	\$200.00
001-1130-415-4243	OFFICE SUPPLIES (PAPER, PENS, BINDERS, BOXES, ETC)	\$500.00	\$500.00
	Subtotal	\$1,200.00	\$1,200.00
001-1130-415-4251	BANK DRAFT FEES	\$4,500.00	\$4,500.00
001-1130-415-4251	BANK FEES & CREDIT CARD FEES	\$800.00	\$400.00
001-1130-415-4251	ONLINE ACH TRANSACTION FEES	\$2,500.00	\$4,000.00
001-1130-415-4251	ONLINE CREDIT CARD TRANSACTION FEES	\$49,000.00	\$129,000.00
001-1130-415-4251	ONLINE UTILITY BILL AND EBPP PRINT SERVICES	\$35,000.00	\$35,000.00
	Subtotal	\$91,800.00	\$172,900.00
001-1130-415-4255	TECHNICAL ACCOUNTING / FINANCE TRAINING	\$1,000.00	\$1,500.00
	Subtotal	\$1,000.00	\$1,500.00
	Services and Supplies Total	\$95,000.00	\$176,600.00
<hr/>			
<i>Reallocation</i>		Approved 2016-2017	Requested 2017-2018
001-1130-415-4463	INDIRECT COST ALLOCATION	\$0.00	(\$353,380.00)
001-1130-415-4463	INDIRECT COST ALLOCATION - 2nd Round	\$0.00	(\$90,504.00)
	Subtotal	\$0.00	(\$443,884.00)
001-1130-415-4496	ALLOCATION OF EXPENSES TO WATER	(\$165,791.00)	\$0.00
001-1130-415-4496	REALLOCATION OF CC TRANSACTION FEES - WATER	(\$24,500.00)	\$0.00
	Subtotal	(\$190,291.00)	\$0.00

001-1130-415-4497	ALLOCATION OF EXPENSES TO WASTEWATER	(\$71,053.00)	\$0.00
001-1130-415-4497	REALLOCATION OF CC TRANSACTION FEES - WASTEWATER	(\$24,500.00)	\$0.00
	Subtotal	(\$95,553.00)	\$0.00
	Reallocation Total	(\$285,844.00)	(\$443,884.00)
	UTILITY ACCOUNTING Total	\$0.00	\$0.00

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

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
001-1140-415-4110	PERMANENT SALARIES	\$90,900.00	\$104,900.00
	Subtotal	\$90,900.00	\$104,900.00
001-1140-415-4120	FRINGE BENEFITS	\$42,800.00	\$56,000.00
	Subtotal	\$42,800.00	\$56,000.00
	Employee Services Total	\$133,700.00	\$160,900.00
<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018
001-1140-415-4520	COMPENSATED ABSENCES	\$1,371.00	\$1,600.00
	Subtotal	\$1,371.00	\$1,600.00
001-1140-415-4557	INFORMATION TECHNOLOGY SERVICES	\$12,483.00	\$12,268.00
	Subtotal	\$12,483.00	\$12,268.00
001-1140-415-4569	BUILDING MAINTENANCE	\$4,424.00	\$4,637.00
	Subtotal	\$4,424.00	\$4,637.00
	Internal Services Total	\$18,278.00	\$18,505.00
<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
001-1140-415-4241	COPIES FOR LETTERS, BUSINESS LICENSES, ETC.	\$300.00	\$300.00

	Subtotal	\$300.00	\$300.00
001-1140-415-4242	POSTAGE FOR LETTERS, BUSINESS LICENSES, ETC.	\$3,000.00	\$3,000.00
	Subtotal	\$3,000.00	\$3,000.00
001-1140-415-4243	BUSINESS LICENSE APPLICATION FORMS	\$500.00	\$500.00
001-1140-415-4243	BUSINESS LICENSE CERTIFICATES ENVELOPES	\$1,500.00	\$1,500.00
001-1140-415-4243	BUSINESS LICENSE RELATED INFORMATION	\$300.00	\$300.00
001-1140-415-4243	BUSINESS LICENSE RENEWAL & DELINQUENT NOTICES, ENV	\$1,000.00	\$1,000.00
001-1140-415-4243	OFFICE SUPPLIES (PAPER, PENS, BINDERS, ETC.)	\$200.00	\$200.00
	Subtotal	\$3,500.00	\$3,500.00
001-1140-415-4251	BANK FEES & CREDIT CARD FEES	\$0.00	\$25,000.00
001-1140-415-4251	MRC SALES TAX AUDIT	\$1,500.00	\$1,500.00
	Subtotal	\$1,500.00	\$26,500.00
001-1140-415-4254	MISCELLANEOUS MEETINGS	\$150.00	\$150.00
	Subtotal	\$150.00	\$150.00
001-1140-415-4255	TECHNICAL ACCOUNTING / FINANCE TRAINING	\$500.00	\$500.00
	Subtotal	\$500.00	\$500.00
	Services and Supplies Total	\$8,950.00	\$33,950.00
Reallocation		Approved 2016-2017	Requested 2017-2018
001-1140-415-4463	INDIRECT COST ALLOCATION	\$0.00	(\$82,150.00)
	Subtotal	\$0.00	(\$82,150.00)
001-1140-415-4496	ALLOCATION OF EXPENSES TO WATER	(\$24,139.00)	\$0.00
	Subtotal	(\$24,139.00)	\$0.00
001-1140-415-4497	ALLOCATION OF EXPENSES TO WASTEWATER	(\$24,139.00)	\$0.00
	Subtotal	(\$24,139.00)	\$0.00
	Reallocation Total	(\$48,278.00)	(\$82,150.00)
	TAXES & LICENSES Total	\$112,650.00	\$131,205.00

FINANCIAL SERVICES DEPARTMENT BUDGET COMPARISON - Administration 001-1110

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4110 Permanent Salaries	283,700	287,500	3,800	1
4120 Fringe Benefits	130,200	150,100	19,900	2
4520 Compensated Absences	4,133	4,167	34	3
4544 Vehicle Replacement	7,028	-	(7,028)	4
4557 Information Technology	24,966	24,536	(430)	5
4569 Building Maintenance	8,847	9,274	427	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	123,000	82,500	(40,500)	11
4253 Memberships and Dues	4,000	9,000	5,000	12
4254 Travel, Conferences, and Meetings	4,950	4,950	-	13
4255 Training	1,000	1,000	-	14
4463 Indirect Cost Allocation	-	(248,154)	(248,154)	15
4496 Allocation of 15% Expenses to Water	(89,494)		89,494	16
4497 Allocation of 15% Expenses to Wastewater	(89,494)		89,494	16
	<u>417,636</u>	<u>329,673</u>	<u>(87,963)</u>	

Detailed Analysis

- Note 1 Merit (Step) increases, projected general wage adjustment of 3.5%; Management Assistant position upgraded to Accountant I to assume technical accounting assignments, align Accounting Manager's functions to applicable Financial Services Divisions based on Cost Allocation Study review.
- Note 2 Contractual adjustment to benefit formulas (e.g. CalPERS, medical, etc.)
- Note 3 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 4 Effective FY 2017-2018, previously Community Development Dept/Finance shared vehicle will be allocated 100% to CDD since it is predominately used by them.
- Note 5 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 6 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 7 No Change
- Note 8 No Change
- Note 9 No Change
- Note 10 No Change
- Note 11 The City budgeted \$45,000 for a cost allocation plan and fee study in FY2016-2017 which will be completed as of 6/30/2017. SB90 cost recovery claim services of \$3,000 are planned for FY2017-2018, a decrease of \$2,000 from prior year. The City awarded a contract in April 2017 for audit services; the FY2017-2018 budget of \$53,000 is based on the fee schedule from the audit firm approved by the City Council. City staff is also including \$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. In addition, budget carryover of \$15,000 for Municipal Financial Advisory Services is included.
- Note 12 \$5,000 for annual software subscription to update the City's Cost Allocation Plan.
- Note 13 No Change
- Note 14 No Change
- Note 15 Based on Cost Allocation Study findings
- Note 16 Replaced with Cost Allocation Study findings

FINANCIAL SERVICES DEPARTMENT BUDGET COMPARISON - General Accounting 001-1120

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4110 Permanent Salaries	505,453	533,100	27,647	1
4120 Fringe Benefits	233,082	279,000	45,918	2
4520 Compensated Absences	7,369	7,750	381	3
4557 Information Technology	49,932	49,072	(860)	4
4569 Building Maintenance	17,695	18,547	852	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	230	230	-	10
4254 Travel, Conferences, and Meetings	1,380	1,380	-	11
4255 Training	3,175	3,175	-	12
4463 Indirect Cost Allocation	-	(371,402)	(371,402)	13
4496 Allocation of 15% Expenses to Water	(124,615)		124,615	14
4497 Allocation of 15% Expenses to Wastewater	(124,615)		124,615	14
Total Reallocation	581,536	533,302	(48,234)	

Detailed Analysis

- Note 1 Merit (Step) increases, projected general wage adjustment of 3.5%; Management Assistant position upgraded to Accountant I to assume technical accounting assignments, align Accounting Manager's functions to applicable Financial Services Divisions based on Cost Allocation Study review
- Note 2 Contractual adjustment to benefit formulas (e.g. CalPERS, medical, etc.)
- Note 3 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 4 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 5 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 6 No Change
- 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 Based on Cost Allocation Study findings
- Note 14 Replaced with Cost Allocation Study findings

FINANCIAL SERVICES DEPARTMENT BUDGET COMPARISON - Utility 001-1130

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4110 Permanent Salaries	94,500	140,000	45,500	1
4120 Fringe Benefits	44,500	74,500	30,000	2
4520 Compensated Absences	1,124	2,070	946	3
4557 Information Technology	37,449	36,804	(645)	4
4569 Building Maintenance	13,271	13,910	639	5
4241 Copies	500	500	-	6
4242 Postage	500	500	-	7
4243 Office supplies	1,200	1,200	-	8
4251 Consulting and Contracting	91,800	172,900	81,100	9
4255 Training	1,000	1,500	500	10
4463 Indirect Cost Allocation	-	(443,884)	(443,884)	11
4496 Allocation of 70% Expenses to Water (exclude Credit Card Fees)	(165,791)	-	165,791	12
4496 Allocation of 50% Expenses of Credit Card Fees to Water	(24,500)	-	24,500	12
4497 Allocation of 30% Expenses to Wastewater (exclude Credit Card Fees)	(71,053)	-	71,053	12
4497 Allocation of 50% Expenses of Credit Card Fees to Wastewater	(24,500)	-	24,500	12
	-	-	-	

Detailed Analysis

- Note 1 Merit (Step) increases, projected general wage adjustment of 3.5%; Management Assistant position upgraded to Accountant I to assume technical accounting assignments, align Accounting Manager's functions to applicable Financial Services Divisions based on Cost Allocation Study review.
- Note 2 Contractual adjustment to benefit formulas (e.g. CalPERS, medical, etc.); additional costs associated with the allocation of Accounting Manager's time to the Division.
- Note 3 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 4 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 5 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 6 No Change
- Note 7 No Change
- Note 8 No Change
- Note 9 The use of online payments continues to expand and \$81,100 is needed for the projected increase in credit card and ACH processing fees. Staff will explore other payment options and/or caps to help contain these costs in FY 2017-2018 (ACH/credit card transaction ceilings)
- Note 10 Expansion of training
- Note 11 Based on Cost Allocation Study findings
- Note 12 Replaced with Cost Allocation Study findings

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

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4110 Permanent Salaries	90,900	104,900	14,000	1
4120 Fringe Benefits	42,800	56,000	13,200	2
4520 Compensated Absences	1,371	1,600	229	3
4557 Information Technology	12,483	12,268	(215)	4
4569 Building Maintenance	4,424	4,637	213	5
4241 Copies	300	300	-	6
4242 Postage	3,000	3,000	-	7
4243 Office supplies	3,500	3,500	-	8
4251 Consulting and Contracting	1,500	26,500	25,000	9
4254 Travel, Conferences, and Meetings	150	150	-	10
4255 Training	500	500	-	11
4463 Indirect Cost Allocation	-	(82,150)	(82,150)	12
4496 Allocation of 15% Expenses to Water	(24,139)	-	24,139	13
4497 Allocation of 15% Expenses to Wastewater	(24,139)	-	24,139	13
	<u>112,650</u>	<u>131,205</u>	<u>18,555</u>	

Detailed Analysis

- Note 1 Merit (Step) increases and projected general wage adjustment of 3.5%; align Accounting Manager's functions to applicable Financial Services Divisions based on Cost Allocation Study review.
- Note 2 Contractual adjustment to benefit formulas (e.g. CalPERS, medical, etc.); additional costs associated with the allocation of Accounting Manager's time to the Division.
- Note 3 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 4 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 5 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 6 No Change
- Note 7 No Change
- Note 8 No Change
- Note 9 The City's new permitting system has the capability of accepting online payments. As a result, \$25,000 is requested for projected credit card processing fees.
- Note 10 No Change
- Note 11 No Change
- Note 12 Based on Cost Allocation Study findings
- Note 13 Replaced with Cost Allocation Study findings

Parks and Recreation

DEPARTMENT DESCRIPTION

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

Foster City residents are passionate about their parks system. They have come to expect a high level service and want that service to continue. As the City grows older 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	15-16	16-17	17-18
Full-Time Employees			
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	-	-
Parks Maintenance Lead Worker	4.00	4.00	4.00
Parks Maintenance Worker I/II	11.00	11.00	11.00
Management Analyst	-	0.50	0.50
Management Assistant	1.00	1.00	-
Management Coordinator	-	-	1.00
Office Assistant II/Administrative Assistant	3.00	3.00	3.00
Facility Maintenance Worker I / II	3.00	4.00	4.00
Building Services Coordinator	1.00	1.00	1.00
Total Full-time Employees	36.00	36.50	36.50
Part-Time Employees			
Recreation Leader III (5)	3.00	4.00	2.75
Recreation Leader II (14)	7.00	7.00	7.00
Recreation Leader I (14)	7.20	7.20	7.20
Recreation/Community Ctr Office Assistant I (1)	-	-	0.75
Parks Office Assistant I (1)	-	-	0.50
Building Services Assistant (10)	6.00	6.00	6.00
Bldg Services Coordinator Assistant	0.75	0.75	0.75
Parks Maintenance Worker (2)	0.50	1.00	1.00
Total Part-time Employees	24.45	25.95	25.95
TOTAL EMPLOYEES	60.45	62.45	62.45

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 places 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 FY 2016-2017

Parks

- Park Infrastructure Improvements:
 - Catamaran Synthetic soccer field Turf was replaced under prorated warranty with a new 8-year warranty.(CIP 659)
 - Catamaran Lawn conversion project completed with drought tolerant landscaping and drip irrigation. (CIP 656)
 - Library Lawn conversion project completed with drought tolerant landscaping and drip irrigation. (CIP 656)
 - LED Lighting – Parks lights at Boat, Bocce Courts, Sunfish, Shad, Turnstone, Killdeer, Catamaran, Pilgrim and Constitution Walkways, Tennis Courts at Recreation Center have been converted to LED.
 - Pathway renovation project completed at Sea Cloud, Boothbay, Edgewater, Killdeer, and Constitution Walkways in conjunction with Public Works Street Rehabilitation Project (CIP 653)
 - Boardwalk Refinishing was completed at Leo J. Ryan Park (CIP 650)

- Various Eagle-Scout Projects completed. Including School-Garden at Killdeer Park, Wooden Park signs refinishing, Kiosks on the Levee refinishing.
- Shade-structure and Site-furnishings installed at the Edgewater Tennis courts completed. Funded by a Trust given to Foster City Tennis Club.

Recreation

- Fully funded Summer Concert Series, total sponsorships received in 2016 approximately \$24,559
- 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
- Increased community engagement by joining Nextdoor
- Expanded pre-school age summer camp program from half day to full day
- Implemented Afterschool Recreation Care program (ARC) at Audubon and Foster City Elementary schools for 1st-5th grades
- Offered new art classes for seniors

Buildings

- Paint/remodeled multiple rooms at the Recreation Center and Community Center
- Secured buildings in preparation for earthquake
- Replaced over 30 smoke detectors at the Recreation Center
- HVAC and paint upgrades at the Senior Wing
- Completed 874 service requests

Vehicles

- Developed the specifications and bid for twelve (12) vehicles and five pieces of small equipment
- Conducted over 340 regularly scheduled vehicle services
- Supported approximately seven (7) projects spanning multiple Departments

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2017-2018

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
 6. Anticipate maintaining 60% cost recovery

- 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
 3. Implement building sustainability procedures and mechanisms where possible
- 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 process and develop performance measures for the Strategic Plan

CHANGES IN FINANCIAL RESOURCES REQUIRED

Parks

- Landscaping at Sea Cloud Parking Lot by Pitcairn. (\$20,000).
- Playground fencing as needed (\$48,000).
- Contractual Services for Medians and Cul-de-sacs Maintenance Contract – Annual CPI increase up to 2% per RESO = \$3,000 total.

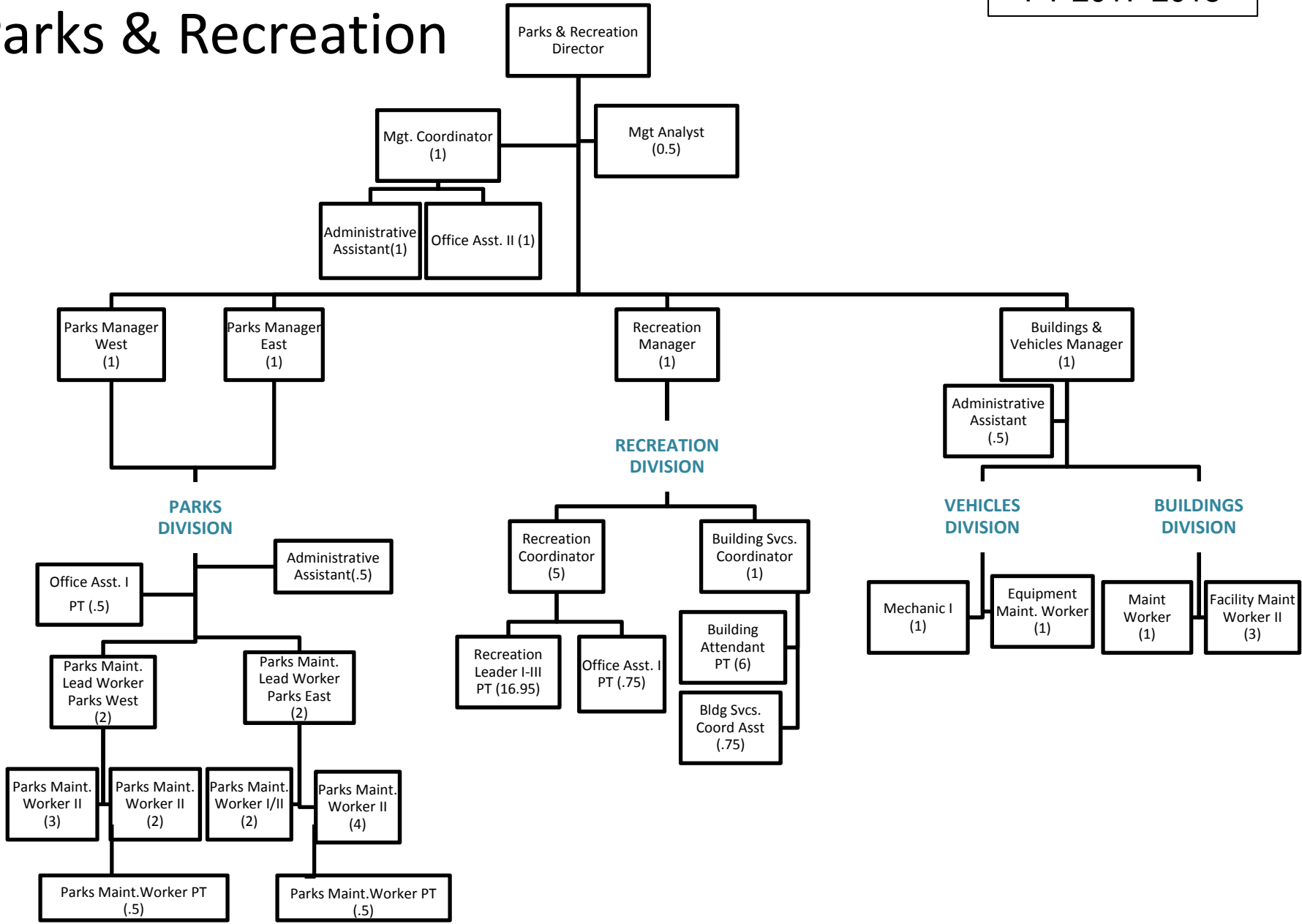
Recreation

- Office Assistant I – Part-time (30 hours) Recreation Leader III reclassify to part-time Office Assistant I to support Recreation/Community Center administrative duties (\$16,600) + Benefits (\$11,700)

Building Division

- Security Cameras – Corporation Yard (\$30,000)

Parks & Recreation



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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
PARKS MAINTENANCE	\$ 4,606,434	\$ 4,606,434	\$ 4,988,802
REC ADMINISTRATION	1,842,193	1,842,193	1,414,582
Subtotal - City General Fund Divisions	6,448,627	6,448,627	6,403,384
ADULT CONTRACTS	169,407	169,407	174,053
ADVERTISING	47,095	47,095	47,445
FACILITY OPERATIONS	500,641	500,641	556,937
SENIORS / VOLUNTEERS	209,872	209,872	219,887
SPECIAL EVENTS	42,660	42,660	43,077
TEEN PROGRAMS	296,456	296,456	313,246
YOUTH CAMPS	354,724	354,724	371,448
YOUTH CONTRACT CLASSES	274,897	274,897	279,470
Subtotal - Special Recreation Fund	1,895,752	1,895,752	2,005,563
TOTAL FOR PARKS & RECREATION	\$ 8,344,379	\$ 8,344,379	\$ 8,408,947

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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 4,204,136	\$ 4,204,136	\$ 4,596,331
SERVICES AND SUPPLIES	2,704,083	2,704,083	2,558,068
CAPITAL OUTLAY	27,500	27,500	-
Subtotal (Total Department-Controlled Expenses)	6,935,719	6,935,719	7,154,399
INTERNAL SERVICES	1,408,660	1,408,660	1,632,870
Subtotal (Total Department Expenses before Reallocations)	8,344,379	8,344,379	8,787,269
REALLOCATIONS	-	-	(378,322)
	\$ 8,344,379	\$ 8,344,379	\$ 8,408,947

DETAIL LINE ITEM REPORT

PARKS & RECREATION - REC ADMINISTRATION

Account: 001-0510-451

GENERAL FUND

<i>Capital Outlay</i>		Approved 2016-2017	Requested 2017-2018
001-0510-451-4388	LAGOON ROOM STAGE	\$7,500.00	\$0.00
001-0510-451-4388	SOUND SYSTEM, PROJECTOR & SCREEN FOR WIND ROOM	\$20,000.00	\$0.00
	Subtotal	\$27,500.00	\$0.00
	Capital Outlay Total	\$27,500.00	\$0.00
<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
001-0510-451-4110	PERMANENT SALARIES	\$520,940.00	\$556,800.00
	Subtotal	\$520,940.00	\$556,800.00
001-0510-451-4112	OVERTIME	\$1,500.00	\$1,500.00
	Subtotal	\$1,500.00	\$1,500.00
001-0510-451-4120	FRINGE BENEFITS	\$252,725.00	\$302,400.00
	Subtotal	\$252,725.00	\$302,400.00
	Employee Services Total	\$775,165.00	\$860,700.00
<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018
001-0510-451-4520	COMPENSATED ABSENCES	\$6,802.00	\$8,114.00
	Subtotal	\$6,802.00	\$8,114.00
001-0510-451-4544	VEHICLE REPLACEMENT - 4 Vehicles	\$41,095.00	\$50,197.00
	Subtotal	\$41,095.00	\$50,197.00
001-0510-451-4556	EQUIPMENT REPLACEMENT	\$26,784.00	\$23,967.00
	Subtotal	\$26,784.00	\$23,967.00
001-0510-451-4557	INFORMATION TECHNOLOGY SERVICES	\$114,479.00	\$113,550.00
	Subtotal	\$114,479.00	\$113,550.00

001-0510-452-4569	BUILDING MAINTENANCE -- RC, Sr, TC, CC	\$579,498.00	\$684,681.00
	Subtotal	\$579,498.00	\$684,681.00
	Internal Services Total	\$768,658.00	\$880,509.00

Services and Supplies

		Approved 2016-2017	Requested 2017-2018
001-0510-451-4241*	COPY - LETTERS AND STAFF REPORTS	\$1,500.00	\$500.00
	Subtotal	\$1,500.00	\$500.00
001-0510-451-4242	POSTAGE, LETTERS, FACILITY AND PLAYFIELD PERMITS	\$2,000.00	\$1,500.00
	Subtotal	\$2,000.00	\$1,500.00
001-0510-451-4243	GENERAL OFFICE SUPPLIES	\$16,500.00	\$16,665.00
	Subtotal	\$16,500.00	\$16,665.00
001-0510-451-4246	SUPPLIES & EQUIPMENT	\$6,250.00	\$6,750.00
001-0510-451-4246	YOUTH SUMMIT / YOUTH LEADERSHIP	\$3,500.00	\$3,500.00
	Subtotal	\$9,750.00	\$10,250.00
001-0510-451-4249	PUBLICITY/ADVERTISING	\$4,900.00	\$5,900.00
	Subtotal	\$4,900.00	\$5,900.00
001-0510-451-4251	DIAGNOSTIC TEST- REC CTR ROOF FOR EMERGENCY SHELTR	\$6,000.00	\$0.00
001-0510-451-4251	MANDATED FINGERPRINTING	\$1,000.00	\$1,000.00
001-0510-451-4251	SCOPING STUDY: RECREATION CENTER	\$200,000.00	\$0.00
001-0510-451-4251	STRUCTURAL ENGINEERING EVAL OF RECREATION CENTER	\$6,000.00	\$0.00
	Subtotal	\$213,000.00	\$1,000.00
001-0510-451-4253	CALIF. PARKS & RECREATION SOCIETY - AGENCY	\$600.00	\$606.00
001-0510-451-4253	CPRS STAFF MEMBERSHIP	\$1,250.00	\$1,263.00
001-0510-451-4253	LERN MEMBERSHIP	\$350.00	\$354.00
001-0510-451-4253	NATIONAL LEGISLATIVE BULLETIN	\$150.00	\$152.00
001-0510-451-4253	NATIONAL RECREATION & PARKS SOCIETY - AGENCY	\$770.00	\$778.00
001-0510-451-4253	NEWS SUBSCRIPTIONS & PROFESSIONAL JOURNALS	\$500.00	\$505.00
001-0510-451-4253	NRPA NET	\$50.00	\$51.00
	Subtotal	\$3,670.00	\$3,709.00

001-0510-451-4254	ANNUAL DEPARTMENT RETREAT - JANUARY	\$1,200.00	\$1,212.00
001-0510-451-4254	CA PARKS & REC TRAINING - MANAGER (1)	\$1,500.00	\$1,515.00
001-0510-451-4254	CPRS REGIONAL - REC COORDINATORS (5)	\$5,000.00	\$5,050.00
001-0510-451-4254	NRPA - DIRECTOR	\$2,500.00	\$2,525.00
001-0510-451-4254	PACIFIC SOUTHWEST CONFERENCE/LEG FORUM - DIRECTOR	\$1,150.00	\$1,162.00
001-0510-451-4254	RECTRAC SOFTWARE UPGRADE	\$7,500.00	\$0.00
	Subtotal	\$18,850.00	\$11,464.00
001-0510-451-4255	DEPT. REGIONAL TRAINING - STAFF	\$500.00	\$505.00
001-0510-451-4255	SECRETARY'S TRAINING	\$200.00	\$202.00
	Subtotal	\$700.00	\$707.00
	Services and Supplies Total	\$270,870.00	\$51,695.00
Reallocation		Approved 2016-2017	Requested 2017-2018
001-0510-451-4463	INDIRECT COST ALLOCATION	\$0.00	(\$378,322.00)
	Subtotal	\$0.00	(\$378,322.00)
	Reallocation Total	\$0.00	(\$378,322.00)
	REC ADMINISTRATION Total	\$1,842,193.00	\$1,414,582.00

PARKS & RECREATION - PARKS MAINTENANCE

Account: 001-0520-452

GENERAL FUND

Employee Services		Approved 2016-2017	Requested 2017-2018
001-0520-452-4110*	ON-CALL AND OTHER STAND-BY PAYS	\$5,000.00	\$5,000.00
001-0520-452-4110	PERMANENT SALARIES	\$1,411,800.00	\$1,487,000.00
	Subtotal	\$1,416,800.00	\$1,492,000.00
001-0520-452-4111*	PART TIME SALARIES	\$72,200.00	\$72,200.00
	Subtotal	\$72,200.00	\$72,200.00

001-0520-452-4112*	4TH OF JULY OVERTIME -- PARKS CREWS	\$3,300.00	\$3,300.00
001-0520-452-4112	OVERTIME	\$47,250.00	\$47,250.00
	Subtotal	\$50,550.00	\$50,550.00
001-0520-452-4120	FRINGE BENEFITS	\$694,700.00	\$821,550.00
001-0520-452-4120	FRINGE BENEFITS (P/T SALARIES)	\$22,838.00	\$22,838.00
	Subtotal	\$717,538.00	\$844,388.00
	Employee Services Total	\$2,257,088.00	\$2,459,138.00

Internal Services

		Approved 2016-2017	Requested 2017-2018
001-0520-452-4520	COMPENSATED ABSENCES	\$20,884.00	\$22,000.00
	Subtotal	\$20,884.00	\$22,000.00
001-0520-452-4544	VEHICLE REPLACEMENT	\$268,052.00	\$295,821.00
	Subtotal	\$268,052.00	\$295,821.00
001-0520-452-4556	EQUIPMENT REPLACEMENT	\$210,140.00	\$258,545.00
	Subtotal	\$210,140.00	\$258,545.00
001-0520-452-4569	BUILDING MAINTENANCE (Corp Yard)	\$118,870.00	\$147,528.00
	Subtotal	\$118,870.00	\$147,528.00
	Internal Services Total	\$617,946.00	\$723,894.00

Services and Supplies

		Approved 2016-2017	Requested 2017-2018
001-0520-452-4240	REFURBISHING OF CORPORATION YARD OFFICE AREAS	\$7,500.00	\$7,500.00
001-0520-452-4240*	SPECIAL SUPPLIES - BOOTS, PANTS, UNIFORMS	\$6,300.00	\$6,300.00
	Subtotal	\$13,800.00	\$13,800.00
001-0520-452-4241*	COPY EXPENSE	\$300.00	\$300.00
	Subtotal	\$300.00	\$300.00
001-0520-452-4242	POSTAGE EXPENSE	\$200.00	\$200.00
	Subtotal	\$200.00	\$200.00
001-0520-452-4243*	OFFICE SUPPLIES, MISCELLANEOUS	\$7,190.00	\$7,190.00
	Subtotal	\$7,190.00	\$7,190.00

001-0520-452-4245*	TOOLS AND EQUIPMENT, MISCELLANEOUS	\$12,100.00	\$12,100.00
001-0520-452-4245*	TOOLS, WORK PROGRAM	\$3,000.00	\$3,000.00
	Subtotal	\$15,100.00	\$15,100.00
001-0520-452-4246*	AGRICULTURE SUPPLIES - CHEMICALS & FERTILIZERS	\$62,540.00	\$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	\$3,000.00	\$3,000.00
001-0520-452-4246*	IRRIGATION SUPPLIES & REPAIRS	\$27,060.00	\$27,060.00
001-0520-452-4246*	JANITORIAL SUPPLIES FOR PARK RESTROOMS	\$50,430.00	\$50,430.00
001-0520-452-4246*	LEEVE MAINTENANCE (Repairs, Erosion Control)	\$12,800.00	\$12,800.00
001-0520-452-4246*	PAINT & CHALK - LINING FIELDS	\$3,600.00	\$3,600.00
001-0520-452-4246*	PLANT MATERIALS REPLACEMENT/SEEDS/AMENDMENTS	\$20,090.00	\$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	\$6,000.00	\$6,000.00
001-0520-452-4246*	SAFETY EQUIPMENT - (Gloves, Coverings, etc.)	\$10,455.00	\$10,455.00
001-0520-452-4246	SEA CLOUD PARK MAINTENANCE SUPPLIES	\$15,375.00	\$15,375.00
001-0520-452-4246*	SOIL/CONCRETE/BARK/PLAYGROUND	\$51,250.00	\$51,250.00
001-0520-452-4246*	TENNIS & BALLFIELD WINDSCREENS	\$3,075.00	\$3,075.00
001-0520-452-4246*	TRASH CONTAINERS	\$3,000.00	\$3,000.00
001-0520-452-4246*	VANDALISM REPAIR	\$15,000.00	\$15,000.00
	Subtotal	\$334,855.00	\$334,855.00
001-0520-452-4247*	RENTAL OF SPECIAL EQUIPMENT	\$2,500.00	\$2,500.00
	Subtotal	\$2,500.00	\$2,500.00
001-0520-452-4248*	COMMUNICATION EQUIPMENT (Pagers, Phones, Radios)	\$1,450.00	\$1,450.00
001-0520-452-4248*	ELECTRICITY	\$54,800.00	\$54,800.00
001-0520-452-4248*	METERS/WATER/WASTEWATER	\$738,000.00	\$738,000.00
	Subtotal	\$794,250.00	\$794,250.00

001-0520-452-4251*	CANADIAN GEESE CONTROL - PARKS	\$25,625.00	\$25,625.00
001-0520-452-4251*	ELECTRICAL SERVICES & LIGHTS MAINTENANCE	\$23,575.00	\$23,575.00
001-0520-452-4251*	FENCE MAINTENANCE CONTRACT	\$4,000.00	\$4,000.00
001-0520-452-4251*	IRRIGATION & PLUMBING SERVICES	\$10,150.00	\$10,150.00
001-0520-452-4251	LANDSCAPING - SEA CLOUD PARKING LOT	\$0.00	\$20,000.00
001-0520-452-4251*	MEDIAN MAINTENANCE CONTRACT	\$196,000.00	\$200,000.00
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	\$110,000.00
001-0520-452-4251*	PLANTS/SUPPLIES FOR PARKS, CUL-DE-SACS AND MEDIANS	\$16,500.00	\$16,500.00
001-0520-452-4251	PLAYGROUND FENCING	\$0.00	\$48,000.00
001-0520-452-4251*	PORT-O-LET RENTAL SERVICES	\$5,000.00	\$5,000.00
001-0520-452-4251*	SEMI-ANNUAL SYNTHETIC FIELD MAINTENANCE	\$30,750.00	\$30,750.00
001-0520-452-4251*	TREE MAINTENANCE - DISEASE PREVENTION	\$25,625.00	\$25,625.00
001-0520-452-4251*	TREE MAINTENANCE - MEDIANS & CUL-DE-SACS	\$35,875.00	\$35,875.00
001-0520-452-4251*	TREE MAINTENANCE - PARKS	\$39,975.00	\$39,975.00
	Subtotal	\$555,705.00	\$630,075.00
001-0520-452-4253	PARKS MAINTENANCE PROFESSIONAL DUES & MEMBERSHIPS	\$600.00	\$600.00
	Subtotal	\$600.00	\$600.00
001-0520-452-4254*	DIVISION RETREAT	\$700.00	\$700.00
	Subtotal	\$700.00	\$700.00
001-0520-452-4255	CERT/TRAIN/RENEW-DMV,SWP,QAC/PCA, ISA, CPSI,BKFLOW	\$2,500.00	\$2,500.00
001-0520-452-4255	MAINTENANCE WORKERS TRAINING	\$1,700.00	\$1,700.00
001-0520-452-4255	PARK MANAGER PROFESSIONAL TRAINING	\$2,000.00	\$2,000.00
	Subtotal	\$6,200.00	\$6,200.00
	Services and Supplies Total	\$1,731,400.00	\$1,805,770.00
	PARKS MAINTENANCE Total	\$4,606,434.00	\$4,988,802.00

PARKS & RECREATION - FACILITY OPERATIONS

Account: 003-0525-451

SPECIAL RECREATION

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
003-0525-451-4110	PERMANENT SALARIES	\$151,000.00	\$157,700.00
	Subtotal	\$151,000.00	\$157,700.00
003-0525-451-4111	BUILDING SERVICES COORDINATOR ASSISTANT	\$25,000.00	\$25,000.00
003-0525-451-4111	PART TIME SALARIES	\$110,600.00	\$128,300.00
	Subtotal	\$135,600.00	\$153,300.00
003-0525-451-4112	OVERTIME	\$3,100.00	\$3,100.00
	Subtotal	\$3,100.00	\$3,100.00
003-0525-451-4120	FRINGE BENEFITS (F/T Salaries)	\$73,900.00	\$87,500.00
003-0525-451-4120	PART TIME STAFF BENEFITS	\$30,000.00	\$42,000.00
	Subtotal	\$103,900.00	\$129,500.00
	Employee Services Total	\$393,600.00	\$443,600.00
<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018
003-0525-451-4520	COMPENSATED ABSENCES	\$2,243.00	\$2,350.00
	Subtotal	\$2,243.00	\$2,350.00
003-0525-451-4556	EQUIPMENT REPLACEMENT	\$15,148.00	\$21,157.00
	Subtotal	\$15,148.00	\$21,157.00
	Internal Services Total	\$17,391.00	\$23,507.00
<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
003-0525-451-4242	POSTAGE	\$200.00	\$200.00
	Subtotal	\$200.00	\$200.00
003-0525-451-4243	SUPPLIES	\$12,000.00	\$12,000.00
	Subtotal	\$12,000.00	\$12,000.00

003-0525-451-4246	SM/FC SCHOOL JOINT-USE FACILITIES	\$59,450.00	\$59,450.00
	Subtotal	\$59,450.00	\$59,450.00
003-0525-451-4265	CREDIT CARD ACCEPTANCE FEES	\$18,000.00	\$18,180.00
	Subtotal	\$18,000.00	\$18,180.00
	Services and Supplies Total	\$89,650.00	\$89,830.00
	FACILITY OPERATIONS Total	\$500,641.00	\$556,937.00

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

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
003-0534-451-4110	PERMANENT SALARIES	\$76,600.00	\$83,300.00
	Subtotal	\$76,600.00	\$83,300.00
003-0534-451-4111	PART TIME SALARIES	\$97,375.00	\$98,019.00
003-0534-451-4111	PART TIME STAFF AFTERSCHOOL PROGRAM	\$31,500.00	\$32,144.00
	Subtotal	\$128,875.00	\$130,163.00
003-0534-451-4112	OVERTIME	\$2,050.00	\$2,050.00
	Subtotal	\$2,050.00	\$2,050.00
003-0534-451-4120	FRINGE BENEFITS (F/T Salaries)	\$37,900.00	\$46,300.00
003-0534-451-4120	FRINGE BENEFITS (P/T Salaries)	\$12,900.00	\$13,029.00
	Subtotal	\$50,800.00	\$59,329.00
	Employee Services Total	\$258,325.00	\$274,842.00
<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018
003-0534-451-4520	COMPENSATED ABSENCES	\$1,138.00	\$1,240.00
	Subtotal	\$1,138.00	\$1,240.00
	Internal Services Total	\$1,138.00	\$1,240.00

<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
003-0534-451-4242	POSTAGE	\$250.00	\$250.00
	Subtotal	\$250.00	\$250.00
003-0534-451-4243	SUPPLIES	\$10,500.00	\$10,605.00
	Subtotal	\$10,500.00	\$10,605.00
003-0534-451-4251	CONTRACTUAL SERVICES	\$84,511.00	\$84,511.00
	Subtotal	\$84,511.00	\$84,511.00
	Services and Supplies Total	\$95,261.00	\$95,366.00
	YOUTH CAMPS Total	\$354,724.00	\$371,448.00

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

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
003-0535-451-4110	FULL-TIME SALARIES	\$40,300.00	\$41,700.00
	Subtotal	\$40,300.00	\$41,700.00
003-0535-451-4111	EMPLOYEE SERVICES / PART-TIME	\$2,100.00	\$2,121.00
	Subtotal	\$2,100.00	\$2,121.00
003-0535-451-4112	OVERTIME	\$500.00	\$500.00
	Subtotal	\$500.00	\$500.00
003-0535-451-4120	FRINGE BENEFITS (F/T SALARIES)	\$19,900.00	\$23,100.00
003-0535-451-4120	FRINGE BENEFITS (P/T Salaries)	\$210.00	\$212.00
	Subtotal	\$20,110.00	\$23,312.00
	Employee Services Total	\$63,010.00	\$67,633.00

<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018
003-0535-451-4520	COMPENSATED ABSENCES	\$597.00	\$620.00
	Subtotal	\$597.00	\$620.00
	Internal Services Total	\$597.00	\$620.00
<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
003-0535-451-4243	SUPPLIES	\$1,600.00	\$1,600.00
003-0535-451-4243	SUPPLIES FOR REGIONAL SPORTS	\$1,600.00	\$1,600.00
	Subtotal	\$3,200.00	\$3,200.00
003-0535-451-4246	MAINTENANCE	\$1,000.00	\$1,000.00
	Subtotal	\$1,000.00	\$1,000.00
003-0535-451-4251	CONTRACTUAL SERVICES	\$100,000.00	\$100,000.00
003-0535-451-4251	PARTNERSHIP CONTRIBUTIONS FOR REGIONAL SPORTS	\$1,600.00	\$1,600.00
	Subtotal	\$101,600.00	\$101,600.00
	Services and Supplies Total	\$105,800.00	\$105,800.00
	ADULT CONTRACTS Total	\$169,407.00	\$174,053.00

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

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
003-0537-451-4111	PART TIME SALARIES	\$3,100.00	\$3,131.00
	Subtotal	\$3,100.00	\$3,131.00
003-0537-451-4120	FRINGE BENEFITS (P/T Salaries)	\$310.00	\$313.00
	Subtotal	\$310.00	\$313.00

Employee Services Total		\$3,410.00	\$3,444.00
<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
003-0537-451-4242	POSTAGE	\$450.00	\$450.00
	Subtotal	\$450.00	\$450.00
003-0537-451-4243	SUPPLIES	\$7,800.00	\$7,878.00
	Subtotal	\$7,800.00	\$7,878.00
003-0537-451-4249	PUBLICITY	\$3,600.00	\$3,636.00
	Subtotal	\$3,600.00	\$3,636.00
003-0537-451-4251	CONTRACTUAL SERVICES	\$26,900.00	\$27,169.00
	Subtotal	\$26,900.00	\$27,169.00
003-0537-451-4265	ART GALLERY - MISC	\$500.00	\$500.00
	Subtotal	\$500.00	\$500.00
	Services and Supplies Total	\$39,250.00	\$39,633.00
	SPECIAL EVENTS Total	\$42,660.00	\$43,077.00

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

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
003-0538-451-4110	FULL-TIME SALARIES	\$40,300.00	\$41,700.00
	Subtotal	\$40,300.00	\$41,700.00
003-0538-451-4120	FRINGE BENEFITS (F/T SALARIES)	\$19,900.00	\$23,050.00
	Subtotal	\$19,900.00	\$23,050.00
	Employee Services Total	\$60,200.00	\$64,750.00
<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018

003-0538-451-4520	COMPENSATED ABSENCES	\$597.00	\$620.00
	Subtotal	\$597.00	\$620.00
	Internal Services Total	\$597.00	\$620.00
Services and Supplies		Approved 2016-2017	Requested 2017-2018
003-0538-451-4243	SUPPLIES	\$1,250.00	\$1,250.00
	Subtotal	\$1,250.00	\$1,250.00
003-0538-451-4251	CONTRACTUAL SERVICES	\$212,850.00	\$212,850.00
	Subtotal	\$212,850.00	\$212,850.00
	Services and Supplies Total	\$214,100.00	\$214,100.00
	YOUTH CONTRACT CLASSES Total	\$274,897.00	\$279,470.00

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

Services and Supplies		Approved 2016-2017	Requested 2017-2018
003-0539-451-4242	POSTAGE	\$11,275.00	\$11,275.00
	Subtotal	\$11,275.00	\$11,275.00
003-0539-451-4243	SUPPLIES	\$820.00	\$820.00
	Subtotal	\$820.00	\$820.00
003-0539-451-4251	CONTRACTUAL SERVICES	\$35,000.00	\$35,350.00
	Subtotal	\$35,000.00	\$35,350.00
	Services and Supplies Total	\$47,095.00	\$47,445.00
	ADVERTISING Total	\$47,095.00	\$47,445.00

PARKS & RECREATION - SENIORS / VOLUNTEERS

Account: 003-0540-451

SPECIAL RECREATION

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
003-0540-451-4110	PERMANENT SALARIES	\$80,500.00	\$83,300.00
	Subtotal	\$80,500.00	\$83,300.00
003-0540-451-4111	PART TIME SALARIES	\$21,888.00	\$22,107.00
	Subtotal	\$21,888.00	\$22,107.00
003-0540-451-4112	OVERTIME	\$700.00	\$700.00
	Subtotal	\$700.00	\$700.00
003-0540-451-4120	FRINGE BENEFITS (F/T Salaries)	\$39,800.00	\$46,100.00
003-0540-451-4120	FRINGE BENEFITS (P/T Salaries)	\$2,189.00	\$2,211.00
	Subtotal	\$41,989.00	\$48,311.00
Employee Services Total		\$145,077.00	\$154,418.00
<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018
003-0540-451-4520	COMPENSATED ABSENCES	\$1,195.00	\$1,240.00
	Subtotal	\$1,195.00	\$1,240.00
Internal Services Total		\$1,195.00	\$1,240.00
<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
003-0540-451-4242	POSTAGE	\$500.00	\$500.00
	Subtotal	\$500.00	\$500.00
003-0540-451-4243	SENIOR PROGRAMS TRIPS & TOURS	\$16,400.00	\$16,589.00
003-0540-451-4243	SUPPLIES	\$2,500.00	\$2,500.00

	Subtotal	\$18,900.00	\$19,089.00
003-0540-451-4249	PUBLICITY	\$200.00	\$200.00
	Subtotal	\$200.00	\$200.00
003-0540-451-4251	SENIOR EXPRESS BUS RENTAL PROGRAM	\$11,700.00	\$11,920.00
003-0540-451-4251	SENIOR EXPRESS DOOR-TO-DOOR SERVICE	\$32,300.00	\$32,520.00
	Subtotal	\$44,000.00	\$44,440.00
	Services and Supplies Total	\$63,600.00	\$64,229.00
	SENIORS / VOLUNTEERS Total	\$209,872.00	\$219,887.00

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

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
003-0541-451-4110	RECREATION COORDINATOR	\$76,600.00	\$83,300.00
	Subtotal	\$76,600.00	\$83,300.00
003-0541-451-4111	PART TIME SALARIES	\$97,400.00	\$97,915.00
003-0541-451-4111	VIBE RENTAL PROGRAM - PART-TIME STAFF	\$5,638.00	\$6,153.00
	Subtotal	\$103,038.00	\$104,068.00
003-0541-451-4112	OVERTIME	\$1,250.00	\$1,250.00
	Subtotal	\$1,250.00	\$1,250.00
003-0541-451-4120	FRINGE BENEFITS (F/T SALARIES)	\$37,900.00	\$46,100.00
003-0541-451-4120	FRINGE BENEFITS (P/T SALARIES)	\$32,760.00	\$33,088.00
	Subtotal	\$70,660.00	\$79,188.00
	Employee Services Total	\$251,548.00	\$267,806.00

<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018
003-0541-451-4520	COMPENSATED ABSENCES	\$1,138.00	\$1,240.00
	Subtotal	\$1,138.00	\$1,240.00
	Internal Services Total	\$1,138.00	\$1,240.00
<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
003-0541-451-4242	POSTAGE	\$550.00	\$550.00
	Subtotal	\$550.00	\$550.00
003-0541-451-4243	SUPPLIES	\$6,770.00	\$6,838.00
	Subtotal	\$6,770.00	\$6,838.00
003-0541-451-4249	PUBLICITY	\$250.00	\$250.00
	Subtotal	\$250.00	\$250.00
003-0541-451-4251	BUS TRANSPORTATION - SUMMER CAMP	\$32,200.00	\$32,562.00
003-0541-451-4251	MIDDLE SCHOOL DANCES	\$2,000.00	\$2,000.00
003-0541-451-4251	TEEN PROGRAMS	\$2,000.00	\$2,000.00
	Subtotal	\$36,200.00	\$36,562.00
	Services and Supplies Total	\$43,770.00	\$44,200.00
	TEEN PROGRAMS Total	\$296,456.00	\$313,246.00

Parks and Recreation Department Budget Comparisons - Recreation Administration 001-0510

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4388 Capital Outlay	27,500	-	(27,500)	1
4110 Salaries	520,940	556,800	35,860	2
4112 Overtime	1,500	1,500	-	3
4120 Benefits	252,725	302,400	49,675	4
4520 Compensated Absences	6,802	8,114	1,312	5
4544 Vehicle Replacement	41,095	50,197	9,102	6
4556 Equipment Replacement	26,784	23,967	(2,817)	7
4557 IT Services	114,479	113,550	(929)	8
4569 Building Maintenance	579,498	684,681	105,183	9
4241 Copies	1,500	500	(1,000)	10
4242 Postage	2,000	1,500	(500)	11
4243 Office Supplies	16,500	16,665	165	12
4246 Supplies and Equipment	9,750	10,250	500	13
4249 Publicity / Advertising	4,900	5,900	1,000	14
4251 Contracts and Fingerprinting	213,000	1,000	(212,000)	15
4253 Memberships and Dues	3,670	3,709	39	16
4254 Travel, Conferences, and Meetings	18,850	11,464	(7,386)	17
4255 Training	700	707	7	18
4463 Indirect Cost Allocation	-	(378,322)	(378,322)	19
	<u>1,842,193</u>	<u>1,414,582</u>	<u>(427,611)</u>	

Detailed Analysis:

- Note 1 No expenditure needed
- Note 2 Management Assistant broadband to Management Coordinator, contractual COLA 3.5% and adjustment due to salary steps
- Note 3 No change
- Note 4 Contractual COLA and part-time non benefits rate adjustment
- Note 5 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 6 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 7 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 8 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 9 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 10 \$1000 decrease due to reduced copy expense. Amount moved to Publicity for increased marketing/public outreach campaigns.
- Note 11 \$500 decrease due to reduction in hard copy mailouts (most receipts are now emailed). Amount moved to Supplies and Equipment for increased expenses in this area.
- Note 12 Increase of 1% applied to reflect increased market cost of office supplies.
- Note 13 \$500 moved to this account from Postage. See Note 11.
- Note 14 \$1000 moved to this account from Copies. See Note 10.
- Note 15 FY 2016-2017 has an one time Scoping Study and other professional evaluation for Recreation Center
- Note 16 Increase of 1% applied to reflect increased membership fees (CPRS, NRPA, etc.)
- Note 17 Increase of 1% applied for increased conference and travel costs. Removed RecTrac software upgrade.
- Note 18 Indirect Cost Allocation
- Note 19 Based of Cost Allocation Study findings

Parks and Recreation Department Budget Comparisons - Parks Maintenance 001-0520

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4388 Capital Outlay	-	-	-	1
4110 Permanent Salaries	1,416,800	1,492,000	75,200	2
4111 Part-time staff Salaries	72,200	72,200	-	3
4112 4th of July Overtime; Overtime	50,550	50,550	-	4
4120 Fringe Benefits (Permanent)/ PT salaries	717,538	844,388	126,850	5
4520 Compensated Absences	20,884	22,000	1,116	6
4544 Vehicle Replacement	268,052	295,821	27,769	7
4556 Equipment Replacement	210,140	258,545	48,405	8
4569 Building Maintenance	118,870	147,528	28,658	9
4240 Special Supplies/Boots/Uniforms	13,800	13,800	-	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	334,855	334,855	-	15
4247 Rental/Special Equipment	2,500	2,500	-	16
4248 Communication Equip; Electricity; Meters/ Water	794,250	794,250	-	17
4251 Light, Tree, Fence Maintenance	555,705	630,075	74,370	18
4253 Dues & Membership	600	600	-	19
4254 Division Retreat	700	700	-	20
4255 Retreat and Training	6,200	6,200	-	21
	<u>4,606,434</u>	<u>4,988,802</u>	<u>382,368</u>	

Detailed Analysis:

- Note 1 No change
- Note 2 No personnel changes, contractual COLA 3.5% and adjustment due to salary steps
- Note 3 No change
- Note 4 No change
- Note 5 Contractual COLA and part-time non benefits rate adjustment
- Note 6 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 7 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 8 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 9 Change in assessment per proposed FY 2017-2018 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 No change
- Note 16 No change
- Note 17 No change
- Note 18 Contractual Services Medians and Cul-de-sacs Maintenance Contracts - Annual CPI up to 2% increase. Landscaping for Sea Cloud Parking Lot \$20,000. Playground fencing of \$48,000.
- Note 19 No change
- Note 20 No change
- Note 21 No change

Parks and Recreation Department Budget Comparisons - Special Rec Facility Operations 003-0525

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4110 Salaries	151,000	157,700	6,700	1
4111 Part-time staff Salaries	135,600	153,300	17,700	2
4112 Overtime	3,100	3,100	-	3
4120 Benefits	103,900	129,500	25,600	4
4520 Compensated Absences	2,243	2,350	107	5
4242 Postage	200	200	-	6
4243 Office Supplies	12,000	12,000	-	7
4246 Maintenance	59,450	59,450	-	8
4249 Publicity	-	-	-	9
4251 Contractual Services	-	-	-	10
4265 Credit Card Acceptance Fees	18,000	18,180	180	11
4556 Equipment Replacement	15,148	21,157	6,009	12
	<u>500,641</u>	<u>556,937</u>	<u>56,296</u>	
			-	

Detailed Analysis:

- Note 1 No personnel changes, contractual COLA 3.5% and adjustment due to salary steps
- Note 2 Contractual COLA and part-time non benefits rate adjustment. Reclassify 30 Hours part-time Recreation Leader III to Office Assistant I
- Note 3 No Change
- Note 4 Contractual and part-time non benefits rate adjustment
- Note 5 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 6 No Change
- Note 7 No Change
- Note 8 No Change
- Note 9 No Change
- Note 10 No Change
- Note 11 1% increase due to increase in customer credit card transactions
- Note 12 Equipment purchased

Parks and Recreation Department Budget Comparisons - Special Rec Youth Camps 003-0534

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4110 Salaries	76,600	83,300	6,700	1
4120 Benefits	50,800	59,329	8,529	2
4520 Compensated Absences	1,138	1,240	102	3
4111 Part-time staff Salaries	128,875	130,163	1,288	4
4112 Overtime	2,050	2,050	-	5
4242 Postage	250	250	-	6
4243 Office Supplies	10,500	10,605	105	7
4246 Maintenance	-	-	-	8
4249 Publicity	-	-	-	9
4251 Contractual Services	84,511	84,511	-	10
4265 Misc	-	-	-	11
4556 Equipment Replacement	-	-	-	12
	<u>354,724</u>	<u>371,448</u>	<u>16,724</u>	
			-	

Detailed Analysis:

- Note 1 No personnel changes, contractual COLA 3.5% and adjustment due to salary steps
- Note 2 Contractual and part-time non benefits rate adjustment
- Note 3 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 4 1% increase based on need
- Note 5 No Change
- Note 6 No Change
- Note 7 1% Increase based on need
- Note 8 No Change
- Note 9 No Change
- Note 10 No Change
- Note 11 No Change
- Note 12 No change

Parks and Recreation Department Budget Comparisons -Special Rec Adult Contracts 003-0535

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4110 Salaries	40,300	41,700	1,400	1
4120 Benefits	20,110	23,312	3,202	2
4520 Compensated Absences	597	620	23	3
4111 Part-time staff Salaries	2,100	2,121	21	4
4112 Overtime	500	500	-	5
4242 Postage	-	-	-	6
4243 Office Supplies	3,200	3,200	-	7
4246 Maintenance	1,000	1,000	-	8
4249 Publicity	-	-	-	9
4251 Contractual Services	101,600	101,600	-	10
4265 Misc	-	-	-	11
4556 Equipment Replacement	-	-	-	12
	<u>169,407</u>	<u>174,053</u>	<u>4,646</u>	
			-	

Detailed Analysis:

- Note 1 No personnel changes, contractual COLA 3.5% and adjustment due to salary steps
- Note 2 Contractual and part-time non benefits rate adjustment
- Note 3 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 4 1% increase based on need
- Note 5 No Change
- Note 6 No Change
- Note 7 No Change
- Note 8 No Change
- Note 9 No Change
- Note 10 No Change
- Note 11 No Change
- Note 12 No Change

Parks and Recreation Department Budget Comparisons - Special Rec Special Events 003-0537

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4110 Salaries	-	-	-	1
4111 Part-time staff Salaries	3,100	3,131	31	2
4112 Overtime	-	-	-	3
4120 Benefits	310	313	3	4
4520 Compensated Absences	-	-	-	5
4242 Postage	450	450	-	6
4243 Office Supplies	7,800	7,878	78	7
4246 Maintenance	-	-	-	8
4249 Publicity	3,600	3,636	36	9
4251 Contractual Services	26,900	27,169	269	10
4265 Misc	500	500	-	11
4556 Equipment Replacement	-	-	-	12
	<u>42,660</u>	<u>43,077</u>	<u>417</u>	
			-	

Detailed Analysis:

- Note 1 No Change
- Note 2 1% increase based on need
- Note 3 No Change
- Note 4 1% increase based on need
- Note 5 No Change
- Note 6 No Change
- Note 7 1% Increase based on need
- Note 8 No Change
- Note 9 1% Increase based on need
- Note 10 1% Increase based on need
- Note 11 No Change
- Note 12 No Change

Parks and Recreation Department Budget Comparisons -Special Rec Youth Contract 003-0538

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4110 Salaries	40,300	41,700	1,400	1
4111 Part-time staff Salaries	-	-	-	2
4112 Overtime	-	-	-	3
4120 Benefits	19,900	23,050	3,150	4
4520 Compensated Absences	597	620	23	5
4242 Postage	-	-	-	6
4243 Office Supplies	1,250	1,250	-	7
4246 Maintenance	-	-	-	8
4249 Publicity	-	-	-	9
4251 Contractual Services	212,850	212,850	-	10
4265 Misc	-	-	-	11
4556 Equipment Replacement	-	-	-	12
	<u>274,897</u>	<u>279,470</u>	<u>4,573</u>	

Detailed Analysis:

- Note 1 No personnel changes, contractual COLA 3.5% and adjustment due to salary steps
- Note 2 No Change
- Note 3 No Change
- Note 4 Contractual COLA and benefits rate adjustment
- Note 5 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 6 No Change
- Note 7 No Change
- Note 8 No Change
- Note 9 No Change
- Note 10 No Change
- Note 11 No Change
- Note 12 No Change

Parks and Recreation Department Budget Comparisons -Special Rec Advertising 003-0539

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4110 Salaries	-	-	-	1
4111 Part-time staff Salaries	-	-	-	2
4112 Overtime	-	-	-	3
4120 Benefits	-	-	-	4
4520 Compensated Absences	-	-	-	5
4242 Postage	11,275	11,275	-	6
4243 Office Supplies	820	820	-	7
4246 Maintenance	-	-	-	8
4249 Publicity	-	-	-	9
4251 Contractual Services	35,000	35,350	350	10
4265 Misc	-	-	-	11
4556 Equipment Replacement	-	-	-	12
	<u>47,095</u>	<u>47,445</u>	<u>350</u>	

Detailed Analysis:

- Note 1 No Change
- 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
- Note 9 No Change
- Note 10 1% increase in contractual cost for Guide production
- Note 11 No Change
- Note 12 No Change

Parks and Recreation Department Budget Comparisons - Special Rec Senior/Volunteer 003-0540

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4110 Salaries	80,500	83,300	2,800	1
4111 Part-time staff Salaries	21,888	22,107	219	2
4112 Overtime	700	700	-	3
4120 Benefits	41,989	48,311	6,322	4
4520 Compensated Absences	1,195	1,240	45	5
4242 Postage	500	500	-	6
4243 Office Supplies	18,900	19,089	189	7
4246 Maintenance	-	-	-	8
4249 Publicity	200	200	-	9
4251 Contractual Services	44,000	44,440	440	10
4265 Misc	-	-	-	11
4556 Equipment Replacement	-	-	-	12
	<u>209,872</u>	<u>219,887</u>	<u>10,015</u>	

Detailed Analysis:

- Note 1 No personnel changes, contractual COLA 3.5% and adjustment due to salary steps
- Note 2 1% increase based on need
- Note 3 No Change
- Note 4 Contractual COLA and part-time non benefits rate adjustment
- Note 5 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 6 No Change
- Note 7 1% increase due to increase in supply costs for Senior Trips
- Note 8 No Change
- Note 9 No Change
- Note 10 1% increase due to increase in Senior Bus Rental Program contract
- Note 11 No Change
- Note 12 No Change

Parks and Recreation Department Budget Comparisons - Special Rec Teens 003-0541

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4110 Salaries	76,600	83,300	6,700	1
4111 Part-time staff Salaries	103,038	104,068	1,030	2
4112 Overtime	1,250	1,250	-	3
4120 Benefits	70,660	79,188	8,528	4
4520 Compensated Absences	1,138	1,240	102	5
4242 Postage	550	550	-	6
4243 Office Supplies	6,770	6,838	68	7
4246 Maintenance	-	-	-	8
4249 Publicity	250	250	-	9
4251 Contractual Services	36,200	36,562	362	10
4265 Misc	-	-	-	11
4556 Equipment Replacement	-	-	-	12
	<u>296,456</u>	<u>313,246</u>	<u>16,790</u>	

Detailed Analysis:

- Note 1 No personnel changes, contractual COLA 3.5% and adjustment due to salary steps
- Note 2 1% increase based on need
- Note 3 No Change
- Note 4 Contractual COLA and part-time non benefits rate adjustment
- Note 5 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 6 No Change
- Note 7 1% increase due to increase in supply costs
- Note 8 No Change
- Note 9 No Change
- Note 10 1% increase due to increase in camp transportation costs
- Note 11 No Change
- Note 12 No Change

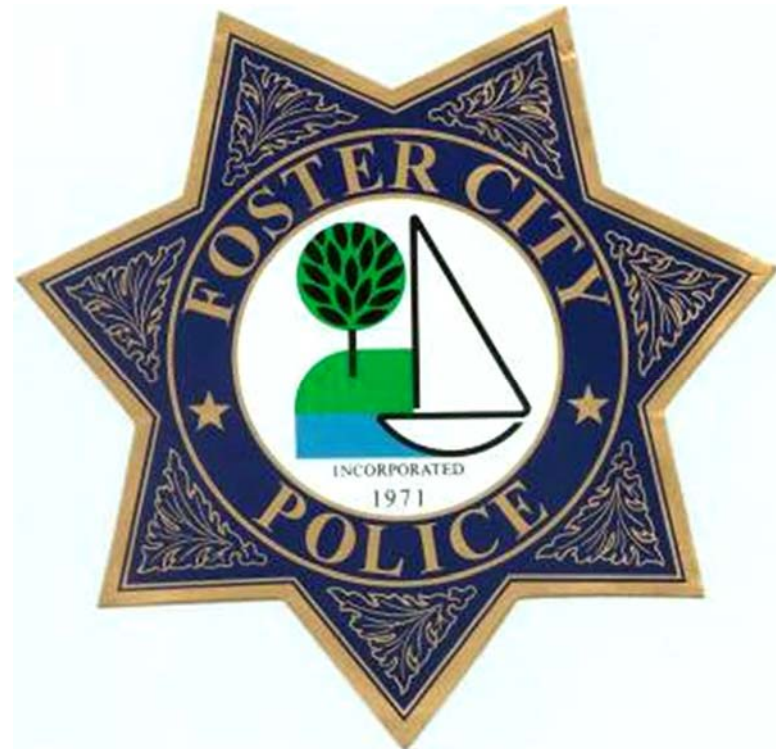
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POLICE DEPARTMENT

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

DEPARTMENT PERSONNEL SUMMARY (by year)			
Position	15-16	16-17	17-18
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*	21	21	21
Sr. Community Svcs Ofc.*	3	3	4
Comm Supervisor	1	1	1
Records Supervisor	1	1	1
Lead Dispatcher	1	1	1
Police Dispatcher*	5	5	5
Police Records Splst.	2	2	2
Management Assistant	1	1	0
Management Analyst	0	0	1
TOTAL EMPLOYEES	53	53	54

*2 Police Officer positions and 1 Police Dispatcher position are “over hire” positions approved for three years starting in 15/16. 1 Sr. CSO is an “over hire” starting in 17/18 to ensure service levels as we backfill vacancies due to retirements in the Police Department. The Management Assistant position has been reclassified as Management Analyst.



DEPARTMENT VALUES

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

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

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

STRATEGIC PLANNING

For over a decade, the Police Department has been using Strategic Planning to help focus our efforts on a daily basis and to ensure the continuity of our long-term goals and objectives. Each calendar year the Department produces an Annual Strategic Plan with several 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 2017 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. Maintaining the Quality of Life in Our Community by Emphasizing a “Community Caretaker” Role that Enhances the Overall Safety of Our Community via the use of Crime Prevention Strategies, Traffic Enforcement and Education Practices, and Our Department’s own Daily Objective of Providing Excellent Service, Every Call, Every Contact, Every Day, and Then Some!**
- 2. Continued Enhancement of Our Level of Professionalism Through Continuous Professional Development and Active Succession Planning, as well as Enhancing Organizational Pride and Morale.**
- 3. Continued Focus on Recruitment of Entry Level Employees who Fit Our Organization’s Values and Who Inherently Have a Strong Orientation Towards Service. Concurrently, We Will Work on the Development of our Current Employees to Ensure**

City of Foster City's FY 2017-2018 Final Budget

our Ability to Maintain a Staff of Experienced and Skillful Workers to Ensure a Team with a, “Deep Bench.” The Blend of Staff Will Assist us in Accomplishing our Mission Now and in the Future!

- 4. Enhance Engagement with Our Community Members Through Continued Incorporation by Our Staff of Community Policing Strategies in Their Daily Activities that Supports Maintaining a Quality of Life and Further Strengthens a Transparent Partnership with the Community.**

KEY INITIATIVES COMPLETED IN 2016

Some of our accomplishments during the past year include:



- Joe Pierucci was sworn in as Chief of Police.
- FCPD staff responded to more than 13,161 calls for service, initiated over 14,000 incidents and made 559 arrests. The FBI & Unified Crime Reporting (UCR) crime statistics ranks Foster City as the 8th safest city in the Bay Area and currently in the top 100 safest cities in the nation.
- While struggling with staffing issues and a steady increase in crime regionally, Foster City actually saw a

59% decrease in residential burglaries, a 67% decrease in graffiti, a 27% decrease in vandalism, and a 13% decrease in vehicle thefts. Thefts from retail stores saw the largest increase at 69%. These are crimes that had previously been classified as felonies prior to Proposition 47, but are now misdemeanors.

- In 2016 traffic collisions were slightly higher than 2015 with nine more collisions. There were zero traffic related fatalities and a 31% decrease in the number of reported traffic related injuries. Education and enforcement were employed to address pedestrian and bicycle safety issues which remained low at only six collisions involving a pedestrian and six collisions involving a bicycle for the entire year.
- Continued participation in various levels (line level, supervisory, and management) within the San Mateo County North Central Regional SWAT Team, the Countywide Gang Task Force, County Saturation Traffic Enforcement Program (STEP) operations, and the Burglary Suppression Enforcement Team (BEST).



- For the 24th 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 approximately 900 students in the 4th and 6th grades completed the program.
- The Department Explorer program consisted of six 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 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. 84% of sworn personnel now have higher education.

- 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.
- After a non-stop intense investigation, the homicide that occurred in 2011 came to a close and two suspects were arrested. This was a complex investigation that involved coordination with many other agencies across the state.



INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2016-2017

The police department started 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 returned many convicted criminal offenders back into communities. 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 continue to see an increase in our population, new developments and traffic issues while also facing significant 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 continue through this fiscal year.
- 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."
- Adherence to new laws as they pertain to training for de-escalation and crisis intervention.



CHANGES IN RESOURCES/FUNDING

The Police Officers Association's contract was successfully negotiated with an expiration date of June 2019. Contract negotiations involved creative solutions on the part of the city and staff.

A Senior Community Services Officer position was added to bolster field operations capabilities. The Management Assistant position was reclassified as a Management Analyst to better reflect the responsibilities and scope of work performed in this position.

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 continue to exclude 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 2017-2018.

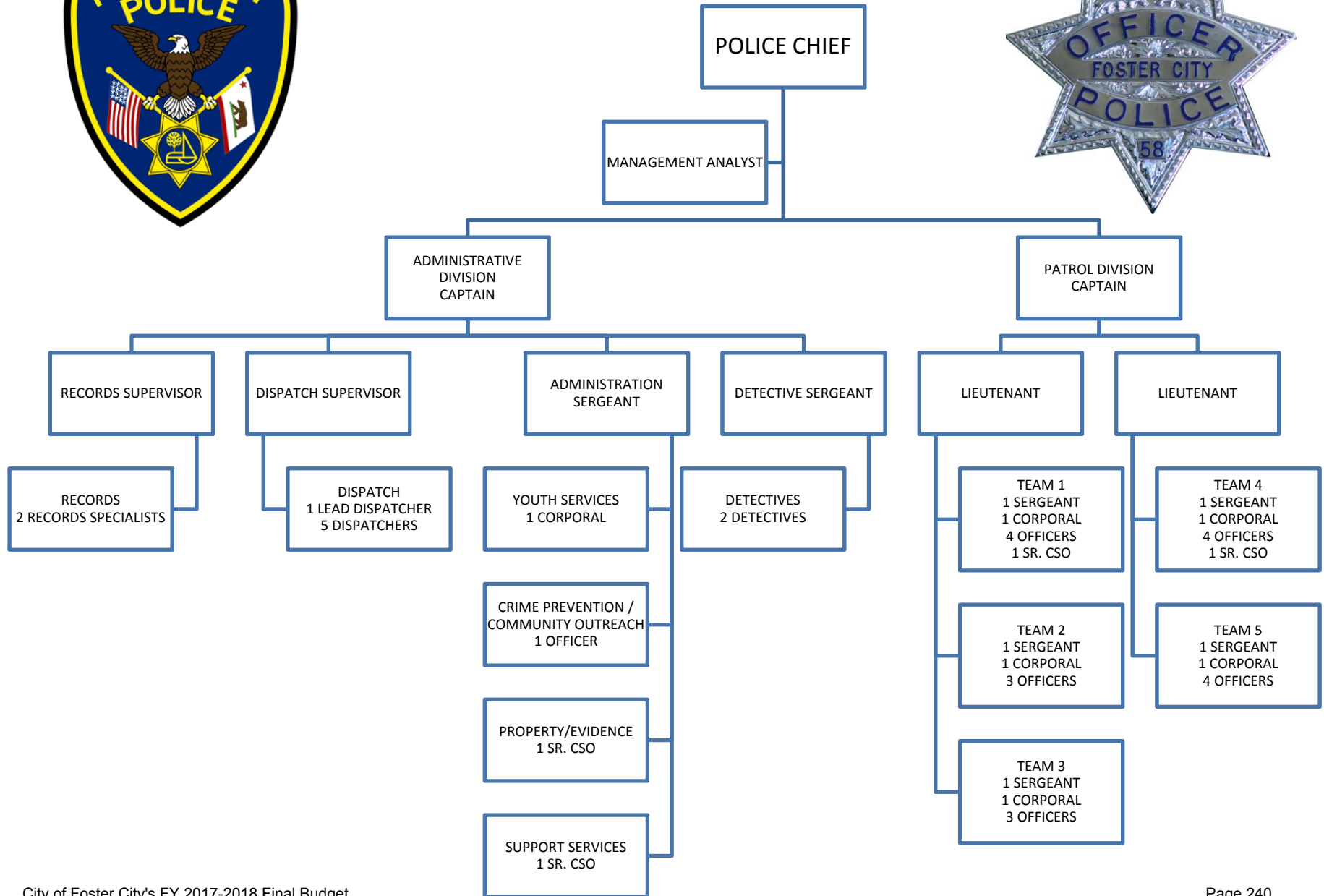
Services and Supplies

- 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. 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 allotted \$10,000 for the FY 2017-2018. This amount would only be necessary in the event that the reimbursement ceases from the State or to cover bookings that are reclassified by the State as no longer qualifying for reimbursement.





Police Department



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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
ADMINISTRATIVE BUREAU	\$ 4,146,024	\$ 4,206,558	\$ 4,848,574
CHIEF'S OFFICE	498,469	\$ 498,469	566,746
CROSSING GUARDS	21,600	\$ 21,600	21,600
FIELD OPERATIONS	7,362,570	\$ 7,492,036	7,564,620
DRUG ABUSE RESISTANCE EDUCATION (DARE)	600	\$ 600	600
TOTAL FOR POLICE	\$ 12,029,263	\$ 12,219,263	\$ 13,002,140

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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 10,692,522	\$ 10,882,522	\$ 11,578,450
SERVICES AND SUPPLIES	289,959	289,959	300,901
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	10,982,481	11,172,481	11,879,351
INTERNAL SERVICES	1,046,782	1,046,782	1,122,789
Subtotal (Total Department Expenses before Reallocations)	12,029,263	12,219,263	13,002,140
REALLOCATIONS	-	-	-
TOTAL FOR POLICE	\$ 12,029,263	\$ 12,219,263	\$ 13,002,140

DETAIL LINE ITEM REPORT

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

GENERAL FUND

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
001-0610-421-4110	PERMANENT SALARIES	\$291,100.00	\$317,500.00
Subtotal		\$291,100.00	\$317,500.00
001-0610-421-4120	EMPLOYEE SERVICESFRINGE BENEFITS	\$166,000.00	\$204,300.00
Subtotal		\$166,000.00	\$204,300.00
Employee Services Total		\$457,100.00	\$521,800.00
<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018
001-0610-421-4520	COMPENSATED ABSENCES	\$4,211.00	\$4,600.00
Subtotal		\$4,211.00	\$4,600.00
001-0610-421-4544	VEHICLE REPLACEMENT	\$13,738.00	\$16,711.00
Subtotal		\$13,738.00	\$16,711.00
Internal Services Total		\$17,949.00	\$21,311.00
<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
001-0610-421-4243	GENERAL OFFICE SUPPLIES	\$750.00	\$750.00
Subtotal		\$750.00	\$750.00
001-0610-421-4251*	LEGAL SERVICES	\$4,000.00	\$4,000.00
001-0610-421-4251*	PRE-EMPLOYMENT EXAMS	\$15,000.00	\$15,000.00
Subtotal		\$19,000.00	\$19,000.00
001-0610-421-4253	CALIFORNIA POLICE CHIEFS' ASSOCIATION	\$420.00	\$420.00
001-0610-421-4253	CALIFORNIA POLICE OFFICERS' ASSOCIATION	\$125.00	\$125.00
001-0610-421-4253	INTERNATIONAL POLICE CHIEFS' ASSOCIATION	\$150.00	\$165.00
001-0610-421-4253	SAN MATEO COUNTY CHIEFS OF POLICE	\$450.00	\$450.00

	Subtotal	\$1,145.00	\$1,160.00
001-0610-421-4254	LOCAL MEETINGS AND TOLLS	\$625.00	\$625.00
001-0610-421-4254	SAN MATEO COUNTY POLICE CHIEFS' SEMINAR	\$400.00	\$600.00
	Subtotal	\$1,025.00	\$1,225.00
001-0610-421-4255	CALIFORNIA POLICE CHIEFS' TRAINING CONFERENCE	\$1,500.00	\$1,500.00
	Subtotal	\$1,500.00	\$1,500.00
	Services and Supplies Total	\$23,420.00	\$23,635.00
	CHIEF'S OFFICE Total	\$498,469.00	\$566,746.00

POLICE - FIELD OPERATIONS

Account: 001-0620-421

GENERAL FUND

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
001-0620-421-4110	PERMANENT SALARIES	\$3,758,000.00	\$3,904,000.00
001-0620-421-4110	REALLOCATION TO SLESF/COPS GRANT	(\$100,000.00)	(\$100,000.00)
	Subtotal	\$3,658,000.00	\$3,804,000.00
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	\$148,000.00	\$148,000.00
001-0620-421-4117	HOLIDAY IN-LIEU PAY	\$183,300.00	\$194,300.00
	Subtotal	\$183,300.00	\$194,300.00
001-0620-421-4120	FRINGE BENEFITS	\$2,986,000.00	\$2,936,000.00
001-0620-421-4120	RETIREMENT HEALTH SAVINGS ACCOUNT	\$0.00	\$60,000.00
	Subtotal	\$2,986,000.00	\$2,996,000.00
	Employee Services Total	\$6,975,300.00	\$7,142,300.00

<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018
001-0620-421-4520	COMPENSATED ABSENCES	\$55,700.00	\$57,800.00
	Subtotal	\$55,700.00	\$57,800.00
001-0620-421-4544	VEHICLE REPLACEMENT	\$243,513.00	\$274,818.00
	Subtotal	\$243,513.00	\$274,818.00
001-0620-421-4556	EQUIPMENT REPLACEMENT	\$20,301.00	\$18,723.00
	Subtotal	\$20,301.00	\$18,723.00
	Internal Services Total	\$319,514.00	\$351,341.00

<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
001-0620-421-4240	BADGE REFURBISHING	\$400.00	\$400.00
001-0620-421-4240	EVIDENCE SUPPLIES	\$3,200.00	\$3,200.00
001-0620-421-4240	FIRST AID KIT SUPPLIES	\$100.00	\$100.00
001-0620-421-4240	FLARES	\$500.00	\$500.00
001-0620-421-4240*	FLASHLIGHT EQUIPMENT	\$1,000.00	\$1,000.00
001-0620-421-4240*	LEATHER AND SAFETY EQUIPMENT	\$2,500.00	\$2,500.00
001-0620-421-4240*	MISCELLANEOUS SAFETY EQUIPMENT FOR VOLUNTEERS	\$1,000.00	\$1,000.00
001-0620-421-4240	MOTOR OFFICER EQUIPMENT	\$2,500.00	\$2,500.00
001-0620-421-4240	RANGE/FIREARM PROGRAM	\$10,295.00	\$10,295.00
	Subtotal	\$21,495.00	\$21,495.00
001-0620-421-4246	RADAR/PAS DEVICE REPAIR	\$850.00	\$850.00
	Subtotal	\$850.00	\$850.00
001-0620-421-4251	BOOKING FEES	\$10,000.00	\$10,000.00
001-0620-421-4251	COMMUNITY OVERCOMING RELATIONSHIP ABUSE	\$5,965.00	\$6,084.00
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	\$23,140.00
	Subtotal	\$39,461.00	\$42,659.00

001-0620-421-4253	CALIFORNIA PEACE OFFICERS' ASSOCIATION (1CPT/2 LT)	\$375.00	\$375.00
001-0620-421-4253	CALIFORNIA POLICE CHIEFS' ASSN. ASSOCIATE MEMBER	\$145.00	\$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	\$100.00
	Subtotal	\$625.00	\$650.00
001-0620-421-4254*	LOCAL MEETINGS AND TOLLS	\$825.00	\$825.00
	Subtotal	\$825.00	\$825.00
001-0620-421-4255*	ARPOC RESERVE TRAINING CONFERENCE	\$3,000.00	\$3,000.00
001-0620-421-4255*	CPCA TRAINING CONFERENCE - CAPTAIN	\$1,500.00	\$1,500.00
	Subtotal	\$4,500.00	\$4,500.00
	Services and Supplies Total	\$67,756.00	\$70,979.00
	FIELD OPERATIONS Total	\$7,362,570.00	\$7,564,620.00

POLICE - ADMINISTRATIVE BUREAU Account: 001-0630-421

GENERAL FUND

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
001-0630-421-4110	INVESTIGATOR ON-CALL PAY	\$26,000.00	\$26,000.00
001-0630-421-4110	PERMANENT SALARIES	\$1,909,100.00	\$2,130,500.00
	Subtotal	\$1,935,100.00	\$2,156,500.00
001-0630-421-4111	HOURLY AND PART TIME SALARY	\$22,000.00	\$22,000.00
	Subtotal	\$22,000.00	\$22,000.00
001-0630-421-4112	FOURTH OF JULY OVERTIME	\$2,500.00	\$2,500.00
001-0630-421-4112	OVERTIME	\$59,000.00	\$59,000.00
	Subtotal	\$61,500.00	\$61,500.00
001-0630-421-4117	HOLIDAY IN-LIEU PAY SWORN PERSONNEL	\$38,000.00	\$40,300.00
001-0630-421-4117	HOLIDAY PREMIUM PAY DISPATCH	\$32,322.00	\$21,450.00

	Subtotal	\$70,322.00	\$61,750.00
001-0630-421-4120	FRINGE BENEFITS	\$1,171,200.00	\$1,612,600.00
	Subtotal	\$1,171,200.00	\$1,612,600.00
Employee Services Total		\$3,260,122.00	\$3,914,350.00

<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018
001-0630-421-4520	COMPENSATED ABSENCES	\$17,939.00	\$20,800.00
001-0630-421-4520	COMPENSATED ABSENCES-PUBLIC SAFETY DISPATCHER	\$10,318.00	\$10,750.00
	Subtotal	\$28,257.00	\$31,550.00
001-0630-421-4544	VEHICLE REPLACEMENT	\$69,691.00	\$79,924.00
	Subtotal	\$69,691.00	\$79,924.00
001-0630-421-4556	EQUIPMENT REPLACEMENT	\$25,174.00	\$25,174.00
	Subtotal	\$25,174.00	\$25,174.00
001-0630-421-4557	INFORMATION TECHNOLOGY SERVICES	\$420,958.00	\$419,775.00
	Subtotal	\$420,958.00	\$419,775.00
001-0630-421-4569	BUILDING MAINTENANCE	\$165,239.00	\$193,714.00
	Subtotal	\$165,239.00	\$193,714.00
Internal Services Total		\$709,319.00	\$750,137.00

<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
001-0630-421-4240	BALLISTIC VEST REPLACEMENT	\$3,000.00	\$6,000.00
001-0630-421-4240*	FILM/PHOTO PROCESSING	\$200.00	\$200.00
001-0630-421-4240*	PENAL CODES/PUBLICATIONS	\$800.00	\$800.00
	Subtotal	\$4,000.00	\$7,000.00
001-0630-421-4242	POSTAGE	\$2,200.00	\$2,200.00
	Subtotal	\$2,200.00	\$2,200.00
001-0630-421-4243*	CITATIONS	\$1,500.00	\$1,500.00
001-0630-421-4243*	OFFICE SUPPLIES	\$15,000.00	\$15,000.00
001-0630-421-4243	PRINTING	\$2,000.00	\$2,000.00

		Subtotal	\$18,500.00	\$18,500.00
001-0630-421-4246	COMMUNICATIONS CENTER EQUIPMENT		\$1,000.00	\$1,000.00
001-0630-421-4246	FIXED RADIO EQUIP (TEA)		\$22,752.00	\$22,752.00
001-0630-421-4246	HAINES CROSS DIRECTORY		\$770.00	\$770.00
001-0630-421-4246	MOBILE RADIO REPAIR		\$1,100.00	\$1,100.00
001-0630-421-4246	PLAIN PAPER COPIERS (6765 AND 6632)		\$2,000.00	\$2,000.00
001-0630-421-4246	SHREDDER AND FAX		\$500.00	\$500.00
001-0630-421-4246	UPS (BEST POWER INC.)		\$1,000.00	\$1,000.00
001-0630-421-4246	VEHICLE EQUIPMENT MAINTENANCE		\$2,000.00	\$2,000.00
		Subtotal	\$31,122.00	\$31,122.00
001-0630-421-4249	ADVERTISING		\$200.00	\$200.00
001-0630-421-4249	COMMUNITY OUTREACH		\$3,500.00	\$3,500.00
		Subtotal	\$3,700.00	\$3,700.00
001-0630-421-4251	AT & T LANGUAGE LINE		\$500.00	\$500.00
001-0630-421-4251	COPWARE/LEXIPOL (SOFTWARE UPDATES)		\$6,655.00	\$8,320.00
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		\$45,112.00	\$45,000.00
001-0630-421-4251	WEB ANALYTICS (CLEAR PLUS)		\$1,900.00	\$3,550.00
		Subtotal	\$106,167.00	\$109,370.00
001-0630-421-4253	ASSN OF PUBLIC SAFETY COMMUNICATIONS OFFICIALS		\$69.00	\$120.00
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		\$145.00	\$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	\$694.00	\$745.00
001-0630-421-4254	LOCAL MEETINGS AND TOLLS		\$1,350.00	\$1,350.00

	Subtotal	\$1,350.00	\$1,350.00
001-0630-421-4255	CAPE/CCUG TRAINING	\$1,100.00	\$1,100.00
001-0630-421-4255	CPOA TRAINING SYMPOSIUM (1 Capt)	\$1,500.00	\$1,500.00
001-0630-421-4255	RIMS USERS GROUP CONFERENCE (3 ATTENDEES)	\$3,750.00	\$5,000.00
	Subtotal	\$6,350.00	\$7,600.00
001-0630-421-4265	ADMINISTRATIVE INVESTIGATIVE FUND	\$2,500.00	\$2,500.00
	Subtotal	\$2,500.00	\$2,500.00
	Services and Supplies Total	\$176,583.00	\$184,087.00
	ADMINISTRATIVE BUREAU Total	\$4,146,024.00	\$4,848,574.00

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

<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
001-0650-421-4251	CROSSING GUARDS	\$21,600.00	\$21,600.00
	Subtotal	\$21,600.00	\$21,600.00
	Services and Supplies Total	\$21,600.00	\$21,600.00
	CROSSING GUARDS Total	\$21,600.00	\$21,600.00

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

<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
006-0610-421-4251	DRUG ABUSE RESISTANCE EDUCATION (DARE)	\$600.00	\$600.00
	Subtotal	\$600.00	\$600.00
	Services and Supplies Total	\$600.00	\$600.00
	CHIEF'S OFFICE Total	\$600.00	\$600.00

Police Department Fund Budget Comparison - Chief 001-0610

Accounts		Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Note
4110	Salaries	291,100	317,500	26,400	1
4120	Benefits	166,000	204,300	38,300	2
4520	Compensated Absences	4,211	4,600	389	3
4544	Vehicle Replacement	13,738	16,711	2,973	4
4243	Office Supplies	750	750	-	5
4251	Consulting and Contracting	19,000	19,000	-	6
4253	Membership and Dues	1,145	1,160	15	7
4254	Travel, Conferences, Meetings	1,025	1,225	200	8
4255	Training	1,500	1,500	-	9
Total		498,469	566,746	68,077	

Detailed Analysis:

- Note 1 COLA increase @ 3.5%. Reclassify Management Assistant to Management Analyst.
- Note 2 Contractual adjustment to benefits formulas (e.g. CalPERS, medical, etc)
- Note 3 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 4 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 5 No Change.
- Note 6 No Change.
- Note 7 10% increase to IACP dues.
- Note 8 Increase of 200.00 based on historical use.
- Note 9 No Change.

Police Department Budget Comparison - Field Operations 001-0620

Accounts	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Note	
4110	Salaries	3,658,000	3,804,000	146,000	1
4112	Overtime/Fourth of July Overtime	148,000	148,000	-	2
4117	Holiday Pay	183,300	194,300	11,000	3
4120	Benefits	2,986,000	2,996,000	10,000	4
4520	Compensated Absences	55,700	57,800	2,100	5
4544	Vehicle Replacement	243,513	274,818	31,305	6
4556	Equipment Replacement	20,301	18,723	(1,578)	7
4240	Tools/Equipment	21,495	21,495	-	8
4246	Maintenance	850	850	-	9
4251	Consulting and Contracting	39,461	42,659	3,198	10
4253	Membership and Dues	625	650	25	11
4254	Travel, Conferences, Meetings	825	825	-	12
4255	Training	4,500	4,500	-	13
	Total	7,362,570	7,564,620	202,050	

Detailed Analysis:

Note 1	Increase based on projected contractual pay scales. Addition of 1 Sr. CSO.
Note 2	No Change.
Note 3	Increase based on projected contractual pay scales.
Note 4	Contractual adjustment to benefit formulas (e.g. CalPERS, workers comp, medical etc.)
Note 5	Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
Note 6	Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
Note 7	Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
Note 8	No Change.
Note 9	No Change.
Note 10	Increase in CORA and Star Vista fees.
Note 11	Increase of 25.00 based on increase to San Mateo County Training Manager dues.
Note 12	No Change.
Note 13	No Change.

Police Department Budget Comparison - Admin 001-0630

Accounts	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Note
4110 Salaries	1,935,100	2,156,500	221,400	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	70,322	61,750	(8,572)	4
4120 Benefits	1,171,200	1,612,600	441,400	5
4520 Compensated Absences	28,257	31,550	3,293	6
4544 Vehicle Replacement	69,691	79,924	10,233	7
4556 Equipment Replacement	25,174	25,174	-	8
4557 Information Technology Services	420,958	419,775	(1,183)	9
4569 Building Maintenance	165,239	193,714	28,475	10
4240 Tools/Equipment	4,000	7,000	3,000	11
4242 Postage	2,200	2,200	-	12
4243 Office Supplies	18,500	18,500	-	13
4246 Increase based on projected and contractual pay scales.	31,122	31,122	-	14
4249 Contractual adjustment to benefits formulas (e.g. CalPERS, medical, etc)	3,700	3,700	-	15
4251 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget	106,167	109,370	3,203	16
4253 Membership and Dues	694	745	51	17
4254 Travel, Conferences, Meetings	1,350	1,350	-	18
4255 Training	6,350	7,600	1,250	19
4265 Admin Investigation Fund	2,500	2,500	-	20
Total	4,146,024	4,848,574	702,550	

Detailed Analysis:

- Note 1 Increase based on projected and contractual pay scales. COLA increase for Management and AFSCME @ 3.5%.
- Note 2 No change.
- Note 3 No change.
- Note 4 Decrease based on projected pay scales for 2017.
- Note 5 Contractual adjustment to benefit formulas (e.g. CalPERS, workers comp, medical etc.)
- Note 6 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 7 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 8 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 9 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 10 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 11 Ballistic Vest purchases for new hires/Per MOU dept now responsible for purchasing vests.
- Note 12 No change.
- Note 13 No change.
- Note 14 No change.
- Note 15 No change.
- Note 16 Web Analytics fee increase. Lexipol fee increase 30%.
- Note 17 Increase of 51.00 for Assn. of Public Safety Communication Officials dues.
- Note 18 No change.
- Note 19 RIMS conference historical use based on 3 essential attendees.
- Note 20 No change.

Police Department Budget Comparison - Crossing Guard 001-0640

Accounts		Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Note
4251	Consulting and Contracting	21,600	21,600	-	1
	Total	21,600	21,600	-	

Detailed Analysis:

Note 1 No Change.

Police Department Budget Comparison - Drug Abuse Resistance Education (DARE) 006-0610

Accounts		Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Note
4251	Consulting and Contracting	600	600	-	1
	Total	600	600	-	

Detailed Analysis:

Note 1 No Change.

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	15-16	16-17	17-18
Full-Time Employees			
Fire Chief ¹	0	0	0
Deputy Fire Chief ¹	0	0	0
Admin Battalion Chief ¹	1	1	1
Battalion Chief ^{1,5}	2	2	1
Fire Captain	8	8	8
Firefighter	21	21	21
Fire Marshal ²	0	0	0
Deputy Fire Marshal ²	0	0	0
Fire Inspector II ²	0	0	0
Emergency Preparedness Coordinator ³	0	0	0
Management Coordinator	1	1	1
Administrative Secretary	1	1	1
Total Full-Time Employees	34.0	34.0	33.0
Position	15-16	16-17	17-18
Part-Time Employees			
CERT Intern	0.5	0.5	0.5
Student Intern II ⁴	0	0	0
Clerical Assistant	0.5	0.5	0.5
Total Full-Time Employees	1.0	1.0	1.0
TOTAL EMPLOYEES	35.0	35.0	34.0

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

² 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.

³ The Emergency Preparedness Coordinator is shared with the City of San Mateo, with Foster City funding 33.3% of the position.

⁴ Student Intern II is a shared part-time position with the City of San Mateo, with Foster City funding 33.3% of the position.

⁵ One Battalion Chief FTE position was eliminated as a result of our shared services contract. This FTE position is staffed by the City of San Mateo, with Foster City funding 33.3% of the position.

MISSION STATEMENT

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

VALUES

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

- **Positive Work Environment:** Striving to create an environment that strengthens working relationships and fosters a sense of pride and camaraderie.

Fire Department STRATEGIC PLAN

The Fire Department will continue to pursue shared services opportunities with our neighboring cities while still maintaining local control. A contract for service with Belmont Fire Protection District is in place and functioning well. In Fiscal Year 2017-2018, 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.
- Participate in the implementation of mitigation strategies identified in the 2016 Local Hazard Mitigation Plan (LHMP) Safety Element.
- 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).

- 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 2016, the Fire Department responded to 1965 calls for service, 1331 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 will continue 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 contracts for 24-hour Battalion Chief service, an Administrative Battalion Chief and a Fire Chief with the City of Foster City and the City of San Mateo.
- Foster City, San Mateo and Belmont Fire Department Chief Officers continue to hold weekly 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.

- Foster City Fire personnel responded, as part of the California's Mutual Aid Response, to 7 separate fire incidents throughout the state but responded to some fires multiple times for a total of 11 responses. Administrative Battalion Chief also responded to fires in Tennessee and Georgia.
- 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 continued in Fiscal Year 2016-2017 to revise Foster City's Local Hazard Mitigation Plan/Safety Element. A multi-departmental planning team was assembled in each city. The draft plan was submitted to CalOES in March 2016, and approved by FEMA in November 2016. City Council adopted the Local Hazard Mitigation Plan/Safety Element on November 21, 2016. On January 21, 2017, Foster City was notified by FEMA Region IX Mitigation Division that its LHMP/Safety Element will be showcased as a best practice in a national working group convened by FEMA to develop guidance for integrated planning processes. Fire will continue to work with other departments to ensure mitigation strategies are implemented and that the plan is maintained according to annual maintenance requirements.
- The Foster City Fire and Police Departments opened their doors to the public at their annual Open House in October

2016. 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. The "Get Ready" Program 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.
- The Fire Department continues 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 850 CERT members by the end of Fiscal Year 2016-2017, with over 500 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 55 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 2016, Foster City, 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 X. CERT Members canvassed Foster City neighborhoods and distributed emergency preparedness flyers to over 1900 homes in less than 2 1/2 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.

- In September of 2014, City Council approved our recommendation for an enhanced joint staffed (Belmont and Foster City) Truck Company. The enhanced truck increased staffing from (3) personnel to (4) personnel with one position being a paramedic. Truck 28 was relocated to San Mateo Station 23 and became Truck 23. This relocation centralizes our shared Truck response to our partner agencies.
- In July of 2015, 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 sixth 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 Battalion Chief and Division Chief position assigned to the training division as a benefit to our participation in the shared training 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 2017-2018

Service levels to the residents remained high and will continue to remain high in Fiscal Year 2017-2018

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 2017-2018, 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.

CHANGES IN FINANCIAL RESOURCES REQUIRED

Personnel

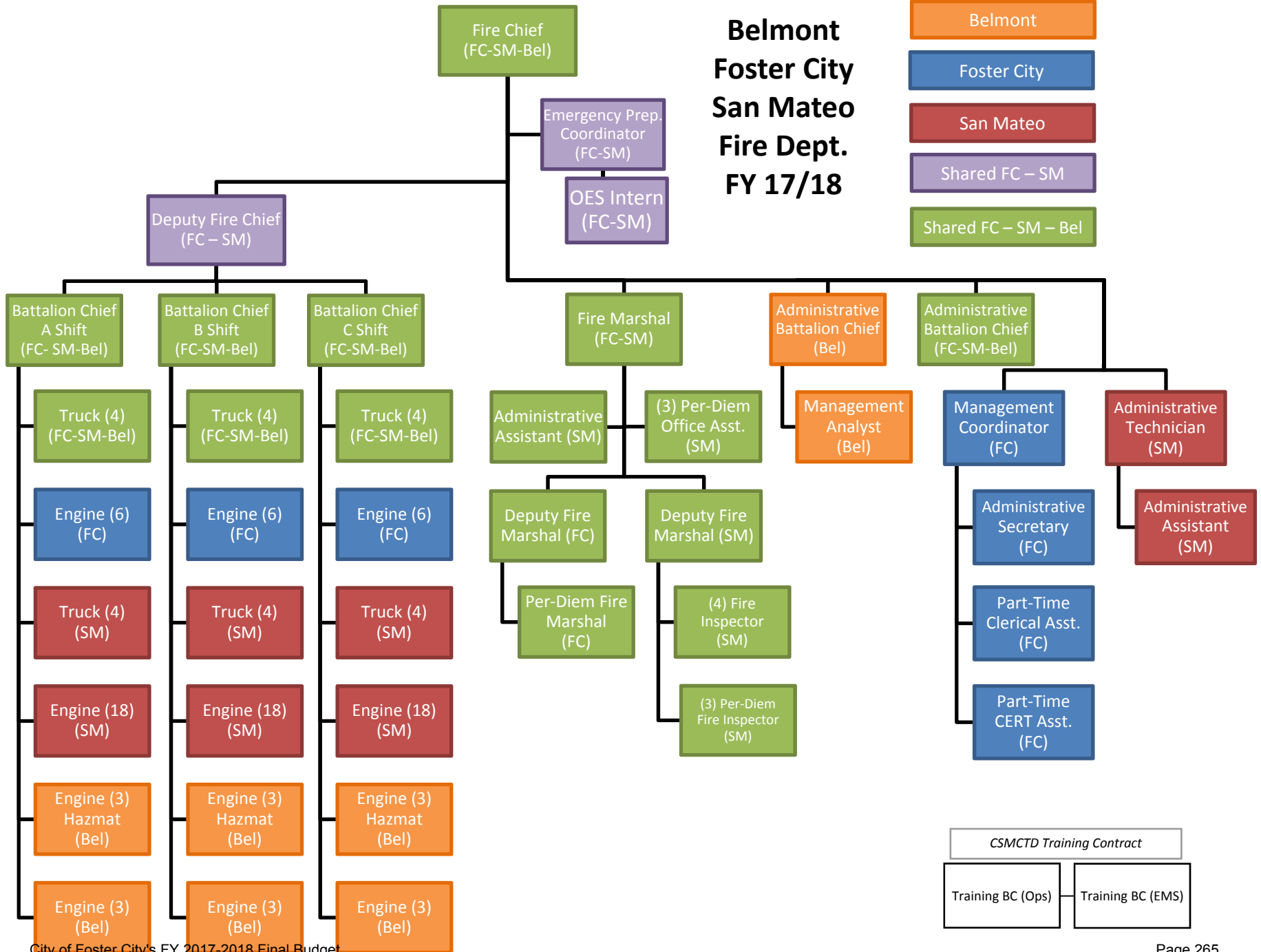
- The shared Fire Command staff, including the Fire Chief, Deputy Chief, Administrative Battalion Chief, and three Operational Battalion Chief positions, will continue to be funded 33.3% by Foster City.
- The Belmont Fire Protection District will reimburse the City of Foster City for a portion of the Fire Chief, Administrative Battalion Chief and Operational Battalion Chiefs salaries in a projected amount of \$122,100 for Fiscal Year 2017-2018.
- The San Mateo Fire Department will reimburse the City of Foster City \$127,652 for shared truck service as part of our shared truck agreement.
- The Belmont Fire Protection District will reimburse the City of Foster City for an estimated \$17,583 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 \$265,315. 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.
- 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 an estimated \$291,128 in Fiscal Year 2017-2018.

- Fire will continue to share (up to 50%) a Fire Inspector II position with San Mateo Fire Department in an amount not to exceed \$100,000.
- Fire will continue to share (33%) of an Emergency Preparedness Coordinator position with the City of San Mateo at an annual cost of \$57,400.
- Funding was removed for a full time Battalion Chief position (1 FTE) due to retirement. This position will be replaced by a City of San Mateo staff.
- Increase to contractual services due to apportioned cost of a San Mateo Battalion Chief (BC) position for FY 17/18 as part of shared fire services with San Mateo. The BC was formerly staffed by a FC employee in FY 16/17 with FC charging San Mateo for its apportioned cost of shared fire services.

Belmont Foster City San Mateo Fire Dept. FY 17/18

Belmont
Foster City
San Mateo
Shared FC – SM
Shared FC – SM – Bel



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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	\$ 1,191,477	\$ 1,191,477	\$ 1,376,011
PREVENTION	-	-	-
TRAINING / OPERATIONS	8,030,366	8,200,366	8,400,080
DISASTER PREPAREDNESS	56,366	56,366	73,254
TOTAL FOR FIRE	\$ 9,278,209	\$ 9,448,209	\$ 9,849,345

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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 7,585,159	\$ 7,755,159	\$ 7,954,712
SERVICES AND SUPPLIES	772,552	772,552	937,119
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	8,357,711	8,527,711	8,891,831
INTERNAL SERVICES	944,654	944,654	966,996
Subtotal (Total Department Expenses before Reallocations)	9,302,365	9,472,365	9,858,827
REALLOCATIONS	(24,156)	(24,156)	(9,482)
TOTAL FOR FIRE	\$ 9,278,209	\$ 9,448,209	\$ 9,849,345

DETAIL LINE ITEM REPORT

FIRE - ADMINISTRATION

Account: 001-0710-422

GENERAL FUND

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
001-0710-422-4110	PERMANENT SALARIES	\$338,814.00	\$360,800.00
Subtotal		\$338,814.00	\$360,800.00
001-0710-422-4111*	CLERICAL ASSISTANT	\$22,927.00	\$22,927.00
001-0710-422-4111	PART-TIME CERT INTERN	\$29,970.00	\$29,970.00
Subtotal		\$52,897.00	\$52,897.00
001-0710-422-4120	FRINGE BENEFITS	\$202,236.00	\$254,900.00
Subtotal		\$202,236.00	\$254,900.00
Employee Services Total		\$593,947.00	\$668,597.00
<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018
001-0710-422-4520	COMPENSATED ABSENCES	\$5,082.00	\$5,121.00
Subtotal		\$5,082.00	\$5,121.00
001-0710-422-4544	VEHICLE REPLACEMENT	\$44,151.00	\$49,359.00
Subtotal		\$44,151.00	\$49,359.00
001-0710-422-4557	INFORMATION TECHNOLOGY SERVICES	\$116,851.00	\$112,361.00
Subtotal		\$116,851.00	\$112,361.00
001-0710-422-4569	BUILDING MAINTENANCE	\$10,585.00	\$11,095.00
Subtotal		\$10,585.00	\$11,095.00
Internal Services Total		\$176,669.00	\$177,936.00
<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
001-0710-422-4240	CERT BACKPACKS	\$4,000.00	\$4,000.00
001-0710-422-4240	CERT MATERIALS	\$7,000.00	\$7,000.00

001-0710-422-4240	OFFICE FURNITURE	\$1,000.00	\$1,000.00
001-0710-422-4240	PROMOTIONAL MATERIALS	\$1,500.00	\$1,500.00
	Subtotal	\$13,500.00	\$13,500.00
001-0710-422-4241	PAPER/COPY SUPPLIES	\$3,000.00	\$3,000.00
	Subtotal	\$3,000.00	\$3,000.00
001-0710-422-4242	GENERAL POSTAGE	\$500.00	\$500.00
	Subtotal	\$500.00	\$500.00
001-0710-422-4243	GENERAL OFFICE SUPPLIES	\$4,500.00	\$4,000.00
001-0710-422-4243	PREVENTION OFFICE SUPPLIES	\$0.00	\$3,000.00
001-0710-422-4243	SHARED SERVICES SUPPLIES	\$6,000.00	\$4,000.00
	Subtotal	\$10,500.00	\$11,000.00
001-0710-422-4246	CERT RADIOS / BATTERIES	\$500.00	\$500.00
001-0710-422-4246	DASHBOARD FIREVIEW	\$1,100.00	\$1,100.00
001-0710-422-4246	FIRST ON SCENE	\$3,150.00	\$3,150.00
001-0710-422-4246	OFFICE MACHINE MAINTENANCE	\$1,000.00	\$1,000.00
001-0710-422-4246	TELESTAFF	\$2,700.00	\$2,700.00
	Subtotal	\$8,450.00	\$8,450.00
001-0710-422-4251	BACKGROUND INVESTIGATIONS	\$2,500.00	\$2,500.00
001-0710-422-4251	FIRE PREVENTION CONTRACT	\$362,811.00	\$471,128.00
001-0710-422-4251	LEGAL SERVICES	\$1,000.00	\$1,000.00
001-0710-422-4251	SHARED STUDENT INTERN II POSITION	\$7,400.00	\$7,400.00
	Subtotal	\$373,711.00	\$482,028.00
001-0710-422-4253	FIRE CODE UPDATES	\$1,000.00	\$1,000.00
001-0710-422-4253	PROFESSIONAL PUBLICATIONS	\$200.00	\$0.00
001-0710-422-4253	SM COUNTY FIRE CHIEF ASSOC	\$1,000.00	\$1,000.00
	Subtotal	\$2,200.00	\$2,000.00
001-0710-422-4254	CONFERENCES AND MEETINGS	\$1,000.00	\$1,000.00
001-0710-422-4254	MISCELLANEOUS	\$500.00	\$500.00
	Subtotal	\$1,500.00	\$1,500.00

001-0710-422-4255	SHARED SERVICES TRAINING	\$5,000.00	\$5,000.00
001-0710-422-4255	TRAINING	\$2,500.00	\$2,500.00
	Subtotal	\$7,500.00	\$7,500.00
	Services and Supplies Total	\$420,861.00	\$529,478.00
	ADMINISTRATION Total	\$1,191,477.00	\$1,376,011.00

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

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
001-0730-422-4110	PERMANENT SALARIES	\$3,613,863.00	\$3,561,745.00
	Subtotal	\$3,613,863.00	\$3,561,745.00
001-0730-422-4112	GENERAL OVERTIME	\$360,370.00	\$360,370.00
	Subtotal	\$360,370.00	\$360,370.00
001-0730-422-4116	FLSA	\$57,238.00	\$60,800.00
001-0730-422-4116	TRAINING OVERTIME	\$20,000.00	\$20,000.00
	Subtotal	\$77,238.00	\$80,800.00
001-0730-422-4117	HOLIDAY PAY	\$164,799.00	\$186,000.00
	Subtotal	\$164,799.00	\$186,000.00
001-0730-422-4120	FRINGE BENEFITS	\$2,774,942.00	\$2,977,200.00
001-0730-422-4120	RETIREMENT HEALTH SAVINGS ACCOUNT	\$0.00	\$120,000.00
	Subtotal	\$2,774,942.00	\$3,097,200.00
	Employee Services Total	\$6,991,212.00	\$7,286,115.00

<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018
001-0730-422-4520	COMPENSATED ABSENCES	\$54,208.00	\$56,266.00
	Subtotal	\$54,208.00	\$56,266.00
001-0730-422-4544	VEHICLE REPLACEMENT	\$311,931.00	\$303,973.00
	Subtotal	\$311,931.00	\$303,973.00

001-0730-422-4556	EQUIPMENT REPLACEMENT	\$85,499.00	\$96,154.00
	Subtotal	\$85,499.00	\$96,154.00
001-0730-422-4569	BUILDING MAINTENANCE	\$303,185.00	\$317,791.00
	Subtotal	\$303,185.00	\$317,791.00
	Internal Services Total	\$754,823.00	\$774,184.00

Services and Supplies

		Approved 2016-2017	Requested 2017-2018
001-0730-422-4240	ALS ROLLING STOCK	\$2,000.00	\$5,000.00
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 TURNOUTS	\$0.00	\$20,000.00
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	\$44,520.00	\$67,520.00
001-0730-422-4243	MAPS	\$1,000.00	\$800.00
001-0730-422-4243	MISCELLANEOUS	\$1,300.00	\$1,500.00
001-0730-422-4243	OFFICE SUPPLIES	\$2,000.00	\$2,000.00
	Subtotal	\$4,300.00	\$4,300.00
001-0730-422-4245	ADAPTERS	\$200.00	\$200.00
001-0730-422-4245	BATTERIES	\$1,000.00	\$500.00
001-0730-422-4245	CHAINSAWS	\$1,500.00	\$2,000.00
001-0730-422-4245	CHAMOIS	\$100.00	\$100.00
001-0730-422-4245	ELECTRICAL	\$100.00	\$100.00
001-0730-422-4245	FLASHLIGHTS	\$315.00	\$315.00
001-0730-422-4245	FOAM	\$1,500.00	\$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	\$14,015.00	\$14,015.00
001-0730-422-4246*	AED	\$1,000.00	\$1,000.00
001-0730-422-4246	AIR CASCADE SYSTEM	\$1,500.00	\$1,500.00
001-0730-422-4246	AIR TESTING	\$400.00	\$400.00
001-0730-422-4246	BOAT	\$1,000.00	\$3,000.00
001-0730-422-4246	BREATHING APPARATUS	\$5,000.00	\$6,000.00
001-0730-422-4246	BUILDING MAINTENANCE	\$2,000.00	\$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	\$1,000.00
001-0730-422-4246	HAND TOOLS	\$350.00	\$500.00
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	\$1,200.00
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	\$3,500.00
001-0730-422-4246	SCBA EQUIP CALIBRATION	\$1,150.00	\$1,150.00
001-0730-422-4246	THERMAL IMAGING CAMERA MAINT.	\$2,000.00	\$3,000.00
001-0730-422-4246	TRAINING PROP	\$3,100.00	\$3,100.00
001-0730-422-4246	TURNOUT CLEANING & MAINT	\$4,500.00	\$8,000.00
001-0730-422-4246	VEHICLE MAINTENANCE	\$2,450.00	\$2,450.00
	Subtotal	\$38,900.00	\$47,350.00

001-0730-422-4251	ALS CERTIFICATION		\$3,000.00	\$3,000.00
001-0730-422-4251	EMT/DEFIB RECERTIFICATION		\$3,000.00	\$3,000.00
001-0730-422-4251	JPA CAD LINK		\$3,700.00	\$3,700.00
001-0730-422-4251	JPA DATA LINK		\$1,430.00	\$1,430.00
001-0730-422-4251	JPA TEA CONTRACT		\$3,800.00	\$3,800.00
001-0730-422-4251	PSC CAD LICENSES		\$500.00	\$500.00
001-0730-422-4251	SAN MATEO COUNTY PAGERS		\$1,500.00	\$1,500.00
001-0730-422-4251	TB TESTING		\$560.00	\$560.00
		Subtotal	\$17,490.00	\$17,490.00
001-0730-422-4253	SMCTO		\$375.00	\$375.00
		Subtotal	\$375.00	\$375.00
001-0730-422-4254	SHARED OPS MEETINGS		\$2,000.00	\$2,000.00
001-0730-422-4254	TRAVEL & MEETINGS		\$1,000.00	\$1,000.00
		Subtotal	\$3,000.00	\$3,000.00
001-0730-422-4255	CENTRAL COUNTY TRAINING		\$134,731.00	\$158,731.00
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	\$161,731.00	\$185,731.00
		Services and Supplies Total	\$284,331.00	\$339,781.00
		TRAINING/OPERATIONS Total	\$8,030,366.00	\$8,400,080.00

FIRE - DISASTER PREPAREDNESS Account: 001-0740-422

GENERAL FUND

<i>Internal Services</i>	Approved 2016-2017	Requested 2017-2018
001-0740-422-4544 VEHICLE REPLACEMENT	\$10,863.00	\$13,746.00
	Subtotal	\$10,863.00
		\$13,746.00

001-0740-422-4556	EQUIPMENT REPLACEMENT		\$2,299.00	\$1,130.00
		Subtotal	\$2,299.00	\$1,130.00
		Internal Services Total	\$13,162.00	\$14,876.00
Services and Supplies			Approved 2016-2017	Requested 2017-2018
001-0740-422-4243	OFFICE SUPPLIES		\$1,000.00	\$1,500.00
		Subtotal	\$1,000.00	\$1,500.00
001-0740-422-4251	OES / EMERGENCY SERVICES JPA		\$63,160.00	\$63,160.00
001-0740-422-4251	OES / JPA Air Truck		\$700.00	\$700.00
		Subtotal	\$63,860.00	\$63,860.00
001-0740-422-4255	TRAINING		\$2,500.00	\$2,500.00
		Subtotal	\$2,500.00	\$2,500.00
		Services and Supplies Total	\$67,360.00	\$67,860.00
Reallocation			Approved 2016-2017	Requested 2017-2018
001-0740-422-4463	INDIRECT COST ALLOCATION		\$0.00	(\$9,482.00)
		Subtotal	\$0.00	(\$9,482.00)
001-0740-422-4496	ALLOCATION OF EXPENSES TO WATER		(\$12,078.00)	\$0.00
		Subtotal	(\$12,078.00)	\$0.00
001-0740-422-4497	ALLOCATION OF EXPENSES TO WASTEWATER		(\$12,078.00)	\$0.00
		Subtotal	(\$12,078.00)	\$0.00
		Reallocation Total	(\$24,156.00)	(\$9,482.00)
		DISASTER PREPAREDNESS Total	\$56,366.00	\$73,254.00

Fire Department Budget Comparisons - Administration - 001-0710

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4110 Permanent Salaries	338,814	360,800	21,986	1
4111 Part-Time Salaries	52,897	52,897	-	2
4120 Fringe Benefits	202,236	254,900	52,664	3
4520 Compensated Absences	5,082	5,121	39	4
4544 Vehicle Replacement	44,151	49,359	5,208	5
4520 Info Tech Services	116,851	112,361	(4,490)	6
4520 Building Maintenance	10,585	11,095	510	7
4240 Department Special Supplies	13,500	13,500	-	8
4241 Copy Expense	3,000	3,000	-	9
4242 Postage Expense	500	500	-	10
4243 General Office Supplies	10,500	11,000	500	11
4246 Maintenance	8,450	8,450	-	12
4251 Contractual	373,711	482,028	108,317	13
4253 Memberships, Dues, Subscriptions	2,200	2,000	(200)	14
4254 Travel & Meetings	1,500	1,500	-	15
4255 Training	7,500	7,500	-	16
Total	1,191,477	1,376,011	184,534	

Detailed Analysis:

- Note 1 Increase based on projected and contractual pay scales
- Note 2 No Change
- Note 3 Contractual adjustment to benefits formulas (e.g. CalPERS, medical, etc)
- Note 4 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 5 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 6 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 7 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 8 No change
- Note 9 No change
- Note 10 No change
- Note 11 Minor increase for prevention office supplies
- Note 12 No change
- Note 13 Increase due to apportioned cost of a San Mateo Battalion Chief (BC) position for FY 2017-2018 as part of share fire services with San Mateo. The BC was formerly staffed by a FC employee in FY 2016-2017 with FC charging San Mateo for its apportioned cost of shared fire services.
- Note 14 Minor decrease/inline with past savings
- Note 15 No change
- Note 16 No change

Fire Department Budget Comparisons - Operations - 001-0730

Account	Approved FY 2016-2017	Requested FY 2017- 2018	Increase (Decrease)	Notes
4110 Permanent Salaries	3,613,863	3,561,745	(52,118)	1
4112 Overtime	360,370	360,370	-	2
4116 FLSA Mandate / Training	77,238	80,800	3,562	3
4117 Holiday Pay	164,799	186,000	21,201	4
4120 Fringe Benefits	2,774,942	3,097,200	322,258	5
4520 Compensated Absences	54,208	56,266	2,058	6
4544 Vehicle Replacement	311,931	303,973	(7,958)	7
4556 Info Tech Services	85,499	96,154	10,655	8
4569 Building Maintenance	303,185	317,791	14,606	9
4240 Department Special Supplies	44,520	67,520	23,000	10
4243 General Office Supplies	4,300	4,300	-	11
4245 Tools & Equipment	14,015	14,015	-	12
4246 Maintenance	38,900	47,350	8,450	13
4251 Contractual	17,490	17,490	-	14
4253 Memberships, Dues, Subscriptions	375	375	-	15
4254 Travel & Meetings	3,000	3,000	-	16
4255 Training	161,731	185,731	24,000	17
Total	<u>8,030,366</u>	<u>8,400,080</u>	<u>369,714</u>	

Detailed Analysis:

- Note 1 Increase based on projected and contractual pay scales
- Note 2 No Change
- Note 3 Increase based on projected and contractual pay scales
- Note 4 Increase based on projected and contractual pay scales
- Note 5 Increase based on projected and contractual pay scales
- Note 6 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 7 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 8 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 9 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 10 Safety Turnouts require for new hires
- Note 11 No change
- Note 12 No change
- Note 13 Minor increases to "Boat", "Saw Blades", "Thermal Imaging Camera", "Nozzles/Valves" and "Hand Tools" line items to accommodate increased cost in supplies. Due to the age of the packs, increase to "Breathing Apparatus" to cover annual bench testing handled by 3rd party. Increase to "Turnout Cleaning/Maint" for additional turnout cleaning to prevent cancer.
- Note 14 No change
- Note 15 No change
- Note 16 No change
- Note 17 Contractual increase based on contract with the Central County Fire Training Division

Fire Department Budget Comparisons -Emergency Preparedness - 001-0740

Account		Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4544	Vehicle Replacement	10,863	13,746	2,883	1
4556	Equipment Replacement	2,299	1,130	(1,169)	2
4243	Office Supplies	1,000	1,500	500	3
4251	Contractual	63,860	63,860	-	4
4255	Training	2,500	2,500	-	5
4463	Indirect Cost Allocation	-	(9,482)	(9,482)	6
4496	Allocation of 15% Expenses to Water	(12,078)	-	12,078	7
4255	Allocation of 15% Expenses to Wastewater	(12,078)	-	12,078	7
	Total	56,366	73,254	16,888	

Detailed Analysis:

- Note 1 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 2 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 3 Increase to purchase additional materials and supplies for EOC
- Note 4 No change
- Note 5 No change
- Note 6 Based on Cost Allocation Study findings
- Note 7 Replaced with Cost Allocation Study findings

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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	15-16	16-17	17-18
Full-Time Employees			
Community Development Director	1.0	1.0	1.0
Planning Manager	1.0	1.0	1.0
Senior Planner	1.0	1.0	1.0
Assistant/Associate Planner	2.0	2.0	1.0
Management Analyst	0.0	0.0	1.0
Management Assistant	1.0	0.0	1.0
Management Coordinator	0.0	1.0	0.0
Office Assistant II	2.0	2.0	1.0
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	1.0	1.0
Code Enforcement Officer	0.0	1.0	1.0
Total Employees	13.0	15.0	14.0

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 2016-2017.

The Department has accomplished many significant objectives during FY 2016-2017 including the following major items:

- **General Plan Update**

- A combined Local Hazard Mitigation Plan / Safety Element. A draft of the document was reviewed by California Office of Emergency Services and California Geologic Survey and approved by the City Council in November 2016. On December 19, 2016, the City Council adopted an affordable housing impact fee (“commercial linkage fee”) on nonresidential development to affordable housing initiatives in the City.



- **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 was completed in July-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.
- Construction continued at Foster Square, (the 15 acres site).

- Alma Point (Midpen Housing), which consists of 66 affordable housing units for seniors, is under construction. Construction was completed in June 2016.
- Atria, which consists of 155 assisted and independent living units, including 24 memory care units, is under construction. Construction was completed in December 2016.
- Lennar Homes consists of 200 for-sale senior housing units. 86 of the 200 units are currently under construction. The 1st 24 units are expected to be completed in summer of 2017.
- The 314,524 square foot 10-story office building on the Gilead Integrated Campus was completed in May 2016. .
- A 1-story, 27,698 square foot meeting center addition to the 10-story Gilead office building was completed in 2016.
- A 6-level parking garage on the Gilead North Campus was completed in May 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 and a Planning Commission meeting.
- Ongoing review of construction plans are underway or the 595,000 square foot office and laboratory development for BioMed Realty on Lincoln Centre Drive that was approved by the City in 2015 and two buildings and a parking structure are under construction. The first

buildings are expected to be completed in the first quarter of 2018.

- The Use Permit and Environmental Assessment were approved for on June 2, 2016 for a six-story, 231,000 square foot laboratory building at 357 Lakeside Drive on the Gilead Campus. Staff is reviewing the construction plan and construction has commenced and is expected to be completed in 2018.
 - The Use Permit and Environmental Assessment were approved on November 3, 2016 for a 4-Story ±357,222 Square foot Laboratory/Office Building. Staff is reviewing the construction plan and construction has commenced and is expected to be completed in 2018.
 - Continue to review and process ongoing reviews for the Towneplace Suites Hotel under construction at 1299 Chess Drive.
 - Continue to review and process ongoing reviews for the retail stores and restaurant under construction at 1297 Chess Drive.
- Oversee preparation of the Environmental Impact Report for the Levee project.
- **Staff Training** –the Community Development Director attended the State Planning Conference and the National Planning Conference. The Chief Building Official attended the California Building Officials annual conference and the International Code Council Code Development Hearings. 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 2016, the Planning/Code Enforcement Division processed 201 permits, including the major categories of 72 Architectural Review permits, 9 Use Permits, 56 Use Permit Modifications, 4 Environmental Assessments and 32 Sign Review permits compared to 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 in 2015.
- **Building Permit Processing** - In calendar year 2016, the Building Inspection Division issued 3,771 permits and conducted 25,134 inspections, compared to 3,434 permits and 20,996 inspections in 2015.
- **New Permitting Software System.** - The new permitting software system was implemented in February of 2017. Digital Electronic Plan Review is expected to be available in the Summer of 2017 and On line permitting and inspection scheduling by the end of 2017.
- **Code Enforcement** – During calendar year 2016, a total of 143 code enforcement cases were handled, including the major categories of 121 property maintenance cases, and 2 building without permits compared to 2015 totals of 140 code enforcement cases, including the major

categories of 103 property maintenance cases and 19 building without permits,.

- **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. A lottery was held for the Below Market Rate units in The Triton (formally The Waverly).

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2017-2018

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/Use Permits and construction plans associated with 17

townhouses on Phase C of the Pilgrim Triton Master Plan.

- Continue to process the application to amend the Pilgrim-Triton General Development Plan (Master Plan) to increase the amount of housing in Phase C.
- Review and process the construction plans for the 20 townhouses previously approved as part of the Triton in Phase B of the Pilgrim Triton Master Plan.
- Review and process the construction plans and ongoing reviews associated with BioMed Lincoln Centre development.
- Review and process the construction plans and ongoing reviews associated with Gilead Laboratory Building 324.
- Review and process the construction plans and ongoing reviews associated with Gilead Building 357.
- Continue overseeing the preparation of the Environmental Impact Report for the Levee project.
- Assist in updating the Municipal Code and specifically Title 17, Zoning Code.
- Implement the recommended measures in the Climate Action Plan.
- .
- Begin revisions of the Noise and Conservation Elements of the General Plan.
- Assist City Manager on Vision and Economic Development efforts and Civic Engagement Series
- 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 and Associate 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 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 Towneplace Suites Hotel under construction at 1299 Chess Drive.
- Provide inspection services for the retail stores and restaurant under construction at 1297 Chess Drive.

- Provide inspection services for two laboratory buildings, one amenities building and one parking garage located at the BioMed Realty campus on Lincoln Centre Drive.
- Review construction plan and provide inspections for 20 townhouses associated with The Triton development (Phase B of the Pilgrim Triton Master Plan)
- Review construction plans and provide inspections for 17 townhouses associated with Phase C of the Pilgrim Triton Master Plan.
- 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

With openings in CDD, some changes in the department's organization are proposed. The budget includes converting the Management Coordinator position to a Management Analyst at a cost of \$12,888 (including salary and benefits) to replace an unfilled planning position. The Management Analyst will provide customer assistance at the public counter and answer phone inquiries and process administrative staff approvals along with managing the department budget. To fill the duties of the Management Coordinator, one of the Office Assistant II positions will be changed to a Management Assistant at a cost of \$14,221 (salary and benefits). These costs are offset by not hiring a currently vacant planner position with a yearly cost of approximately \$150,000 with salary and benefits. In addition to salary savings. The reorganization is consistent with the Community Development Department's and the City's goal of employee retention. It is also requested that the Building Permit Technician position that is currently a temporary position be made a permanent position. With promotions of the Office Assistant and Management Coordinator discussed above, this position will be needed on a permanent basis to provide sufficient support to the Building Division. The funding for this position comes from Building Permit fees. Overall, there will be 14 employees in CDD which is one less than last year's total of 15.

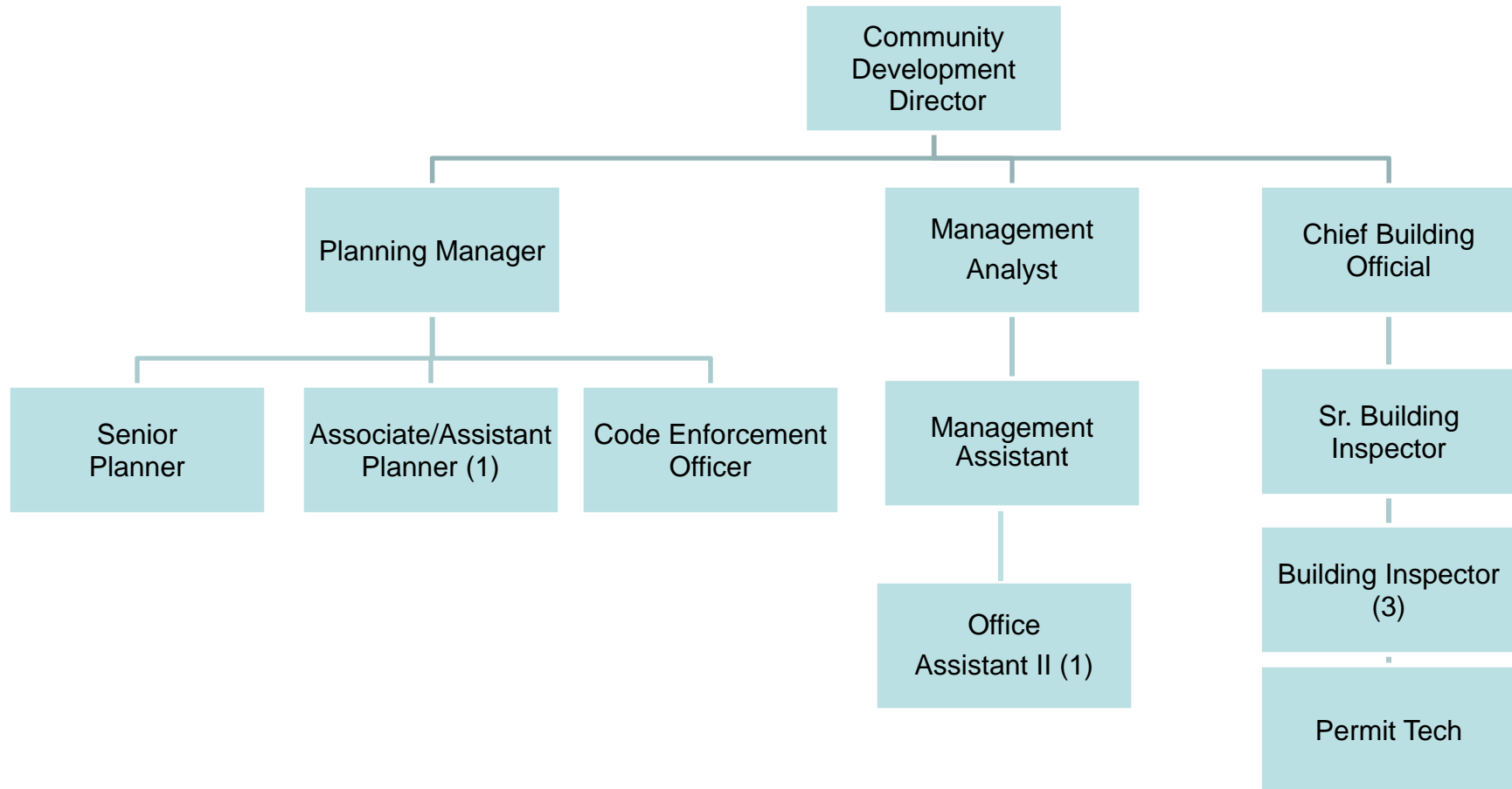
Services and Supplies

Consultant services are proposed to assist with: 1) Implementation of the approved Land Use and Circulation Element; 2) 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

Special Note

Gilead initiated discussions with staff about funding additional building and planning for three to five years to assist with the processing and inspection of their projects. In addition to the lab buildings at 324 Lakeside Dr. and 357 Lakeside Dr., they have a number of other projects underway or planned on their campus that require additional staff in order to process and inspect. Funds would be used to extend the temporary building inspector position that is due to expire in December 2017 and provide consulting assistance for the Planning Division.

Community Development Department



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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
ADVANCE PLANNING	\$ 200,061	\$ 200,061	\$ 208,046
BUILDING SAFETY, CODE, PLAN CHECK	1,248,348	1,248,348	1,395,190
CURRENT PLANNING	550,260	550,260	565,085
ORDINANCE ENFORCEMENT	243,795	243,795	160,417
PLANNING ADMINISTRATION	478,407	478,407	495,847
TOTAL FOR COMMUNITY DEVELOPMENT	\$ 2,720,871	\$ 2,720,871	\$ 2,824,585

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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 2,361,227	\$ 2,361,227	\$ 2,436,100
SERVICES AND SUPPLIES	120,401	120,401	133,677
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	2,481,628	2,481,628	2,569,777
INTERNAL SERVICES	239,243	239,243	254,808
Subtotal (Total Department Expenses before Reallocations)	2,720,871	2,720,871	2,824,585
REALLOCATIONS	-	-	-
TOTAL FOR COMMUNITY DEVELOPMENT	\$ 2,720,871	\$ 2,720,871	\$ 2,824,585

DETAIL LINE ITEM REPORT

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

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
001-0810-419-4110	PERMANENT SALARIES	\$224,235.00	\$219,800.00
Subtotal		\$224,235.00	\$219,800.00
001-0810-419-4120	FRINGE BENEFITS	\$108,882.00	\$118,000.00
Subtotal		\$108,882.00	\$118,000.00
Employee Services Total		\$333,117.00	\$337,800.00
<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018
001-0810-419-4520	COMPENSATED ABSENCES	\$3,270.00	\$3,206.00
Subtotal		\$3,270.00	\$3,206.00
001-0810-419-4544	VEHICLE REPLACEMENT	\$20,238.00	\$31,861.00
Subtotal		\$20,238.00	\$31,861.00
001-0810-419-4557	INFORMATION TECHNOLOGY SERVICES	\$48,868.00	\$48,721.00
Subtotal		\$48,868.00	\$48,721.00
001-0810-419-4569	BUILDING MAINTENANCE	\$27,918.00	\$29,263.00
Subtotal		\$27,918.00	\$29,263.00
Internal Services Total		\$100,294.00	\$113,051.00
<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
001-0810-419-4241	COPY EXPENSE	\$7,000.00	\$7,000.00
Subtotal		\$7,000.00	\$7,000.00
001-0810-419-4242	POSTAGE EXPENSE	\$8,000.00	\$8,000.00
Subtotal		\$8,000.00	\$8,000.00
001-0810-419-4243	GENERAL OFFICE SUPPLIES	\$9,000.00	\$9,000.00
Subtotal		\$9,000.00	\$9,000.00

001-0810-419-4246	MAINTENANCE-ONE TRANSCRIBER	\$80.00	\$80.00
001-0810-419-4246	MAINTENANCE-THREE TYPEWRITERS	\$216.00	\$216.00
	Subtotal	\$296.00	\$296.00
001-0810-419-4249	ADVERTISING	\$7,500.00	\$7,500.00
	Subtotal	\$7,500.00	\$7,500.00
001-0810-419-4253	AMERICAN PLANNING ASSOC. (3 MEMBERSHIPS)	\$4,000.00	\$4,000.00
001-0810-419-4253	SUBSCRIPTIONS/MAGAZINES	\$200.00	\$200.00
	Subtotal	\$4,200.00	\$4,200.00
001-0810-419-4255	APA ANNUAL TECHNICAL TRAINING CONF.-STATE (2)	\$5,000.00	\$5,000.00
001-0810-419-4255	MISCELLANEOUS TECHNICAL TRAINING	\$4,000.00	\$4,000.00
	Subtotal	\$9,000.00	\$9,000.00
	Services and Supplies Total	\$44,996.00	\$44,996.00
	PLANNING ADMINISTRATION Total	\$478,407.00	\$495,847.00

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

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
001-0811-419-4110	PERMANENT SALARIES	\$133,707.00	\$134,500.00
	Subtotal	\$133,707.00	\$134,500.00
001-0811-419-4120	FRINGE BENEFITS	\$64,419.00	\$71,600.00
	Subtotal	\$64,419.00	\$71,600.00
	Employee Services Total	\$198,126.00	\$206,100.00
<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018
001-0811-419-4520	COMPENSATED ABSENCES	\$1,935.00	\$1,946.00
	Subtotal	\$1,935.00	\$1,946.00
	Internal Services Total	\$1,935.00	\$1,946.00

ADVANCE PLANNING Total	\$200,061.00	\$208,046.00
Less Offsetting Revenue		\$30,000.00
ADVANCE PLANNING Net Operating Costs	\$200,061.00	\$178,046.00

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

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
001-0812-419-4110	PERMANENT SALARIES	\$367,755.00	\$365,300.00
	Subtotal	\$367,755.00	\$365,300.00
001-0812-419-4120	FRINGE BENEFITS	\$177,183.00	\$194,500.00
	Subtotal	\$177,183.00	\$194,500.00
	Employee Services Total	\$544,938.00	\$559,800.00
<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018
001-0812-419-4520	COMPENSATED ABSENCES	\$5,322.00	\$5,285.00
	Subtotal	\$5,322.00	\$5,285.00
	Internal Services Total	\$5,322.00	\$5,285.00
	CURRENT PLANNING Total	\$550,260.00	\$565,085.00

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

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
001-0813-419-4110	PERMANENT SALARIES	\$161,112.00	\$103,000.00
	Subtotal	\$161,112.00	\$103,000.00
001-0813-419-4120	FRINGE BENEFITS	\$80,234.00	\$55,900.00

Subtotal	\$80,234.00	\$55,900.00
Employee Services Total	\$241,346.00	\$158,900.00

Internal Services

	Approved 2016-2017	Requested 2017-2018
001-0813-419-4520 COMPENSATED ABSENCES	\$2,449.00	\$1,517.00
Subtotal	\$2,449.00	\$1,517.00
Internal Services Total	\$2,449.00	\$1,517.00
ORDINANCE ENFORCEMENT Total	\$243,795.00	\$160,417.00

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

Employee Services

	Approved 2016-2017	Requested 2017-2018
001-0820-424-4110 BUILDING INSPECTOR SALARY	\$101,200.00	\$108,900.00
001-0820-424-4110 PERMANENT SALARIES	\$581,600.00	\$636,400.00
Subtotal	\$682,800.00	\$745,300.00
001-0820-424-4120 FRINGE BENEFIT -- BLDG INSP. CERT PAY	\$24,000.00	\$24,000.00
001-0820-424-4120 FRINGE BENEFITS	\$286,800.00	\$344,600.00
001-0820-424-4120 FRINGE BENEFITS - BUILDING INSPECTOR	\$50,100.00	\$59,600.00
Subtotal	\$360,900.00	\$428,200.00
Employee Services Total	\$1,043,700.00	\$1,173,500.00

Internal Services

	Approved 2016-2017	Requested 2017-2018
001-0820-424-4520 COMPENSATED ABSENCES	\$8,608.00	\$9,363.00
001-0820-424-4520 COMPENSATED ABSENCES - BUILDING INSPECTOR	\$1,503.00	\$1,618.00
Subtotal	\$10,111.00	\$10,981.00
001-0820-424-4544 VEHICLE REPLACEMENT	\$42,346.00	\$45,989.00
Subtotal	\$42,346.00	\$45,989.00

001-0820-424-4557	INFORMATION TECHNOLOGY SERVICES	\$48,868.00	\$48,722.00
	Subtotal	\$48,868.00	\$48,722.00
001-0820-424-4569	BUILDING MAINTENANCE	\$27,918.00	\$29,263.00
	Subtotal	\$27,918.00	\$29,263.00
	Internal Services Total	\$129,243.00	\$134,955.00

Services and Supplies

		Approved 2016-2017	Requested 2017-2018
001-0820-424-4241	COPY EXPENSE	\$200.00	\$200.00
	Subtotal	\$200.00	\$200.00
001-0820-424-4242	POSTAGE EXPENSE	\$1,000.00	\$1,000.00
	Subtotal	\$1,000.00	\$1,000.00
001-0820-424-4243*	GENERAL OFFICE SUPPLIES	\$4,000.00	\$4,000.00
	Subtotal	\$4,000.00	\$4,000.00
001-0820-424-4251	CREDIT CARD PROCESSING FEES - BLDG PERMITS	\$36,000.00	\$50,000.00
001-0820-424-4251	IMAGING - DOCUMENTS AND PLANS	\$4,000.00	\$12,000.00
	Subtotal	\$40,000.00	\$62,000.00
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	\$6,265.00	\$765.00
001-0820-424-4253	UNIFORM CODES & AMENDMENTS SUBSCRIPTION	\$4,800.00	\$1,950.00
	Subtotal	\$13,330.00	\$4,980.00
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	\$2,785.00	\$2,785.00
001-0820-424-4255	PENINSULA BLDG INSPECTOR'S TRAINING (BLDG OFFL)	\$420.00	\$600.00
001-0820-424-4255	PENINSULA CHAPTER ICC MONTHLY TRAINING	\$330.00	\$330.00
001-0820-424-4255	TRAINING FOR INSPECTORS	\$10,000.00	\$7,500.00

Subtotal	\$16,875.00	\$14,555.00
Services and Supplies Total	\$75,405.00	\$86,735.00
BLDG SAFETY, CODE, PLN CHK Total	\$1,248,348.00	\$1,395,190.00
Less Offsetting Revenue		\$5,000.00
BLDG SAFETY, CODE, PLN CHK Net Operating Costs	\$1,248,348.00	\$1,390,190.00

Community Development Department Budget Comparison - Planning Administration 001-0810

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4110 Permanent Salaries	224,235	219,800	(4,435)	1
4120 Fringe Benefits	108,882	118,000	9,118	2
4520 Compensated Absences	3,270	3,206	(64)	3
4544 Vehicle Replacement	20,238	31,861	11,623	4
4557 Information Technology Services	48,868	48,721	(147)	5
4569 Building Maintenance	27,918	29,263	1,345	6
4241 Copy Expense	7,000	7,000	-	7
4242 Postage Expense	8,000	8,000	-	8
4243 General Office Supplies	9,000	9,000	-	9
4246 Maint-Facility & Equip	296	296	-	10
4249 Advertising	7,500	7,500	-	11
4253 Memberships and Dues	4,200	4,200	-	12
4255 Training	9,000	9,000	-	13
Total	478,407	495,847	17,440	

Detailed Analysis

- Note 1 In lieu of filling vacant assistant/associate planner position, promote Management Coordinator to Management Analyst to work on planning projects and assisting customers at the counter and on the phone. Promote Office Assistant II to Management Assistant.
- Note 2 See note 1.
- Note 3 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 4 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 5 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 6 Change in assessment per proposed FY 2017-2018 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 No change

Community Development Department Budget Comparison - 0811 Advance Planning

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4110 Permanent Salaries	133,707	134,500	793	1
4120 Fringe Benefits	64,419	71,600	7,181	2
4520 Compensated Absences	1,935	1,946	11	3
	<u>200,061</u>	<u>208,046</u>	<u>7,985</u>	
			-	

Detailed Analysis

- Note 1 Merit (Step) increases and contractual COLA
- Note 2 Contractual adjustment to benefit formulas (e.g. CalPERS, medical, etc.)
- Note 3 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget

Community Development Department Budget Comparison - Current Planning 0812

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4110 Permanent Salaries	367,755	365,300	(2,455)	1
4120 Fringe Benefits	177,183	194,500	17,317	2
4520 Compensated Absences	5,322	5,285	(37)	3
Total	550,260	565,085	14,825	

Detailed Analysis

- Note 1 Management Analyst position in lieu of Assistant/Associate Planner
- Note 2 Contractual adjustment to benefit formulas (e.g. CalPERS, medical, etc.)
- Note 3 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget

Community Development Department Budget Comparison - Ordinance Enforcement 0813

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4110 Permanent Salaries	161,112	103,000	(58,112)	1
4120 Fringe Benefits	80,234	55,900	(24,334)	2
4520 Compensated Absences	2,449	1,517	(932)	3
Total	243,795	160,417	(83,378)	

Detailed Analysis

- Note 1 With hiring of Code Enforcement Officer other Assistant/Associate Planner reallocated to current planning
- Note 2 See note 1
- Note 3 See note 1

Community Development Department Budget Comparison - Building, Safety, Code 001-0820

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4110 Permanent Salaries	682,800	745,300	62,500	1
4120 Fringe Benefits	360,900	428,200	67,300	2
4520 Compensated Absences	10,111	10,981	870	3
4544 Vehicle Replacement	42,346	45,989	3,643	4
4557 Information Technology	48,868	48,722	(146)	5
4569 Building Maintenance	27,918	29,263	1,345	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	40,000	62,000	22,000	10
4253 California Building Officials	13,330	4,980	(8,350)	11
4255 CALBIG (Bldg Inspectors group) Training	16,875	14,555	(2,320)	12
Total	1,248,348	1,395,190	146,842	

Detailed Analysis

- Note 1 Limited term Building Inspector Position due to expire in Dec 2017 but extended by Gilead Sciences.
- Note 2 Contractual adjustment to benefit formulas (e.g. CalPERS, medical, etc.)
- Note 3 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 4 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 5 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 6 No change
- Note 7 No change
- Note 8 No change
- Note 9 No change
- Note 10 Increase in Credit Card usage (\$20,000) and imagining documents & plans (\$8,000)
- Note 11 New Code books are purchased every other year
- Note 12 Less code update results in less training needs.

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	15-16	16-17	17-18
Full-Time Employees			
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	0.0
Engineering Manager	0.0	0.0	1.0
Junior/Assistant/Associate Engineer	3.0	4.0	4.0
Senior Engineering Technician	1.0	1.0	1.0
Senior Management Analyst	0.0	0.5	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	3.0	3.0
PW Maintenance Lead Worker	5.0	5.0	5.0
PW Maint Worker/ MW1/MW2	15.0	15.0	15.0
Total Full-Time Employees	32.0	34.5	34.5
Part-Time Employees			
Public Works Interns (2)	1.0	1.0	1.0
Total Part-Time Employees (PTE)	1.0	1.0	1.0
TOTAL EMPLOYEES	33.0	35.5	35.5

MISSION STATEMENT

The mission of Public Works is to maintain and improve the City/District infrastructure of roadways, sidewalks, water, wastewater, lagoon and levee facilities for the benefit of the community in an efficient manner while providing a safe working environment for employees.

FIVE-YEAR STRATEGIC PLAN

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

Values

- Integrity – Do the right thing every day
- Service – Responsibility to meet needs and make a difference every day
- Excellence – Passion to do our best every day
- Fiscal Responsibility – Public trust and accountability
- Leadership – Ability to communicate and act upon our vision every day

Initiatives

➤ Goals and Objectives

Goal # 1 – Public Works Engineering Division shall provide administrative and engineering support services for the Capital Improvement Program, operational and maintenance programs, development

projects, as well as policies established by the City Council.

Objectives:

1. Ensure consistent, reliable, and high quality service while effectively maintaining infrastructure and capital assets.
2. Optimize the use of public funds to further the City's programs and objectives.
3. Provide timely review and support of development projects including Gilead, 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 bicycle, pedestrian, and intersection evaluation study to improve vehicular, bicycle and pedestrian traffic improvements.

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.
3. Design for the Levee Protection Planning and Improvements (CIP 301-657) project to raise the levee to meet FEMA requirement is in progress.
4. Construction of the Dredging at the Lagoon Intake Gate Structure Project (CIP 301-629) to allow sediment free flowing of bay water into the interior lagoon will be completed in the summer of 2017.
5. Construction of the Lagoon Intake Gate Replacement Project (CIP 301-657) to replace intake gates will be completed in the fall of 2017.

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.
4. Complete the Water Distribution System Master Plan Project (CIP 405-668) to develop a 20-Year CIP plan.

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 deliver the Clean Water Program for the construction of the WWTP Expansion Project.
4. Complete the Wastewater Collection System Master Plan Project (CIP 455-662) to develop a 20-Year CIP plan.

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 five (5) CIP projects.
- Executed thirteen (13) consultant services contracts.
- Performed engineering review, plan checking, and inspection services for development projects including: Gilead, 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 145 encroachment permits.
- Coordinated with the City of San Mateo to continue delivery of a 10-year WWTP Master Plan Improvements project called the Clean Water Program.
- Collaborated with the Finance Department to prepare the Water and Wastewater Rate Study.
- Performed construction inspections within public right-of-way to support development projects.
- Implemented solar rebate program.

- Processed seventy two (72) Waste Management Plans as a condition of the issuance of building permits for qualifying projects, resulting in an estimated total diversion of 21,000 tons of construction debris anticipated in 2016.
- Implemented public information news alert system for timely issues.
- Updated the frontend boilerplate specifications in compliance with the public contracting code
- Traffic Improvements at Third/Lincoln
- Comprehensive Traffic, Bicycle, Pedestrian Study.

Lagoon and Levees

1. Pontoon boat was utilized to apply 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 street sign repair / replacement requests within 24-hours or less.
6. Responded to six (6) graffiti complaint calls within 24-hours or less.
7. Responded to and resolved two hundred and thirty four (234) public service requests/inquiries.

Water

1. Performed Underground Service Alert (USA) mark-outs as required by law.
2. Performed construction inspections within public right-of-way to support development projects.
3. AMI (Advanced Metering Infrastructure) has been installed and the online customer interface (Customer Portal) is operational.
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. Prepared and mailed Annual Water Quality Report/Consumer Confidence Report (CCR) to residents.
7. Responded to twenty two (22) emergency water main leaks and took appropriate actions.
8. Responded to and resolved forty four (44) public service requests/inquiries and water conservation issues.

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 (completed 34% 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 were 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 five (5) heavy vault covers with safer/lighter covers.
9. Updated Sewer System Management Plan (SSMP).

Solid Waste Collection

1. Maintained 2016 solid waste rates for 2017.
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 2017-2018

Key initiatives and service levels planned for FY 2017-2018 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
- 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
- Respond to public inquiries
- Pursue available Federal and State grants and monies
- Pursue 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

- Integrate new permitting and plan review software into current operation
- Continue implementation of residential solar rebate program.

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
- Supplement the installation of an Americans with Disabilities Act (ADA) Improvements not included with annual street resurfacing project
- Manage public/private sidewalk policy
- Clean 25% of the 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
- Change/install regulatory and notification signs as needed.

Water

- Test water supply (State Water Resources Control Board (SWRCB), Regulations)
- Perform preventative maintenance: flushing, tank cleaning, exercising valves, monitoring corrosion protection systems, and performing condition assessment
- Support 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
- Continue 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)
- Conduct Unregulated Contaminant Monitoring Rule (UCMR) testing and reporting as required by EPA.

Wastewater

- Prevent sewer spills and overflows by cleaning pipelines and performing routine maintenance at Lift Stations and exercising valves
- Inspect ten (10) air release valves on the sanitary sewer force mains
- Utilize video inspections to assess condition of the collection system
- Update emergency response equipment (System Control and Data Acquisition (SCADA), standby generators)
- Work cooperatively with the City of San Mateo to investigate regional recycled water opportunities
- Work cooperatively with the City of San Mateo to administer the WWTP Expansion Project (Clean Water Program).

Solid Waste Collection

- Monitor collection and operations contractor's performance
- Respond to customers' concerns and inquiries
- Establish rates for 2018
- 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
- Initiate and implement new compost bin incentive program.

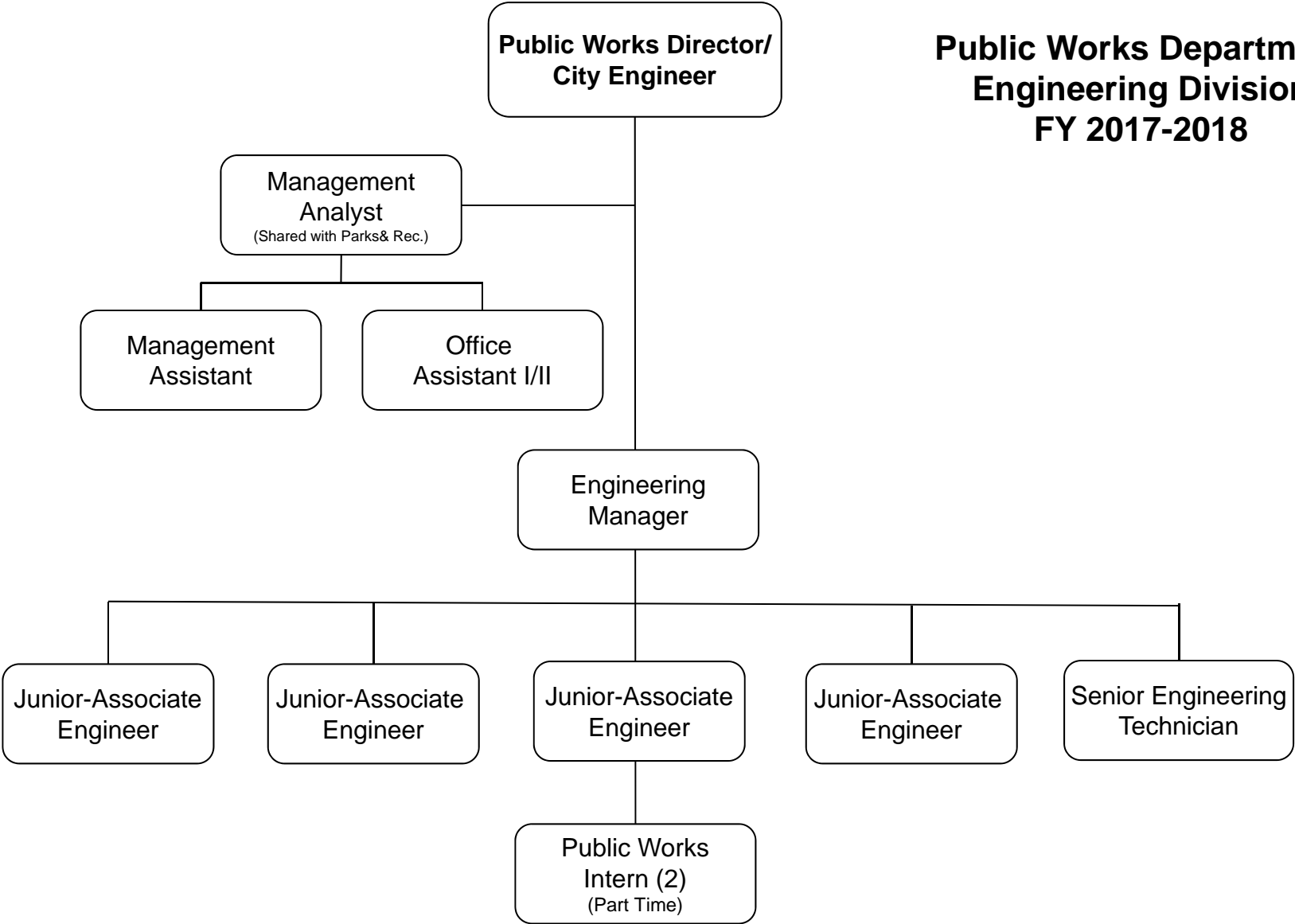
Solar Rebate Fund

- In Fiscal Year 2016-17, the City received \$200,000 through an agreement with the City of Half Moon Bay to exchange Rule 20A restricted funding for General Funds. The City Council passed Resolution 2016-56 authorizing the use of those funds for “solar panel rebate purposes.”
- The Foster City Solar Rebate Program promotes the installation of solar photovoltaic technology by providing a rebate of \$1,000 for resident-owned residential solar arrays. Rebates are provided on a reimbursement basis until funding is exhausted.

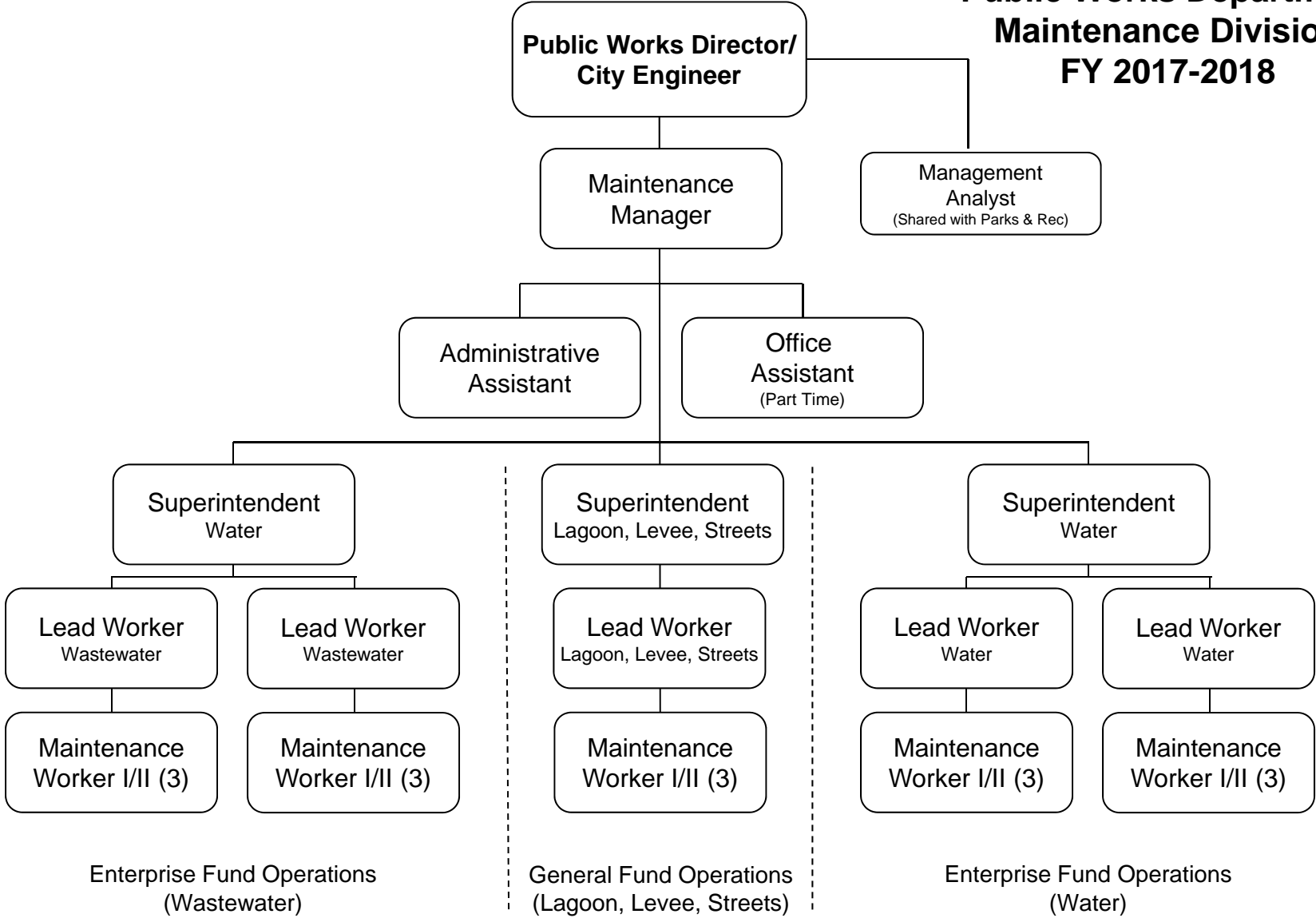
CHANGES IN FINANCIAL RESOURCES REQUIRED

The City is debt-free and currently uses a “pay-as-you-go” approach to fund capital projects. However, the City is exploring debt financing alternatives for the Levee Improvement, Wastewater Treatment Plant and Recreation Center projects.

**Public Works Department
Engineering Division
FY 2017-2018**



**Public Works Department
Maintenance Division
FY 2017-2018**



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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
ADMINISTRATION & ENGINEERING	\$ 864,763	\$ 864,763	\$ 878,702
LAGOON & LEVEES	668,428	668,428	789,198
STREETS	501,081	501,081	650,321
SOLAR REBATE	-	-	50,000
TOTAL FOR PUBLIC WORKS -- General Fund Divisions	\$ 2,034,272	\$ 2,034,272	\$ 2,368,221

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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 1,460,343	\$ 1,460,343	\$ 1,652,500
SERVICES AND SUPPLIES	954,060	954,060	1,055,760
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	2,414,403	2,414,403	2,708,260
INTERNAL SERVICES	441,491	441,491	540,087
Subtotal (Total Department Expenses before Reallocations)	2,855,894	2,855,894	3,248,347
REALLOCATIONS	(821,622)	(821,622)	(880,126)
TOTAL FOR PUBLIC WORKS -- General Fund Divisions	\$ 2,034,272	\$ 2,034,272	\$ 2,368,221

DETAIL LINE ITEM REPORT

PUBLIC WORKS - ADMIN & ENGINEERING

Account: 001-0910-431

GENERAL FUND

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
001-0910-431-4110	PERMANENT SALARY	\$501,288.00	\$425,300.00
Subtotal		\$501,288.00	\$425,300.00
001-0910-431-4111	PUBLIC WORKS INTERNS	\$20,000.00	\$25,000.00
Subtotal		\$20,000.00	\$25,000.00
001-0910-431-4120	FRINGE BENEFITS	\$221,155.00	\$251,300.00
Subtotal		\$221,155.00	\$251,300.00
Employee Services Total		\$742,443.00	\$701,600.00
<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018
001-0910-431-4520	COMPENSATED ABSENCES	\$7,235.00	\$6,180.00
Subtotal		\$7,235.00	\$6,180.00
001-0910-431-4544	VEHICLE REPLACEMENT - UNITS 2, 3, 4	\$37,298.00	\$59,911.00
Subtotal		\$37,298.00	\$59,911.00
001-0910-431-4557	INFORMATION TECHNOLOGY SERVICES	\$97,558.00	\$97,545.00
Subtotal		\$97,558.00	\$97,545.00
001-0910-431-4569	BUILDING MAINTENANCE	\$38,141.00	\$39,979.00
Subtotal		\$38,141.00	\$39,979.00
Internal Services Total		\$180,232.00	\$203,615.00
<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
001-0910-431-4240	ENGINEERING TOOLS AND SUPPLIES	\$1,500.00	\$1,500.00
001-0910-431-4240	LARGE COPIER SUPPLIES	\$1,500.00	\$1,500.00
001-0910-431-4240	REPRODUCIBLE DRAWINGS	\$1,000.00	\$1,000.00

	Subtotal	\$4,000.00	\$4,000.00
001-0910-431-4241	COPY EXPENSE	\$4,000.00	\$4,000.00
	Subtotal	\$4,000.00	\$4,000.00
001-0910-431-4242	POSTAGE EXPENSE	\$2,000.00	\$2,000.00
	Subtotal	\$2,000.00	\$2,000.00
001-0910-431-4243	MISC. OFFICE SUPPLIES	\$3,750.00	\$3,750.00
	Subtotal	\$3,750.00	\$3,750.00
001-0910-431-4246	SMALL EQUIPMENT - MAINTENANCE	\$2,000.00	\$2,000.00
	Subtotal	\$2,000.00	\$2,000.00
001-0910-431-4251	DOCUMENT IMAGING CONVERSION	\$6,000.00	\$6,000.00
001-0910-431-4251	GIS MAPPING UPDATES	\$5,000.00	\$5,000.00
001-0910-431-4251	MISCELLANEOUS CONSULTANT SERVICES	\$25,000.00	\$25,000.00
	Subtotal	\$36,000.00	\$36,000.00
001-0910-431-4253	PROFESSIONAL ASSOCIATIONS	\$2,160.00	\$2,160.00
001-0910-431-4253	PROFESSIONAL LICENSE RENEWAL (3)	\$600.00	\$600.00
001-0910-431-4253	PROFESSIONAL PUBLICATIONS	\$1,200.00	\$1,200.00
	Subtotal	\$3,960.00	\$3,960.00
001-0910-431-4254	APWA NATIONAL CONGRESS (DIRECTOR)	\$700.00	\$700.00
001-0910-431-4254	DEPARTMENT RETREAT	\$500.00	\$500.00
001-0910-431-4254	LOCAL MEETINGS	\$700.00	\$700.00
001-0910-431-4254	STATE CONFERENCE/WORKSHOP	\$800.00	\$800.00
	Subtotal	\$2,700.00	\$2,700.00
001-0910-431-4255	PROFESSIONAL TECHNICAL TRAINING	\$6,000.00	\$6,000.00
	Subtotal	\$6,000.00	\$6,000.00
Services and Supplies Total		\$64,410.00	\$64,410.00
Reallocation		Approved 2016-2017	Requested 2017-2018
001-0910-431-4463	INDIRECT COST ALLOCATION	\$0.00	(\$90,923.00)
	Subtotal	\$0.00	(\$90,923.00)

001-0910-431-4496	ALLOCATION OF EXPENSES TO WATER	(\$61,161.00)	\$0.00
	Subtotal	(\$61,161.00)	\$0.00
001-0910-431-4497	ALLOCATION OF EXPENSES TO WASTEWATER	(\$61,161.00)	\$0.00
	Subtotal	(\$61,161.00)	\$0.00
	Reallocation Total	(\$122,322.00)	(\$90,923.00)
	ADMIN & ENGINEERING Total	\$864,763.00	\$878,702.00

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

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
001-0920-431-4110	PERMANENT SALARIES	\$245,200.00	\$285,400.00
	Subtotal	\$245,200.00	\$285,400.00
001-0920-431-4112	OVERTIME	\$6,000.00	\$6,250.00
	Subtotal	\$6,000.00	\$6,250.00
001-0920-431-4120	FRINGE BENEFITS	\$109,900.00	\$171,275.00
	Subtotal	\$109,900.00	\$171,275.00
	Employee Services Total	\$361,100.00	\$462,925.00

<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018
001-0920-431-4520	COMPENSATED ABSENCES	\$3,615.00	\$4,200.00
	Subtotal	\$3,615.00	\$4,200.00
001-0920-431-4544	VEHICLE REPLACEMENT - UNIT 12	\$13,929.00	\$16,905.00
	Subtotal	\$13,929.00	\$16,905.00
001-0920-431-4556	EQUIPMENT REPLACEMENT	\$56,947.00	\$59,164.00

001-0920-431-4556	EQUIPMENT REPLACEMENT - RADIOS	\$212.00	\$0.00
	Subtotal	\$57,159.00	\$59,164.00
001-0920-431-4557	INFORMATION TECHNOLOGY SERVICES	\$23,615.00	\$22,723.00
	Subtotal	\$23,615.00	\$22,723.00
001-0920-431-4569	BUILDING MAINTENANCE	\$35,760.00	\$44,381.00
	Subtotal	\$35,760.00	\$44,381.00
	Internal Services Total	\$134,078.00	\$147,373.00

Services and Supplies

		Approved 2016-2017	Requested 2017-2018
001-0920-431-4240	BOOTS AND SAFETY GEAR	\$4,000.00	\$4,200.00
001-0920-431-4240	LAGOON MANAGEMENT PRODUCTS	\$35,000.00	\$35,000.00
001-0920-431-4240	SMALL TOOLS	\$250.00	\$500.00
	Subtotal	\$39,250.00	\$39,700.00
001-0920-431-4243	MISC. OFFICE SUPPLIES	\$1,000.00	\$1,000.00
	Subtotal	\$1,000.00	\$1,000.00
001-0920-431-4245	COMPUTER FOR NEW STAFF POSITION (IF APPROVED)	\$400.00	\$0.00
001-0920-431-4245	PORTABLE FIELD DATA UNITS	\$2,500.00	\$2,500.00
	Subtotal	\$2,900.00	\$2,500.00
001-0920-431-4246	OIL FOR DIESEL ENGINES	\$2,000.00	\$2,000.00
001-0920-431-4246	REPAIR MATERIALS	\$18,000.00	\$18,500.00
001-0920-431-4246	REPAIR TO DIESEL ENGINES, PUMPS AND CONTROLS	\$5,000.00	\$5,000.00
	Subtotal	\$25,000.00	\$25,500.00
001-0920-431-4251	CATHODIC INSPECTION OF ALUMINUM BULKHEADS	\$7,500.00	\$7,500.00
001-0920-431-4251	GIS MAPPING UPDATES	\$0.00	\$2,500.00
001-0920-431-4251	LAB TESTS REQUIRED FOR NPDES	\$19,000.00	\$20,000.00
001-0920-431-4251	MOSQUITO ABATEMENT PROGRAM	\$47,000.00	\$48,500.00
001-0920-431-4251	NPDES PERMIT FEE	\$25,000.00	\$25,000.00
001-0920-431-4251	UNIFORM SERVICES	\$2,500.00	\$2,600.00
	Subtotal	\$101,000.00	\$106,100.00

001-0920-431-4253	VARIOUS WATERWAYS MANAGEMENT ASSOCIATIONS	\$350.00	\$350.00
	Subtotal	\$350.00	\$350.00
001-0920-431-4254	TRAVEL, CONFERENCES AND MEETINGS	\$750.00	\$750.00
	Subtotal	\$750.00	\$750.00
001-0920-431-4255	TRAINING AND CERTIFICATION	\$3,000.00	\$3,000.00
	Subtotal	\$3,000.00	\$3,000.00
	Services and Supplies Total	\$173,250.00	\$178,900.00
	LAGOON & LEVEES Total	\$668,428.00	\$789,198.00

PUBLIC WORKS - STREET Account: 001-0930-431

GENERAL FUND

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
001-0930-431-4110	PERMANENT SALARIES	\$224,800.00	\$285,400.00
	Subtotal	\$224,800.00	\$285,400.00
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	\$2,000.00	\$2,100.00
001-0930-431-4112	OVERTIME	\$4,000.00	\$4,200.00
	Subtotal	\$6,000.00	\$6,300.00
001-0930-431-4120	FRINGE BENEFITS	\$101,000.00	\$171,275.00
	Subtotal	\$101,000.00	\$171,275.00
	Employee Services Total	\$356,800.00	\$487,975.00
<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018
001-0930-431-4520	COMPENSATED ABSENCES	\$3,320.00	\$4,200.00
	Subtotal	\$3,320.00	\$4,200.00

001-0930-431-4544	VEHICLE REPLACEMENT - UNITS # 13,14,15,16,23	\$56,944.00	\$76,790.00
	Subtotal	\$56,944.00	\$76,790.00
001-0930-431-4556	EQUIPMENT REPLACEMENT	\$7,330.00	\$41,005.00
001-0930-431-4556	EQUIPMENT REPLACEMENT - RADIOS	\$212.00	\$0.00
	Subtotal	\$7,542.00	\$41,005.00
001-0930-431-4557	INFORMATION TECHNOLOGY SERVICES	\$23,615.00	\$22,723.00
	Subtotal	\$23,615.00	\$22,723.00
001-0930-431-4569	BUILDING MAINTENANCE	\$35,760.00	\$44,381.00
	Subtotal	\$35,760.00	\$44,381.00
	Internal Services Total	\$127,181.00	\$189,099.00

Services and Supplies

		Approved 2016-2017	Requested 2017-2018
001-0930-431-4240	BARRICADES AND ACCESSORIES	\$1,500.00	\$1,500.00
001-0930-431-4240	BOOTS AND SAFETY GEAR	\$5,000.00	\$5,200.00
001-0930-431-4240	CRACK SEAL (GAS TAX 2103)	\$25,000.00	\$25,000.00
001-0930-431-4240	MATERIALS FOR TRAFFIC MARKINGS	\$16,000.00	\$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	SANDBAGS, SAND, ROCK MATERIALS	\$10,000.00	\$10,000.00
001-0930-431-4240	SEALER AND ASPHALT, CUT BACK	\$5,000.00	\$5,000.00
001-0930-431-4240	SIGN REPAIR MATERIALS	\$7,500.00	\$7,500.00
001-0930-431-4240	STORM SEWER REPAIR MATERIALS	\$15,000.00	\$15,500.00
	Subtotal	\$111,500.00	\$112,200.00
001-0930-431-4243	MISC. OFFICE SUPPLIES	\$1,500.00	\$1,500.00
	Subtotal	\$1,500.00	\$1,500.00
001-0930-431-4245	COMPUTER FOR NEW STAFF POSITION (IF APPROVED)	\$400.00	\$0.00
	Subtotal	\$400.00	\$0.00
001-0930-431-4246	LUBRICATING OIL AND GREASE	\$500.00	\$500.00
001-0930-431-4246	SMALL EQUIPMENT MAINTENANCE	\$2,000.00	\$2,000.00

001-0930-431-4246	TRAFFIC MARKING EQUIPMENT AND PARTS		\$2,500.00	\$2,500.00
		Subtotal	\$5,000.00	\$5,000.00
001-0930-431-4247	RENTAL EQUIPMENT		\$2,000.00	\$2,000.00
		Subtotal	\$2,000.00	\$2,000.00
001-0930-431-4248	ELEC. COST FOR 2100 STREET LTS./25 TRAFFIC SIGNALS		\$165,000.00	\$170,000.00
		Subtotal	\$165,000.00	\$170,000.00
001-0930-431-4251	BATTERY BACK-UP SYSTEM FOR TRAFFIC SIGNALS		\$20,000.00	\$0.00
001-0930-431-4251	CONCRETE REPAIR (GAS TAX 2103)		\$50,000.00	\$50,000.00
001-0930-431-4251	CURB RAMP INSTALLATION / REPLACEMENT		\$50,000.00	\$50,000.00
001-0930-431-4251	GIS MAPPING UPDATES		\$0.00	\$2,500.00
001-0930-431-4251	MAINTENANCE AND REPAIR OF 2100 STREET LIGHTS		\$63,000.00	\$65,000.00
001-0930-431-4251	MAINTENANCE AND REPAIR OF 25 TRAFFIC SIGNALS		\$60,000.00	\$62,000.00
001-0930-431-4251	NPDES CONSULTANT SERVICES		\$0.00	\$50,000.00
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		\$96,000.00	\$100,000.00
001-0930-431-4251	UNIFORM SERVICES		\$2,500.00	\$2,750.00
		Subtotal	\$426,500.00	\$467,250.00
001-0930-431-4253	VARIOUS STREET AND TRAFFIC ASSOCIATIONS		\$1,000.00	\$1,000.00
		Subtotal	\$1,000.00	\$1,000.00
001-0930-431-4254	TRAVEL, CONFERENCES AND MEETINGS		\$1,500.00	\$1,500.00
		Subtotal	\$1,500.00	\$1,500.00
001-0930-431-4255	TRAINING AND CERTIFICATION		\$2,000.00	\$2,000.00
		Subtotal	\$2,000.00	\$2,000.00
		Services and Supplies Total	\$716,400.00	\$762,450.00
Reallocation			Approved 2016-2017	Requested 2017-2018
001-0930-431-4498	REALLOCATION TO GAS TAX FUNDS (2103)		(\$76,400.00)	\$0.00
001-0930-431-4498	REALLOCATION TO GAS TAX FUNDS (2105-2107.5)		(\$510,300.00)	(\$704,203.00)

001-0930-431-4498	REALLOCATION TO TRAFFIC SAFETY FUND	(\$112,600.00)	(\$85,000.00)
	Subtotal	(\$699,300.00)	(\$789,203.00)
	Reallocation Total	(\$699,300.00)	(\$789,203.00)
	STREET Total	\$501,081.00	\$650,321.00

PUBLIC WORKS - Account: 007-0914-431

SOLAR INCENTIVE GRANT PROGRAM

<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
007-0914-431-4279	SOLAR INCENTIVE GRANT PROGRAM	\$0.00	\$50,000.00
	Subtotal	\$0.00	\$50,000.00
	Services and Supplies Total	\$0.00	\$50,000.00
	Total	\$0.00	\$50,000.00

Public Works - Engineering 001-0910

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4110 Salaries	501,288	425,300	(75,988)	1
4111 Interns	20,000	25,000	5,000	2
4120 Benefits	221,155	251,300	30,145	3
4520 Compensated Absences	7,235	6,180	(1,055)	4
4544 Vehicle Replacement	37,298	59,911	22,613	5
4557 Information Technology Services	97,558	97,545	(13)	6
4569 Building Maintenance	38,141	39,979	1,838	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	3,750	3,750	-	11
4246 Maintenance	2,000	2,000	-	12
4251 Consulting and Contracting	36,000	36,000	-	13
4253 Memberships and Dues	3,960	3,960	-	14
4254 Travel, Conferences, and Meetings	2,700	2,700	-	15
4255 Training	6,000	6,000	-	16
4463 INDIRECT COST ALLOCATION	-	(90,923)	(90,923)	17
4496 ALLOCATION OF EXPENSES TO WATER (25% ISF and S&S)	(61,161)	-	61,161	18
4497 ALLOCATION OF EXPENSES TO WASTEWATER (25% ISF and S&S)	(61,161)	-	61,161	18
	<u>864,764</u>	<u>878,702</u>	<u>13,938</u>	

Detailed Analysis:

- Note 1 Adjustments based on assigned personnel
- Note 2 Increase of \$5,000 due to compensation adjustments
- Note 3 Adjustments based on assigned personnel
- Note 4 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 5 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 6 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 7 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- 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 No change
- Note 17 Replaced with Cost Allocation Study findings
- Note 18 Based on Cost Allocation Study findings

Public Works - Lagoons 001-0920

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4110 Salaries	245,200	285,400	40,200	1
4112 Overtime	6,000	6,250	250	2
4120 Benefits	109,900	171,275	61,375	3
4520 Compensated Absences	3,615	4,200	585	4
4544 Vehicle Replacement	13,929	16,905	2,976	5
4556 Equipment Replacement	57,159	59,164	2,005	6
4557 Information Technology Services	23,615	22,723	(892)	7
4569 Building Maintenance	35,760	44,381	8,621	8
4240 Department Special Supplies	39,250	39,700	450	9
4243 Office Supplies	1,000	1,000	-	10
4245 Small Tools, Equipment & Computer	2,900	2,500	(400)	11
4246 Maintenance	25,000	25,500	500	12
4251 Consulting and Contracting	101,000	106,100	5,100	13
4253 Memberships and Dues	350	350	-	14
4254 Travel, Conferences, and Meetings	750	750	-	15
4255 Training	3,000	3,000	-	16
	<u>668,428</u>	<u>789,198</u>	<u>120,770</u>	

Detailed Analysis:

- Note 1 Adjustments based on assigned personnel
- Note 2 Increase due to compensation adjustments
- Note 3 Adjustments based on assigned personnel
- Note 4 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 5 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 6 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 7 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 8 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 9 Adjustment based on FY 2016-20117 expenses
- Note 10 No change
- Note 11 Reduction based on one time purchase for Superintendent computer in FY 2016-2017
- Note 12 Adjustment based on FY 2016-2017 expenses
- Note 13 Adjustment based on FY 2016-2017 expenses and GIS Mapping Updates Exception Request Approved by CM
- Note 14 No change
- Note 15 No change
- Note 16 No change

Public Works - Streets 001-0930

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4110 Salaries	224,800	285,400	60,600	1
4111 Temporary Employees (Gas Tax 2103)	25,000	25,000	-	2
4112 Overtime	6,000	6,300	300	3
4120 Benefits	101,000	171,275	70,275	4
4520 Compensated Absences	3,320	4,200	880	5
4544 Vehicle Replacement	56,944	76,790	19,846	6
4556 Equipment Replacement	7,542	41,005	33,463	7
4557 Information Technology Services	23,615	22,723	(892)	8
4569 Building Maintenance	35,760	44,381	8,621	9
4240 Department Special Supplies	111,500	112,200	700	10
4243 Office Supplies	1,500	1,500	-	11
4245 Computer for New Staff Position	400	-	(400)	12
4246 Maintenance	5,000	5,000	-	13
4247 Rental Equipment	2,000	2,000	-	14
4248 Utilities	165,000	170,000	5,000	15
4251 Consulting and Contracting	426,500	467,250	40,750	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)	(76,400)	-	76,400	20
4498 REALLOCATION TO GAS TAX FUNDS (2105-2107.5)	(510,300)	(704,203)	(193,903)	20
4498 REALLOCATION TO TRAFFIC SAFETY FUND	(112,600)	(85,000)	27,600	20
	<u>501,081</u>	<u>650,321</u>	<u>239,143</u>	

Detailed Analysis:

- Note 1 Adjustments based on assigned personnel
- Note 2 No change
- Note 3 Increase due to compensation adjustments
- Note 4 Adjustments based on assigned personnel
- Note 5 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 6 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 7 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 8 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 9 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 10 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 11 No change
- Note 12 Reduction based on one time purchase for Superintendent computer in FY 2016-2017
- Note 13 No change
- Note 14 No change
- Note 15 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 16 Increase for GIS Mapping Updates (\$2,500) and NPDES Consultant (\$50,000) Exception Requests Approved by CM
- Note 17 No change
- Note 18 No change
- Note 19 No change
- Note 20 Reallocation reflects based revenue changes

Public Works - Solar Rebate Fund - 007-0914

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4279 Supplies and Other Services	-	50,000	50,000	1
Total	-	50,000	50,000	

Detailed Analysis:

Note 1 New fund designation for existing Solar Rebate Program

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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	-
INTERNAL SERVICES	332,721	332,721	315,531
Subtotal (Total Department Expenses before Reallocations)	332,721	332,721	315,531
REALLOCATIONS	-	-	-
TOTAL FOR LIBRARY SERVICES	\$ 332,721	\$ 332,721	\$ 315,531

DETAIL LINE ITEM REPORT

LIBRARY SERVICES - LIBRARY SERVICES

Account: 001-1310-413

GENERAL FUND

<i>Internal Services</i>	Approved 2016-2017	Requested 2017-2018
001-1310-413-4569 BUILDING MAINTENANCE -- LIBRARY	\$332,721.00	\$315,531.00
Subtotal	\$332,721.00	\$315,531.00
Internal Services Total	\$332,721.00	\$315,531.00
LIBRARY SERVICES Total	\$332,721.00	\$315,531.00

Library Services Department - 001-1310

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4569 Building Maintenance	332,721	315,531	(17,190)	1
	<u>332,721</u>	<u>315,531</u>	<u>(17,190)</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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	184,500	184,500	203,845
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	184,500	184,500	203,845
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	184,500	184,500	203,845
REALLOCATIONS	-	-	-
TOTAL FOR PROPERTY TAX ADMINISTRATION	\$ 184,500	\$ 184,500	\$ 203,845

DETAIL LINE ITEM REPORT

FINANCIAL SERVICES/CITY TREASURER - GENERAL ACCOUNTING

GENERAL FUND-DISTRICT

Account: 002-1120-415

<i>Services and Supplies</i>	Approved 2016-2017	Requested 2017-2018
002-1120-415-4251 PROPERTY TAX ADMINISTRATION FEE	\$184,500.00	\$203,845.00
Subtotal	\$184,500.00	\$203,845.00
Services and Supplies Total	\$184,500.00	\$203,845.00
GENERAL ACCOUNTING Total	\$184,500.00	\$203,845.00

NON-DEPARTMENT-PROPERTY TAX ADMINISTRATION - 002-1120

Account	Account Description	Approved FY 2016-2017	Requested FY 20170-2018	Increase (Decrease)	Notes
4251	Property Tax Administration Fee	184,500	203,845	19,345	1
		<u>184,500</u>	<u>203,845</u>	<u>19,345</u>	

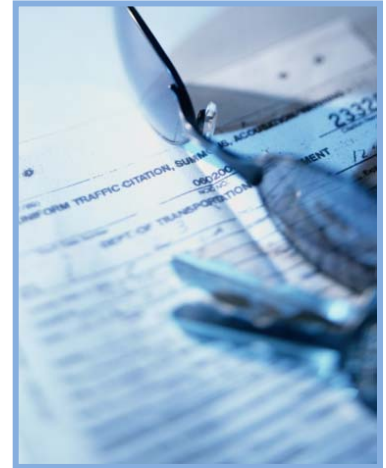
Detailed Analysis

Note 1 Estimated increase based on average annual escalation.

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

	2016-2018		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	-
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	-
REALLOCATIONS	112,600	112,600	85,000
TOTAL FOR TRAFFIC SAFETY FUND	\$ 112,600	\$ 112,600	\$ 85,000

DETAIL LINE ITEM REPORT

FINANCIAL SERVICES/CITY TREASURER - GENERAL ACCOUNTING
 Account: 101-1120-415

TRAFFIC SAFETY

<i>Reallocation</i>	Approved 2016-2017	Requested 2017-2018
101-1120-415-4463 REALLOCATION FROM PW STREETS	\$112,600.00	\$85,000.00
Subtotal	\$112,600.00	\$85,000.00
Reallocation Total	\$112,600.00	\$85,000.00
GENERAL ACCOUNTING Total	\$112,600.00	\$85,000.00

Traffic Safety Fund - 101

Account		Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4463	Reallocation From PW Streets	112,600	85,000	(27,600)	1
	Total	<u>112,600</u>	<u>85,000</u>	<u>(27,600)</u>	

Detailed Analysis

Note 1 Funding decline of Public Works Streets maintenance program due to reduction of projected FY 2017-2018 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 2017-2018 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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	-
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	-
REALLOCATIONS	681,053	681,053	799,000
TOTAL FOR GAS TAX FUND	\$ 681,053	\$ 681,053	\$ 799,000

DETAIL LINE ITEM REPORT

FINANCIAL SERVICES/CITY TREASURER - GENERAL ACCOUNTING
 Account: 103-1120-415

GAS TAX

<i>Reallocation</i>		Approved 2016-2017	Requested 2017-2018
103-1120-415-4463	REALLOCATION FROM COUNCIL/BOARD	\$94,353.00	\$94,797.00
103-1120-415-4463	REALLOCATION FROM PW STREETS (2103)	\$76,400.00	\$0.00
103-1120-415-4463	REALLOCATION FROM PW STREETS (2105-2107.5)	\$510,300.00	\$704,203.00
Subtotal		\$681,053.00	\$799,000.00
Reallocation Total		\$681,053.00	\$799,000.00
GENERAL ACCOUNTING Total		\$681,053.00	\$799,000.00

Gas Tax Fund - 103

Account		Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4463	Reallocation	681,053	799,000	117,947	1
	Total	<u>681,053</u>	<u>799,000</u>	<u>117,947</u>	

Detailed Analysis

Note 1 Funding of PW Streets maintenance programs using FY 2017-2018 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 2017-2018. Based on this information, the City is projecting to receive this State funding of \$100,000 for FY 2017-2018.

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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 100,000	\$ 100,000	\$ 100,000
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	100,000	100,000	100,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	100,000	100,000	100,000
REALLOCATIONS	-	-	-
TOTAL FOR SLESF / COPS GRANT	\$ 100,000	\$ 100,000	\$ 100,000

DETAIL LINE ITEM REPORT

POLICE - FIELD OPERATIONS Account: 108-0620-421

SLESF/COPS GRANT

<i>Employee Services</i>	Approved 2016-2017	Requested 2017-2018
108-0620-421-4110 ALLOCATION FR GEN'L FUND (POLICE) FOR 1 OFFICER	\$100,000.00	\$100,000.00
Subtotal	\$100,000.00	\$100,000.00
Employee Services Total	\$100,000.00	\$100,000.00
FIELD OPERATIONS Total	\$100,000.00	\$100,000.00

SLESFCOPS GRANT FUND - 108

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4110 Allocation From General Fund (Police) For 1 Officer	100,000	100,000	-	1
Total	<u>100,000</u>	<u>100,000</u>	<u>-</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 253 employer clients. Job seekers, 2 million to date, 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 launch on July 1, 2017. The last upgrade to the current version was in January of 2009, and there are many areas where member agencies will see improvements. The total price for the new site including redesign, programming, application hosting and migration was \$297,929 which was 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 includes 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 are now recurring line items. CalOpps signifies an important partnership of 253 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 10% of the Human Resources Director, 35% of one Human Resources Analyst and 10% the second Human Resources Analyst are charged to the fund on an annual basis.
- 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.

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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 147,490	\$ 147,490	\$ 96,000
SERVICES AND SUPPLIES	102,640	102,640	112,640
CAPITAL OUTLAY	-		-
Subtotal (Total Department-Controlled Expenses)	250,130	250,130	208,640
INTERNAL SERVICES	6,651	6,651	6,685
Subtotal (Total Department Expenses before Reallocations)	256,781	256,781	215,325
REALLOCATIONS	-	-	59,530
TOTAL FOR CALOPPS.ORG FUND	\$ 256,781	\$ 256,781	\$ 274,855

DETAIL LINE ITEM REPORT

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
114-1210-415-4110	PERMANENT SALARIES	\$59,457.00	\$62,800.00
	Subtotal	\$59,457.00	\$62,800.00
114-1210-415-4111	TEMPORARY CONSULTANT FEES	\$60,000.00	\$0.00
	Subtotal	\$60,000.00	\$0.00
114-1210-415-4120	FRINGE BENEFITS	\$28,033.00	\$33,200.00
	Subtotal	\$28,033.00	\$33,200.00
	Employee Services Total	\$147,490.00	\$96,000.00
<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018
114-1210-415-4520	COMPENSATED ABSENCES	\$876.00	\$910.00
	Subtotal	\$876.00	\$910.00
114-1210-415-4557	INFORMATION TECHNOLOGY SERVICES	\$5,775.00	\$5,775.00
	Subtotal	\$5,775.00	\$5,775.00
	Internal Services Total	\$6,651.00	\$6,685.00
<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
114-1210-415-4241	COPY EXPENSES	\$2,500.00	\$2,500.00
	Subtotal	\$2,500.00	\$2,500.00
114-1210-415-4248	APPLICATION SUPPORT	\$10,500.00	\$10,500.00
114-1210-415-4248	COMMUNICATION COSTS - WEBSITE HOSTING	\$30,600.00	\$40,600.00
114-1210-415-4248	TRANSACTION EMAIL	\$2,640.00	\$2,640.00
	Subtotal	\$43,740.00	\$53,740.00
114-1210-415-4249	MARKETING / TRADE SHOWS	\$6,400.00	\$6,400.00
	Subtotal	\$6,400.00	\$6,400.00
114-1210-415-4251	CONSULTING SERVICES- MIGRATION TO HOSTED DEVELOPER	\$50,000.00	\$50,000.00

Subtotal	\$50,000.00	\$50,000.00
Services and Supplies Total	\$102,640.00	\$112,640.00

Reallocation

	Approved 2016-2017	Requested 2017-2018
114-1210-415-4463 INDIRECT COST ALLOCATION	\$0.00	\$59,530.00
Subtotal	\$0.00	\$59,530.00
Reallocation Total	\$0.00	\$59,530.00
ADMINISTRATION Total	\$256,781.00	\$274,855.00

Human Resources - Administration 114

Account		Budget FY 2016-2017	Budget FY 2017-2018	Increase (Decrease)	Notes
4110	Salaries	59,457	62,800	3,343	1
4111	Temporary Consultant Fees	60,000	-	(60,000)	2
4120	Fringe Benefits	28,033	33,200	5,167	3
4520	Compensated Absences	876	910	34	4
4557	Information Technology	5,775	5,775	-	5
4241	Copy Expenses	2,500	2,500	-	6
4248	UTILITIES & COMMUNICATION	43,740	53,740	10,000	7
4249	MARKETING / TRADE SHOWS	6,400	6,400	-	8
4251	CONTRACTUAL, PROF&SPEC SVC	50,000	50,000	-	9
4463	Indirect Cost Allocation	-	59,530	59,530	10
	Total	256,781	274,855	18,074	

Detailed Analysis:

- Note 1 Contractual increases
- Note 2 No consultant with new site development
- Note 3 Contractual increases
- Note 4 Contractual increases
- Note 5 Change in assessment per proposed FY 2017-2018 Internal Service Fund
- Note 6 No change
- Note 7 Increase in Application Support \$10k
- Note 8 No change
- Note 9 No change
- Note 10 Based of Cost Allocation Study findings

Low- and Moderate-Income Housing Fund (LMIHF)



The LMIHF Fund was a new fund for FY 2012-2013 that was the result of the passage of ABx1 26 by the State on June 29, 2011 that dissolved redevelopment agencies in California. The legislation, which was upheld by ruling of the California Supreme Court on December 29, 2011 dissolved agencies on January 31, 2012.

On January 9, 2012, the City Council exercised its right under the legislation to become the Successor Housing Agency to the former Agency. All non-cash housing assets and obligations, including the eight (8) affordable housing units formerly owned and operated by the Agency, and loans receivable from the Metro Center Senior Housing Project and individual borrowers under the former 1st Time Homebuyers

Program, were transferred to the City Affordable Housing Fund effective February 1, 2012.

Continuing obligations of the Successor Agency to the Community Development Agency, including affordable housing obligations related to Marlin Cove and Miramar and monitoring affordable housing covenants in various developments, are funded from the tax increment received by the Successor Agency and are not included in the budget for the City Affordable Housing Fund.

The budget for FY 2017-2018 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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	142,600	142,600	143,200
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	142,600	142,600	143,200
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	142,600	142,600	143,200
REALLOCATIONS	-	-	-
TOTAL FOR LMIHF HOUSING SUCCESSOR FUNDS	\$ 142,600	\$ 142,600	\$ 143,200

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 2016-2017	Requested 2017-2018
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	\$17,000.00	\$17,000.00
122-0832-463-4265	MISC EXPENSE	\$400.00	\$0.00
	Subtotal	\$400.00	\$0.00
122-0832-463-4281	MANAGEMENT FEE-HIP	\$14,400.00	\$15,000.00
	Subtotal	\$14,400.00	\$15,000.00
122-0832-463-4284	REPAIR AND MAINTENANCE-HIP	\$50,000.00	\$50,000.00
	Subtotal	\$50,000.00	\$50,000.00
122-0832-463-4285	LANDSCAPE AND PEST CONTROL-HIP	\$9,600.00	\$10,000.00
	Subtotal	\$9,600.00	\$10,000.00
122-0832-463-4286	HOUSING STAFFING ADMINISTRATION-EXISTING UNIT	\$10,000.00	\$10,000.00
	Subtotal	\$10,000.00	\$10,000.00
122-0832-463-4287	CONTINGENCY FOR MAJOR REPAIRS	\$25,000.00	\$25,000.00
	Subtotal	\$25,000.00	\$25,000.00
	Services and Supplies Total	\$126,400.00	\$127,000.00
	MONITORING & PRESERVING LONG-TERM AFFORDABILITY Total	\$126,400.00	\$127,000.00

COMMUNITY DEVELOPMENT - HOMELESS PREVENTION & RAPID
REHOUSING SERVICES Account: 122-0836-463

LMIHF HOUSING
SUCCESSOR FUND

<i>Services and Supplies</i>	Approved 2016-2017	Requested 2017-2018
122-0836-463-4251 HIP HOUSING HOMESHARE PROGRAM	\$5,000.00	\$5,000.00
Subtotal	\$5,000.00	\$5,000.00
Services and Supplies Total	\$5,000.00	\$5,000.00
HOMELESS PREVENTION & RAPID REHOUSING SERVICES Total	\$5,000.00	\$5,000.00

COMMUNITY DEVELOPMENT - DEVELOPMENT OF AFFORDABLE
HOUSING Account: 122-0837-463

LMIHF HOUSING SUCCESSOR
FUND

<i>Services and Supplies</i>	Approved 2016-2017	Requested 2017-2018
122-0837-463-4253 SAN MATEO COUNTY HEART DUES	\$11,200.00	\$11,200.00
Subtotal	\$11,200.00	\$11,200.00
Services and Supplies Total	\$11,200.00	\$11,200.00
DEVELOPMENT OF AFFORDABLE HOUSING Total	\$11,200.00	\$11,200.00

Community Development Department - LMIHF Housing Successor 122-0832-463

Account	Approved FY 2016-2017	Requested FY 2017-2018	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	15,000	600	4
4284 Repair and Maintenance-HIP	50,000	50,000	-	5
4285 Landscape and Pest Control-HIP	9,600	10,000	400	6
4286 Housing Staffing Administration-Existing Unit	10,000	10,000	-	7
4287 Contingency for Major Repairs	25,000	25,000	-	8
Total	126,400	127,000	600	

Detailed Analysis

Note 1	No Change
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 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4251	HIP Housing Homeshare Program	5,000	5,000	-	1
	Total	5,000	5,000	-	

Detailed Analysis

Note 1 No Change

Community Development Department - Development of Affordable Housing 122-0837

Account		Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4253	San Mateo County Heart Dues	11,200	11,200	-	1
	Total	11,200	11,200	-	

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. No expenditures are planned for FY 2017-2018.

(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.



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Sustainable Foster City Fund



The City Council created the Sustainable Foster City Fund in Fiscal Year 2012-13 to support the implementation of the tenets of the Sustainable Foster City Plan, a sustainable economic development strategy developed to protect, maintain and grow the economic resources in Foster City based on economic, environmental, and social equity sustainability principles.

In November 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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	258,100	258,100	103,100
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	258,100	258,100	103,100
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	258,100	258,100	103,100
REALLOCATIONS	-	-	-
TOTAL FOR SUSTAINABLE FOSTER CITY SPECIAL FUND	\$ 258,100	\$ 258,100	\$ 103,100

DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION
Account: 125-0110-413

SUSTAINABLE FOSTER CITY SPECIAL FUND

<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
125-0110-413-4251	COMMUNITY ENGAGEMENT INITIATIVES	\$50,000.00	\$0.00
125-0110-413-4251	ECONOMIC DEVELOPMENT INITIATIVES	\$150,000.00	\$0.00
125-0110-413-4251	ENVIRONMENTAL SUSTAINABILITY INITIATIVES	\$50,000.00	\$0.00
125-0110-413-4251	SUSTAINABLE FOSTER CITY	\$0.00	\$95,000.00
	Subtotal	\$250,000.00	\$95,000.00
125-0110-413-4253	ICLEI MEMBERSHIP	\$700.00	\$700.00
125-0110-413-4253*	SVEDA MEMBERSHIP	\$5,000.00	\$5,000.00
	Subtotal	\$5,700.00	\$5,700.00
125-0110-413-4254	MEETINGS AND SUPPLIES	\$2,400.00	\$2,400.00
	Subtotal	\$2,400.00	\$2,400.00
	Services and Supplies Total	\$258,100.00	\$103,100.00
	ADMINISTRATION Total	\$258,100.00	\$103,100.00

Sustainable Foster City Fund 125-0110

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4251 Community, Economic & Environmental Initiatives	250,000	95,000	(155,000)	1
4253 Memberships	5,700	5,700	-	2
4254 Meetings and Supplies	2,400	2,400	-	3
	258,100	103,100	(155,000)	

Detailed Analysis:

- Note 1 Change to Sustainable Foster City fund amount to support economic and environmental sustainability efforts
- Note 2 No change
- Note 3 No change

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 10% of the Human Resources Director and 20% of one Human Resources Analyst 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.
- 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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 341,150	\$ 341,150	\$ 196,933
SERVICES AND SUPPLIES	35,100	35,100	35,100
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	376,250	376,250	232,033
INTERNAL SERVICES	11,821	11,821	11,485
Subtotal (Total Department Expenses before Reallocations)	388,071	388,071	243,518
REALLOCATIONS	-	-	46,331
TOTAL FOR BAY AREA EMPLOYEE RELATIONS SERVICES (BAERS) FUND	\$ 388,071	\$ 388,071	\$ 289,849

DETAIL LINE ITEM REPORT

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
127-1210-415-4110	PERMANENT SALARIES	\$134,737.00	\$60,000.00
127-1210-415-4110	PERMANENT SALARIES - HR ALLOCATION	\$28,300.00	\$37,200.00
	Subtotal	\$163,037.00	\$97,200.00
127-1210-415-4111	HOURLY & PART TIME SALARY	\$146,080.00	\$60,000.00
127-1210-415-4111	TEMPORARY CONSULTANT FEES	\$4,000.00	\$4,000.00
	Subtotal	\$150,080.00	\$64,000.00
127-1210-415-4120	FRINGE BENEFITS	\$16,033.00	\$16,033.00
127-1210-415-4120	FRINGE BENEFITS - HR ALLOCATION	\$12,000.00	\$19,700.00
	Subtotal	\$28,033.00	\$35,733.00
	Employee Services Total	\$341,150.00	\$196,933.00
<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018
127-1210-415-4520	COMPENSATED ABSENCES	\$876.00	\$540.00
	Subtotal	\$876.00	\$540.00
127-1210-415-4557	INFORMATION TECHNOLOGY SERVICES	\$10,945.00	\$10,945.00
	Subtotal	\$10,945.00	\$10,945.00
	Internal Services Total	\$11,821.00	\$11,485.00
<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
127-1210-415-4243	OFFICE EXPENSES	\$1,100.00	\$1,100.00
	Subtotal	\$1,100.00	\$1,100.00
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	\$13,000.00	\$13,000.00

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	\$21,000.00	\$21,000.00
	Services and Supplies Total	\$35,100.00	\$35,100.00
Reallocation		Approved 2016-2017	Requested 2017-2018
127-1210-415-4463	INDIRECT COST ALLOCATION	\$0.00	\$46,331.00
	Subtotal	\$0.00	\$46,331.00
	Reallocation Total	\$0.00	\$46,331.00
	ADMINISTRATION Total	\$388,071.00	\$289,849.00

Human Resources - BAERS - 127

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4110 Salaries	163,037	97,200	(65,837)	1
4111 Hourly & P/T Salary	150,080	64,000	(86,080)	2
4120 Fringe Benefits	28,033	35,733	7,700	3
4520 Compensated Absences	876	540	(336)	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
4463 Indirect Cost Allocation	-	46,331	46,331	9
Total	388,071	289,849	(98,222)	

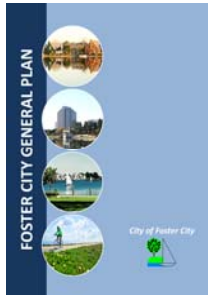
Detailed Analysis:

- Note 1 Reclassify personnel to Part-time
- Note 2 Reclassify personnel from Full-time
- Note 3 Reclassify personnel from Full-time to Part-time
- Note 4 Reclassify personnel from Full-time to Part-time
- Note 5 No change
- Note 6 No change
- Note 7 No change
- Note 8 No change
- Note 9 Based of Cost Allocation Study findings

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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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	51,300	51,300	41,300
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	51,300	51,300	41,300
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	51,300	51,300	41,300
REALLOCATIONS	-	-	-
TOTAL FOR GENERAL PLAN MAINTENANCE FUND	\$ 51,300	\$ 51,300	\$ 41,300

DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - Account: 128-0838-419

GENERAL PLAN MAINTENANCE FUND

<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
128-0838-419-4251	GENERAL PLAN IMPLEMENTATION	\$30,000.00	\$40,000.00
128-0838-419-4251	GENERAL PLAN UPDATE AND EIR	\$20,000.00	\$0.00
Subtotal		\$50,000.00	\$40,000.00
128-0838-419-4253	21 ELEMENTS	\$1,300.00	\$1,300.00
Subtotal		\$1,300.00	\$1,300.00
Services and Supplies Total		\$51,300.00	\$41,300.00
Total		\$51,300.00	\$41,300.00

Community Development Department - General Plan Maintenance Fund 128-0838

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4251 Consulting and Contracting	50,000	40,000	(10,000)	1
4253 Memberships and Dues	1,300	1,300	-	2
	<u>51,300</u>	<u>41,300</u>	<u>(10,000)</u>	

Detailed Analysis:

- Note 1 Change based on implementation needs
- Note 2 No change

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). In FY 2016-17, the City Council adopted the new CalGreen Building Code, which further refines waste diversion requirements.

Under both CalGreen and the City's existing ordinance, specific construction and demolition projects must submit Waste Management Plans 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 it has diverted the requisite waste from the projects. Applicants that do not meet the requirements and show proof of diversion forfeit all or a portion of or the deposit.

Per the Construction and Demolition Ordinance, forfeited deposits are retained in this 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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	12,000	12,000	18,700
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	12,000	12,000	18,700
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	12,000	12,000	18,700
REALLOCATIONS	-	-	-
TOTAL FOR CONSTRUCTION/DEMOLITION RECYCLING FUND	\$ 12,000	\$ 12,000	\$ 18,700

DETAIL LINE ITEM REPORT

PUBLIC WORKS - Account: 129-0932-431

CONSTRUCTION/DEMOLITION RECYCLING FUND

<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
129-0932-431-4242	PROP 218 MAILING POSTAGE	\$4,000.00	\$3,500.00
	Subtotal	\$4,000.00	\$3,500.00
129-0932-431-4243	RECYCLING CONTAINERS	\$2,000.00	\$2,000.00
	Subtotal	\$2,000.00	\$2,000.00
129-0932-431-4249	LEGAL ADVERTISING - PROP 218	\$0.00	\$1,000.00
	Subtotal	\$0.00	\$1,000.00
129-0932-431-4251	PROP 218 MAILING	\$4,000.00	\$3,500.00
129-0932-431-4251	SHRED/E-WASTE/COMPOST EVENTS	\$2,000.00	\$3,000.00
129-0932-431-4251	SOLID WASTE REDUCTION PROGRAMS	\$0.00	\$3,500.00
	Subtotal	\$6,000.00	\$10,000.00
129-0932-431-4253	CA RESOURCE RECOVERY ASSN (CRRA) MEMBERSHIP	\$0.00	\$200.00
	Subtotal	\$0.00	\$200.00
129-0932-431-4279	COMPOST BIN INCENTIVE PROGRAM	\$0.00	\$2,000.00
	Subtotal	\$0.00	\$2,000.00
	Services and Supplies Total	\$12,000.00	\$18,700.00
	Total	\$12,000.00	\$18,700.00

Construction & Demolition Fund - 129

Account	Approved FY 2016-2017	Requested FY 2017- 2018	Increase (Decrease)	Notes
4242 Postage	4,000	3,500	(500)	1
4243 General Supplies	2,000	2,000	-	2
4249 Advertising	-	1,000	1,000	3
4251 Contractual Services	6,000	10,000	4,000	4
4253 Memberships, Dues and Subscriptions	-	200	200	5
4279 Supplies and Other Services	-	2,000	2,000	6
Total	12,000	18,700	6,700	

Detailed Analysis:

- Note 1 Reduced to reflect actual historical cost
- Note 2 No change
- Note 3 Addition of specific line item for Prop 218 notices for Solid Waste Public Hearings
- Note 4 Increase in cost to City for E-waste Collection events, additional appropriation for solid waste reduction programs
- Note 5 New membership in California Resource Recovery Association
- Note 6 Budget for new Compost Bin Incentive Program

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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	32,100	32,100	37,100
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	32,100	32,100	37,100
INTERNAL SERVICES	30,750	30,750	30,750
Subtotal (Total Department Expenses before Reallocations)	62,850	62,850	67,850
REALLOCATIONS	-	-	-
TOTAL FOR TECHNOLOGY MAINTENANCE FUND	\$ 62,850	\$ 62,850	\$ 67,850

DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - Account: 130-0839-419

TECHNOLOGY MAINTENANCE FUND

<i>Internal Services</i>	Approved 2016-2017	Requested 2017-2018
130-0839-419-4557 INFORMATION TECHNOLOGY SERVICES	\$30,750.00	\$30,750.00
Subtotal	\$30,750.00	\$30,750.00
Internal Services Total	\$30,750.00	\$30,750.00
<i>Services and Supplies</i>	Approved 2016-2017	Requested 2017-2018
130-0839-419-4251 SUNGARD/CRW SOFTWARE ANNUAL MAINTENANCE	\$32,100.00	\$37,100.00
Subtotal	\$32,100.00	\$37,100.00
Services and Supplies Total	\$32,100.00	\$37,100.00
Total	\$62,850.00	\$67,850.00

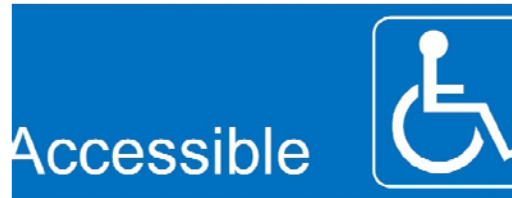
TECHNOLOGY MAINTENANCE FUND - 130

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4557 Information Technology Services	30,750	30,750	-	1
4251 Contractual Services	32,100	37,100	5,000	2
Total	62,850	67,850	5,000	

Detailed Analysis:

- Note 1 No change
- Note 2 Increase in 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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	1,300	1,300	1,300
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	1,300	1,300	1,300
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	1,300	1,300	1,300
REALLOCATIONS	-	-	-
TOTAL FOR SB 1186 FUND	\$ 1,300	\$ 1,300	\$ 1,300

DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - Account: 131-0841-419

SB 1186 FUND

<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
131-0841-419-4255	TRAINING	\$1,300.00	\$1,300.00
Subtotal		\$1,300.00	\$1,300.00
Services and Supplies Total		\$1,300.00	\$1,300.00
Total		\$1,300.00	\$1,300.00

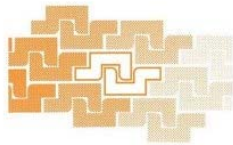
SB1186 Fund - 131

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4255 Training	1,300	1,300	-	1
Total	<u>1,300</u>	<u>1,300</u>	<u>-</u>	

Note 1 No change

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

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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	500	500	500
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	500	500	500
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	500	500	500
REALLOCATIONS	-	-	-
TOTAL FOR SMIP FUND	\$ 500	\$ 500	\$ 500

Council approved additional Appropriation \$ -

DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - Account: 132-0842-419

SMIP FUND

<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
132-0842-419-4255	SEISMIC MOTION AND INSTRUMENTATION	\$500.00	\$500.00
Subtotal		\$500.00	\$500.00
Services and Supplies Total		\$500.00	\$500.00
Total		\$500.00	\$500.00

Strong Motion Instrumentation Program (SMIP) Fee Fund - 132

Account		Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4255	Training	500	500	-	1
	Total	500	500	-	

Detailed Analysis:
 Note 1 No change

CRV Grant Fund

The CRV Grant Fund was created in Fiscal Year 2016-2017 for the administration of funds received from the Beverage Container Recycling Payment Program.

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.



Eligible programs include:

- New or existing curbside recycling programs
- Neighborhood drop-off recycling programs
- Public education promoting beverage container recycling
- Litter reduction and cleanup where the waste stream includes beverage containers that will be recycled
- Other beverage container recycling programs
- Supporting AB 341 Mandatory Commercial Recycling (MCR) requirements (e.g., infrastructure, support, public education/outreach)

On an annual basis, the City submits a funding request with a plan to expend the program funds. Funds must be spent within two years of award and an expenditure report must document funds expended.

Foster City expects to receive approximately \$8,600 in FY 2017-2018 through this program and is expected to have an existing fund balance of approximately \$5,000.

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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	8,000	13,426	13,000
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	8,000	13,426	13,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	8,000	13,426	13,000
REALLOCATIONS	-	-	-
TOTAL FOR CRV GRANT FUND	\$ 8,000	\$ 13,426	\$ 13,000

DETAIL LINE ITEM REPORT

PUBLIC WORKS - Account: 133-0933-431

CRV GRANT FUND

<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
133-0933-431-4240	RECYCLING CONTAINERS	\$4,000.00	\$4,000.00
Subtotal		\$4,000.00	\$4,000.00
133-0933-431-4243	OUTREACH MATERIALS	\$2,000.00	\$2,000.00
Subtotal		\$2,000.00	\$2,000.00
133-0933-431-4251	EVENTS SUPPORT	\$2,000.00	\$2,000.00
133-0933-431-4251	RECYCLING/LITTER REDUCTION PROGRAMS	\$0.00	\$3,000.00
Subtotal		\$2,000.00	\$5,000.00
133-0933-431-4254	CA RESOURCE RECOVERY ASSN CONFERENCE (1)	\$0.00	\$2,000.00
Subtotal		\$0.00	\$2,000.00
Services and Supplies Total		\$8,000.00	\$13,000.00
Total		\$8,000.00	\$13,000.00

CRV Grant Fund - 133

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4240 Recycling Containers	4,000	4,000	-	1
4243 Outreach Flyer	2,000	2,000	-	2
4251 Events Support	2,000	5,000	3,000	3
4254 Travel and Meetings	-	2,000	2,000	4
Total	8,000	13,000	5,000	

Detailed Analysis:

- Note 1 No Change
- Note 2 No Change
- Note 3 Increased in order to fund community or school outreach programs

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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	25,000	25,000	25,000
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	25,000	25,000	25,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	25,000	25,000	25,000
REALLOCATIONS	-	-	-
TOTAL FOR CURBSIDE RECYCLING FUND	\$ 25,000	\$ 25,000	\$ 25,000

Council approved additional Appropriation \$ -

DETAIL LINE ITEM REPORT

PUBLIC WORKS - Account: 134-0934-431

CURBSIDE RECYCLING FUND

<i>Services and Supplies</i>	Approved 2016-2017	Requested 2017-2018
134-0934-431-4251 LITTER ABATEMENT	\$25,000.00	\$25,000.00
Subtotal	\$25,000.00	\$25,000.00
Services and Supplies Total	\$25,000.00	\$25,000.00
Total	\$25,000.00	\$25,000.00

Curbside Recycling Fund - 134

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4251 Litter Abatement	25,000	25,000	-	1
Total	<u>25,000</u>	<u>25,000</u>	<u>-</u>	

Detailed Analysis:

Note 1 No Change

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 (Building Standards Administration Special Revolving) FUND
Annual Budget Appropriation for Fiscal Year

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	500	500	500
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	500	500	500
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	500	500	500
REALLOCATIONS	-	-	-
TOTAL FOR GREEN BUILDING FEE (Building Standards Administration Special Revolving) FUND	\$ 500	\$ 500	\$ 500

DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - Account: 135-0843-419

GREEN BUILDING FEE FUND

<i>Services and Supplies</i>	Approved 2016-2017	Requested 2017-2018
135-0843-419-4255 Training	\$500.00	\$500.00
Subtotal	\$500.00	\$500.00
Services and Supplies Total	\$500.00	\$500.00
Total	\$500.00	\$500.00

Green Building Fee (Building Standards Administration Special Revolving) Fund - 135

Account		Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4255	Training	500	500	-	1
	Total	500	500	-	

Detailed Analysis:

Note 1 No change

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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 1,681,122	\$ 1,681,122	\$ 1,865,400
SERVICES AND SUPPLIES	8,124,252	8,124,252	8,987,600
CAPITAL OUTLAY	-	-	25,000
Subtotal (Total Department-Controlled Expenses)	9,805,374	9,805,374	10,878,000
INTERNAL SERVICES	861,373	861,373	886,680
Subtotal (Total Department Expenses before Reallocations)	10,666,747	10,666,747	11,764,680
REALLOCATIONS	997,903	997,903	1,069,457
TOTAL FOR WATER ENTERPRISE FUND	\$ 11,664,650	\$ 11,664,650	\$ 12,834,137

DETAIL LINE ITEM REPORT

PUBLIC WORKS - WATER Account: 401-0960-461

WATER REVENUE

<i>Capital Outlay</i>	Approved 2016-2017	Requested 2017-2018
401-0960-461-4385 REPLACE PRES. REDUCING VALVES - PR2 & TANKS 1,2,3	\$0.00	\$25,000.00
Subtotal	\$0.00	\$25,000.00
Capital Outlay Total	\$0.00	\$25,000.00
<i>Employee Services</i>	Approved 2016-2017	Requested 2017-2018
401-0960-461-4110 PERMANENT SALARIES	\$1,138,844.00	\$1,146,200.00
Subtotal	\$1,138,844.00	\$1,146,200.00
401-0960-461-4111 PUBLIC WORKS INTERNS	\$10,000.00	\$12,000.00
Subtotal	\$10,000.00	\$12,000.00
401-0960-461-4112 OVERTIME	\$18,000.00	\$20,000.00
Subtotal	\$18,000.00	\$20,000.00
401-0960-461-4120 FRINGE BENEFITS	\$509,278.00	\$687,200.00
Subtotal	\$509,278.00	\$687,200.00
Employee Services Total	\$1,676,122.00	\$1,865,400.00
<i>Internal Services</i>	Approved 2016-2017	Requested 2017-2018
401-0960-461-4520 COMPENSATED ABSENCES	\$16,747.00	\$16,900.00
Subtotal	\$16,747.00	\$16,900.00
401-0960-461-4544 VEHICLE REPLACEMENT - UNITS 17,20,21,22,27,35,36	\$101,896.00	\$135,297.00
Subtotal	\$101,896.00	\$135,297.00
401-0960-461-4556 EQUIPMENT REPLACEMENT	\$288,227.00	\$322,593.00
401-0960-461-4556 EQUIPMENT REPLACEMENT - RADIOS	\$212.00	\$0.00
Subtotal	\$288,439.00	\$322,593.00

401-0960-461-4557	INFORMATION TECHNOLOGY SERVICES	\$256,982.00	\$254,241.00
	Subtotal	\$256,982.00	\$254,241.00
401-0960-461-4562	SELF INSURANCE FUND CHARGE	\$125,800.00	\$68,900.00
	Subtotal	\$125,800.00	\$68,900.00
401-0960-461-4569	BUILDING MAINTENANCE	\$71,509.00	\$88,749.00
	Subtotal	\$71,509.00	\$88,749.00
	Internal Services Total	\$861,373.00	\$886,680.00

Services and Supplies

		Approved 2016-2017	Requested 2017-2018
401-0960-461-4240	ANNUAL WATER QUALITY REPORT - PRINTING	\$500.00	\$500.00
401-0960-461-4240	BOOTS AND SAFETY GEAR	\$4,500.00	\$4,800.00
401-0960-461-4240	HYDRANT METERS	\$9,000.00	\$9,000.00
401-0960-461-4240	REFURBISHING OF CORPORATION YARD OFFICE AREAS	\$12,300.00	\$0.00
401-0960-461-4240	REPAIR MATERIALS	\$80,800.00	\$85,000.00
	Subtotal	\$107,100.00	\$99,300.00
401-0960-461-4241	PRINTING PROP 218 NOTIFICATION-WATER/WASTEWATER	\$2,500.00	\$2,500.00
	Subtotal	\$2,500.00	\$2,500.00
401-0960-461-4242	POSTAGE FOR ANNUAL WATER QUALITY REPORT	\$500.00	\$500.00
401-0960-461-4242	POSTAGE PROP 218 NOTIFICATION-WATER/WASTEWATER	\$2,500.00	\$2,500.00
	Subtotal	\$3,000.00	\$3,000.00
401-0960-461-4243	BOOKS, MANUALS & TAPES	\$1,000.00	\$1,000.00
401-0960-461-4243	MISC. OFFICE SUPPLIES	\$1,500.00	\$1,500.00
	Subtotal	\$2,500.00	\$2,500.00
401-0960-461-4245	PORTABLE FIELD DATA UNITS	\$5,000.00	\$5,000.00
	Subtotal	\$5,000.00	\$5,000.00
401-0960-461-4246	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	\$5,000.00	\$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	\$19,000.00	\$19,000.00
401-0960-461-4247	RENTAL EQUIPMENT	\$3,000.00	\$3,000.00
	Subtotal	\$3,000.00	\$3,000.00
401-0960-461-4248	CA DEPARTMENT OF HEALTH SERVICES	\$20,000.00	\$24,000.00
401-0960-461-4248	ELECTRICITY FOR WATER PUMP PLANT	\$53,000.00	\$55,500.00
401-0960-461-4248	NATURAL GAS FOR WATER PUMP PLANT	\$25,500.00	\$20,000.00
401-0960-461-4248	SFPUC - BAWSCA BOND SURCHARGE	\$859,152.00	\$929,000.00
401-0960-461-4248	SFPUC WATER PURCHASE	\$6,723,000.00	\$7,248,000.00
401-0960-461-4248	WATER FOR CORP YARD AND METER CHARGE	\$4,800.00	\$5,000.00
	Subtotal	\$7,685,452.00	\$8,281,500.00
401-0960-461-4251	ANNUAL WATER/WASTEWATER RATE STUDY	\$15,000.00	\$15,000.00
401-0960-461-4251	BACKFLOW PREVENTION FEES, SAN MATEO COUNTY	\$30,000.00	\$33,000.00
401-0960-461-4251	DOCUMENT GIS RETRIEVAL & RECORDING	\$0.00	\$50,000.00
401-0960-461-4251	DSS MODEL SUPPORT SERVICES AND TRAINING	\$1,500.00	\$1,500.00
401-0960-461-4251	GIS MAPPING UPDATES	\$0.00	\$7,500.00
401-0960-461-4251	MDM PORTAL	\$59,000.00	\$60,000.00
401-0960-461-4251	POTABLE WATER LAB TESTS	\$37,000.00	\$39,000.00
401-0960-461-4251	SPECIAL STUDIES	\$25,000.00	\$25,000.00
401-0960-461-4251	UNIFORM SERVICES	\$7,500.00	\$8,000.00
	Subtotal	\$175,000.00	\$239,000.00
401-0960-461-4253	AWWA DUES	\$2,000.00	\$2,000.00
401-0960-461-4253	BAWSCA DUES AND ASSESSMENT	\$116,000.00	\$122,000.00
	Subtotal	\$118,000.00	\$124,000.00
401-0960-461-4254	APWA NATIONAL CONGRESS (DIRECTOR)	\$700.00	\$800.00
401-0960-461-4254	DEPARTMENT RETREAT	\$500.00	\$500.00
401-0960-461-4254	TRAVEL, CONFERENCES AND MEETINGS	\$2,500.00	\$2,500.00
	Subtotal	\$3,700.00	\$3,800.00

401-0960-461-4255	TRAINING AND CERTIFICATION	\$5,000.00	\$5,000.00
	Subtotal	\$5,000.00	\$5,000.00
401-0960-461-4279	Water Rebate / Sustainability	\$0.00	\$200,000.00
	Subtotal	\$0.00	\$200,000.00
	Services and Supplies Total	\$8,129,252.00	\$8,987,600.00

Reallocation

		Approved 2016-2017	Requested 2017-2018
401-0960-461-4463	DISTRICT BOARD	\$38,413.00	\$0.00
401-0960-461-4463	DISTRICT LEGAL COUNSEL	\$76,013.00	\$0.00
401-0960-461-4463	DISTRICT MANAGER	\$170,987.00	\$0.00
401-0960-461-4463	DISTRICT SECRETARY	\$113,490.00	\$0.00
401-0960-461-4463	FINANCIAL SERVICES	\$428,539.00	\$0.00
401-0960-461-4463	FIRE	\$12,078.00	\$0.00
401-0960-461-4463	HUMAN RESOURCES	\$97,222.00	\$0.00
401-0960-461-4463	INDIRECT COST ALLOCATION	\$0.00	\$994,873.00
401-0960-461-4463	INDIRECT COST ALLOCATION - 2nd Round	\$0.00	\$69,943.00
401-0960-461-4463	INDIRECT COST ALLOCATION-EMERGENCY PREP	\$0.00	\$4,641.00
401-0960-461-4463	PW ENGINEERING	\$61,161.00	\$0.00
	Subtotal	\$997,903.00	\$1,069,457.00
	Reallocation Total	\$997,903.00	\$1,069,457.00
	WATER Total	\$11,664,650.00	\$12,834,137.00

Public Works - Water 401-0960

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4385 Capital Outlay	-	25,000	25,000	1
4110 Salaries	1,138,844	1,146,200	7,356	2
4111 Interns	10,000	12,000	2,000	3
4112 Overtime	18,000	20,000	2,000	4
4120 Benefits	509,278	687,200	177,922	5
4520 Compensated Absences	16,747	16,900	153	6
4544 Vehicle Replacement	101,896	135,297	33,401	7
4556 Equipment Replacement	288,439	322,593	34,154	8
4557 Information Technology Services	256,982	254,241	(2,741)	9
4562 Self Insurance Fund	125,800	68,900	(56,900)	10
4569 Building Maintenance	71,509	88,749	17,240	11
4240 Department Special Supplies	107,100	99,300	(7,800)	12
4241 Printing	2,500	2,500	-	13
4242 Postage	3,000	3,000	-	14
4243 Office Supplies	2,500	2,500	-	15
4245 Small Tools & Equipment	5,000	5,000	-	16
4246 Maintenance	19,000	19,000	-	17
4247 Rental Equipment	3,000	3,000	-	18
4248 Utilities	7,685,452	8,281,500	596,048	19
4251 Consulting and Contracting	175,000	239,000	64,000	20
4253 Memberships and Dues	118,000	124,000	6,000	21
4254 Travel, Conferences, and Meetings	3,700	3,800	100	22
4255 Training	5,000	5,000	-	23
4279 Water Rebate Sustainability	-	200,000	200,000	24
4463 DISTRICT BOARD	38,413	-	(38,413)	25
4463 DISTRICT LEGAL COUNSEL	76,013	-	(76,013)	25
4463 DISTRICT MANAGER	170,987	-	(170,987)	25
4463 DISTRICT SECRETARY	113,490	-	(113,490)	25
4463 FINANCIAL SERVICES	428,539	-	(428,539)	25
4463 FIRE	12,078	-	(12,078)	25
4463 HUMAN RESOURCES	97,222	-	(97,222)	25
4463 PW ENGINEERING	61,161	-	(61,161)	25
4463 INDIRECT COST ALLOCATION	-	994,873	994,873	26
4463 INDIRECT COST ALLOCATION - 2ND ROUND	-	69,943	69,943	26
4463 INDIRECT COST ALLOCATION - EMERGENCY PREP	-	4,641	4,641	26
	11,664,650	12,834,137	1,169,487	

Detailed Analysis:

- Note 1 Replace Pressure Reducing Valves at PR2 & TANKS 1,2,3
- Note 2 Adjustments based on assigned personnel
- Note 3 Additional hours to provide additional support
- Note 4 Minor increase to overtime due to increase in personnel costs
- Note 5 Adjustments based on assigned personnel
- Note 6 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 7 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 8 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 9 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 10 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 11 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 12 Adjustment based on FY 2016-2017 expenses and removal of one time purchase for Refurbishing Corp Yard Office Areas in FY 2016-2017
- Note 13 No change
- Note 14 No change
- Note 15 No change
- Note 16 No change
- Note 17 No change
- Note 18 No change
- 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 Adjustment based on FY 2016-2017 expenses and addition of GIS System, Increase in Backflow Prevention Fees and lab fees
- Note 21 Increase in BAWSCA Membership dues & Assessment
- Note 22 Adjustment based on FY 2016-2017 expense
- Note 23 No change
- Note 24 New Line Item Added to Cover Sustainability Fund Programs
- Note 25 Replaced with Cost Allocation Study findings
- Note 26 Based on Cost Allocation Study findings

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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	11,900	11,900	10,000
Subtotal (Total Department-Controlled Expenses)	11,900	11,900	10,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	11,900	11,900	10,000
REALLOCATIONS	-	-	-
TOTAL FOR WATER EQUIPMENT REPLACEMENT FUND	\$ 11,900	\$ 11,900	\$ 10,000

DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION

Account: 405-0110-413

WATER ERF

<i>Capital Outlay</i>	Approved 2016-2017	Requested 2017-2018
405-0110-413-4385 EQUIPMENT REPLACEMENT -- WATER FUND	\$11,900.00	\$10,000.00
Subtotal	\$11,900.00	\$10,000.00
Capital Outlay Total	\$11,900.00	\$10,000.00
ADMINISTRATION Total	\$11,900.00	\$10,000.00

Water Equipment Replacement Fund - 405

Account	Approved FY 2015-2016	Requested FY 2016-2017	Increase (Decrease)	Notes
4385 EQUIPMENT REPLACEMENT	11,900	10,000	(1,900)	1
Total	<u>11,900</u>	<u>10,000</u>	<u>(1,900)</u>	

Detailed Analysis:

Note 1 Change based on proposed FY 2017-2018 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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 1,718,522	\$ 1,718,522	\$ 1,983,475
SERVICES AND SUPPLIES	2,798,350	2,798,350	4,424,700
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	4,516,872	4,516,872	6,408,175
INTERNAL SERVICES	1,042,574	1,042,574	1,019,816
Subtotal (Total Department Expenses before Reallocations)	5,559,446	5,559,446	7,427,991
REALLOCATIONS	903,165	903,165	716,373
TOTAL FOR WASTEWATER COLLECTION SYSTEM FUND	\$ 6,462,611	\$ 6,462,611	\$ 8,144,364

DETAIL LINE ITEM REPORT

PUBLIC WORKS - WASTEWATER Account: 451-0970-432

WASTEWATER REVENUE

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
451-0970-432-4110	PERMANENT SALARIES	\$1,118,344.00	\$1,162,000.00
Subtotal		\$1,118,344.00	\$1,162,000.00
451-0970-432-4111	PUBLIC WORKS INTERNS	\$15,000.00	\$15,000.00
451-0970-432-4111	SUMMER TEMPORARY WORKER	\$30,000.00	\$35,000.00
Subtotal		\$45,000.00	\$50,000.00
451-0970-432-4112	OVERTIME	\$30,000.00	\$35,000.00
Subtotal		\$30,000.00	\$35,000.00
451-0970-432-4113	STANDBY PAY	\$25,000.00	\$39,125.00
Subtotal		\$25,000.00	\$39,125.00
451-0970-432-4120	FRINGE BENEFITS	\$500,178.00	\$697,350.00
Subtotal		\$500,178.00	\$697,350.00
Employee Services Total		\$1,718,522.00	\$1,983,475.00
<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018
451-0970-432-4520	COMPENSATED ABSENCES	\$16,482.00	\$17,100.00
Subtotal		\$16,482.00	\$17,100.00
451-0970-432-4544	VEHICLE REPLACEMENT - 11 Units	\$192,786.00	\$236,293.00
Subtotal		\$192,786.00	\$236,293.00
451-0970-432-4556	EQUIPMENT REPLACEMENT	\$374,410.00	\$350,140.00
451-0970-432-4556	EQUIPMENT REPLACEMENT - RADIOS	\$212.00	\$0.00
Subtotal		\$374,622.00	\$350,140.00
451-0970-432-4557	INFORMATION TECHNOLOGY SERVICES	\$261,375.00	\$258,634.00
Subtotal		\$261,375.00	\$258,634.00
451-0970-432-4562	SELF INSURANCE FUND CHARGE	\$125,800.00	\$68,900.00

	Subtotal	\$125,800.00	\$68,900.00
451-0970-432-4569	BUILDING MAINTENANCE	\$71,509.00	\$88,749.00
	Subtotal	\$71,509.00	\$88,749.00
	Internal Services Total	\$1,042,574.00	\$1,019,816.00

Services and Supplies

		Approved 2016-2017	Requested 2017-2018
451-0970-432-4240	BOOTS AND SAFETY GEAR	\$4,500.00	\$5,000.00
451-0970-432-4240	REFURBISHING OF CORPORATION YARD OFFICE AREAS	\$12,300.00	\$0.00
451-0970-432-4240	REPAIR MATERIALS	\$86,000.00	\$87,000.00
451-0970-432-4240	WASTEWATER SOLIDS DISPOSAL LAB FEES	\$2,000.00	\$2,500.00
	Subtotal	\$104,800.00	\$94,500.00
451-0970-432-4241	PRINTING PROP 218 NOTIFICATION-WATER/WASTEWATER	\$850.00	\$900.00
	Subtotal	\$850.00	\$900.00
451-0970-432-4242	POSTAGE PROP 218 NOTIFICATION-WATER/WASTEWATER	\$2,500.00	\$2,500.00
	Subtotal	\$2,500.00	\$2,500.00
451-0970-432-4243	MISC. OFFICE SUPPLIES	\$3,000.00	\$3,500.00
	Subtotal	\$3,000.00	\$3,500.00
451-0970-432-4245	PORTABLE FIELD DATA UNITS	\$5,000.00	\$5,000.00
	Subtotal	\$5,000.00	\$5,000.00
451-0970-432-4246	ELECTRICAL REPAIRS	\$2,500.00	\$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)	\$7,500.00	\$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	\$9,000.00
451-0970-432-4246	REPAIRS TO L/S GENERATORS / ATS(s)	\$28,500.00	\$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	\$73,500.00	\$74,500.00

451-0970-432-4247	RENTAL EQUIPMENT	\$2,000.00	\$3,000.00
	Subtotal	\$2,000.00	\$3,000.00
451-0970-432-4248	ENERGY COSTS (ELECTRICITY)	\$300,000.00	\$310,000.00
451-0970-432-4248	WATER FOR LIFT STATIONS AND METER	\$7,000.00	\$8,000.00
	Subtotal	\$307,000.00	\$318,000.00
451-0970-432-4251	ALLOWANCE FOR MAJOR ELECTRICAL REPAIRS	\$12,000.00	\$12,000.00
451-0970-432-4251	ANNUAL WATER/WASTEWATER RATE STUDY	\$15,000.00	\$15,000.00
451-0970-432-4251	BAY AREA AIR QUALITY MGMT DIST	\$9,000.00	\$10,000.00
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	\$6,000.00
451-0970-432-4251	DOCUMENT GIS RETRIEVAL & RECORDING	\$0.00	\$50,000.00
451-0970-432-4251	GIS MAPPING UPDATES	\$0.00	\$7,500.00
451-0970-432-4251	HAZARDOUS MATERIAL DISPOSAL	\$2,000.00	\$2,500.00
451-0970-432-4251	MODIFICATION OF LS#9 FOR NEW DRY DECK PUMPS MOTORS	\$0.00	\$60,000.00
451-0970-432-4251	SAN MATEO COUNTY HEALTH DEPARTMENT	\$5,000.00	\$6,000.00
451-0970-432-4251	SM WWTP - EMID SHARE OF O & M - (PC30)	\$2,000,000.00	\$2,500,000.00
451-0970-432-4251	SM WWTP - NON-CLEAN WATER PROGRAM (CWP)	\$0.00	\$1,000,000.00
451-0970-432-4251	SPECIAL STUDIES	\$25,000.00	\$25,000.00
451-0970-432-4251	STATE WATER RESOURCES CONTROL BOARD	\$4,000.00	\$5,000.00
451-0970-432-4251	UNIFORM SERVICES	\$7,500.00	\$8,000.00
451-0970-432-4251	UST COMPLIANCE -- LS #29	\$1,500.00	\$2,000.00
	Subtotal	\$2,286,000.00	\$3,909,000.00
451-0970-432-4253	MEMBERSHIP DUES AND SUBSCRIPTIONS	\$3,000.00	\$3,000.00
	Subtotal	\$3,000.00	\$3,000.00
451-0970-432-4254	APWA NATIONAL CONGRESS (DIRECTOR)	\$700.00	\$800.00
451-0970-432-4254	DEPARTMENT RETREAT	\$500.00	\$500.00
451-0970-432-4254	TRAVEL, CONFERENCES, MEETINGS & TECH TRAINING	\$4,500.00	\$4,500.00
	Subtotal	\$5,700.00	\$5,800.00
451-0970-432-4255	TRAINING AND CERTIFICATION	\$5,000.00	\$5,000.00
	Subtotal	\$5,000.00	\$5,000.00

Services and Supplies Total \$2,798,350.00 \$4,424,700.00

Reallocation		Approved 2016-2017	Requested 2017-2018
451-0970-432-4463	DISTRICT BOARD	\$38,413.00	\$0.00
451-0970-432-4463	DISTRICT LEGAL COUNSEL	\$76,013.00	\$0.00
451-0970-432-4463	DISTRICT MANAGER	\$170,987.00	\$0.00
451-0970-432-4463	DISTRICT SECRETARY	\$113,490.00	\$0.00
451-0970-432-4463	FINANCIAL SERVICES	\$333,801.00	\$0.00
451-0970-432-4463	FIRE	\$12,078.00	\$0.00
451-0970-432-4463	HUMAN RESOURCES	\$97,222.00	\$0.00
451-0970-432-4463	INDIRECT COST ALLOCATION	\$0.00	\$690,971.00
451-0970-432-4463	INDIRECT COST ALLOCATION - 2nd Round	\$0.00	\$20,561.00
451-0970-432-4463	INDIRECT COST ALLOCATION-EMERGENCY PREP	\$0.00	\$4,841.00
451-0970-432-4463	PW ENGINEERING	\$61,161.00	\$0.00
	Subtotal	\$903,165.00	\$716,373.00
	Reallocation Total	\$903,165.00	\$716,373.00
	WASTEWATER Total	\$6,462,611.00	\$8,144,364.00

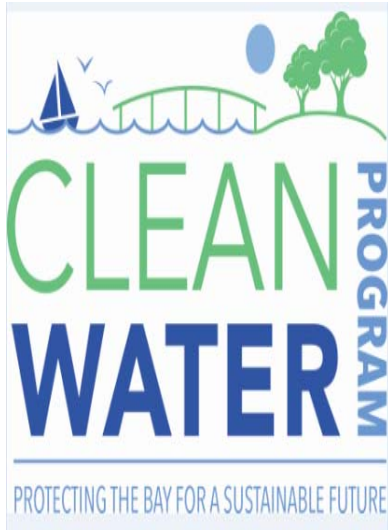
Public Works - Wastewater 451-0970

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4110 Salaries	1,118,344	1,162,000	43,656	1
4111 Interns	45,000	50,000	5,000	2
4112 Overtime	30,000	35,000	5,000	3
4113 Standby Pay	25,000	39,125	14,125	4
4120 Benefits	500,178	697,350	197,172	5
4520 Compensated Absences	16,482	17,100	618	6
4544 Vehicle Replacement	192,786	236,293	43,507	7
4556 Equipment Replacement	374,622	350,140	(24,482)	8
4557 Information Technology Services	261,375	258,634	(2,741)	9
4562 Self Insurance Fund	125,800	68,900	(56,900)	10
4569 Building Maintenance	71,509	88,749	17,240	11
4240 Department Special Supplies	104,800	94,500	(10,300)	12
4241 Printing	850	900	50	13
4242 Postage	2,500	2,500	-	14
4243 Office Supplies	3,000	3,500	500	15
4245 Small Tools & Equipment	5,000	5,000	-	16
4246 Maintenance	73,500	74,500	1,000	17
4247 Rental Equipment	2,000	3,000	1,000	18
4248 Utilities	307,000	318,000	11,000	19
4251 Consulting and Contracting	2,286,000	3,909,000	1,623,000	20
4253 Memberships and Dues	3,000	3,000	-	21
4254 Travel, Conferences, and Meetings	5,700	5,800	100	22
4255 Training	5,000	5,000	-	23
4463 DISTRICT BOARD	38,413	-	(38,413)	24
4463 DISTRICT LEGAL COUNSEL	76,013	-	(76,013)	24
4463 DISTRICT MANAGER	170,987	-	(170,987)	24
4463 DISTRICT SECRETARY	113,490	-	(113,490)	24
4463 FINANCIAL SERVICES	333,801	-	(333,801)	24
4463 FIRE	12,078	-	(12,078)	24
4463 HUMAN RESOURCES	97,222	-	(97,222)	24
4463 PW ENGINEERING	61,161	-	(61,161)	24
4463 INDIRECT COST ALLOCATION	-	690,971	690,971	25
4463 INDIRECT COST ALLOCATION - 2ND ROUND	-	20,561	20,561	25
4463 INDIRECT COST ALLOCATION - EMERGENCY PREP	-	4,841	4,841	25
	<u>6,462,611</u>	<u>8,144,364</u>	<u>1,681,753</u>	

Detailed Analysis:

- Note 1 Adjustments based on assigned personnel
- Note 2 Additional hours to provide additional support
- Note 3 Minor increase to overtime due to increase in personnel costs
- Note 4 Minor increase to standby pay due to increase in personnel costs
- Note 5 Adjustments based on assigned personnel
- Note 6 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 7 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 8 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 9 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 10 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 11 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 12 Adjustment based on FY 2016-2017 expenses and removal of one time purchase for Refurbishing Corp Yard Office Areas in FY 2016-2017
- Note 13 Minor Increase in Printing Costs
- Note 14 No change
- Note 15 Adjustment based on FY 2016-2017 expenses
- Note 16 No change
- Note 17 Adjustment based on FY 2016-2017 expenses
- Note 18 Adjustment based on FY 2016-2017 expenses
- Note 19 Minor Increase in Electrical Costs
- Note 20 Adjustment based on FY 2016-2017 expenses and addition of GIS System, LS#9 Pump Modifications, SMWWTP O&M, Addition of WWTP CIP (Non-Construction)
- Note 21 No change
- Note 22 Adjustment based on FY 2016-2017 expenses
- Note 23 No change
- Note 24 Replaced with Cost Allocation Study findings
- Note 25 Based on Cost Allocation Study findings

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. 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.

In October 2014, CH2M was hired to provide Program Management Services to support all aspects of the Clean Water Program and validate the Master Plan developed and completed by Carollo Engineers in 2014.

The Clean Water Program is a series of projects to upgrade and increase the capacity of the City of San Mateo's and EMID's WWTP and the City of San Mateo's sewer collection system and 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 the Cities' sustainability objectives including recycled water

In August 2015, the Cities elected to move forward with advancing Alternative 3, the Membrane Bio-Reactor design alternative, to the 2014 Draft Integrated Master Plan and to perform additional planning, economic, operational, and technical feasibility investigations. The preferred Membrane Bio-Reactor design alternative was the least expensive, produced the highest quality final WWTP effluent, which would provide more recycle/reuse opportunities than other options, and cost effectively addresses future regulatory compliance needs, with the least overall rate impact.

Due to the complexity of the project, the high volume of construction work anticipated in the Bay Area, and to ensure collaboration amongst all parties during construction, the CWP recommended a CMAR delivery approach for the project and received endorsement by both Cities in May 2016.

In January 2017, the Cities selected Sundt, as their Construction Manager at Risk (CMAR) constructor for Phase I of the WWTP expansion and upgrades project which involves providing services during the design of the project such as cost estimating, constructability reviews, value engineering recommendations, construction scheduling, engaging/negotiating with suppliers, construction bid packaging, and development of the Guaranteed Maximum Price (GMP) for the project. If the firm's performance is satisfactory during Phase I, and the GMP is established and agreed upon, a new contract for Phase II would be brought to the Cities for consideration. Phase II services are estimated at approximately \$250,000,000.

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 10 years, which include WWTP and collection system projects. The estimated share of the WWTP costs for EMID is approximately \$119 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. The Cities of San Mateo and Foster City have formed a Joint Powers Financing Authority, in order to apply for State Revolving Fund (SRF) loans to fund the majority of the project costs. The first SRF application for the WWTP expansion and upgrade project was submitted in February 2017.

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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	686,988	686,988	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	686,988	686,988	-
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	686,988	686,988	-
REALLOCATIONS	-	-	-
TOTAL FOR WASTEWATER REVENUE BOND FUND	\$ 686,988	\$ 686,988	\$ -

DETAIL LINE ITEM REPORT

FINANCIAL SERVICES/CITY TREASURER - GENERAL
 ACCOUNTING Account: 454-1120-415

WASTEWATER REVENUE BOND
 FUND

<i>Services and Supplies</i>	Approved 2016-2017	Requested 2017-2018
454-1120-415-4273 REIMBURSE DISTRICT FOR ADVANCEMENT	\$686,988.00	\$0.00
Subtotal	\$686,988.00	\$0.00
Services and Supplies Total	\$686,988.00	\$0.00
GENERAL ACCOUNTING Total	\$686,988.00	\$0.00

WASTEWATER COLLECTION SYSTEM REVENUE BOND FUND

Account		Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4273	Reimburse EMID for WWTP project costs advanced	686,988	-	(686,988)	1
		<u>686,988</u>	<u>-</u>	<u>(686,988)</u>	

Detailed Analysis

Note 1 Postpone Reimbursement of funds advance by EMID for WWTP project incurred prior to State/bond financing based on timing of financing

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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	193,020	193,020	314,995
Subtotal (Total Department-Controlled Expenses)	193,020	193,020	314,995
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	193,020	193,020	314,995
REALLOCATIONS	-	-	-
TOTAL FOR WASTEWATER EQUIPMENT REPLACEMENT FUND	\$ 193,020	\$ 193,020	\$ 314,995

DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION

Account: 455-0110-413

WASTEWATER ERF

<i>Capital Outlay</i>	Approved 2016-2017	Requested 2017-2018
455-0110-413-4385 EQUIPMENT REPLACEMENT -- WASTEWATER COLLECTION FD	\$193,020.00	\$314,995.00
Subtotal	\$193,020.00	\$314,995.00
Capital Outlay Total	\$193,020.00	\$314,995.00
ADMINISTRATION Total	\$193,020.00	\$314,995.00

Wastewater Equipment Replacement Fund - 455

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4385 EQUIPMENT REPLACEMENT	193,020	314,995	121,975	1
	<u>193,020</u>	<u>314,995</u>	<u>121,975</u>	

Detailed Analysis:

Note 1 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget

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Vehicle Replacement Fund

The mission of the Vehicle Replacement Fund is to provide management, maintenance inspection and replacement of all City/District vehicles and equipment. The Vehicle Maintenance Division develops ongoing maintenance programs for City vehicles and works to develop a cost-effective inventory system.

Vehicle Maintenance Division staff consists of the Director of Parks and Recreation (15%), Building/Vehicle Manager (50%), one full-time Mechanic I, and one full-time Small Engine Mechanic.

The mission and goal of the Vehicle Maintenance program is to provide management, maintenance, and inspection of all City/District vehicles and provide an efficient and safe vehicle fleet through established vehicle maintenance procedures. The Vehicle Replacement Fund provides for the distribution of costs among user departments and replacement of vehicles in a timely manner to accomplish program goals.



DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
PARKS & RECREATION
VEHICLE REPLACEMENT FUND (#501)
Annual Budget Appropriation for Fiscal Year

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 415,300	\$ 415,300	\$ 451,500
SERVICES AND SUPPLIES	497,850	497,850	497,850
CAPITAL OUTLAY	495,040	495,040	1,020,244
Subtotal (Total Department-Controlled Expenses)	1,408,190	1,408,190	1,969,594
INTERNAL SERVICES	104,229	104,229	71,882
Subtotal (Total Department Expenses before Reallocations)	1,512,419	1,512,419	2,041,476
REALLOCATIONS	-	-	243,497
TOTAL FOR VEHICLE REPLACEMENT FUND (#501)	\$ 1,512,419	\$ 1,512,419	\$ 2,284,973

DETAIL LINE ITEM REPORT

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

<i>Capital Outlay</i>		Approved 2016-2017	Requested 2017-2018
501-0560-431-4384	VEHICLE REPLACEMENT CONTINGENCY	\$50,000.00	\$50,000.00
501-0560-431-4384	VEHICLES TO BE REPLACED	\$439,114.00	\$970,244.00
	Subtotal	\$489,114.00	\$1,020,244.00
501-0560-431-4385	EQUIPMENT TO BE REPLACED	\$5,926.00	\$0.00
	Subtotal	\$5,926.00	\$0.00
	Capital Outlay Total	\$495,040.00	\$1,020,244.00
<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
501-0560-431-4110	PERMANENT SALARIES	\$278,000.00	\$290,800.00
	Subtotal	\$278,000.00	\$290,800.00
501-0560-431-4112	OVERTIME	\$1,000.00	\$1,000.00
	Subtotal	\$1,000.00	\$1,000.00
501-0560-431-4120	FRINGE BENEFITS	\$136,300.00	\$159,700.00
	Subtotal	\$136,300.00	\$159,700.00
	Employee Services Total	\$415,300.00	\$451,500.00
<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018
501-0560-431-4520	COMPENSATED ABSENCES	\$4,100.00	\$4,300.00
	Subtotal	\$4,100.00	\$4,300.00
501-0560-431-4556	EQUIPMENT REPLACEMENT	\$5,960.00	\$10,450.00
	Subtotal	\$5,960.00	\$10,450.00
501-0560-431-4557	INFORMATION TECHNOLOGY SERVICES	\$12,769.00	\$12,632.00

	Subtotal	\$12,769.00	\$12,632.00
501-0560-431-4562	INSURANCE	\$81,400.00	\$44,500.00
	Subtotal	\$81,400.00	\$44,500.00
Internal Services Total		\$104,229.00	\$71,882.00

<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
501-0560-431-4243*	BOOTS/UNIFORMS	\$600.00	\$600.00
501-0560-431-4243*	OFFICE & JANITORIAL SUPPLIES	\$200.00	\$200.00
501-0560-431-4243*	SMALL TOOLS	\$400.00	\$400.00
	Subtotal	\$1,200.00	\$1,200.00
501-0560-431-4246*	AUTO PARTS	\$30,000.00	\$30,000.00
501-0560-431-4246*	DIESEL FUEL	\$56,000.00	\$56,000.00
501-0560-431-4246*	FIRE APPARATUS - REPAIR/PM	\$57,500.00	\$57,500.00
501-0560-431-4246*	GASOLINE	\$260,000.00	\$260,000.00
501-0560-431-4246*	RECYCLING, TIRES DISPOSAL, BATTERIES, FILTERS	\$2,500.00	\$2,500.00
501-0560-431-4246	RETROFIT EXHAUST SYSTEMS ON DIESEL VEHICLES	\$10,000.00	\$10,000.00
501-0560-431-4246*	TIRES (REPLACEMENT, REPAIR, FRONT END WORK)	\$20,000.00	\$20,000.00
501-0560-431-4246*	VEHICLE REPAIRS	\$32,000.00	\$32,000.00
501-0560-431-4246*	WASH, DETAIL, TOUCH UP STAFF VEHICLES	\$3,000.00	\$3,000.00
	Subtotal	\$471,000.00	\$471,000.00
501-0560-431-4247	RENTAL OF MISCELLANEOUS EQUIPMENT	\$800.00	\$800.00
	Subtotal	\$800.00	\$800.00
501-0560-431-4248	RADIO MAINTENANCE	\$4,000.00	\$4,000.00
	Subtotal	\$4,000.00	\$4,000.00
501-0560-431-4251*	BIENNIAL VEHICLE INSPECTION & SUPPLIES	\$3,500.00	\$3,500.00
501-0560-431-4251	FIRE VEHICLE PREVENTIVE MAINTENANCE	\$15,600.00	\$15,600.00
	Subtotal	\$19,100.00	\$19,100.00
501-0560-431-4253	NATIONAL AUTOMOBILE FLEET ASSOCIATION (NAFA)	\$500.00	\$500.00
	Subtotal	\$500.00	\$500.00

501-0560-431-4254	FLEET MAINTENANCE/NOR CAL CONFERENCES	\$500.00	\$500.00
	Subtotal	\$500.00	\$500.00
501-0560-431-4255	FORD & TOYOTA DIAGNOSTIC CERT TRAINING	\$750.00	\$750.00
	Subtotal	\$750.00	\$750.00
	Services and Supplies Total	\$497,850.00	\$497,850.00
Reallocation		Approved 2016-2017	Requested 2017-2018
501-0560-431-4463	INDIRECT COST ALLOCATION	\$0.00	\$243,497.00
	Subtotal	\$0.00	\$243,497.00
	Reallocation Total	\$0.00	\$243,497.00
	VEHICLE MAINTENANCE & REP Total	\$1,512,419.00	\$2,284,973.00

Vehicle Replacement Fund Comparison - 501

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4384 Capital Outlay-Vehicles	489,114	1,020,244	531,130	1
4385 Capital Outlay-Equipment	5,926	-	(5,926)	2
4110 Salaries	278,000	290,800	12,800	3
4112 Overtime	1,000	1,000	-	4
4120 Benefits	136,300	159,700	23,400	5
4520 Compensated Absences	4,100	4,300	200	6
4556 Equipment Replacement	5,960	10,450	4,490	7
4557 IT Services	12,769	12,632	(137)	8
4562 Insurance	81,400	44,500	(36,900)	9
4243 Department Supplies	1,200	1,200	-	10
4246 Maintenance	471,000	471,000	-	11
4247 Equipment Rental	800	800	-	12
4248 Citywide Utilities and JUA Utilities	4,000	4,000	-	13
4251 Contractual Services	19,100	19,100	-	14
4253 Memberships and Subscriptions	500	500	-	15
4254 Travel, Conferences, and Meetings	500	500	-	16
4255 Training	750	750	-	17
4463 Indirect Cost Allocation	-	243,497	243,497	18
	<u>1,512,419</u>	<u>2,284,973</u>	<u>772,554</u>	

Detailed Analysis

Note 1	List of vehicles to be replaced is included in budget submittal
Note 2	No equipment planned for replacement
Note 3	No personal changes, budget COLA of 3.5% and adjustment due to salary steps
Note 4	No Significant Change
Note 5	Reflects step increases/changes to percentages
Note 6	Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
Note 7	Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
Note 8	Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
Note 9	Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
Note 10	No Significant Change
Note 11	No Significant Change
Note 12	No Significant Change
Note 13	No Significant Change
Note 14	No Significant Change
Note 15	No Significant Change
Note 16	No Significant Change
Note 17	No Significant Change
Note 18	New line reflecting implementation of Cost Study findings

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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	37,645
CAPITAL OUTLAY	578,248	578,248	1,184,982
Subtotal (Total Department-Controlled Expenses)	578,248	578,248	1,222,627
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	578,248	578,248	1,222,627
REALLOCATIONS	-	-	-
TOTAL FOR EQUIPMENT REPLACEMENT FUND (#502)	\$ 578,248	\$ 578,248	\$ 1,222,627

DETAIL LINE ITEM REPORT

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

<i>Capital Outlay</i>	Approved 2016-2017	Requested 2017-2018
502-0110-413-4385 EMERGENCY REPLACEMENT	\$50,000.00	\$50,000.00
502-0110-413-4385 EQUIPMENT REPLACEMENT -- GENERAL FUND	\$528,248.00	\$990,182.00
Subtotal	\$578,248.00	\$1,040,182.00
502-0110-413-4387 EQUIPMENT REPLACEMENT - PEG EQUIPMENT	\$0.00	\$144,800.00
Subtotal	\$0.00	\$144,800.00
Capital Outlay Total	\$578,248.00	\$1,184,982.00
<i>Services and Supplies</i>	Approved 2016-2017	Requested 2017-2018
502-0110-413-4246 EQUIPMENT REPLACEMENT - TOOLS AND EQUIPMENT	\$0.00	\$37,645.00
Subtotal	\$0.00	\$37,645.00
Services and Supplies Total	\$0.00	\$37,645.00
ADMINISTRATION Total	\$578,248.00	\$1,222,627.00

Equipment Replacement Fund Comparison- 502

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4385 Emergency Replacement	50,000	50,000	-	1
4385 Equipment Replacement - General Fu	528,248	990,182	461,934	2
4387 Equipment Replacement - PEG Equip	-	144,800	144,800	3
4246 Tools and Equipment	-	37,645	37,645	4
	<u>578,248</u>	<u>1,222,627</u>	<u>644,379</u>	

Detailed Analysis

- Note 1 No Significant Change
- Note 2 Detailed list of items for replacement in ERF packet
- Note 3 Previously combined in account 4385
- Note 4 Previously combined in account 4385

Self Insurance Fund

The Self Insurance Fund was established many years ago as a cost savings tool to address the high cost of purchasing commercial liability insurance. The City/District currently has a self-insured retention of \$100,000, meaning that the City/District pays all expenses associated with a claim up to the first \$100,000.

The City of Foster City is a member of a self-insured insurance pool known as ABAG PLAN that provides general liability coverage from \$100,000 to \$25,000,000 per claim. Any claim over \$25,000,000 is the City's responsibility. The pool also jointly purchases all-risk (property) and public officials' bond insurance coverage for member agencies.

Expenditures in this fund represent the ABAG PLAN premium and an allowance for expenses that may be incurred below the \$100,000 liability self-insured retention and property and vehicle damage deductibles. ABAG PLAN premiums are largely based on the member's payroll.

Revenues are derived from assessments to the City General Fund, vehicle replacement fund, water fund and sewer fund; interest earnings; and any rebates of the ABAG PLAN premiums based on positive experience and ABAG PLAN policy.

The Self-Insurance Fund is funded to a target reserve level of \$1 million.



DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
CITY MANAGER
SELF-INSURANCE FUND (#503)
Annual Budget Appropriation for Fiscal Year

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	505,542	505,542	535,743
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	505,542	505,542	535,743
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	505,542	505,542	535,743
REALLOCATIONS	-	-	-
TOTAL FOR SELF-INSURANCE FUND (#503)	\$ 505,542	\$ 505,542	\$ 535,743

DETAIL LINE ITEM REPORT

HUMAN RESOURCES - SELF-INSURANCE FUND

Account: 503-1220-415

SELF INSURANCE FUND

<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
503-1220-415-4241	COPIES	\$100.00	\$100.00
Subtotal		\$100.00	\$100.00
503-1220-415-4242	POSTAGE	\$100.00	\$100.00
Subtotal		\$100.00	\$100.00
503-1220-415-4251	CLAIM SETTLEMENTS, DEFENSE COSTS, OTHER EXPENSES	\$120,000.00	\$140,000.00
Subtotal		\$120,000.00	\$140,000.00
503-1220-415-4253	PARMA MEMBERSHIP DUES	\$110.00	\$110.00
503-1220-415-4253	PRIMA MEMBERSHIP DUES	\$420.00	\$420.00
Subtotal		\$530.00	\$530.00
503-1220-415-4262	ABAG PLAN PREMIUM	\$384,812.00	\$395,013.00
Subtotal		\$384,812.00	\$395,013.00
Services and Supplies Total		\$505,542.00	\$535,743.00
SELF-INSURANCE FUND Total		\$505,542.00	\$535,743.00

Self Insurance Fund Budget Comparison - 503

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4241 Copy	100	100	-	1
4242 Postage	100	100	-	2
4251 Contractual and Professional Services	120,000	140,000	20,000	3
4253 Memberships & Dues	530	530	-	4
4262 ABAG Plan Premium	384,812	395,013	10,201	5
Total	505,542	535,743	30,201	

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 2016-2017 premiums for all insurance were lower than the initial ABAG estimate. ABAG has now recommended budgeting above 25% above the FY 2016-2017 premium for FY 2017-2018 as the insurance market remains unpredictable.

Information Technology Fund

The role of Information Technology is to provide responsive, secure and effective support of the City's network, applications and communication services by coordinating and overseeing the budgeting, planning, implementation, operation and maintenance of City-wide systems and ensure that systems development or implementation proceeds in a logical, integrated and cost-effective manner.

The Information Technology Fund is an Internal Services fund that accounts for the City's investment (both capital and people) in Information Technology. Operating departments are charged back for all of the expenses incurred in this fund based upon their utilization of such technology. Charge backs also include a charge for IT equipment replacement.

PROPOSED SERVICE LEVELS

The objective of the IT Division of the City Manager Department is to support and maintain the existing Information Technology infrastructures, enterprise-wide and department applications, systems and hardware. IT will continue to have as its highest priority the maintenance of existing network infrastructure, maintaining existing software solutions (of which public safety and financial applications will receive the highest priority of service), and providing desktop support for operating departments. IT will provide proactive assistance in helping departments review business processes, developing or acquiring new applications or revising existing applications and improving existing network infrastructure to support streamlined business processes.

- Support and maintain the existing infrastructures, enterprise-wide and department applications, systems and hardware.
- Maintain at all times the Public Safety applications and Financial Systems that have been identified as critical systems. High priority would be given to the services and systems that support the entire organization.
- Support and maintain the existing applications developed by the City. In addition, support and maintain new development on an as-needed basis.
- Support and maintain the existing 3rd party applications. Work with City departments to integrate new applications, systems or devices.
- Support and maintain network security, virus protection and network administration to protect the City's infrastructure.
- Maintain the City's data / voice communication systems and Internet presence.
- Provide staff training and support for maximum utilization of existing software applications and hardware.



The Information Technology Division's on-going goals, completed initiatives and anticipated initiatives are included in the City Manager Department budget narrative.

Total IT internal service charges for FY 2017-2018 will be \$ 1,739,346 which is \$ 7,328 (or ~ 0.4%) lower than internal service charges for FY 2016-2017 of \$ 1,746,674.

- Cost Allocation Model: As part of the full Cost Allocation Model employed in this budget, IT now has \$114,386 in allocated costs to other internal service departments.
- 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 assistance in modifying the custom-built budget application.

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

- Copier Replacements
- Desktop PC Replacements
- Employee ID Card Printing System
- Laptop Replacements
- Police Car Mobile Data Computer Replacements
- Printer and Scanner Replacements
- Public Works Plotter Replacement

Carryovers – Listed below are items that are requested to carry over funds from FY 2016-2017.

- Carryover - Consulting - RFP Development for a Replacement Financial/Payroll Software System

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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 634,200	\$ 634,200	\$ 692,300
SERVICES AND SUPPLIES	690,650	690,650	665,150
CAPITAL OUTLAY	393,950	393,950	228,100
Subtotal (Total Department-Controlled Expenses)	1,718,800	1,718,800	1,585,550
INTERNAL SERVICES	6,300	6,300	6,580
Subtotal (Total Department Expenses before Reallocations)	1,725,100	1,725,100	1,592,130
REALLOCATIONS	-	-	114,396
TOTAL FOR INFORMATION TECHNOLOGY FUND (#504)	\$ 1,725,100	\$ 1,725,100	\$ 1,706,526

DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - IT Account: 504-0160-419

COMMUNICATION & INFO SVC

<i>Capital Outlay</i>		Approved 2016-2017	Requested 2017-2018
504-0160-419-4388	Carryover - Document Management Software	\$50,000.00	\$0.00
504-0160-419-4388	Carryover - GIS Software	\$40,000.00	\$0.00
504-0160-419-4388	Carryover - Permitting/Inspection Software	\$200,000.00	\$0.00
504-0160-419-4388	Copier Replacements	\$0.00	\$54,000.00
504-0160-419-4388	Desktop PC Replacements	\$7,000.00	\$50,800.00
504-0160-419-4388	Employee ID Card Printing System	\$0.00	\$6,000.00
504-0160-419-4388	EOC/Policy Room AV Equipment	\$15,000.00	\$0.00
504-0160-419-4388	IBM iSeries Server Replacement	\$41,000.00	\$0.00
504-0160-419-4388	Laptop Replacements	\$3,000.00	\$5,000.00
504-0160-419-4388	Police Car Mobile Data Computer Replacements	\$0.00	\$100,000.00
504-0160-419-4388	Printer and Scanner Replacements	\$0.00	\$6,300.00
504-0160-419-4388	Public Works Plotter Replacement	\$0.00	\$6,000.00
504-0160-419-4388	Scada System Server Replacements	\$7,950.00	\$0.00
504-0160-419-4388	Voice Recording System for 911	\$30,000.00	\$0.00
Subtotal		\$393,950.00	\$228,100.00
Capital Outlay Total		\$393,950.00	\$228,100.00
<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
504-0160-419-4110	PERMANENT SALARIES	\$431,000.00	\$454,500.00
504-0160-419-4110	TEMPORARY PART-TIME INTERN	\$15,000.00	\$0.00
Subtotal		\$446,000.00	\$454,500.00
504-0160-419-4111	TEMPORARY PART TIME PROGRAMMER - ANNUITANT	\$0.00	\$15,000.00
Subtotal		\$0.00	\$15,000.00

504-0160-419-4120	FRINGE BENEFITS (F/T Salaries)	\$183,700.00	\$222,800.00
504-0160-419-4120	TEMPORARY PART-TIME INTERN FRINGE	\$4,500.00	\$0.00
	Subtotal	\$188,200.00	\$222,800.00
	Employee Services Total	\$634,200.00	\$692,300.00

<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018
504-0160-419-4520	COMPENSATED ABSENCES	\$6,300.00	\$6,580.00
	Subtotal	\$6,300.00	\$6,580.00
	Internal Services Total	\$6,300.00	\$6,580.00

<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
504-0160-419-4240	CONTINGENCY / EMERGENCY EQUIPMENT REPLACEMENT	\$50,000.00	\$50,000.00
	Subtotal	\$50,000.00	\$50,000.00
504-0160-419-4241	COPIES	\$750.00	\$750.00
	Subtotal	\$750.00	\$750.00
504-0160-419-4242	POSTAGE FOR CORRESPONDENCE, PACKAGES, ETC.	\$300.00	\$300.00
	Subtotal	\$300.00	\$300.00
504-0160-419-4243	OFFICE SUPPLIES	\$400.00	\$400.00
	Subtotal	\$400.00	\$400.00
504-0160-419-4245	REPLACEMENT MONITORS & PROJECTORS (AS NEEDED)	\$7,000.00	\$7,000.00
504-0160-419-4245	WEBSITE MANAGEMENT SOFTWARE SYSTEM	\$60,000.00	\$0.00
	Subtotal	\$67,000.00	\$7,000.00
504-0160-419-4246	AGENDA/MINUTES/VIDEO STREAMING ANNUAL FEE	\$8,500.00	\$11,000.00
504-0160-419-4246	BACKUP HARDWARE MAINT AND CLOUD REPLICATION	\$22,000.00	\$22,000.00
504-0160-419-4246	BUSINESS CONTINUITY SERVICES	\$20,000.00	\$20,000.00
504-0160-419-4246	CITIZEN REQUEST MAINTENANCE APP (SeeClickFix)	\$7,000.00	\$7,000.00
504-0160-419-4246	DEPT SPECIALIZED SOFTWARE	\$12,000.00	\$15,000.00
504-0160-419-4246	DOCUMENT MANAGEMENT SOFTWARE MAINTENANCE	\$17,000.00	\$17,000.00
504-0160-419-4246	FIREWALL MAINTENANCE	\$15,000.00	\$15,000.00

504-0160-419-4246	GIS SOFTWARE MAINTENANCE	\$40,000.00	\$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	\$1,000.00	\$1,000.00
504-0160-419-4246	MICROSOFT SERVER, OFFICE AND CAL LICENSES - EA	\$54,000.00	\$55,000.00
504-0160-419-4246	OTHER MISC MAINTENANCE AS REQUIRED	\$56,000.00	\$59,000.00
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)	\$36,000.00	\$41,500.00
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	\$12,000.00
504-0160-419-4246	WEBSITE CONTENT MANAGEMENT SOFTWARE MAINT	\$0.00	\$10,000.00
	Subtotal	\$383,000.00	\$414,000.00
504-0160-419-4248	AT&T TELEPHONE SERVICES	\$37,000.00	\$37,000.00
504-0160-419-4248	CELL PHONE (VERIZON)	\$19,000.00	\$20,000.00
504-0160-419-4248	DATA ACCESS IN VEHICLES (PD/IT)	\$6,000.00	\$6,000.00
504-0160-419-4248	INTERNET SERVICE PROVIDER	\$26,000.00	\$27,000.00
	Subtotal	\$88,000.00	\$90,000.00
504-0160-419-4251	CARRYOVER CONSULTING - ERP SYSTEM RFP DEVELOPMENT	\$0.00	\$30,000.00
504-0160-419-4251	CONSULTING - RFP DEVELOPMENT OF ERP SYSTEM	\$30,000.00	\$0.00
504-0160-419-4251	GIS INTEGRATION SERVICES	\$30,000.00	\$30,000.00
	Subtotal	\$60,000.00	\$60,000.00
504-0160-419-4253	IT - MEMBERSHIPS, DUES, SUBSCRIPTIONS	\$700.00	\$700.00
	Subtotal	\$700.00	\$700.00
504-0160-419-4254	IT STAFF CONFERENCES	\$1,500.00	\$1,500.00
504-0160-419-4254	SUNGARD USER CONFERENCE (4)	\$4,500.00	\$6,000.00
	Subtotal	\$6,000.00	\$7,500.00
504-0160-419-4255	IT TECHNICAL TRAINING	\$7,500.00	\$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	\$2,500.00	\$2,500.00

		Subtotal	\$12,500.00	\$12,500.00
504-0160-419-4259	CITY-WIDE HARDWARE & SOFTWARE (UNDER \$1,000)		\$14,000.00	\$14,000.00
504-0160-419-4259	IT - PC SOFTWARE & HARDWARE		\$5,000.00	\$5,000.00
504-0160-419-4259	MISC DEPARTMENT PRINTER/SCANNER REPLACEMENTS		\$3,000.00	\$3,000.00
		Subtotal	\$22,000.00	\$22,000.00
		Services and Supplies Total	\$690,650.00	\$665,150.00
Reallocation				
			Approved 2016-2017	Requested 2017-2018
504-0160-419-4463	INDIRECT COST ALLOCATION		\$0.00	\$114,396.00
		Subtotal	\$0.00	\$114,396.00
		Reallocation Total	\$0.00	\$114,396.00
		IT Total	\$1,725,100.00	\$1,706,526.00

Information Technology Fund Comparison - 504

Account	Budget FY 2016-2017	Budget FY 2017-2018	Increase (Decrease)	Notes
4388 Capital Outlay	393,950	228,100	(165,850)	1
4110 Salaries	446,000	454,500	8,500	2
4111 Part-Time Salary	-	15,000	15,000	3
4120 Benefits	188,200	222,800	34,600	4
4520 Compensated Absences	6,300	6,580	280	5
4240 Contingency Replacement	50,000	50,000	-	6
4241 Copies	750	750	-	7
4242 Postage	300	300	-	8
4243 Office Supplies	400	400	-	9
4245 Tools and Equipment	67,000	7,000	(60,000)	10
4246 Maintenance	383,000	414,000	31,000	11
4248 Utilities and Communications	88,000	90,000	2,000	12
4251 Consulting and Contracting	60,000	60,000	-	13
4253 Memberships and Dues	700	700	-	14
4254 Travel, Conferences, and Meetings	6,000	7,500	1,500	15
4255 Training	12,500	12,500	-	16
4259 Misc. Software and Hardware	22,000	22,000	-	17
4444 Indirect Cost Allocation	-	114,396	114,396	18
	<u>1,725,100</u>	<u>1,706,526</u>	<u>(18,574)</u>	

Detailed Analysis:

- Note 1 Decrease is related primarily to the completion of a few large capital projects, namely the Permitting Software System Replacement and GIS System Replacement
- Note 2 No personal changes, budget COLA of 3.5% and adjustment due to salary steps
- Note 3 One-time assistance from an annuitant in modifying the custom-built budget application.
- Note 4 Contractual adjustment to benefits formulas (e.g. CalPERS, medical, etc.)
- Note 5 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 6 Unchanged
- Note 7 Unchanged
- Note 8 Unchanged
- Note 9 Unchanged
- Note 10 Website replacement project was budgeted in 2016-2017, and was a one-time migration cost
- Note 11 Increase in Police Software Maintenance and AntiVirus renewal, and the new cost of the Website Management software maintenance
- Note 12 Small change to reflect 2016-2017 actual
- Note 13 Addition of Consulting for ERP RFP Development (30,000), removal of Business Continuity Consulting (25,000)
- Note 14 Unchanged
- Note 15 Added additional staff to travel to SunGard conference for new Permitting Software
- Note 16 Unchanged
- Note 17 Unchanged
- Note 18 The FY 2017-2018 budget uses the full Cost Allocation Model that was not listed in previous budgets.

Building Maintenance Fund

The Building Maintenance Fund captures the costs of City-wide Building Maintenance. The Building Maintenance Division provides management, maintenance and inspection of City/District buildings and equipment and develops ongoing maintenance systems and procedures. Staff provides efficient, timely and quality service to maintain the 175,867 square feet of diverse facilities and the hours of operation to meet community needs and industry standards.

Building Division staff includes the Director of Parks and Recreation (15%); Building/Vehicle Maintenance Manager (50%); 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 repair, preventative maintenance and special projects in a timely manner.

Building Maintenance Division duties include but are not limited to:

- Emergency Repairs – such as a gas leak or a water pipe break
- Regular Repairs and Work Requests – such as an electrical outlet failure, carpet stain removal, lighting ballast replacement or restroom plumbing
- Supplies/Inventory – ordering and organizing maintenance supplies and materials
- Preventative Maintenance –such as inspecting fire extinguishers
- Special Projects and Capital Improvement Projects – such as room upgrades or interior or exterior painting

Building Maintenance oversees contracts for janitorial services and for work that is beyond the scope of staff's professional training or workforce capacity.

In FY 2016-2017, Building Maintenance completed the following projects:

- Replaced HVAC unit in Recreation Center Senior wing
- Performed phase one of Library water intrusion project
- Installed new doors at Corporation Yard Public Works chemical room
- Painted Recreation Center / Senior Wing exterior



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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 528,100	\$ 528,100	\$ 573,650
SERVICES AND SUPPLIES	1,075,004	1,075,004	1,070,840
CAPITAL OUTLAY	57,500	57,500	340,500
Subtotal (Total Department-Controlled Expenses)	1,660,604	1,660,604	1,984,990
INTERNAL SERVICES	108,560	108,560	116,015
Subtotal (Total Department Expenses before Reallocations)	1,769,164	1,769,164	2,101,005
REALLOCATIONS	-	-	314,669
TOTAL FOR BUILDING MAINTENANCE FUND (#505)	\$ 1,769,164	\$ 1,769,164	\$ 2,415,674

DETAIL LINE ITEM REPORT

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

<i>Capital Outlay</i>		Approved 2016-2017	Requested 2017-2018
505-0550-419-4385	BUILDING CONTINGENCY	\$50,000.00	\$50,000.00
505-0550-419-4385	BUILDING CONTINGENCY - REC CENTER ROOF	\$0.00	\$100,000.00
505-0550-419-4385	CITY HALL CONFERENCE ROOM CHAIRS	\$7,500.00	\$7,500.00
505-0550-419-4385	ITEMS TO BE REPLACED	\$0.00	\$153,000.00
505-0550-419-4385	SECURITY CAMERA - COURTYARD	\$0.00	\$30,000.00
Subtotal		\$57,500.00	\$340,500.00
Capital Outlay Total		\$57,500.00	\$340,500.00
<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
505-0550-419-4110	PERMANENT SALARIES	\$350,800.00	\$366,200.00
Subtotal		\$350,800.00	\$366,200.00
505-0550-419-4112	OVERTIME	\$5,000.00	\$5,000.00
Subtotal		\$5,000.00	\$5,000.00
505-0550-419-4120	FRINGE BENEFITS	\$172,300.00	\$202,450.00
Subtotal		\$172,300.00	\$202,450.00
Employee Services Total		\$528,100.00	\$573,650.00
<i>Internal Services</i>		Approved 2016-2017	Requested 2017-2018
505-0550-419-4520	COMPENSATED ABSENCES	\$5,178.00	\$5,410.00
Subtotal		\$5,178.00	\$5,410.00
505-0550-419-4544	VEHICLE REPLACEMENT	\$46,003.00	\$35,003.00
Subtotal		\$46,003.00	\$35,003.00
505-0550-419-4556	EQUIPMENT REPLACEMENT	\$27,584.00	\$46,127.00

	Subtotal	\$27,584.00	\$46,127.00
505-0550-419-4557	INFORMATION TECHNOLOGY SERVICES	\$29,795.00	\$29,475.00
	Subtotal	\$29,795.00	\$29,475.00
	Internal Services Total	\$108,560.00	\$116,015.00

<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
505-0550-419-4243	DEPARTMENT SUPPLIES	\$5,840.00	\$5,840.00
	Subtotal	\$5,840.00	\$5,840.00
505-0550-419-4246	BLDG. MATERIAL - LUMBER, HARDWARE, PAINT, ETC.	\$30,000.00	\$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	\$12,500.00	\$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	\$0.00
505-0550-419-4246	GOVERNMENT CENTER MAINTENANCE	\$58,000.00	\$58,000.00
505-0550-419-4246	HVAC REPAIR AND MAINTENANCE	\$27,025.00	\$27,500.00
505-0550-419-4246	JANITORIAL SUPPLIES	\$40,000.00	\$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	\$20,130.00	\$20,200.00
505-0550-419-4246	SUSTAINABILITY PROJECTS	\$10,000.00	\$10,000.00
505-0550-419-4246	VANDALISM REPAIRS	\$1,000.00	\$1,000.00
	Subtotal	\$249,455.00	\$244,900.00
505-0550-419-4248	UTILITIES FOR ALL CITY FACILITIES/JOINT USE	\$461,817.00	\$462,000.00
	Subtotal	\$461,817.00	\$462,000.00
505-0550-419-4251	CITYWIDE JANITORIAL SERVICES	\$250,000.00	\$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	\$4,100.00
505-0550-419-4251	FIRE PROTECTION SYSTEM	\$12,650.00	\$12,700.00
505-0550-419-4251	GOVERNMENT CENTER MAINTENANCE AND BUILDING REPAIRS	\$34,517.00	\$34,600.00
505-0550-419-4251	SOLAR MAINTENANCE	\$20,000.00	\$20,000.00
505-0550-419-4251	TEST/REPAIR/REPLACE BUILDING BACKFLOW SYSTEMS	\$15,000.00	\$15,000.00
	Subtotal	\$355,142.00	\$355,350.00
505-0550-419-4254	MAINTENANCE MANAGEMENT SEMINAR	\$2,000.00	\$2,000.00
	Subtotal	\$2,000.00	\$2,000.00
505-0550-419-4255	HVAC INSPECTION	\$750.00	\$750.00
	Subtotal	\$750.00	\$750.00
	Services and Supplies Total	\$1,075,004.00	\$1,070,840.00
Reallocation		Approved 2016-2017	Requested 2017-2018
505-0550-419-4463	INDIRECT COST ALLOCATION	\$0.00	\$314,669.00
	Subtotal	\$0.00	\$314,669.00
	Reallocation Total	\$0.00	\$314,669.00
	BUILDING MAINTENANCE Total	\$1,769,164.00	\$2,415,674.00

Building Maintenance Fund Comparison - 505

Account		Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4385	Capital Outlay	57,500	340,500	283,000	1
4110	Salaries	350,800	366,200	15,400	2
4112	Overtime	5,000	5,000	-	3
4120	Benefits	172,300	202,450	30,150	4
4520	Compensated Absences	5,178	5,410	232	5
4544	Vehicle Replacement	46,003	35,003	(11,000)	6
4556	Equipment Replacement	27,584	46,127	18,543	7
4557	IT Services	29,795	29,475	(320)	8
4243	Department Supplies	5,840	5,840	-	9
4246	Maintenance	249,455	244,900	(4,555)	10
4248	Citywide Utilities and JUA Utilities	461,817	462,000	183	11
4251	Contractual Services	355,142	355,350	208	12
4254	Travel, Conferences, and Meetings	2,000	2,000	-	13
4255	Training	750	750	-	14
4463	Indirect Cost Allocation	-	314,669	314,669	15
		<u>1,769,164</u>	<u>2,415,674</u>	<u>646,510</u>	

Detailed Analysis

- Note 1 Increase in items funded and due for replacement FY 2017-2018
- Note 2 No personal changes, budget COLA of 3.5% and adjustment due to salary steps
- Note 3 No significant change
- Note 4 Reflects step increases/ benefits percentage changes
- Note 5 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 6 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 7 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 8 Change in assessment per proposed FY 2017-2018 Internal Service Fund budget
- Note 9 No significant change
- Note 10 Removed fountain maintenance due to decommissioning of fountains during drought
- Note 11 No significant change
- Note 12 No significant change
- Note 13 No significant change
- Note 14 No significant change
- Note 15 New line reflecting implementation of Cost Study findings

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. It 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. Effective FY 2016-2017, Government Accounting Standards Board (GASB) Statement no. 73 requires the accounting and reporting of the Longevity Recognition Benefits Fund be included in the City's financial statements. Since the assets of the Plan are under the control of the Governing Board and have not been set aside into an irrevocable trust, they are not permitted to offset against the Plan's actuarially determined liability in the Balance Sheet. In addition, GASB 73 requires the Plan's liability to be valued using the 20-year tax-exempt General Obligation Municipal Bonds with an average rating of AA/Aa or higher (2.85% as of June 30, 2016). As a result, based on the April 2017 Actuarial Valuation performed by Bartel Associates, the projected 6/30/17 Actuarial Accrued Liability for the Plan is \$4.108 million. The expected benefits payments for FY 2017-2018 is \$194,000.

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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 143,000	\$ 143,000	\$ 194,000
SERVICES AND SUPPLIES	17,500	17,500	8,500
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	160,500	160,500	202,500
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	160,500	160,500	202,500
REALLOCATIONS	-	-	-
TOTAL FOR LONGEVITY RECOGNITION BENEFITS FUND (#507)	\$ 160,500	\$ 160,500	\$ 202,500

DETAIL LINE ITEM REPORT

ADMINISTRATIVE SERVICES - Account: 507-0460-499

LONGEVITY RECOGNITION BENEFITS FUND

<i>Employee Services</i>	Approved 2016-2017	Requested 2017-2018
507-0460-499-4120 LONGEVITY RECOGNITION BENEFITS PAYMENTS	\$143,000.00	\$194,000.00
Subtotal	\$143,000.00	\$194,000.00
Employee Services Total	\$143,000.00	\$194,000.00
<i>Services and Supplies</i>	Approved 2016-2017	Requested 2017-2018
507-0460-499-4251 ACTUARIAL VALUATION	\$17,500.00	\$8,500.00
Subtotal	\$17,500.00	\$8,500.00
Services and Supplies Total	\$17,500.00	\$8,500.00
Total	\$160,500.00	\$202,500.00

Longevity Recognition Benefits Fund (Longevity) Budget Comparison - 507

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4120 LONGEVITY RECOGNITION BENEFITS PAYMENTS	143,000	194,000	51,000	1
4251 ACTUARIAL VALUATION	17,500	8,500	(9,000)	2
Total	<u>160,500</u>	<u>202,500</u>	<u>42,000</u>	

Detailed Analysis:

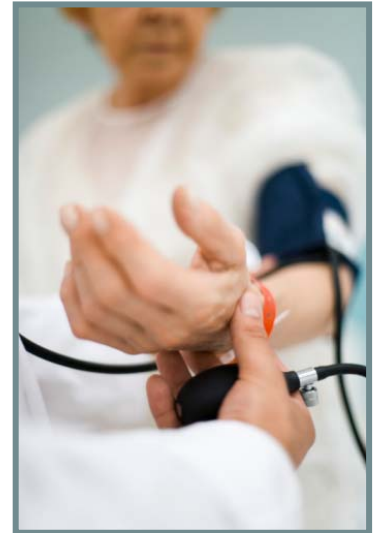
Note 1 Increase in anticipated retirements.

Note 2 FY 2017-2018 is only an update of the actuarial report including any changes in the discount rate

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, 2017, the minimum monthly employer contribution is \$128, 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). 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. Effective FY 2017-2018, Government Accounting Standards Board (GASB) Statement no. 75 requires the accounting and reporting of the PEMHCA Benefits Plan be included in the City's financial statements. Since the assets of the Plan are under the control of the Governing Board and have not been set aside into an irrevocable trust, they are not permitted to offset against the Plan's actuarially determined liability in the Balance Sheet. In addition, GASB 75 requires the Plan's liability to be valued using the 20-year tax-exempt General Obligation Municipal Bonds with an average rating of AA/Aa or higher (2.85% as of June 30, 2016). As a result, based on the April 2017 Actuarial Valuation performed by Bartel Associates, the projected 6/30/17 Actuarial Accrued Liability for the Plan is \$13.113 million, inclusive of a \$4.454 million implied subsidy. The expected benefits payments for FY 2017-2018 will total \$162,000.



DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
HUMAN RESOURCES
PEMHCA BENEFITS PLAN FUND (#508)
Annual Budget Appropriation for Fiscal Year

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 156,000	\$ 156,000	\$ 162,000
SERVICES AND SUPPLIES	17,500	17,500	9,500
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	173,500	173,500	171,500
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	173,500	173,500	171,500
REALLOCATIONS	-	-	-
TOTAL FOR PEMHCA BENEFITS PLAN FUND (#508)	\$ 173,500	\$ 173,500	\$ 171,500

DETAIL LINE ITEM REPORT

ADMINISTRATIVE SERVICES - Account: 508-0460-999

PEMHCA BENEFITS PLAN

<i>Employee Services</i>		Approved 2016-2017	Requested 2017-2018
508-0460-999-4120	PEMHCA BENEFITS PAYMENTS	\$156,000.00	\$162,000.00
Subtotal		\$156,000.00	\$162,000.00
Employee Services Total		\$156,000.00	\$162,000.00
<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
508-0460-999-4251	ACTUARIAL VALUATION	\$17,500.00	\$9,500.00
Subtotal		\$17,500.00	\$9,500.00
Services and Supplies Total		\$17,500.00	\$9,500.00
Total		\$173,500.00	\$171,500.00

Public Employees' Medical and Hospital Care Act (PEMHCA) Benefits Plan Fund - 508

Account		Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4120	PEMHCA BENEFITS PAYMENTS	156,000	162,000	6,000	1
4251	ACTUARIAL VALUATION	17,500	9,500	(8,000)	2
	Total	<u>173,500</u>	<u>171,500</u>	<u>(2,000)</u>	

Detailed Analysis:

Note 1 Increase in anticipated retirements.

Note 2 FY 2017-2018 is only an update of the actuarial report including any changes in the discount rate

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 2017-2018, 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, 2017, the Fund Balance is deficient by approximately \$92,915. As a result, the City Council authorized a transfer from surplus Reserves in the Vehicle Replacement Internal Service Fund at the end of FY 2016-2017 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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 225,850	\$ 225,850	\$ 266,796
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	225,850	225,850	266,796
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	225,850	225,850	266,796
REALLOCATIONS	-	-	-
TOTAL FOR COMPENSATED ABSENCES FUND (#509)	\$ 225,850	\$ 225,850	\$ 266,796

DETAIL LINE ITEM REPORT

ADMINISTRATIVE SERVICES - Account: 509-0460-999

COMPENSATED ABSENCES

<i>Employee Services</i>	Approved 2016-2017	Requested 2017-2018
509-0460-999-4120 COMPENSATED ABSENCES PAYOUTS	\$225,850.00	\$266,796.00
Subtotal	\$225,850.00	\$266,796.00
Employee Services Total	\$225,850.00	\$266,796.00
Total	\$225,850.00	\$266,796.00

Compensated Absences Comparison - 509

Account		Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4120	COMPENSATED ABSENCES PAYOUTS	225,850	266,796	40,946	1
	Total	<u>225,850</u>	<u>266,796</u>	<u>40,946</u>	

Detailed Analysis:

Note 1 Projected benefit payment for FY 2017-2018 reflects an updated analysis of historical benefit payouts

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

	2016-2017		2017-2018
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 534,800	\$ 534,800	\$ 513,000
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	534,800	534,800	513,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	534,800	534,800	513,000
REALLOCATIONS	-	-	-
TOTAL FOR SUCCESSOR AGENCY OF CDA (#604)	\$ 534,800	\$ 534,800	\$ 513,000

DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION

Account: 604-0110-413

SUCCESSOR AGENCY OF CDA

<i>Services and Supplies</i>		Approved 2016-2017	Requested 2017-2018
604-0110-413-4251	SUCCESSOR AGENCY OF CDA	\$534,800.00	\$513,000.00
	Subtotal	\$534,800.00	\$513,000.00
	Services and Supplies Total	\$534,800.00	\$513,000.00
	ADMINISTRATION Total	\$534,800.00	\$513,000.00

Successor Agency of Community Development Agency - 604

Account	Approved FY 2016-2017	Requested FY 2017-2018	Increase (Decrease)	Notes
4251 Successor Agency Recognized Obligations	534,800	513,000	(21,800)	1
Total	<u>534,800</u>	<u>513,000</u>	<u>(21,800)</u>	

Detailed Analysis

Note 1 Estimated reduction in recognized obligations (legal fees) in FY 2017-2018

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 2017-2018.

Ongoing Projects:

(CIP 455-611, Budget \$450,000) Sewer System Rehabilitation (2010-2011)

This project is a continuation of the District's on-going program to assess the condition and perform repairs to the sanitary sewer collection system. Repairs are identified based on the video inspections performed by the District's Public Works Maintenance staff. 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. Funding in the amount of \$450,000 has been approved for the project.

Based on the Technical Memorandum which HydroScience has prepared, it was determined pipe segments located within easements between residential properties would need to be re-routed to the street (public right-of-way) as it is nearly impossible to do construction work between homes to remove and replace these pipes. In addition, there are pipe segments on busy streets requiring night time work, adding extra construction costs.

The design recommendations included in the Technical Memorandum suggested an additional \$1,000,000 is required to fully fund construction. It is requested that \$500,000 budgeted for 2020-2021 Sanitary Sewer System Improvements be used to supplement the funding gap. With an additional funding request of \$500,000, a combined budget of \$1,450,000 will allow design and construction of the project.

Project Timeline:

Design	In Progress
Construction	Fall 2017
Project Closeout	Spring 2018

(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.

The bid opening was held on March 23, 2017 and the construction contract was awarded to the lowest responsible responsive bidder. The construction contract was awarded at the EMID Board meeting on April 17, 2017.

Project Timeline:

Regulatory Permit/Design	Complete
Construction	Summer 2017
Project Closeout	Winter 2019

(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. 2016-75 adopted on October 17, 2016, approved the plans and specs and authorized the call for bids. Resolution No. 2016-74, also adopted on October 17, 2016, approved the Negative Declaration of Environmental Impact and adopted the Mitigation Monitoring Program.

The regulatory permit to perform the project has been received. The approved permit restricts construction period between September 1 and November 30, 2017. The project has an approved budget of \$1,950,000. Construction is anticipated in September 2016.

Project Timeline:

Regulatory Permitting/Design	Complete
Construction	September 2017
Project Closeout	Early 2018

(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 2018
Project Closeout	Winter 2018

(CIP 405-636, Budget \$475,000) Water System Improvements and Valve Replacements (2013-2014)

This project is part of the District’s ongoing program to maintain and upgrade the water system by installing and/or replacing valves and appurtenances to improve reliability and minimize service interruption to the customers.

The project includes:

- Replacement of an 18” gate valve at the intersection of Mariner’s Island Blvd. & Fashion Island Blvd.;
- Replacement of a 16” butterfly valve at the NE corner of the intersection of E. Hillsdale Blvd. and Edgewater Blvd.;

- Installation of two 18” butterfly valves and bypass tees on the 24” transmission main attached to the Seal Slough Bridge. The valves and the bypass tees will be installed at the ends of the bridge to allow bypassing should the almost 100 year old Bridge fail.

Funding of \$475,000 has been approved in the previous years. At the meeting on October 6, 2014, the EMID Board of Directors awarded the contract agreement to HydroScience Engineers, Inc. to prepare construction documents suitable for bidding. During design, additional items of work needing repairs were uncovered and included in the project:

- A leak was discovered on the 24-inch transmission pipeline near the west end of the Seal Slough Bridge. That leak was temporarily repaired but a permanent repair is necessary.
- A leak was discovered on the 8-inch water line that serves Detroit Drive. Currently, a temporary bypass piping is installed to supply water to Detroit Drive.
- A review of a closed-circuit television (CCTV) inspection video revealed damage to the cement mortar lining of the 24” pipe near the west side of Seal Slough Bridge. The repair of the lining will be included in this project.

An additional funding of \$500,000 will be required to fully fund construction of the expanded project. To minimize budgetary impact, it is requested that the future funding request of \$500,000 included in the 5-Year CIP Plan for the Water System Improvement Project (2018-2019) be re-allocated to this project. Valves included in the 2018-2019 project will be replaced by the operational crew in coming years as time permits.

It is anticipated the design will be completed by summer 2017, with construction to commence in fall 2017.

Project Timeline:

Design	Spring 2017
Construction	Fall 2017
Project closeout	Spring 2018

(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 2018
Project Closeout	Winter 2018

(CIP 455-652, Budget \$16,915,000) Wastewater Treatment Plant (WWTP) Master Plan Improvements (2015-2016)

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 (EMID and San Mateo) Wastewater Treatment Plant and portions of the City of San Mateo's wastewater collection system.

October 26, 2016 concluded year 2 of the CWP, which included the following project milestones:

- In March 2016, a Notice to Proceed (NTP) was issued to the contractor, Monterey Mechanical for \$16,276,000 for construction of the WWTP Immediate Action Projects I (IAP I). Work consists of the rehabilitation of gravity thickeners, upgrades to secondary clarifiers, replacement of centrifuge hoist and new plant control system instrumentation upgrades. Construction is continuing through 2017.
- In April 2016, HDR Engineering was awarded a design contract for Phase I conceptual design of the Secondary Treatment Facilities Design. HDR was previously awarded a conceptual design contract for the Headworks and Primary Clarifiers in 2015.
- In June 2016, the Final Programmatic Environmental Impact Report (PEIR) was certified by San Mateo, adopting the in-system storage alternative and approving the WWTP Improvements Project. The Notice of Determination was filed with the State Clearinghouse in June, and the PEIR is now finalized.
- In July 2016, EMID and San Mateo authorized the San Mateo-Foster City Public Financing Authority (JPFA) to

apply for the State Water Resources Control Board's Clean Water State Revolving Fund (CWSRF) program for an amount not to exceed \$750 million (with EMID's share approximately \$88 million).

- In September 2016, a contract amendment was executed for scope and funding year three (3) of CH2M's program management advisory services for the CWP for \$14,366,405.
- In October 2016, three WWTP related studies were initiated: (1) Odor Study, (2) SCADA Master Plan, and (3) Water Reuse Evaluation Study.
- In November 2016, HDR Engineering was awarded a design contract for Phase II of the combined design of the WWTP Expansion Project (formerly the Headworks and Primary Clarifiers and the Secondary Treatment Facilities project) for \$23,820,000. Design is 30% complete.
- In January 2017, a professional services agreement was awarded to Sundt Construction to provide Construction Manager at Risk (CMAR) for Phase I - pre-construction services for the WWTP Expansion Project for \$2M. Phase I will focus on providing services during the design of the WWTP Expansion Project, including cost estimating, constructability reviews, value engineering recommendations, construction scheduling, bid packaging, and development of the Guaranteed Maximum Price (GMP) for construction of the Project. Phase I is expected to last 20 months. Phase II CMAR services will focus on the construction of the project and is estimated to be approximately \$250,000,000. Based on Sundt's performance during Phase I, and pending mutual agreement on the GMP, a new contract for Phase II would be brought forward for approval in late 2018.

Year 3 of the CWP began October 27, 2016. It will continue to focus on the execution of major improvements including:

- Completing Detroit Drive and WWTP site preparation.
- Providing detailed design for the WWTP Expansion Project 60-90% design.
- Coordinating with Sundt (CMAR contractor), HDR (WWTP Designer), and Cities' Staff.
- Submitting State Revolving Funds (SRF) loan package, and determining revenue requirements.
- Providing WWTP Odor Control, SCADA, and Water Reuse Studies.

Staff and legal Counsel from EMID and the City of San Mateo have been in negotiations to discuss revisions to the current JPA to define each Agency's capacity share of the plant and incorporate provisions for the administration of the WWTP Expansion Project Improvements Project into the Agreement. A draft amended Agreement will be brought forward to each members' respective Councils/Boards in Spring of 2017.

Erler & Kalinowski, Inc. is continuing to provide technical support services for EMID. Foster City's share of the CWP is estimated at \$119 million dollars over the life of the 10-year project.

Project Timeline:

Construction of IAP Projects	2016-2017
Submit SRF Loan Applications	2017
Permits/Site Prep	2017
Design	2017-2018
Construction of WWTP Expansion begins	2018
Commission WWTP/Recycled Water	2022
CWP Completion	2026

(CIP 301-654, Budget \$75,000) Lagoon Intake Gate Replacement (2015-2016)

There are three (3) lagoon intake gates that are used to control the bay waters entering into Foster City's Lagoon. Currently, one (1) gate is 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) originally scheduled for construction in the summer of 2016 was delayed due to environmental review. The project is now approved and scheduled for construction in August 2017. 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 intake gates will be replaced shortly after the dredging project is complete.

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	Fall 2017
Project Closeout	Early 2018

(CIP 301-655, Budget \$925,000) Lawn Conversion and Bocce Court Expansion (2015-2016) – (On-Hold)

This project is postponed until completion of RECREATION CENTER MASTER PLAN STUDY.

(CIP 301-656, Budget \$320,000) Park Infrastructure Improvements (2015-2016)

1. Boardwalk Refinishing and Resealing (Budget \$45,000.)

This project consisted of refinishing and resealing the wooden boardwalk and chain-rail support poles at Leo J. Ryan Park. This project was completed and closed out.

2. Lawn Conversions (Budget \$250,000)

Staff 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. The scope of work for these projects includes any combination of the following components:

- Sod removal
- Irrigation modifications
- Soil amendment
- Drought tolerant planting
- Mulching

Selected lawn conversions include:

- Library – Phase I completed Fall 2016
- Catamaran - Completed Spring 2017
- City Hall - 2017

3. Park Pathway Renovations (Budget \$330,000)-Combined with Public Works Project (CIP 301-653)

The scope of work for this job included 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.

This included pathways at:

- Boothbay Park
- Constitution Walkway

- Killdeer Park
- Edgewater Park
- Sea Cloud Park

This portion of the CIP was completed and closed out by Public Works under CIP 301-653.

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 were in dis-repair and needed replacing. This project included demo and replacement of old roofs, skylights, and new vent flashings. This project is completed and closed out.

(CIP 301-657, Budget \$4,077,465) 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. When the new flood insurance rate map becomes effective, 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. 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.

Resolution No. 2016-17 dated October 17, 2017 awarded the contract to Schaaf & Wheeler Consulting Engineers in an amount not-to-exceed \$2,324,286 to provide professional consulting services including engineering design and environmental regulatory permitting services. Additional funding request of \$2-million dollars each in FY 2017-2018 and FY 2018-19 are included in the 5-Year

CIP plan to allow for continuation of the engineering design work and provide 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/Regulatory Permitting	FY 2016-2018
Construction	FY 2018-2020
Project Closeout	FY 2021

(CIP 301-658, Budget \$626,175) Traffic Improvements @ Lincoln Center Drive and 3RD 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, design is nearly complete by the consultant, Traffic Patterns, LLC. The design details have been submitted to PG&E along with the new service application. As soon as the PG&E

service is set-up (anticipated in Spring 2017), the project will be ready to bid.

Project Timeline:

Design	Spring 2017
Construction	Summer 2017
Project Closeout	Fall 2017

(CIP 301-659, Budget \$3,475,000) Soccer Fields S1, S2, and Baseball Field B1 Synthetic Turf Installation at Sea Cloud Park & Synthetic turf Installation at Catamaran Park (2016-2017)

1. Soccer Fields S1, S2, and Baseball Field B1 Synthetic Turf Installation at Sea Cloud Park (Budget \$3,275,000)

Soccer fields S1, S2, and Baseball field B1 are used heavily by Foster City youth sports groups.

The installation of synthetic turf on the baseball infield associated with grass outfield and soccer areas will minimize maintenance of grass turf areas.

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.

Water savings associated with this project is estimated at 2 million gallons annually.

Project Timeline:

Design	July 2016 – March 2017
Construction	June 2017 – October 2017
Project Close-out	December 2017

2. Catamaran Synthetic Turf Replacement (Budget \$200,000)

The synthetic turf at Catamaran soccer-field was deteriorating and was replaced under pro-rated warranty with substantial cost-savings of approximately \$450,000. This warranty included:

- New top of the line, state of the art Field Turf product
- Adjustments and repairs to Brock and drainage corrections
- 12 Year Life-span
- 8 Year Warranty

This project was completed in September, 2016.

(CIP 405-660, Budget \$50,000) Remove and Recoat Water Tanks 1, 2 and 3 (2016-2017)

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 and repainted. 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.

Preliminary review by an inspection firm revealed that the coating on all three (3) steel tanks is beginning to show signs of failure and localized corrosion. The tanks being adjacent to the bay have contributed to the deterioration. This failure requires that the coating be refurbished and/or replaced based on further evaluation.

Funding in the amount of \$50,000 is approved in the FY 2016-2017 budget for design and a budget request of \$2,500,000 is included in FY 2018-2019 as part of the 5-Year CIP plan.

Project Timeline:

Request for Proposal	FY 2017-2018
Design	FY 2018-2019
Construction	FY 2019-2020

(CIP 301–661, Budget \$750,000) Sanitary Sewer Force Main Rehabilitation (2016-2017)

This project is part of the District’s continuing program to maintain the sanitary sewer collection system. The project includes the rehabilitation or replacement of the 12-inch force main that runs along the northbound lanes of Edgewater Boulevard from Beach Park Boulevard to Regulus Street. This 12-inch force main receives wastewater from Neighborhood Nos. 7 and 8 (Lift Station Nos. 33 and 34) and was constructed approximately 40 years ago. This sewer line has been repaired four times in the last 10 years and is in need of a permanent repair or replacement. Due to the highly corrosive soil, the fittings at the pipe joints have deteriorated. Furthermore, as wastewater releases corrosive hydrogen sulfide gas, the internal pipe surface has also eroded.

On their meeting of November 21, 2016, the EMID Board of Directors approved Resolution No. 3363 authorizing the issuance of a Request for Proposal (RFP) for professional engineering services. The RFP was issued and staff is currently in the process of selecting a design consultant.

This project is intended to permanently fix the sewer force main prior to the Edgewater Boulevard street overlay project scheduled to begin in FY 2019-2020.

Project Timeline:

Project Design	Winter 2017
Construction	FY 2018-2019
Project Closeout	Winter 2019

(CIP 455-662, Budget \$250,000) Wastewater Collection System Master Plan Study (2016-2017)

The District’s wastewater collection infrastructure system was constructed in the 1960s. In 1993, Harris Consultants, Inc. completed the Sewer Force Main Master Plan and Inspection

Program report for the district. The District currently has an active CIP to replace/rehabilitate/improve the wastewater gravity sewer lines, force mains, and lift stations. By incorporating a comprehensive Wastewater Collection System Master Plan, it will enable the District to strategize future planning and budgeting efforts in order to maintain collection reliability and efficiency under current demands and future growth.

The scope of work of the master plan study is to evaluate the system-wide flow characteristics, assess existing hydraulic capacity of the collection system, evaluate pipeline and lift station conditions and potential replacement and/or rehabilitation needs, and create a prioritized long-range 20-year CIP plan and funding approach to allow a sustainable level of service to the District’s ratepayers.

Project Timeline:

Request for Proposal	Winter 2016
Award Consultant	Spring 2017

(CIP 301–663, Budget \$1,350,000) Street Rehabilitation (2016-2017)

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 ADA ramp retrofit, 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 2017 followed by construction in Summer 2017.

Project Timeline:

Project Design – In-house	In Progress
Construction	Summer 2017
Project Closeout	Winter 2017

(CIP 301-664, Budget \$325,000) Bicycle, Pedestrian, and Intersection Evaluation Study (2016-2017)

The Bicycle, Pedestrian, and Intersection Evaluation 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 will focus on Safe Routes to School Assessment, Bicycle Network Assessment, Traffic Signal Network Assessment, and Evaluation of Citizens Requests.
- Phase II will focus on Arterial Traffic Operations.

On August 1, 2016, the City Council approved the scope of work for Phase I of the project, as well as the implementation of Bike Sharrows symbols/legends as street pavements are being rehabilitated. It was recommended that Phase II of the project be postponed until the private development projects, which are currently in construction or entitled, have been completed when traffic conditions are fully realized.

The City Council awarded the consultant agreement to Traffic Patterns, LLC at the meeting on December 19, 2016 to provide traffic engineering and transportation planning services for Phase I of the project. It is anticipated that Phase I of the study will be completed by Spring 2017.

Project Timeline:

Phase I	Spring 2017
Phase II	TBD

(CIP 301-665, Budget \$140,000) Sidewalk Installation Adjacent to Bridgeview Park Entrance (2016-2017)

This project includes construction of new 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 entrance/driveway, connecting the existing sidewalks at the Animal cove Pet Hospital to the west (460 feet) and the bay trail to the east (640 feet). This will allow safe travel for the public along Beach Park Boulevard to get to Bridgeview Park.

Staff has completed preparation of plans and specifications for the project. Advertisement for the construction is anticipated in Spring 2017 followed by construction in Summer 2017.

Project Timeline:

Design	Completed
Construction	Summer 2017
Project Closeout	Winter 2017

(CIP 301-666, Budget \$180,000) Rehabilitation of Crosswalk Pavers on Chess Drive (2016-2017)

The project provides for the replacement of the brick pavers and concrete bands on Chess Drive. The brick pavers at this location were removed and reset in December 2006 as part of a 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.

Project Timeline:

Project Design	FY 2016-2017
Construction	Summer 2017
Project Closeout	Winter 2017

(CIP 301-667, Budget \$25,000) Road Improvements at Metro Center Blvd. and SR-92 On-Ramp (2016-2017)

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 the mitigation measure TRANS-2 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.

Funding in the amount of \$25,000 has been approved for the preliminary design of the project. A concept plan line study has been completed by Traffic Patterns, LLC. with a preliminary cost estimate that will be presented to BioMed for its share of contribution to fund the roadway improvements.

Project Timeline:

Detailed Design	FY 2017-2018
Construction	FY 2018-2019

(CIP 405-668, Budget \$250,000) Water Distribution System Master Plan Study (2016-2017)

The District's water distribution infrastructure was constructed in the early 1960s. The District currently has an active CIP to replace water valves, water meters, and water pumps. By incorporating a comprehensive Water Distribution Master Plan, it will enable the District to strategize future planning and budgeting efforts in order to maintain distribution reliability and efficiency under current demands, future growth, and emergencies.

The scope of work of the master plan study is to document existing facilities and infrastructure, identify deficiencies, develop efficient maintenance and operational procedures, and prepare a long-range 20-year CIP plan and funding approach to allow a sustainable level of service.

Project Timeline

Request for Proposal	Winter 2016
Award Consultant	Spring 2017

(CIP 301-669, Budget \$240,757) Corporation Yard Facility Improvements (2016-2017)

This project includes three elements: (1) Refurbishing the Men's Locker Room, Shower Room and Bathroom to replace aging and failing infrastructure and bring the facility into ADA and Title 24 energy efficiency compliance. (2) Replacing the roof of the training room and workshop building. (3) Refinishing the Corporation Yard gates.

In November 2016, National Analytics Laboratory conducted Lead, Asbestos and Mold testing in preparation for development of the bid package. In December, 2016, a contract in the amount of \$29,500 was awarded to DGA Architects to create the construction drawings for the Men's Locker Room, Shower Room and Bathroom. Plans and Specifications will be brought to the City Council in Spring 2017 with award of contract expected in April/May. Construction should commence toward the end of the FY 2016-2017 Fiscal Year and continue into the first part of FY 2017-2018.

Funding in the amount of \$240,757 was approved for a portion of the project in FY 2016-2017. Additional funding in the amount of \$325,245 is included for funding in FY 2017-2018.

Project Timeline:

Locker/Shower/Bathroom Construction	In Progress
Gates/Roof Construction	FY 2017-2018
Project closeout	December 2018

Projects Completed but Not Yet Closed in FY 2016-2017

(CIP 405-651, Budget \$964,295) Two Natural Gas Powered Engines and Pumps Replacement (2013-2014)

The engines were installed in early 2016 and currently awaiting a permit from the Bay Area Air Quality Management District to allow the engines to be used full time rather than “emergency use” only. This would allow for flexibility and increased reliability.

Projects Completed and Closed Out in FY 2016-2017:

- (CIP 301-621, Budget \$2,165,000) Vintage Park Overcrossing Project (2011-2012)
- (CIP 455-645, Budget \$463,000) Lift Station 59 Effluent Line Improvements (2014-2015)
- (CIP 301 – 648, Budget \$170,000) Wooden Dock and Concrete Deck Adjacent to Edgewater Place (2014-2015)
- (CIP 301-650, Budget \$628,354) Parks Infrastructure Improvements
- (CIP 301–653, Budget \$2,107,670) Street Rehabilitation (2015-2016)
- (Portion of CIP 301-656, Budget \$65,000) Parks Infrastructure Improvements, Boardwalk Refinishing and Resealing
- (Portion of CIP 301-656, Budget \$25,000) Parks Infrastructure Improvements, Restroom Roof Replacements

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 2017-18 TO 2021-22)

Category	NO.	PROJECT NAME	Funding Source*	TOTAL - Not						
				Including Prior Years	2017-18	2018-19	2019-20	2020-21	2021-22	
WATER PROJECTS										
A	W-1	(CIP 636) WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2013-2014)	CW	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	
B	W-2	(CIP 660) REMOVE AND RECOAT WATER TANKS 1, 2 AND 3 (2016-2017)	CW	\$ 2,500,000	\$ -	\$ 2,500,000	\$ -	\$ -	\$ -	
A	W-3	(NEW CIP) WATER QUALITY DOSING AND TANK IMPROVMENTS (2017-2018)	CW	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	
B	W-4	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2018-2019)	CW	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	
B	W-5	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2, AND 3 (2018-2019)	CW	\$ 300,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -	
TOTAL WATER PROJECTS				5	\$ 3,650,000	\$ 750,000	\$ 2,900,000	\$ -	\$ -	
WASTEWATER PROJECTS										
A	WW-1	(CIP 611) SANITARY SEWER SYSTEM IMPROVEMENTS (2010-2011)	CWW	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	
A	WW-2	(CIP 652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)	BF/SRF	\$ 104,505,649	\$ 12,345,628	\$ 16,165,083	\$ 32,725,346	\$ 31,338,708	\$ 11,930,884	
A	WW-3	(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS – PHASE 6 (2020-2021)	CWW	\$ 6,000,000	\$ -	\$ -	\$ -	\$ 600,000	\$ 5,400,000	
TOTAL WASTEWATER COLLECTION SYSTEM PROJECTS				3	\$ 111,505,649	\$ 13,345,628	\$ 16,165,083	\$ 32,725,346	\$ 31,938,708	\$ 17,330,884
STREETS/TRAFFIC PROJECTS										
A	ST-1	(NEW CIP) STREET REHABILITATION (2017-2018)	MA/MM/GT	\$ 1,350,000	\$ 1,350,000	\$ -	\$ -	\$ -	\$ -	
A	ST-2	(NEW CIP) STREET REHABILITATION (2018-2019)	MA/MM/GT	\$ 1,350,000	\$ -	\$ 1,350,000	\$ -	\$ -	\$ -	
A	ST-3	(NEW CIP) STREET REHABILITATION (2019-2020)	MA/MM/GT	\$ 1,350,000	\$ -	\$ -	\$ 1,350,000	\$ -	\$ -	
A	ST-4	(NEW CIP) STREET REHABILITATION (2020-2021)	GT/MM	\$ 1,350,000	\$ -	\$ -	\$ -	\$ 1,350,000	\$ -	
A	ST-5	(NEW CIP) STREET REHABILITATION (2021-2022)	CC/MA/MM/GT	\$ 1,350,000	\$ -	\$ -	\$ -	\$ -	\$ 1,350,000	
TOTAL STREETS/TRAFFIC PROJECTS				5	\$ 6,750,000	\$ 1,350,000	\$ 1,350,000	\$ 1,350,000	\$ 1,350,000	\$ 1,350,000
STORMWATER/LAGOON PROJECTS										
B	SW-1	(NEW CIP) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2018-2019)	CC	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -	
B	SW-2	(NEW CIP) UNDERWATER BRIDGE SUPPORT STRUCTURES INSPECTION AND REPAIR PROJECT (2021-2022)	CC	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	
TOTAL STORMWATER/LAGOON PROJECTS				2	\$ 400,000	\$ -	\$ 150,000	\$ -	\$ -	\$ 250,000
PARKS PROJECTS										
C	P-01	(NEW CIP) TENNIS AND BASKETBALL COURTS RESURFACING (2017-2018)	CC	\$ 275,000	\$ 275,000	\$ -	\$ -	\$ -	\$ -	
C	P-02	(NEW CIP) DOG PARK REFURBISHMENT (2017-2018)	CC	\$ 375,000	\$ 375,000	\$ -	\$ -	\$ -	\$ -	
B	P-03	(NEW CIP) EDGEWATER PARK CONCRETE WALKWAY REPLACEMENT (2017-2018)	CC	\$ 215,000	\$ 215,000	\$ -	\$ -	\$ -	\$ -	
C	P-04	(NEW CIP) PLAYGROUND ADA COMPLIANCE PROJECTS - GULL PARK (2017-2018)	CC	\$ 550,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	
C	P-05	(NEW CIP) PLAYGROUND ADA COMPLIANCE PROJECTS - MARLIN PARK (2017-2018)	CC	\$ 550,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	
C	P-06	(NEW CIP) PARK MONUMENT SIGNS – PHASE II (2018-2019)	CC	\$ 130,000	\$ -	\$ 130,000	\$ -	\$ -	\$ -	
C	P-07	(NEW CIP) BOOTHBAY PARK FAMILY PLAYGROUND (2018-2019)	CC/PIL	\$ 1,390,000	\$ -	\$ 1,390,000	\$ -	\$ -	\$ -	
A	P-08	(NEW CIP) PARKS SYSTEM MASTER PLAN STUDY (2018-2019)	CC	\$ 257,500	\$ -	\$ 257,500	\$ -	\$ -	\$ -	
C	P-09	(NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (2019-2020)	CC	\$ 800,000	\$ -	\$ -	\$ 800,000	\$ -	\$ -	
C	P-10	(NEW CIP) PLAYGROUNDS ADA COMPLIANCE (2019-2020)	CC	\$ 350,000	\$ -	\$ -	\$ 350,000	\$ -	\$ -	
C	P-11	(NEW CIP) POMPANO PARK RENOVATION (2020-2021)	CC/PIL	\$ 565,000	\$ -	\$ -	\$ -	\$ 565,000	\$ -	
C	P-12	(NEW CIP) ARCTURUS PARK RENOVATION (2020-2021)	CC	\$ 625,000	\$ -	\$ -	\$ -	\$ 625,000	\$ -	
C	P-13	(NEW CIP) TENNIS COURTS RESURFACING (2020-2021)	CC	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000	\$ -	
C	P-14	(NEW CIP) BOARDWALK RE-FINISHING AND RE-SEALING (2021-2022)	CC	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	
C	P-15	(NEW CIP) KILLDEER PARK RENOVATION (2021-2022)	CC	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	
C	P-16	(NEW CIP) PARKING LOT RESURFACING (2021-2022)	CC	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000	
C	P-17	(NEW CIP) PARK PATHWAY RESURFACING (2021-2022)	CC	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ 550,000	
TOTAL PARKS PROJECTS				17	\$ 9,982,500	\$ 1,965,000	\$ 1,777,500	\$ 1,150,000	\$ 1,390,000	\$ 3,700,000
LEVEE PROJECTS										
A	L-1	(CIP 657) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT - (2015-2016)	BF	\$ 4,000,000	\$ 2,000,000	\$ 2,000,000	\$ -	\$ -	\$ -	
TOTAL LEVEE PROJECTS				1	\$ 4,000,000	\$ 2,000,000	\$ 2,000,000	\$ -	\$ -	\$ -
BUILDING PROJECTS										
B	B-1	(CIP 669) CORPORATION YARD FACILITY IMPROVEMENTS (2016-2017)	CC/CW/CWW	\$ 325,245	\$ 325,245	\$ -	\$ -	\$ -	\$ -	
A	B-2	(NEW CIP) LIBRARY EXTERIOR WALL SEALING AND TILE INSTALLATION (2017-2018)	CC	\$ 120,000	\$ 120,000	\$ -	\$ -	\$ -	\$ -	
A	B-3	(NEW CIP) CITY FACILITY PAINT (2019-2020)	BMF/CC	\$ 310,000	\$ -	\$ -	\$ 310,000	\$ -	\$ -	
A	B-4	(NEW CIP) POLICE STATION HVAC (2019-2020)	BMF/CC	\$ 90,000	\$ -	\$ -	\$ 90,000	\$ -	\$ -	
TOTAL BUILDING PROJECTS				4	\$ 845,245	\$ 445,245	\$ -	\$ 400,000	\$ -	\$ -
GRAND TOTAL				37	\$ 137,133,394	\$ 19,855,873	\$ 24,342,583	\$ 35,625,346	\$ 34,678,708	\$ 22,630,884

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

**TABLE A
FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FISCAL YEAR 2017-18 TO 2021-22)**

Project No.	PROJECT DESCRIPTION	TOTAL
CATEGORY A PROJECTS		
W-1	(CIP 636) WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2013-2014)	\$ 500,000
W-3	(NEW CIP) WATER QUALITY DOSING AND TANK IMPROVMENTS (2017-2018)	\$ 250,000
WW-1	(CIP 611) SANITARY SEWER SYSTEM IMPROVEMENTS (2010-2011)	\$ 1,000,000
WW-2	(CIP 652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)	\$ 104,505,649
WW-3	(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS – PHASE 6 (2020-2021)	\$ 6,000,000
ST-1	(NEW CIP) STREET REHABILITATION (2017-2018)	\$ 1,350,000
ST-2	(NEW CIP) STREET REHABILITATION (2018-2019)	\$ 1,350,000
ST-3	(NEW CIP) STREET REHABILITATION (2019-2020)	\$ 1,350,000
ST-4	(NEW CIP) STREET REHABILITATION (2020-2021)	\$ 1,350,000
ST-5	(NEW CIP) STREET REHABILITATION (2021-2022)	\$ 1,350,000
P-08	(NEW CIP) PARKS SYSTEM MASTER PLAN STUDY (2018-2019)	\$ 257,500
L-1	(CIP 657) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT - (2015-2016)	\$ 4,000,000
B-2	(NEW CIP) LIBRARY EXTERIOR WALL SEALING AND TILE INSTALLATION (2017-2018)	\$ 120,000
B-3	(NEW CIP) CITY FACILITY PAINT (2019-2020)	\$ 310,000
B-4	(NEW CIP) POLICE STATION HVAC (2019-2020)	\$ 90,000
Subtotal for Category A Projects		\$123,783,149
CATEGORY B PROJECTS		
W-2	(CIP 660) REMOVE AND RECOAT WATER TANKS 1, 2 AND 3 (2016-2017)	\$ 2,500,000
W-4	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2018-2019)	\$ 100,000
W-5	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2, AND 3 (2018-2019)	\$ 300,000
SW-1	(NEW CIP) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2018-2019)	\$ 150,000
SW-2	(NEW CIP) UNDERWATER BRIDGE SUPPORT STRUCTURES INSPECTION AND REPAIR PROJECT (2021-2022)	\$ 250,000
P-03	(NEW CIP) EDGEWATER PARK CONCRETE WALKWAY REPLACEMENT (2017-2018)	\$ 215,000
B-1	(CIP 669) CORPORATION YARD FACILITY IMPROVEMENTS (2016-2017)	\$ 325,245
Subtotal for Category B Projects		\$3,840,245
CATEGORY C PROJECTS		
P-01	(NEW CIP) TENNIS AND BASKETBALL COURTS RESURFACING (2017-2018)	\$ 275,000
P-02	(NEW CIP) DOG PARK REFURBISHMENT (2017-2018)	\$ 375,000
P-04	(NEW CIP) PLAYGROUND ADA COMPLIANCE PROJECTS - GULL PARK (2017-2018)	\$ 550,000
P-05	(NEW CIP) PLAYGROUND ADA COMPLIANCE PROJECTS - MARLIN PARK (2017-2018)	\$ 550,000
P-06	(NEW CIP) PARK MONUMENT SIGNS – PHASE II (2018-2019)	\$ 130,000
P-07	(NEW CIP) BOOTHBAY PARK FAMILY PLAYGROUND (2018-2019)	\$ 1,390,000
P-09	(NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (2019-2020)	\$ 800,000
P-10	(NEW CIP) PLAYGROUNDS ADA COMPLIANCE (2019-2020)	\$ 350,000
P-11	(NEW CIP) POMPANO PARK RENOVATION (2020-2021)	\$ 565,000
P-12	(NEW CIP) ARCTURUS PARK RENOVATION (2020-2021)	\$ 625,000
P-13	(NEW CIP) TENNIS COURTS RESURFACING (2020-2021)	\$ 200,000
P-14	(NEW CIP) BOARDWALK RE-FINISHING AND RE-SEALING (2021-2022)	\$ 50,000
P-15	(NEW CIP) KILLDEER PARK RENOVATION (2021-2022)	\$ 2,500,000
P-16	(NEW CIP) PARKING LOT RESURFACING (2021-2022)	\$ 600,000
P-17	(NEW CIP) PARK PATHWAY RESURFACING (2021-2022)	\$ 550,000
Subtotal for Category C Projects		\$9,510,000
GRAND TOTAL		\$137,133,394

**TABLE B
FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FISCAL YEAR 2017-18 TO 2021-22)**

No.	DESCRIPTION	Building Maintenance Fund	CIP City (Fund 301)	Bond Financing (5)	Capital Asset Acquisition & Replacement (Fund 304)	Developer Deposits (4)	Foster City Foundation	Measure A (Fund 102)	Gas Tax (2103)	Measure M (Fund 105)	Park-In-Lieu Fees (Fund 104)	Bond Financing/SRF (6)	Water Capital Investment (Fund 405)	Wastewater Capital Investment Fund (455)	TOTAL	No.
	Funds Available for CIP Projects (1)		\$ 1,681,470		\$ 36,673,717	\$ 2,586,884		\$ 853,958	\$ 1,108,086		\$ 14,648		\$ 4,998,797	\$ 4,823,841	\$ 52,741,401	
	Long-Term CIP Funding Program (2)		\$ 7,800,000										\$ 1,025,000	\$ 3,900,000	\$ 12,725,000	
	Revenue Projections (3)	\$ 87,500	\$ 8,577,215		\$ 7,537,800			\$ 3,464,400	\$ 767,700	\$ 562,800	\$ 749,900				\$ 21,747,315	
	Fund Transfers (4)														\$ -	
	Other Sources			\$ 4,000,000								\$ 104,505,649			\$ 108,505,649	
	Total Available	\$ 87,500	\$ 18,058,685	\$ 4,000,000	\$ 44,211,517	\$ 2,586,884	\$ -	\$ 4,318,358	\$ 1,875,786	\$ 562,800	\$ 764,548	\$ 104,505,649	\$ 6,023,797	\$ 8,723,841	\$ 195,719,365	
CATEGORY A PROJECTS																
W-1	(CIP 636) WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2013-2014)												\$ 500,000		\$ 500,000	W-1
W-3	(NEW CIP) WATER QUALITY DOSING AND TANK IMPROVEMENTS (2017-2018)												\$ 250,000		\$ 250,000	W-3
WW-1	(CIP 611) SANITARY SEWER SYSTEM IMPROVEMENTS (2010-2011)													\$ 1,000,000	\$ 1,000,000	WW-1
WW-2	(CIP 652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)											\$ 104,505,649			\$ 104,505,649	WW-2
WW-3	(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 6 (2020-2021)													\$ 6,000,000	\$ 6,000,000	WW-3
ST-1	(NEW CIP) STREET REHABILITATION (2017-2018)							\$ 1,167,600	\$ 76,400	\$ 106,000					\$ 1,350,000	ST-1
ST-2	(NEW CIP) STREET REHABILITATION (2018-2019)							\$ 1,164,000	\$ 77,900	\$ 108,100					\$ 1,350,000	ST-2
ST-3	(NEW CIP) STREET REHABILITATION (2019-2020)							\$ 1,103,057	\$ 136,643	\$ 110,300					\$ 1,350,000	ST-3
ST-4	(NEW CIP) STREET REHABILITATION (2020-2021)								\$ 1,237,500	\$ 112,500					\$ 1,350,000	ST-4
ST-5	(NEW CIP) STREET REHABILITATION (2021-2022)		\$ 60,000					\$ 880,000	\$ 290,000	\$ 120,000					\$ 1,350,000	ST-5
P-08	(NEW CIP) PARKS SYSTEM MASTER PLAN STUDY (2018-2019)		\$ 257,500												\$ 257,500	P-08
L-1	(CIP 657) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT - (2015-2016)			\$ 4,000,000											\$ 4,000,000	L-1
B-2	(NEW CIP) LIBRARY EXTERIOR WALL SEALING AND TILE INSTALLATION (2017-2018)		\$ 120,000												\$ 120,000	B-2
B-3	(NEW CIP) CITY FACILITY PAINT (2019-2020)	\$ 28,000	\$ 282,000												\$ 310,000	B-3
B-4	(NEW CIP) POLICE STATION HVAC (2019-2020)	\$ 59,500	\$ 30,500												\$ 90,000	B-4
SUB TOTAL OF CATEGORY A PROJECTS		\$ 87,500	\$ 750,000	\$ 4,000,000	\$ -	\$ -	\$ -	\$ 4,314,657	\$ 1,818,443	\$ 556,900	\$ -	\$ 104,505,649	\$ 750,000	\$ 7,000,000	\$ 123,783,149	
FUNDS AVAIL. (LESS CATEGORY A PROJECTS)		\$ -	\$ 17,308,685	\$ -	\$ 44,211,517	\$ 2,586,884	\$ -	\$ 3,701	\$ 57,343	\$ 5,900	\$ 764,548	\$ -	\$ 5,273,797	\$ 1,723,841	\$ 71,936,216	
CATEGORY B PROJECTS																
W-2	(CIP 660) REMOVE AND RECOAT WATER TANKS 1, 2 AND 3 (2016-2017)												\$ 2,500,000		\$ 2,500,000	W-2
W-4	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2018-2019)												\$ 100,000		\$ 100,000	W-4
W-5	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2, AND 3 (2018-2019)												\$ 300,000		\$ 300,000	W-5
SW-1	(NEW CIP) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2018-2019)		\$ 150,000												\$ 150,000	SW-1
SW-2	(NEW CIP) UNDERWATER BRIDGE SUPPORT STRUCTURES INSPECTION AND REPAIR PROJECT (2021-2022)		\$ 250,000												\$ 250,000	SW-2
P-03	(NEW CIP) EDGEWATER PARK CONCRETE WALKWAY REPLACEMENT (2017-2018)		\$ 215,000												\$ 215,000	P-03
B-1	(CIP 669) CORPORATION YARD FACILITY IMPROVEMENTS (2016-2017)		\$ 108,415										\$ 108,415	\$ 108,415	\$ 325,245	B-1
SUB TOTAL OF CATEGORY B PROJECTS		\$ -	\$ 723,415	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 108,415	\$ 108,415	\$ 3,840,245	
FUNDS AVAIL. (LESS CATEGORY A AND B PROJECTS)		\$ -	\$ 16,585,270	\$ -	\$ 44,211,517	\$ 2,586,884	\$ -	\$ 3,701	\$ 57,343	\$ 5,900	\$ 764,548	\$ -	\$ 2,265,382	\$ 1,615,426	\$ 68,095,971	
CATEGORY C PROJECTS																
P-01	(NEW CIP) TENNIS AND BASKETBALL COURTS RESURFACING (2017-2018)		\$ 275,000												\$ 275,000	P-01
P-02	(NEW CIP) DOG PARK REFURBISHMENT (2017-2018)		\$ 375,000												\$ 375,000	P-02
P-04	(NEW CIP) PLAYGROUND ADA COMPLIANCE PROJECTS - GULL PARK (2017-2018)		\$ 550,000												\$ 550,000	P-04
P-05	(NEW CIP) PLAYGROUND ADA COMPLIANCE PROJECTS - MARLIN PARK (2017-2018)		\$ 550,000												\$ 550,000	P-05
P-06	(NEW CIP) PARK MONUMENT SIGNS - PHASE II (2018-2019)		\$ 130,000												\$ 130,000	P-06
P-07	(NEW CIP) BOOTHBAY PARK FAMILY PLAYGROUND (2018-2019)		\$ 740,000								\$ 650,000				\$ 1,390,000	P-07
P-09	(NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (2019-2020)		\$ 800,000												\$ 800,000	P-09
P-10	(NEW CIP) PLAYGROUNDS ADA COMPLIANCE (2019-2020)		\$ 350,000												\$ 350,000	P-10
P-11	(NEW CIP) POMPANO PARK RENOVATION (2020-2021)		\$ 465,000								\$ 100,000				\$ 565,000	P-11
P-12	(NEW CIP) ARCTURUS PARK RENOVATION (2020-2021)		\$ 625,000												\$ 625,000	P-12
P-13	(NEW CIP) TENNIS COURTS RESURFACING (2020-2021)		\$ 200,000												\$ 200,000	P-13
P-14	(NEW CIP) BOARDWALK RE-FINISHING AND RE-SEALING (2021-2022)		\$ 50,000												\$ 50,000	P-14
P-15	(NEW CIP) KILLDEER PARK RENOVATION (2021-2022)		\$ 2,500,000												\$ 2,500,000	P-15
P-16	(NEW CIP) PARKING LOT RESURFACING (2021-2022)		\$ 600,000												\$ 600,000	P-16
P-17	(NEW CIP) PARK PATHWAY RESURFACING (2021-2022)		\$ 550,000												\$ 550,000	P-17
SUB TOTAL OF CATEGORY C PROJECTS		\$ -	\$ 8,760,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000	\$ -	\$ 9,510,000	
FUNDS AVAIL. (LESS CATEGORY A, B, AND C PROJECTS)		\$ -	\$ 7,825,270	\$ -	\$ 44,211,517	\$ 2,586,884	\$ -	\$ 3,701	\$ 57,343	\$ 5,900	\$ 14,548	\$ -	\$ 2,265,382	\$ 1,615,426	\$ 58,585,971	

(1) Funds Available are based upon a February 13, 2017 financial review and also include \$2.0M Emergency Reserve for CIP City, CIP Water and CIP Wastewater.
(2) Funds transferred from the City General Fund (for CIP - City), Water Operations (CIP Water) and Wastewater Operations (CIP Wastewater) over the next five years per the Long-Term CIP Funding Program.
(3) Revenue projections based on a preliminary projection of revenues in preparation of the 5-Year Financial Plan forecast.
(4) Funds represent the deposits made by the developers of the following projects: Gilead Sciences; Chess Drive Offices; Pilgrim-Triton; 15-acre site; Biomed.
(5) Bond Financing
(6) Financing instrument is with Bond Financing and/or State Revolving Fund.

**TABLE C
CAPITAL IMPROVEMENT PROJECT (CIP) PLAN (FISCAL YEAR 2017-18)**

PROJECT NAME	Funding Source*	Total Project Cost	Prior Years' Funding	FY 2017-2018 Funding	City Capital Investment	Bond Financing	Developer Deposits	Measure A	Gas Tax (2103)	Measure M	Park-In-Lieu	Bond Financing/SRF	Water Capital Investment	Wastewater Capital Investment
WATER PROJECTS														
(CIP 636) WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2013-2014)	CW	\$ 975,000	\$ 475,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -
(NEW CIP) WATER QUALITY DOSING AND TANK IMPROVEMENTS (2017-2018)	CW	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -
TOTAL WATER PROJECTS	2	\$ 1,225,000	\$ 475,000	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000	\$ -
WASTEWATER PROJECTS														
(CIP 611) SANITARY SEWER SYSTEM IMPROVEMENTS (2010-2011)	CWW	\$ 1,450,000	\$ 450,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
(CIP 652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)	BF/SRF	\$ 29,260,628	\$ 16,915,000	\$ 12,345,628	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,345,628	\$ -	\$ -
TOTAL WASTEWATER PROJECTS	2	\$ 30,710,628	\$ 17,365,000	\$ 13,345,628	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,345,628	\$ -	\$ 1,000,000
STREETS/TRAFFIC PROJECTS														
(NEW CIP) STREET REHABILITATION (2017-2018)	MA/MM/GT	\$ 1,350,000	\$ -	\$ 1,350,000	\$ -	\$ -	\$ -	\$ -	\$ 1,167,600	\$ 76,400	\$ 106,000	\$ -	\$ -	\$ -
TOTAL STREETS/TRAFFIC PROJECTS	1	\$ 1,350,000	\$ -	\$ 1,350,000	\$ -	\$ -	\$ -	\$ 1,167,600	\$ 76,400	\$ 106,000	\$ -	\$ -	\$ -	\$ -
STORMWATER/LAGOON PROJECTS														
NONE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL STORMWATER/LAGOON PROJECTS	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PARKS PROJECTS														
(NEW CIP) TENNIS AND BASKETBALL COURTS RESURFACING (2017-2018)	CC	\$ 275,000	\$ -	\$ 275,000	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(NEW CIP) DOG PARK REFURBISHMENT (2017-2018)	CC	\$ 375,000	\$ -	\$ 375,000	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(NEW CIP) EDGEWATER PARK CONCRETE WALKWAY REPLACEMENT (2017-2018)	CC	\$ 215,000	\$ -	\$ 215,000	\$ 215,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(NEW CIP) PLAYGROUND ADA COMPLIANCE PROJECTS - GULL PARK (2017-2018)	CC	\$ 550,000	\$ -	\$ 550,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(NEW CIP) PLAYGROUND ADA COMPLIANCE PROJECTS - MARLIN PARK (2017-2018)	CC	\$ 550,000	\$ -	\$ 550,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PARKS PROJECTS	5	\$ 1,965,000	\$ -	\$ 1,965,000	\$ 1,965,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LEVEE PROJECTS														
(CIP 657) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT - (2015-2016)	BF	\$ 6,077,465	\$ 4,077,465	\$ 2,000,000	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL LEVEE PROJECTS	1	\$ 6,077,465	\$ 4,077,465	\$ 2,000,000	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BUILDING PROJECTS														
(CIP 669) CORPORATION YARD FACILITY IMPROVEMENTS (2016-2017)	CC/CW/CWW	\$ 566,002	\$ 240,757	\$ 325,245	\$ 108,415	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 108,415	\$ 108,415
(NEW CIP) LIBRARY EXTERIOR WALL SEALING AND TILE INSTALLATION (2017-2018)	CC	\$ 120,000	\$ -	\$ 120,000	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL BUILDING PROJECTS	2	\$ 686,002	\$ 240,757	\$ 445,245	\$ 228,415	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 108,415	\$ 108,415
GRAND TOTAL	13	\$ 42,014,095	\$ 22,158,222	\$ 19,855,873	\$ 2,193,415	\$ 2,000,000	\$ -	\$ 1,167,600	\$ 76,400	\$ 106,000	\$ -	\$ 12,345,628	\$ 858,415	\$ 1,108,415

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

TABLE D
ACTIVE AND PROPOSED CIP'S THROUGH FY 2021-22

ACTIVE PROJECT	DESCRIPTION	FY AUTH	PRIOR YEARS BUDGET AND ADJUSTMENT	CURRENT YEAR BUDGET AND ADJUSTMENT (2016-2017)	TOTAL APPROVED BUDGET AND ADJUSTMENT	2017-18	2018-19	2019-20	2020-21	2021-22	ESTIMATED TOTAL PROJECT BUDGET
455-611	SANITARY SEWER SYSTEM IMPROVEMENTS (2010-2011)	10-11	\$ 450,000	\$ -	\$ 450,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,450,000
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	\$ 1,950,000	\$ -	\$ 1,950,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,950,000
301-635	MEDIAN MODIFICATIONS - FOSTER CITY BLVD AT CHESS DRIVE - MP#3 (2013-2014, 2014-2015)	13-14	\$ 345,540	\$ -	\$ 345,540	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 345,540
405-636	WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2013-2014)	13-14	\$ 475,000	\$ -	\$ 475,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 975,000
301-637	ROAD IMPROVEMENTS AT FOSTER CITY BLVD AT CHESS DRIVE - MP #4, #7, #8 (2013-2014)	13-14	\$ 1,141,000	\$ -	\$ 1,141,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,141,000
455-652	WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)	15-16	\$ 5,931,000	\$ 10,984,000	\$ 16,915,000	\$ 12,345,628	\$ 16,165,083	\$ 32,725,346	\$ 31,338,708	\$ 11,930,884	\$ 121,420,649
301-653	STREET REHABILITATION (2015-2016)	15-16	\$ 1,150,000	\$ 957,670	\$ 2,107,670	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,107,670
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	\$ (330,000)	\$ 320,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 320,000
301-657	LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT - (2015-2016)	15-16	\$ 1,577,465	\$ 2,500,000	\$ 4,077,465	\$ 2,000,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 8,077,465
301-658	TRAFFIC IMPROVEMENTS @ LINCOLN CENTRE DR. AND E. 3RD AVE. (2015-2016)	15-16	\$ 626,175	\$ -	\$ 626,175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 626,175
301-659	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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,475,000
405-660	REMOVE AND RECOAT WATER TANKS 1, 2 AND 3 (2016-2017)	16-17	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ 2,500,000	\$ -	\$ -	\$ -	\$ 2,550,000
455-661	SANITARY SEWER FORCE MAIN REHABILITATION (2016-2017)	16-17	\$ -	\$ 750,000	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000
455-662	WASTEWATER COLLECTION SYSTEM MASTER PLAN STUDY (2016-2017)	16-17	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
301-663	STREET REHABILITATION (2016-2017)	16-17	\$ -	\$ 1,350,000	\$ 1,350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,350,000
301-664	BICYCLE, PEDESTRIAN, AND INTERSECTION EVALUATION STUDY (2016-2017)	16-17	\$ -	\$ 325,000	\$ 325,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 325,000
301-665	SIDEWALK INSTALLATION ADJACENT TO BRIDGEVIEW PARK ENTRANCE (2016-2017)	16-17	\$ -	\$ 140,000	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,000
301-666	REHABILITATION OF CROSSWALK PAVERS ON CHESS DRIVE (2016-2017)	16-17	\$ -	\$ 180,000	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180,000
301-667	ROAD IMPROVEMENTS AT METRO CENTER BOULEVARD AND SR 92 ON-RAMP (2016-2017)	16-17	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
405-668	WATER DISTRIBUTION SYSTEM MASTER PLAN STUDY (2016-2017)	16-17	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
301-669	CORPORATION YARD FACILITY IMPROVEMENTS (2016-2017)	16-17	\$ -	\$ 240,757	\$ 240,757	\$ 325,245	\$ -	\$ -	\$ -	\$ -	\$ 566,002
NEW	(NEW CIP) WATER QUALITY DOSING AND TANK IMPROVEMENTS (2017-2018)	17-18	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
NEW	(NEW CIP) STREET REHABILITATION (2017-2018)	17-18	\$ -	\$ -	\$ -	\$ 1,350,000	\$ -	\$ -	\$ -	\$ -	\$ 1,350,000
NEW	(NEW CIP) TENNIS AND BASKETBALL COURTS RESURFACING (2017-2018)	17-18	\$ -	\$ -	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000
NEW	(NEW CIP) DOG PARK REFURBISHMENT (2017-2018)	17-18	\$ -	\$ -	\$ -	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ 375,000
NEW	(NEW CIP) EDGEWATER PARK CONCRETE WALKWAY REPLACEMENT (2017-2018)	17-18	\$ -	\$ -	\$ -	\$ 215,000	\$ -	\$ -	\$ -	\$ -	\$ 215,000
NEW	(NEW CIP) PLAYGROUND ADA COMPLIANCE PROJECTS - GULL PARK (2017-2018)	17-18	\$ -	\$ -	\$ -	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ 550,000
NEW	(NEW CIP) PLAYGROUND ADA COMPLIANCE PROJECTS - MARLIN PARK (2017-2018)	17-18	\$ -	\$ -	\$ -	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ 550,000
NEW	(NEW CIP) LIBRARY EXTERIOR WALL SEALING AND TILE INSTALLATION (2017-2018)	17-18	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000
NEW	(NEW CIP) PARK MONUMENT SIGNS - PHASE II (2018-2019)	18-19	\$ -	\$ -	\$ -	\$ -	\$ 130,000	\$ -	\$ -	\$ -	\$ 130,000
NEW	(NEW CIP) BOOTHBAY PARK FAMILY PLAYGROUND (2018-2019)	18-19	\$ -	\$ -	\$ -	\$ -	\$ 1,390,000	\$ -	\$ -	\$ -	\$ 1,390,000
NEW	(NEW CIP) PARKS SYSTEM MASTER PLAN STUDY (2018-2019)	18-19	\$ -	\$ -	\$ -	\$ -	\$ 257,500	\$ -	\$ -	\$ -	\$ 257,500
NEW	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2018-2019)	18-19	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
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	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
NEW	(NEW CIP) CITY FACILITY PAINT (2019-2020)	19-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 310,000	\$ -	\$ -	\$ 310,000
NEW	(NEW CIP) POLICE STATION HVAC (2019-2020)	19-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ 90,000
NEW	(NEW CIP) STREET REHABILITATION (2019-2020)	19-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,350,000	\$ -	\$ -	\$ 1,350,000
NEW	(NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (2019-2020)	19-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$ -	\$ -	\$ 800,000
NEW	(NEW CIP) PLAYGROUNDS ADA COMPLIANCE (2019-2020)	19-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000
NEW	(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 6 (2020-2021)	20-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 5,400,000	\$ 6,000,000
NEW	(NEW CIP) STREET REHABILITATION (2020-2021)	20-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,350,000	\$ -	\$ 1,350,000
NEW	(NEW CIP) POMPANO PARK RENOVATION (2020-2021)	20-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 565,000	\$ -	\$ 565,000
NEW	(NEW CIP) ARCTURUS PARK RENOVATION (2020-2021)	20-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 625,000	\$ -	\$ 625,000
NEW	(NEW CIP) TENNIS COURTS RESURFACING (2020-2021)	20-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000
NEW	(NEW CIP) STREET REHABILITATION (2021-2022)	21-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,350,000	\$ 1,350,000
NEW	(NEW CIP) UNDERWATER BRIDGE SUPPORT STRUCTURES INSPECTION AND REPAIR PROJECT (2021-2022)	21-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000
NEW	(NEW CIP) BOARDWALK RE-FINISHING AND RE-SEALING (2021-2022)	21-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
NEW	(NEW CIP) KILLDEER PARK RENOVATION (2021-2022)	21-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ 2,500,000
NEW	(NEW CIP) PARKING LOT RESURFACING (2021-2022)	21-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000
NEW	(NEW CIP) PARK PATHWAY RESURFACING (2021-2022)	21-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000	\$ 550,000
TOTAL			\$ 21,371,180	\$ 21,147,427	\$ 42,518,607	\$ 19,855,873	\$ 24,342,583	\$ 35,625,346	\$ 34,678,708	\$ 22,630,884	\$ 179,652,001

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2013-2014)

Funding	Funding Sources	
	CIP Water	Total
2017-2018	500,000	500,000
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
2021-2022	-	-
Total	500,000	500,000

Expenditures	Expenditure Categories			
	Estimated	Inflation		Total
	Project Cost	Inflation %	Escalation	
2017-2018	400,000	0%	-	400,000
2018-2019	-	3%	-	-
2019-2020	-	6%	-	-
2020-2021	-	9%	-	-
2021-2022	-	12%	-	-
Subtotal	400,000	-	-	400,000
Contingency 25%	100,000	-	-	100,000
Totals	500,000	-	-	500,000

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

This project is part of the District's ongoing program to maintain and upgrade the water system by installing and/or replacing valves and appurtenances to improve reliability and minimize service interruption to the customers.

Valves included in the project are leaking or not functioning properly. The defective valves are discovered during water main and fire hydrant flushing program. Valves identified for this project

include:

- Replacement of an 18" gate valve at the intersection of Mariner's Island Blvd. & Fashion Island Blvd.;
- Replacement of a 16" butterfly valve at the NE corner of the intersection of E. Hillsdale Blvd. and Edgewater Blvd.;
- Installation of two 18" butterfly valves and bypass tees on the 24" transmission main attached to the Seal Slough Bridge. The valves and the bypass tees will be installed at the ends of the bridge to allow bypassing should the almost 100 year old Bridge fail.

Funding of \$475,000 has been approved in the previous years. At the meeting on October 6, 2014, the EMID Board of Directors awarded the contract agreement to HydroScience Engineers, Inc. to prepare construction documents suitable for bidding. During design, additional items of work needing repairs were uncovered and included in the project:

1. A leak was discovered on the 24-inch transmission pipeline near the west end of the Seal Slough Bridge. That leak was temporarily repaired but a permanent repair is necessary.
2. A leak was discovered on the 8-inch water line that serves Detroit Drive. Currently, a temporary bypass piping is installed to supply water to Detroit Drive.
3. A review of a closed-circuit television (CCTV) inspection video revealed damage to the cement mortar lining of the 24" pipe near the west side of Seal Slough Bridge. The repair of the lining will be included in this project.

The additional funding of \$500,000 will be required to fully fund construction of the expanded project. To minimize budgetary impact, it is requested that the future funding request of \$500,000 included in the 5-Year CIP Plan for the Water System Improvement Project (2018-2019) will be re-allocated to this project. Valves included in the 2018-2019 project will be replaced by the operational crew in coming years as time permits.

It is anticipated the design will be completed by spring 2017, with construction to commence in fall 2017.

ESTIMATED PROJECT SCHEDULE:

Design	Spring 2017
Construction	Fall 2017

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
2017-2018	-	-
2018-2019	2,500,000	2,500,000
2019-2020	-	-
2020-2021	-	-
2021-2022	-	-
Total	2,500,000	2,500,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2017-2018	-	0%	-	-
2018-2019	2,022,700	3%	60,700	2,083,400
2019-2020	-	6%	-	-
2020-2021	-	9%	-	-
2021-2022	-	12%	-	-
Subtotal	2,022,700		60,700	2,083,400
Contingency 20%	404,500		12,100	416,600
Totals	2,427,200		72,800	2,500,000

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.

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 and repainted. 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.

Preliminary review by an inspection firm revealed that the coating on all three (3) steel tanks is beginning to show signs of failure and localized corrosion. The tanks being adjacent to the bay have contributed to the deterioration. This failure requires that the coating be refurbished and/or replaced based on further evaluation.

Funding in the amount of \$50,000 is approved in the FY 2016-2017 budget for design and \$2,500,000 is requested in FY 2018-2019 for the construction of the project.

ESTIMATED PROJECT SCHEDULE:

Request for Proposal	FY 2017-2018
Design	FY 2018-2019
Construction	FY 2019-2020

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WATER QUALITY DOSING AND TANK IMPROVEMENTS (2017-2018)

Funding Sources		
Funding	CIP Water	Total
2017-2018	250,000	250,000
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
2021-2022	-	-
Total	250,000	250,000

Expenditure Categories				
Expenditures	Estimated	Inflation		Total
	Project Cost	Inflation %	Escalation	
2017-2018	250,000	0%	-	250,000
2018-2019	-	3%	-	-
2019-2020	-	6%	-	-
2020-2021	-	9%	-	-
2021-2022	-	12%	-	-
Subtotal	250,000	-	-	250,000
Contingency 25%	-	-	-	-
Totals	250,000	-	-	250,000

In order to continue to maintain high water quality at the storage tanks and not resort to keeping tanks empty in the winter months, the District researched various alternatives to improve the water quality throughout the system and the water tanks. The research led to a water dosing system that can provide the needed water quality improvements at the storage tanks that lead to system wide improvements. This dosing system is being proposed to be installed at the water storage tanks at Corporation Yard. The dosing system should improve water quality at both the storage tanks and in the system.

ESTIMATED PROJECT SCHEDULE:

Request for Proposal/Perform Work

FY 2017-2018

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

Due to the most recent drought and required State mandated water use reductions, the District's water use is at 1990 levels. At that time, the District only had two water tanks and 8 Million Gallons (MG) of storage. The current District water storage is 20 MG. Due to the reduction in water consumption with water conservation, and the reduced demand in the winter months (2-3 MG per day), the water in the tanks age and result in a drop in water quality.

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2018-2019)

Funding	Funding Sources	
	CIP Water	Total
2017-2018	-	-
2018-2019	100,000	100,000
2019-2020	-	-
2020-2021	-	-
2021-2022	-	-
Total	100,000	100,000

Expenditures	Expenditure Categories			Total
	Estimated Project Cost	Inflation %	Inflation Escalation	
2017-2018	-	0%	-	-
2018-2019	97,100	3%	2,900	100,000
2019-2020	-	6%	-	-
2020-2021	-	9%	-	-
2021-2022	-	12%	-	-
Subtotal	97,100		2,900	100,000
Contingency 0%	-		-	-
Totals	97,100		2,900	100,000

A contract with G&E Engineering Systems, Inc. was executed in Summer 2012 to perform the seismic vulnerability assessment of the pump station. The report was completed in September 2013.

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 \$100,000 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: BPROJECT DESCRIPTION:

The Water Booster Pump Station located at the District's Corporation Yard, 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.

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
2017-2018	-	-
2018-2019	300,000	300,000
2019-2020	-	-
2020-2021	-	-
2021-2022	-	-
Total	300,000	300,000

Expenditures	Expenditure Categories			Total
	Estimated Project Cost	Inflation %	Inflation Escalation	
2017-2018	-	0%	-	-
2018-2019	291,300	3%	8,700	300,000
2019-2020	-	6%	-	-
2020-2021	-	9%	-	-
2021-2022	-	12%	-	-
Subtotal	291,300		8,700	300,000
Contingency 0%	-		-	-
Totals	291,300		8,700	300,000

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.

The report concluded that all three tanks meet the current seismic 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.

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

PROJECT PRIORITY CATEGORY: B

PROJECT DESCRIPTION:

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 2004.

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SANITARY SEWER SYSTEM IMPROVEMENTS (2010-2011)

Funding Sources		
Funding	CIP Wastewater	Total
2017-2018	1,000,000	1,000,000
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
2021-2022	-	-
Total	1,000,000	1,000,000

Expenditure Categories				
Expenditures	Estimated	Inflation		Total
	Project Cost	Inflation %	Escalation	
2017-2018	800,000	0%	-	800,000
2018-2019	-	3%	-	-
2019-2020	-	6%	-	-
2020-2021	-	9%	-	-
2021-2022	-	12%	-	-
Subtotal	800,000	-	-	800,000
Contingency 25%	200,000	-	-	200,000
Totals	1,000,000	-	-	1,000,000

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

This project is a continuation of the District's on-going program to assess the condition and perform repairs to the sanitary sewer collection system. Repairs are identified based on the video inspections performed by the District's Public Works Maintenance staff.

To date, staff has completed a comprehensive video inspection of the gravity collection mains throughout the District. The inspections show that the system is generally in a good condition although corrosion damage and repair/rehabilitation work are required at eight locations.

After review of the video inspection data, staff developed a list of locations as identified in this project. This project continues that effort 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.

The City Council awarded the design and construction support services contract to HydroScience Engineers, Inc. at its meeting on February 16, 2016.

Funding in the amount of \$450,000 has been approved for this project. Based on the pipeline inspections and site investigations, it was determined pipe segments located within easements between residential properties would need to be re-routed to the street (public right-of-way) as it is nearly impossible to do construction work between homes to remove and replace these pipes. In addition, there are pipe segments

on busy streets requiring night time work, adding extra construction costs. Preliminary Design Recommendations included in the Technical Memorandum prepared by HydroScience suggested an additional \$1,000,000 is required to fully fund construction. However, staff is exploring less costly construction techniques of lining the existing pipeline without removing/replacing the pipes. Wherever applicable, these techniques will be used to minimize costs.

It is requested that \$500,000 budgeted for 2020-21 Sanitary Sewer System Improvements be used to supplement the funding gap. With an additional funding request of \$500,000, a combined budget of \$1,450,000 will allow design and construction of the project.

ESTIMATED PROJECT SCHEDULE:

Compiling of Repair/Rehab Locations	Complete
Design	In Progress
Construction	Winter 2017

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)

Funding Sources		
Funding	Bond	Total
	Financing/SRF	
2017-2018	12,345,628	12,345,628
2018-2019	16,165,083	16,165,083
2019-2020	32,725,346	32,725,346
2020-2021	31,338,708	31,338,708
2021-2022	11,930,884	11,930,884
Total	104,505,649	104,505,649

Expenditure Categories		
Expenditures	Estimated Project	Total
	Cost	
2017-2018	12,345,628	12,345,628
2018-2019	16,165,083	16,165,083
2019-2020	32,725,346	32,725,346
2020-2021	31,338,708	31,338,708
2021-2022	11,930,884	11,930,884
Subtotal	104,505,649	104,505,649
Contingency	0%	-
Totals	104,505,649	104,505,649

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

The Clean Water Program (CWP) includes capital improvements to the San Mateo WWTP and San Mateo's sanitary sewer collection system necessary to replace aging infrastructure and meet regulatory requirements.

In accordance with the percentages of ownership of the WWTP established in the JPA (As lead agency, San Mateo owns 75 percent and EMID owns 25 percent), EMID is only responsible for the relevant work related to the Wastewater Treatment Plant

City of Foster City's FY 2017-2018 Final Budget

Master Plan improvements. The program as contemplated in the 2014 Draft Integrated Wastewater Master Plan and updated in the 2015 Validation Study includes approximately \$900 million dollars in improvements, which includes both the WWTP and collection system projects. The estimated share of the WWTP costs for EMID is approximately \$119 million dollars. \$10,899,000 was approved in fiscal year 2016-2017 budget. Approximately \$105 million is anticipated in the next five years.

In 2016 (year 2), the CWP focused on continuing to deliver the Program and Projects within established budgets and schedules and to shift from Program mobilization to Program and Project delivery and execution. Some notable accomplishments include:

- Certification of the Final Programmatic Environmental Impact Report (PEIR);
- Selection of the biological nutrient removal (BNR) and membrane bioreactor (MBR) technology alternatives for the WWTP;
- Commencement of construction for the WWTP Immediate Action Projects.
- Completion of new WWTP headworks and primaries concept design;
- Initiation of concept design for the new WWTP secondary treatment system;
- Preparation of initial State Revolving Fund (SRF) loan application;
- Bundling of over 60 individual collection system and WWTP projects into 12 main project bundles to facilitate delivery, revenue, and schedule planning needs;
- Development and issuance of a Construction Manager at Risk (CMAR) RFQ as a result of evaluation of the alternative delivery approach;

- Approval of Amendment No. 3 in an amount of \$14.4M (October 2016), to the professional services agreement with CH2M, to continue to provide program management for year three (3) of the CWP.

In 2017 (year 3), the CWP will focus on continuing services to assist with full project delivery and execution of major improvement projects including:

- Completing Detroit Drive and WWTP site preparation design and construction oversight;
- Providing design for the new WWTP headworks and primary and secondary treatment systems project detailed to 60% - 90% design;
- Selection and management of a CMAR constructor for the WWTP headworks and primary and secondary treatment that will be integrated with the WWTP designer, program and Cities' staff;
- Submitting State Revolving Funds (SRF) loan packages, and determining revenue requirements;
- Providing a SCADA, WWTP Odor Control and Water Reuse Studies.

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 2016-2017 and Beyond

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SANITARY SEWER LIFT STATION IMPROVEMENTS – PHASE 6 (2020-2021)

Funding	Funding Sources	
	Wastewater	Total
2017-2018	-	-
2018-2019	-	-
2019-2020	-	-
2020-2021	600,000	600,000
2021-2022	5,400,000	5,400,000
Total	6,000,000	6,000,000

Expenditures	Expenditure Categories			Total
	Estimated Project Cost	Inflation %	Inflation Escalation	
2017-2018	-	0%	-	-
2018-2019	-	3%	-	-
2019-2020	-	6%	-	-
2020-2021	550,500	9%	49,500	600,000
2021-2022	3,832,100	12%	459,900	4,292,000
Subtotal	4,382,600		49,500	4,892,000
Contingency 25%	1,095,600		12,400	1,108,000
Totals	5,478,200		61,900	6,000,000

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

This project is part of a multi-phase program started in 2000 to rehabilitate the sewer system lift stations by performing preventative maintenance and upgrades to ensure reliable operation of 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.

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 2018/19. It is anticipated Phase 6 will begin in FY 2020-2021.

Funding of \$600,000 is requested in FY 2020-2021 to develop construction documents for Phase 6. Depending on the priority list, the amount of funding for construction and construction schedule will be adjusted.

ESTIMATED PROJECT SCHEDULE:

Project Report and Design	FY 2020-2021
Project Construction	FY 2021-2022
Project Closeout	FY 2023-2025

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

STREET REHABILITATION (2017-2018)

	Funding Sources			
	Gas Tax			
	Measure A	(2103)	Measure M	Total
2017-2018	1,167,600	76,400	106,000	1,350,000
2018-2019	-	-	-	-
2019-2020	-	-	-	-
2020-2021	-	-	-	-
2021-2022	-	-	-	-
Total	1,167,600	76,400	106,000	1,350,000

Expenditures	Expenditure Categories			
	Estimated	Inflation		Total
	Project Cost	Inflation %	Escalation	
2017-2018	1,080,000	0%	-	1,080,000
2018-2019	-	3%	-	-
2019-2020	-	6%	-	-
2020-2021	-	9%	-	-
2021-2022	-	12%	-	-
Subtotal	1,080,000		-	1,080,000
Contingency 25%	270,000		-	270,000
Totals	1,350,000		-	1,350,000

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.

At its regular meeting on August 1, 2016, the City Council adopted Resolution No. 2016-58 authorizing the implementation of bicycle Sharrow (or Shared Lane Marking) symbols/legends on Class III Bike Routes as street pavements are rehabilitated. Sharrow symbols/legends will be incorporated in this project as appropriate.

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.

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

Funding is requested in the amount of \$1,350,000 in FY 2017-2018 for the project.

ESTIMATED PROJECT SCHEDULE:

Project Design (In-house)
Construction

FY 2017-2018
Summer 2018

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

STREET REHABILITATION (2018-2019)

	Funding Sources			
	Measure A	Gas Tax (2103)	Measure M	Total
2017-2018	-	-	-	-
2018-2019	1,164,000	77,900	108,100	1,350,000
2019-2020	-	-	-	-
2020-2021	-	-	-	-
2021-2022	-	-	-	-
Total	1,164,000	77,900	108,100	1,350,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Escalation	Total
2017-2018	-	0%	-	-
2018-2019	1,048,500	3%	31,500	1,080,000
2019-2020	-	6%	-	-
2020-2021	-	9%	-	-
2021-2022	-	12%	-	-
Subtotal	1,048,500		31,500	1,080,000
Contingency 25%	262,100		7,900	270,000
Totals	1,310,600		39,400	1,350,000

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.

At its regular meeting on August 1, 2016, the City Council adopted Resolution No. 2016-58 authorizing the implementation of bicycle Sharrow (or Shared Lane Marking) symbols/legends on Class III Bike Routes as street pavements are rehabilitated. Sharrow symbols/legends will be incorporated in this project as appropriate.

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. The streets are inspected every two years and the database is updated in the PMP. The

ESTIMATED PROJECT SCHEDULE:

Project Design (In-house)	FY 2018-2019
Construction	Summer 2019

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

STREET REHABILITATION (2019-2020)

	Funding Sources			
	Measure A	Gas Tax (2103)	Measure M	Total
2017-2018	-	-	-	-
2018-2019	-	-	-	-
2019-2020	1,103,057	136,643	110,300	1,350,000
2020-2021	-	-	-	-
2021-2022	-	-	-	-
Total	1,103,057	136,643	110,300	1,350,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Escalation	Total
2017-2018	-	0%	-	-
2018-2019	-	3%	-	-
2019-2020	1,018,900	6%	61,100	1,080,000
2020-2021	-	9%	-	-
2021-2022	-	12%	-	-
Subtotal	1,018,900		61,100	1,080,000
Contingency 25%	254,700		15,300	270,000
Totals	1,273,600		76,400	1,350,000

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.

At its regular meeting on August 1, 2016, the City Council adopted Resolution No. 2016-58 authorizing the implementation of bicycle Sharrow (or Shared Lane Marking) symbols/legends on Class III Bike Routes as street pavements are rehabilitated. Sharrow symbols/legends will be incorporated in this project as appropriate.

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 manner, a Pavement Management Program (PMP) is used. The streets are inspected every two years and the database is updated in the PMP. The

ESTIMATED PROJECT SCHEDULE:

Project Design (In-house)	FY 2019-2020
Construction	Summer 2020

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

STREET REHABILITATION (2020-2021)

Funding Sources			
	Gas Tax (2103)	Measure M	Total
2017-2018	-	-	-
2018-2019	-	-	-
2019-2020	-	-	-
2020-2021	1,237,500	112,500	1,350,000
2021-2022	-	-	-
Total	1,237,500	112,500	1,350,000

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.

At its regular meeting on August 1, 2016, the City Council adopted Resolution No. 2016-58 authorizing the implementation of bicycle Sharrow (or Shared Lane Marking) symbols/legends on Class III Bike Routes as street pavements are rehabilitated. Sharrow symbols/legends will be incorporated in this project as appropriate.

Expenditure Categories				
Expenditures	Estimated	Inflation		Total
	Project Cost	Inflation %	Escalation	
2017-2018	-	0%	-	-
2018-2019	-	3%	-	-
2019-2020	-	6%	-	-
2020-2021	990,800	9%	89,200	1,080,000
2021-2022	-	12%	-	-
Subtotal	990,800		89,200	1,080,000
Contingency 25%	247,700		22,300	270,000
Totals	1,238,500		111,500	1,350,000

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: A

PROJECT DESCRIPTION:

Ongoing maintenance of the public streets is essential. This project is intended to repair/resurface public streets. To implement this ongoing program in the most cost-effective manner, a Pavement Management Program (PMP) is used. The streets are inspected every two years and the database is updated in the PMP. The

ESTIMATED PROJECT SCHEDULE:

Project Design – In-house	FY 2020-2021
Construction	Summer 2021

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

STREET REHABILITATION (2021-2022)

	Funding Sources				
	Gas Tax				
	Measure A	City CIP	(2103)	Measure M	Total
2017-2018	-	-	-	-	-
2018-2019	-	-	-	-	-
2019-2020	-	-	-	-	-
2020-2021	-	-	-	-	-
2021-2022	880,000	60,000	290,000	120,000	1,350,000
Total	880,000	60,000	290,000	120,000	1,350,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation		Total
		Inflation %	Escalation	
2017-2018	-	0%	-	-
2018-2019	-	3%	-	-
2019-2020	-	6%	-	-
2020-2021	-	9%	-	-
2021-2022	964,300	12%	115,700	1,080,000
Subtotal	964,300		115,700	1,080,000
Contingency 25%	241,100		28,900	270,000
Totals	1,205,400		144,600	1,350,000

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.

At its regular meeting on August 1, 2016, the City Council adopted Resolution No. 2016-58 authorizing the implementation of bicycle Sharrow (or Shared Lane Marking) symbols/legends on Class III Bike Routes as street pavements are rehabilitated. Sharrow symbols/legends will be incorporated in this project as appropriate.

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 2021-2022 for the project.

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

Ongoing maintenance of the public streets is essential. This project is intended to repair/resurface public streets. To implement this ongoing program in the most cost-effective manner, a Pavement Management Program (PMP) is used. The streets are

ESTIMATED PROJECT SCHEDULE:

Project Design (In-house)	FY 2021-2022
Construction	Summer 2022

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2018-2019)

Funding	Funding Sources	
	CIP City	Total
2017-2018	-	-
2018-2019	150,000	150,000
2019-2020	-	-
2020-2021	-	-
2021-2022	-	-
Total	150,000	150,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2017-2018	-	0%	-	-
2018-2019	145,600	3%	4,400	150,000
2019-2020	-	6%	-	-
2020-2021	-	9%	-	-
2021-2022	-	12%	-	-
Subtotal	145,600		4,400	150,000
Contingency 0%	-		-	-
Totals	145,600		4,400	150,000

A contract with G&E Engineering Systems, Inc. was executed in summer 2012 to perform the seismic vulnerability assessment of the building. The report was completed in September 2013. It 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 \$150,000 in FY 2018-2019 for the design and construction of the project.

ESTIMATED PROJECT SCHEDULE:

Evaluation/Study Completed	September 2013
Request for Proposal and Design	FY 2018-2019
Construction	FY 2019-2020

PROJECT PRIORITY CATEGORY: BPROJECT DESCRIPTION:

The Lagoon Pump Station located at the City/District's Corporation Yard, houses two (2) engines/pumps used to pump lagoon water into the bay to control the water level in the interior lagoon.

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

UNDERWATER BRIDGE SUPPORT STRUCTURES INSPECTION AND REPAIR PROJECT (2021-2022)
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	Funding Sources	
	CIP City	Total
2017-2018	-	-
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
2021-2022	250,000	250,000
Total	250,000	250,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2017-2018	-	0%	-	-
2018-2019	-	3%	-	-
2019-2020	-	6%	-	-
2020-2021	-	9%	-	-
2021-2022	178,600	12%	21,400	200,000
Subtotal	178,600		21,400	200,000
Contingency 25%	44,600		5,400	50,000
Totals	223,200		26,800	250,000

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 and 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' under-water inspection reports for 2010, 2015, and 2020 by a structural consultant. The consultant will also conduct additional underwater inspection as needed. If structural deficiencies are found, the consultant will prepare construction documents to address the issues.

Funding of \$250,000 is requested in the FY 2021-2022 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: B**PROJECT 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
Construction

FY 2021-2022
Summer 2023

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS – Tennis and Basketball Courts Resurfacing (2017-2018)

Funding	Funding Sources	
	CIP City	Total
2017-2018	275,000	275,000
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
2021-2022	-	-
Total	275,000	275,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2017-2018	220,000	0%	-	220,000
2018-2019	-	3%	-	-
2019-2020	-	6%	-	-
2020-2021	-	9%	-	-
2021-2022	-	12%	-	-
Subtotal	220,000	-	-	220,000
Contingency 25%	55,000	-	-	55,000
Totals	275,000	-	-	275,000

PROJECT DESCRIPTION:

Tennis and Basketball Courts Resurfacing and Pickleball Courts Lining \$275,000

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, two Tennis Courts at the Recreation Center will be lined to include Pickle-ball play. This will address the interest to enhance and expand court use through youth classes held on Recreation Center courts as well as offer a facility for the growing Pickleball community. Pickleball is popular both as a transitional tennis activity and as a social activity.

The total costs include all resurfacing and painting of lines, all of which were last resurfaced in FY 2011-2012.

Posts will be changed as needed during this process. The following eight (8) Tennis Courts, six (6) Pickle-Ball Courts, and six (6) Basketball Courts are anticipated to be in need of resurfacing in FY 2017-2018:

TENNIS COURTS:

- (4) Boothbay
- (2) Recreation Center
- (2) Edgewater

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

PICKLE BALL:

- (6) Recreation Center

BASKETBALL COURTS:

Full Courts:

- (1) Shad
- (1) Sunfish
- (1) Turnstone
- (1) Boothbay

Half Courts:

- (1) Port Royal
- (1) Ketch

PROJECTED TIMELINE:

- | | |
|-----------------|-----------------|
| • Scope of Work | Jan – June 2017 |
| • Construction | Aug – Oct 2017 |
| • Close-out | Dec 2017 |

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS - Dog Park Refurbishment (2017-2018)

Funding	Funding Sources	
	CIP City	Total
2017-2018	375,000	375,000
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
2021-2022	-	-
Total	375,000	375,000

Expenditures	Expenditure Categories			Total
	Estimated Project Cost	Inflation %	Inflation Escalation	
2017-2018	300,000	0%	-	300,000
2018-2019	-	3%	-	-
2019-2020	-	6%	-	-
2020-2021	-	9%	-	-
2021-2022	-	12%	-	-
Subtotal	300,000	-	-	300,000
Contingency 25%	75,000	-	-	75,000
Totals	375,000	-	-	375,000

PROJECT DESCRIPTION:

Dog Park Synthetic Turf Refurbishment - \$375,000

The synthetic turf inside the Dog Park is scheduled for replacement every seven to eight years. The last replacement of turf was done in 2009. As was done in 2009, staff will manage this project as General Contractor, and will seek estimates from specialty trades as needed.

Construction includes:

- Synthetic Turf Replacement
- Drainage Improvement
- Grading Repair
- Header-board Replacement
- Replacement of corroded Fence components
- Replacement of corroded Benches/Tables
- New Signage

PROJECTED TIMELINE:

- Scope of Work Spring 2017
- Estimates Fall 2017
- Construction Spring 2018
- Close-out Fall 2018

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS - Edgewater Park Concrete Walkway Replacement (2017-2018)

Funding	Funding Sources	
	CIP City	Total
2017-2018	215,000	215,000
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
2021-2022	-	-
Total	215,000	215,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2017-2018	172,000	0%	-	172,000
2018-2019	-	3%	-	-
2019-2020	-	6%	-	-
2020-2021	-	9%	-	-
2021-2022	-	12%	-	-
Subtotal	172,000		-	172,000
Contingency 25%	43,000		-	43,000
Totals	215,000		-	215,000

PROJECT DESCRIPTION:

Edgewater Park Concrete Walkway Replacement - \$215,000

Staff has assessed the concrete walkway at Edgewater Park situated between tennis courts and have found it in need of replacement to properly maintain the infrastructure.

The total cost includes removing and replacing approximately 8,000 square feet of concrete at Edgewater Park tennis court area in FY 2017-2018. Staff will manage project as General Contractor and seek estimates from qualified contractors for specified work.

PROJECTED TIMELINE:

Fall 2017

PROJECT PRIORITY CATEGORY: B

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS – Playground ADA Compliance Projects - Gull Park (2017-2018)

Funding	Funding Sources	
	CIP City	Total
2017-2018	550,000	550,000
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
2021-2022	-	-
Total	550,000	550,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2017-2018	440,000	0%	-	440,000
2018-2019	-	3%	-	-
2019-2020	-	6%	-	-
2020-2021	-	9%	-	-
2021-2022	-	12%	-	-
Subtotal	440,000	-	-	440,000
Contingency 25%	110,000	-	-	110,000
Totals	550,000	-	-	550,000

The play-areas that are due for replacement in FY 2017-2018 will need ADA upgrades in order to be compliant.

Currently, there are three (3) separate play-areas at Gull Park.

This project consists of design, construction, and project management of play-areas and ADA accessibility. Requirements have changed since the last time these playgrounds were replaced. Staff has consulted with landscape design firm who provided numbers for estimated budget.

Scope of work includes:

- ADA Access from street into both play-areas
- Repair Asphalt path between play-areas
- Relocating Swings to near 2-5 year old play-area by converting small adjacent lawn area
- Modify Landscaping where the swings currently are located
- Add Group Picnic area with new tables
- Fencing as needed per ASTM/ proximity to street
- Synthetic Surfacing

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

PROJECT DESCRIPTION:

Playground ADA Compliance Project - (Gull Park) – Design, Project Management, and Construction - \$550,000

Staff recommends use of a consultant to design the anticipated modifications to meet compliance with access-routes for these playgrounds, as well as utilizing synthetic surfacing in some of the playground areas at this park.

Additional funding in the amount of \$160,000 will be available in the City’s Equipment Replacement Fund for replacement of the actual play-structure in FY 2018-2019.

PROJECTED TIMELINE:

Design	Fall 2017
Construction	Fall 2018

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS – Playground ADA Compliance Projects - Marlin Park (2017-2018)

Funding	Funding Sources	
	CIP City	Total
2017-2018	550,000	550,000
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
2021-2022	-	-
Total	550,000	550,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2017-2018	440,000	0%	-	440,000
2018-2019	-	3%	-	-
2019-2020	-	6%	-	-
2020-2021	-	9%	-	-
2021-2022	-	12%	-	-
Subtotal	440,000		-	440,000
Contingency 25%	110,000		-	110,000
Totals	550,000		-	550,000

PROJECT PRIORITY CATEGORY: CPOSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

PROJECT DESCRIPTION:**Playground ADA Compliance Project - (Marlin Park) – Design, Project Management, and Construction - \$550,000**

The play-areas that are due for replacement in FY 2017-2018 will need ADA upgrades in order to be compliant.

Currently, there are two (2) separate play-areas at Marlin Park.

This project consists of design, construction, and project management of play-areas and ADA accessibility. Requirements have changed since the construction of these playgrounds. Staff has consulted with landscape design firm who provided numbers for estimated budget.

Scope of work includes:

- ADA Access from street into play-area
- Repair Asphalt Pathway
- Relocating Swings to near 5-12 yr old play-area by converting small adjacent lawn area
- Seating near play-area
- Modify Landscaping where the swings currently are located
- Add Group Picnic area with new tables
- Fencing as needed per ASTM/ proximity to street
- Synthetic Surfacing

Staff recommends use of a consultant to design the anticipated modifications to meet compliance with access-routes for these playgrounds, as well as utilizing synthetic surfacing in some of the playground areas at this park.

Additional funding in the amount of \$125,000 will be available in the City's Equipment Replacement Fund for replacement of the actual play-structure in FY 2018-2019.

PROJECTED TIMELINE:

Design	Fall 2017
Construction	Fall 2018

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS - Park Monument Signs – Phase II (2018-2019)

Funding	Funding Sources	
	CIP City	Total
2017-2018	-	-
2018-2019	130,000	130,000
2019-2020	-	-
2020-2021	-	-
2021-2022	-	-
Total	130,000	130,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2017-2018	-	0%	-	-
2018-2019	101,000	3%	3,000	104,000
2019-2020	-	6%	-	-
2020-2021	-	9%	-	-
2021-2022	-	12%	-	-
Total	101,000		3,000	104,000
<i>Contingency</i> 25%	25,200		800	26,000
Totals	126,200		3,800	130,000

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

- Capital Investment – City Fund

PROJECT DESCRIPTION:

Park Monument Signs – Phase II - \$130,000

Large wooden park signs have been in place for about 20 years and were last refurbished in 2005.

Staff installed 11 new signs in-house in Phase I.

Currently, fifteen (15) more signs are needed to complete concrete park sign installations.

Estimated cost for this work includes concrete base work, support posts, fabrication, and installation of the signs.

Phase II includes *replacement* of these signs:

- Boothbay Park
- Edgewater Park
- Farragut Park
- Ketch Park
- Recreation Center
- Senior Wing
- Vibe

Phase II includes *addition* of signs in these parks:

- Arcturus Park
- Gateshead Park
- Killdeer Park
- Leo Park
- Pompano Park
- Shad Park
- Sunfish Park
- Turnstone Park

Phase I (2014-2015) included replacement of these eleven (11) large wooden park signs with new concrete monument 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

This will complete park sign replacement to concrete signs in all 24 parks.

PROJECTED TIMELINE:

Manufacturing	Fall 2018
Installation	2019

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS – Boothbay Park Family Playground (2018-2019)

Funding Sources

Funding	CIP City	Park In-lieu	Total
2017-2018	-	-	-
2018-2019	740,000	650,000	1,390,000
2019-2020	-	-	-
2020-2021	-	-	-
2021-2022	-	-	-
Total	740,000	650,000	1,390,000

Expenditure Categories

Expenditures	Estimated		Inflation		Total
	Project Cost	Inflation %	Escalation		
2017-2018	-	0%	-	-	-
2018-2019	1,079,600	3%	32,400		1,112,000
2019-2020	-	6%	-		-
2020-2021	-	9%	-		-
2021-2022	-	12%	-		-
Subtotal	1,079,600		32,400		1,112,000
Contingency 25%	269,900		8,100		278,000
Totals	1,349,500		40,500		1,390,000

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 create a multi-generational play area.

The new combined playground improvement areas will be approximately 40,000 square feet. A portion of that includes current 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 ASTM (American Standards for Testing and Materials) 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 in the amount of \$90,000 will be available in the City Equipment Replacement Fund (ERF) for play-equipment and will be transferred to the CIP to partially fund the play equipment.

Funding in the amount of \$650,000 will be available in Park-in-Lieu Fund for this project.

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund
2. Park In-lieu Fund
3. Equipment Replacement Fund (ERF)

PROJECTED TIMELINE:

Design	July 2018 – Jan 2019
Construction	Summer - Fall 2019
Close-out	Dec 2019

PROJECT DESCRIPTION:

Family Playground at Boothbay Park - \$1,390,000

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS – PARK SYSTEM MASTER PLAN STUDY (2018-2019)

Funding	Funding Sources	
	CIP City	Total
2017-2018	-	-
2018-2019	257,500	257,500
2019-2020	-	-
2020-2021	-	-
2021-2022	-	-
Total	257,500	257,500

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2017-2018	-	0%	-	-
2018-2019	200,000	3%	6,000	206,000
2019-2020	-	6%	-	-
2020-2021	-	9%	-	-
2021-2022	-	12%	-	-
Subtotal	200,000		6,000	206,000
Contingency 25%	50,000		1,500	51,500
Totals	250,000		7,500	257,500

PROJECT PRIORITY CATEGORY: A

POSSIBLE FUNDING SOURCES:

- Capital Investment – City Fund

PROJECT DESCRIPTION:

Park System Master Plan - \$257,500

Several City parks are nearing 50 years old and at the end of their useful life. As part of the City's ongoing effort to properly and adequately maintain its Parks Infrastructure valued at approximately \$100 million, a Park System Master Plan is necessary to ensure future maintenance, sustainability, and water conservation opportunities are identified.

The Park System consists of 160 acres of parks and open space which includes 24 parks and eight miles of levee pedway in four square miles. There are 16 playgrounds, nine park sites with at least one court activity, seven synthetic turf fields, and 14 park restrooms.

The completion of a Park System Master Plan will safeguard a community asset that provides for stable home prices, safe neighborhoods, quality of life for community residents, and responsible fiscal management.

PROJECTED TIMELINE:

Award Agreement	January 2019
Conduct Study	January – December 2019

Findings Incorporated into 2020-2021 Budget in March 2020

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS – Synthetic Surface Replacements - (2019-2020)

Funding	Funding Sources	
	CIP City	Total
2017-2018	-	-
2018-2019	-	-
2019-2020	800,000	800,000
2020-2021	-	-
2021-2022	-	-
Total	800,000	800,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2017-2018	-	0%	-	-
2018-2019	-	3%	-	-
2019-2020	603,800	6%	36,200	640,000
2020-2021	-	9%	-	-
2021-2022	-	12%	-	-
Subtotal	603,800		36,200	640,000
Contingency 25%	150,900		9,100	160,000
Totals	754,700		45,300	800,000

PROJECT DESCRIPTION:

Synthetic Surface Replacements - \$800,000

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:

1. Boat Park along the boardwalk
2. Amphitheater
3. Recreation Center to the Boat House 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 site.

PROJECTED TIMELINE:

- Construction Winter 2019

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS - Playgrounds ADA Compliance (2019-2020)

Funding	Funding Sources	
	CIP City	Total
2017-2018	-	-
2018-2019	-	-
2019-2020	350,000	350,000
2020-2021	-	-
2021-2022	-	-
Total	350,000	350,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2017-2018	-	0%	-	-
2018-2019	-	3%	-	-
2019-2020	264,000	6%	16,000	280,000
2020-2021	-	9%	-	-
2021-2022	-	12%	-	-
Subtotal	264,000		16,000	280,000
Contingency 25%	66,000		4,000	70,000
Totals	330,000		20,000	350,000

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

PROJECT DESCRIPTION:

Playgrounds ADA Compliance – \$350,000

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.

Some of the sites will require some of these components, to meet American Society for Testing and Materials (ASTM) guidelines:

- ADA Ramp
- Fencing
- Surfacing

Funding for replacement for the actual play-structures in these parks will be available in the City’s Equipment Replacement Fund.

PROJECTED TIMELINE:

Design	Fall – Winter 2019
Construction	Spring 2020 - 2021

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS - Pompano Park Renovation (2020-2021)

Funding	Funding Sources		
	CIP City	Park In-lieu	Total
2017-2018	-	-	-
2018-2019	-	-	-
2019-2020	-	-	-
2020-2021	465,000	100,000	565,000
2021-2022	-	-	-
Total	465,000	100,000	565,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2017-2018	-	0%	-	-
2018-2019	-	3%	-	-
2019-2020	-	6%	-	-
2020-2021	414,700	9%	37,300	452,000
2021-2022	-	12%	-	-
Total	414,700		37,300	452,000
<i>Contingency</i> 25%	103,700		9,300	113,000
Totals	518,400		46,600	565,000

PROJECT DESCRIPTION:

Pompano Park Renovation	
Design	\$ 90,000
Construction	<u>\$475,000</u>
Total:	<u>\$565,000</u>

The infrastructure in Pompano Park has reached its useful life. As part of the City's ongoing effort toward Park infrastructure sustainability and water conservation, Pompano Park has been identified as being due for major renovation in 2020-2021.

The lawn at Pompano Park will 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

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund
2. Park In-Lieu

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.

PROJECTED TIMELINE:

Design	Fall / Winter 2020
Construction	Spring-Fall 2021

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS - Arcturus Park Renovation (2020-2021)

Funding	Funding Sources	
	CIP City	Total
2017-2018	-	-
2018-2019	-	-
2019-2020	-	-
2020-2021	625,000	625,000
2021-2022	-	-
Total	625,000	625,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2017-2018	-	0%	-	-
2018-2019	-	3%	-	-
2019-2020	-	6%	-	-
2020-2021	458,700	9%	41,300	500,000
2021-2022	-	12%	-	-
Subtotal	458,700		41,300	500,000
Contingency 25%	114,700		10,300	125,000
Totals	573,400		51,600	625,000

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

PROJECT DESCRIPTION:

Arcturus Park Renovation	
Design	\$110,000
Construction	\$515,000
Total:	\$625,000

The infrastructure in Arcturus Park has reached its useful life. As part of the City's ongoing effort toward Park infrastructure sustainability and water conservation, Arcturus Park has been identified as being due for major renovation in 2020-2021.

Scope of work includes:

- Design plans and specifications
- Demolition, drainage, and grading
- Hardscape
- Irrigation upgrades
- Soil amendments
- Planting
- Mulching

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.

PROJECTED TIMELINE:

Design	Fall 2020
Construction	Spring – Fall 2021

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS - Tennis Courts Resurfacing (2020-2021)

Funding	Funding Sources	
	CIP City	Total
2017-2018	-	-
2018-2019	-	-
2019-2020	-	-
2020-2021	200,000	200,000
2021-2022	-	-
Total	200,000	200,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2017-2018	-	0%	-	-
2018-2019	-	3%	-	-
2019-2020	-	6%	-	-
2020-2021	146,800	9%	13,200	160,000
2021-2022	-	12%	-	-
Subtotal	146,800		13,200	160,000
Contingency 25%	36,700		3,300	40,000
Totals	183,500		16,500	200,000

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

PROJECTED TIMELINE:

Estimates	Aug – Dec 2020
Construction	Mar – May 2021

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS – Boardwalk Re-finishing and Re-sealing (2021-2022)

Funding	Funding Sources	
	CIP City	Total
2017-2018	-	-
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
2021-2022	50,000	50,000
Total	50,000	50,000

Expenditures	Expenditure Categories			
	Estimated	Inflation		Total
	Project Cost	Inflation %	Escalation	
2017-2018	-	0%	-	-
2018-2019	-	3%	-	-
2019-2020	-	6%	-	-
2020-2021	-	9%	-	-
2021-2022	35,700	12%	4,300	40,000
Subtotal	35,700		4,300	40,000
Contingency 25%	8,900		1,100	10,000
Totals	44,600		5,400	50,000

PROJECT DESCRIPTION:**Boardwalk Re-finishing and Re-sealing - \$50,000**

Re-finishing and re-sealing of the wooden boardwalk and chain-rail support poles at Leo J. Ryan Park should be done every three to five years. This was last done in 2016.

This project will include replacing the goose control fencing along the water at Leo J. Ryan Park, as part of on-going Habitat modification efforts.

PROJECTED TIMELINE: Aug-Nov 2021

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS – Killdeer Park Renovation (2021-2022)

Funding	Funding Sources	
	CIP City	Total
2017-2018	-	-
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
2021-2022	2,500,000	2,500,000
Total	2,500,000	2,500,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2017-2018	-	0%	-	-
2018-2019	-	3%	-	-
2019-2020	-	6%	-	-
2020-2021	-	9%	-	-
2021-2022	1,785,700	12%	214,300	2,000,000
Subtotal	1,785,700		214,300	2,000,000
Contingency 25%	446,400		53,600	500,000
Totals	2,232,100		267,900	2,500,000

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

- Capital Investment – City Fund

PROJECT DESCRIPTION:

**Killdeer Park Renovation
Design and Construction - \$2,500,000**

The infrastructure in Killdeer Park has reached its useful life. As part of the City's ongoing effort toward Park infrastructure sustainability and water conservation, Killdeer Park has been identified as being due for major renovation in 2021-2022.

Scope of work includes:

- Design plans and specifications
- Demolition, drainage, and grading
- Hardscape
- 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.

PROJECTED TIMELINE:

Design	Fall/ Winter 2021
Construction	Spring – Winter 2022

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS – Parking Lot Resurfacing (2021-2022)

Funding	Funding Sources	
	CIP City	Total
2017-2018	-	-
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
2021-2022	600,000	600,000
Total	600,000	600,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2017-2018	-	0%	-	-
2018-2019	-	3%	-	-
2019-2020	-	6%	-	-
2020-2021	-	9%	-	-
2021-2022	428,600	12%	51,400	480,000
Subtotal	428,600		51,400	480,000
Contingency 25%	107,100		12,900	120,000
Totals	535,700		64,300	600,000

Resurfacing the City owned parking lots should be done every five to seven years.

Maintenance items that are necessary to keep the parking lots in good condition include:

- Removal and replacement of failed and root-damaged asphalt
- Installation of root barrier, slurry seal, and line striping.

This will add to the general surface life of the asphalt before major repairs or replacements are needed.

This will be done in conjunction with Public Works Street Rehabilitation projects, similar to the latest Park Pathways project.

PARKING LOTS:

1. Civic Center Complex
2. Library
3. Recreation Center Complex
4. Boat Park
5. Boothbay Park
6. Erckenbrack
7. Sea Cloud Park
8. Port Royal
9. Bridgeview
10. Baywinds
11. Corporation Yard

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

PROJECT DESCRIPTION:

Parking Lot Resurfacing - \$600,000

PROJECTED TIMELINE:

Plans and Specifications	Winter 2021-2022
Construction	Summer 2022
Close-out	Winter 2022

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS – Park Pathway Resurfacing (2021-2022)

Funding	Funding Sources	
	CIP City	Total
2017-2018	-	-
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
2021-2022	550,000	550,000
Total	550,000	550,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2017-2018	-	0%	-	-
2018-2019	-	3%	-	-
2019-2020	-	6%	-	-
2020-2021	-	9%	-	-
2021-2022	392,900	12%	47,100	440,000
Subtotal	392,900		47,100	440,000
Contingency 25%	98,200		11,800	110,000
Totals	491,100		58,900	550,000

PROJECT DESCRIPTION:

Park Pathway Renovation/ Repairs - \$550,000

Staff routinely assesses the park pathways for uplifting, cracked, damaged asphalt, and perform localized repairs as needed. Every 5-7 years more major renovations are typically needed in various areas of our park system.

Maintenance items that are necessary to keep the pathways in good condition include:

- Removal and replacement of failed and root-damaged asphalt
- Installation of Header-board
- Slurry seal or Seal Coat
- Crack-seal

This will add to the general surface life of the asphalt before major repairs or replacements are needed.

This will be done in conjunction with Public Works Street Rehabilitation projects, similar to latest Park Pathways project.

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

PROJECTED TIMELINE:

Plans and Specifications	Winter 2021-2022
Construction	Summer 2022
Close-out	Winter 2022

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT (2015-2016)

Funding Sources		
Bond		
Funding	Financing	Total
2017-2018	2,000,000	2,000,000
2018-2019	2,000,000	2,000,000
2019-2020	-	-
2020-2021	-	-
2021-2022	-	-
Total	4,000,000	4,000,000

Expenditure Categories				
Expenditures	Estimated	Inflation		Total
	Project Cost	Inflation %	Escalation	
2017-2018	1,655,000	0%	-	1,655,000
2018-2019	1,500,000	3%	45,000	1,545,000
2019-2020	-	6%	-	-
2020-2021	-	9%	-	-
2021-2022	-	12%	-	-
Subtotal	3,155,000		45,000	3,200,000
Contingency 25%	789,000		11,000	800,000
Totals	3,944,000		56,000	4,000,000

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 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.

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.

Total funding in the amount of approximately \$4 million has been approved for consulting services including engineering, regulatory permitting, environmental impact report (EIR) preparation, municipal financial advisory, bond counsel, assessment engineering and exploration of funding options.

In October 2016, the City Council reviewed the Basis of Design Report and awarded a contract agreement in the amount of \$2,324,286 to Schaaf & Wheeler to obtain the final approval from regulatory agencies and preparation of construction documents suitable for bidding.

The draft EIR was completed in November and the public hearing to assess the adequacy of the DEIR was held by the Planning Commission in January 2017 and the final EIR was approved in April 2017.

Additional funding requests in FY 2017/18 and 2018/19 will pay for support services, including specialty testing and inspection, submittal review, regulatory permit fees and construction management during 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
2017-2018	108,415	108,415	108,415	325,245
2018-2019	-	-	-	-
2019-2020	-	-	-	-
2020-2021	-	-	-	-
2021-2022	-	-	-	-
Total	108,415	108,415	108,415	325,245

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2017-2018	260,195	0%	-	260,195
2018-2019	-	3%	-	-
2019-2020	-	6%	-	-
2020-2021	-	9%	-	-
2021-2022	-	12%	-	-
Subtotal	260,195	-	-	260,195
Contingency 25%	65,050	-	-	65,050
Totals	325,245	-	-	325,245

Gate Refinishing and Roof Replacement: Funding in the amount of \$203,000 was identified in last year's Five Year CIP plan for FY 2017-2018. The same amount is being requested for appropriation. This element consists of refinishing and/or replacing five (5) sets of gates that are corroded due to corrosive air from the bay. This element also includes replacing workshop and training building roofs.

Tables show budget required to fully fund design, construction, support services, and project contingency as well as additional funding request for FY 2017-18. Costs are split between General Fund, Water Fund and Wastewater Fund.

Project Element	Cost
Locker/Shower/Restroom	\$250,000
Gates/Roof	\$203,000
Contingency	\$113,000
Total Project Budget	\$566,000

Appropriated FY 2016-17	\$240,757
Requested FY 2017-18	\$325,245
Total Project Budget	\$566,000

PROJECT PRIORITY CATEGORY: B

PROJECT DESCRIPTION:

The Corporation Yard buildings are some of the oldest and most consistently used of the City's facilities, with some in continual use since the early 1970s. At this time a number of fundamental repairs and upgrades are needed.

Locker/Shower/Restroom: Funding in the amount of \$240,757 was appropriated in FY 2016-2017 for this element of the project. Assessment, design and development of specifications have been completed and construction is expected to be completed in FY 2017-2018. This work will repair structural deficiencies and bring the facility into code compliance and meet ADA requirements. Based on the updated cost estimates, it is now expected that this element will cost approximately \$250,000.

ESTIMATED PROJECT SCHEDULE:

- FY 2016-2017:** Assess current conditions and develop design and Bid Package for Locker/Shower/Restroom; Begin construction
- FY 2017-2018:** Complete construction of Locker/ Shower/ Restroom; Complete gate resurfacing and roof replacement

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

BUILDING INFRASTRUCTURE IMPROVEMENTS - LIBRARY EXTERIOR WALL SEALING AND TILE INSTALLATION (2017-2018)

Funding	Funding Sources	
	CIP City	Total
2017-2018	120,000	120,000
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
2021-2022	-	-
Total	120,000	120,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2017-2018	96,000	0%	-	96,000
2018-2019	-	3%	-	-
2019-2020	-	6%	-	-
2020-2021	-	9%	-	-
2021-2022	-	12%	-	-
Subtotal	96,000	-	-	96,000
Contingency 25%	24,000	-	-	24,000
Totals	120,000	-	-	120,000

PROJECT DESCRIPTION:

Library Exterior Wall Sealing and Tile installation- \$120,000

Buildings are evaluated on an annual basis, to ensure that they are safe and are sealed from rain or any other intrusions.

Staff has assessed the Library and found rain water coming in from the west side of the building. Staff has already performed sealing of the north west side of the Library due to water intrusion and will need to remove all soil and seal coating on the south eastern part of the building due to water and root intrusion. Parks staff will be removing all soil from the southern side of the exterior Library wall and Buildings will remove all seal coatings and root intrusion. The wall will then be prepared for new sealant and tile.

The total costs include preparing approximately 150 linear feet of concrete wall to be sealed and install tile down to grade in FY 2017-2018.

PROJECT PRIORITY CATEGORY: A

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

CITY FACILITY PAINT (2019-2020)

Funding	Funding Sources		
	BMF	CIP City	Total
2017-2018	-	-	-
2018-2019	-	-	-
2019-2020	28,000	282,000	310,000
2020-2021	-	-	-
2021-2022	-	-	-
Total	28,000	282,000	310,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2017-2018	-	0%	-	-
2018-2019	-	3%	-	-
2019-2020	265,850	6%	15,950	281,800
2020-2021	-	9%	-	-
2021-2022	-	12%	-	-
Subtotal	265,850		15,950	281,800
Contingency 10%	26,600		1,600	28,200
Totals	292,450		17,550	310,000

PROJECT DESCRIPTION:

The Building Maintenance Division maintains the quality of interior and exterior paint on all City facilities on an on-going basis. Periodically City facilities require comprehensive paint replacement. The following facilities are included in this project:

Teen Center – Exterior	\$50,000
Corporation Yard Shops Exterior	\$200,000
Police Station Exterior	\$60,000
Total All Painting Projects	\$310,000

By grouping these projects, it is hoped that the City will realize cost savings through economies of scale.

Funding in the amount of \$28,000 has been set aside for these projects, but it is expected that additional funds are needed. Once complete, the paint projects will be included in the Building Maintenance Replacement List to be fully funded for the next replacement in approximately 8 years.

PROJECT PRIORITY CATEGORY: A

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund
2. Building Maintenance Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

POLICE STATION HVAC (2019-2020)

Funding	Funding Sources		
	BMF	CIP City	Total
2017-2018	-	-	-
2018-2019	-	-	-
2019-2020	59,500	30,500	90,000
2020-2021	-	-	-
2021-2022	-	-	-
Total	59,500	30,500	90,000

PROJECT DESCRIPTION:

The Police Station HVAC was installed in approximately 2001 and is due for replacement in FY 2021-2022. Funding in the amount of \$59,500 has been set aside for this project, but it is expected that additional funds are needed. Once complete, the HVAC will be included in the Building Maintenance Replacement List to be fully funded for the next replacement in approximately 15 years.

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2017-2018	-	0%	-	-
2018-2019	-	3%	-	-
2019-2020	77,200	6%	4,600	81,800
2020-2021	-	9%	-	-
2021-2022	-	12%	-	-
Subtotal	77,200		4,600	81,800
Contingency 10%	7,700		500	8,200
Totals	84,900		5,100	90,000

PROJECT PRIORITY CATEGORY: A

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund
2. Building Maintenance Fund