

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

# **FINAL BUDGET Fiscal Year 2013-2014**



## **CITY COUNCIL/DISTRICT BOARD**

Pam Frisella, Mayor / President  
Charlie Bronitsky, Vice Mayor / Vice President  
Art Kiesel  
Steve Okamoto  
Herb Perez

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

James C. Hardy



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# City of Foster City

## MISSION STATEMENT

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

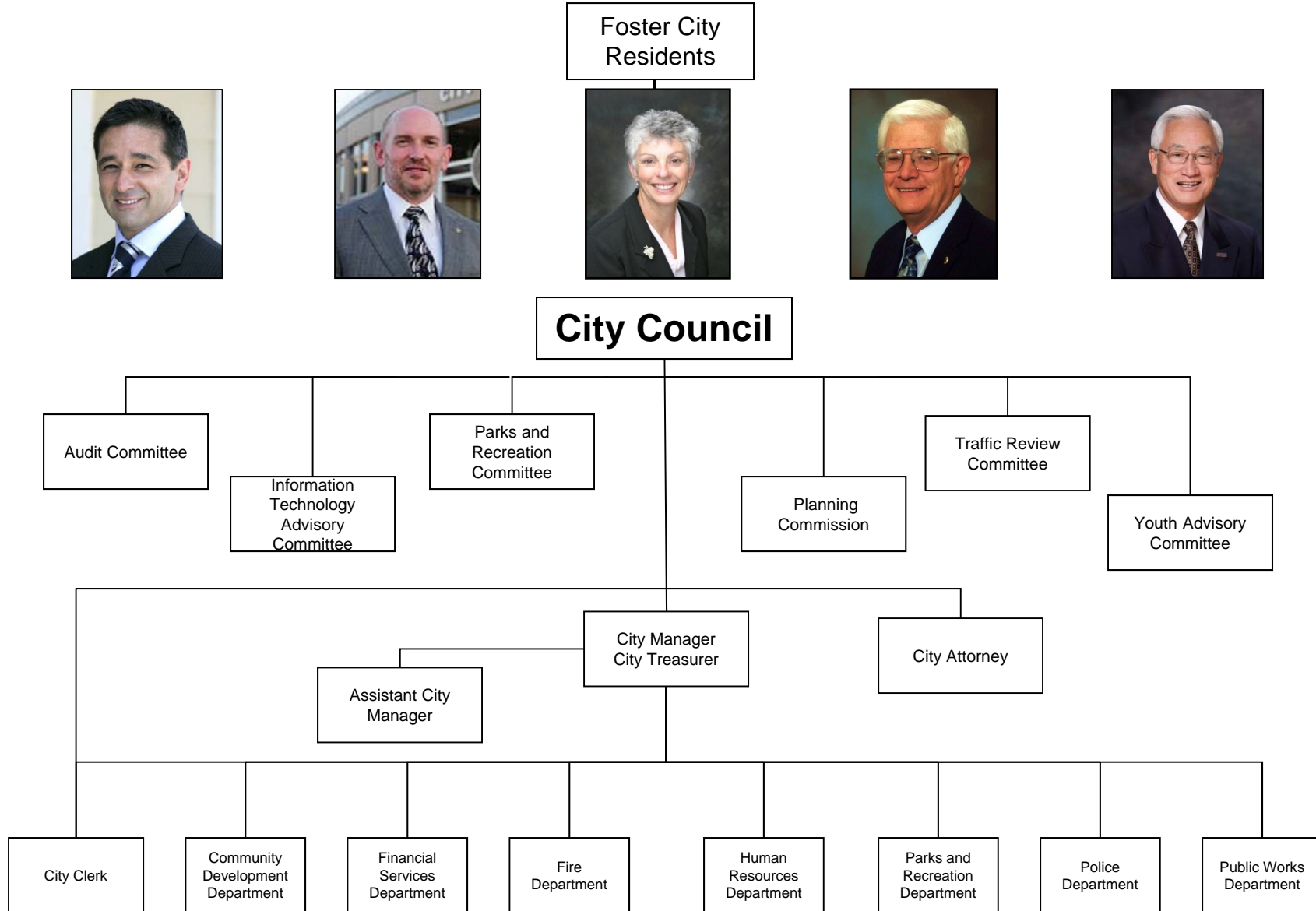
## OUR VALUES

1. We, as employees of Foster City, value providing superior customer service for those who live in, work in and visit our community. This means that we:
  - Place an emphasis on understanding customers' needs.
  - Are dedicated to providing timely, courteous and responsive services.
  - Embrace commitment to customer service as a basic philosophy.
2. We, as employees of Foster City, value dealing with our community's concerns in a respectful and courteous manner. This means that we:
  - Value the relationship with our customers.
  - Are consistent and cooperative in responding to our customers' needs and concerns.
3. We, as employees of Foster City, value our professionalism and demonstrate this by providing quality service to all who live in, work in and visit our community. This means that we:
  - Deliver knowledgeable and efficient services
  - Commit to a complete and thorough delivery of services in responding to the needs of the community.
  - Fully appreciate that tax dollars are to be used to provide cost effective services.
4. We as employees of Foster City value honesty and integrity. This means that we:
  - Are committed to the highest ethical behavior in our dealings with each other and those we serve.

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

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# Foster City Organization Chart



# POLICY CALENDAR FOR CALENDAR YEAR 2013

The following projects and issues have been identified as priorities by the City Council. It is recognized that several of these projects are multi-year in nature in terms of their ultimate completion while other projects are ongoing in nature. It is further recognized that 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 projects listed below.

1. Civic Center Master Plan
  - A. Complete the Sale of the 15-Acre Site Adjacent to the Government Center to The New Home Company for a Mixed-Use Development Consisting of Senior Housing (Market Rate and Affordable, For Sale and Rental), Retail and Public Plaza/Promenades
2. Capital Improvement Projects
  - A. Complete Phase III of the Levee Pedway Repair Project (Portion between Lantern Cove and Promontory Point or E. Hillsdale Blvd. along the Marina Lagoon)
  - B. Complete Design for a Synthetic Softball/Soccer Field at Edgewater Park
  - C. Complete Feasibility Studies and Conceptual Designs for Werder Park and Destination Park Improvements
  - D. Complete the Design for Certain Multi-Project Traffic Improvement Projects and Complete Construction of the Triton Drive (and Metro Center Blvd.) Widening Project
3. Municipal Code Amendments/General Plan Amendments/Ordinance Updates
  - A. Complete the Update of the Land Use and Circulation Element of the Foster City General Plan
  - B. Commence the Update of the Housing Element of the Foster City General Plan
4. Economic Development Projects
  - A. Implement the Sustainable Foster City—A Sustainable Economic Development Strategic Plan and Provide Regular Updates to the City Council
5. Economic/Budget Projects
  - A. Approve a Balanced General Fund Budget for FY 2013-2014
  - B. Monitor National, State and Local Economic Conditions including the Federal and State Budgets; Evaluate Economic, Federal and State Budget Impacts on the City/District/CDA Successor Agency Finances; Support or Oppose Federal and State Budget Proposals as Appropriate and Be Actively Engaged in Advocating for the Interests of the City/District/CDA Successor Agency
  - C. Evaluate and Consider Placing a Measure on the November 5, 2013 Ballot to Update the Business License Ordinance Adopted in 1972 and Increase the Business License Tax
6. Environmental Related Projects
  - A. Actively Pursue Reliable and Uninterruptible Alternative Sources of Water and Promote Water Conservation
  - B. Monitor and Report on Transportation Issues/Traffic Congestion Impacts for Foster City
7. Other Projects
  - A. Pursue Affordable Housing Initiatives and Funding Sources to Create Affordable Housing Opportunities in the Post-Redevelopment Era
  - B. Commence Study Relative to the Long-term Need to Raise the Levees in Response to a Rise in Sea Levels
  - C. Work Collaboratively with the San Mateo-Foster City School District, the San Mateo Union High School District, and the City of San Mateo in Support of Efforts to Provide a Quality Education and to Evaluate and Support, if Applicable, the Proposed San Mateo-Foster City School District Bond Measure for the November 5, 2013 Ballot that Would Include Funding to Build a New Middle School in Foster City for 5th through 8th Grades



# BUDGET MESSAGE

## FISCAL YEAR 2013-2014

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July 1, 2013

Honorable Mayor and Members of the City Council:

### INTRODUCTION

The Final FY 2013-2014 budget is the culmination of many hours of preparation. The City's Five-Year Financial Plan and Annual Budget documents are combined in one seamless document. We have done that by incorporating the City's Five-Year Financial Plan into the Financial and Personnel Summary section, as well as the individual department and non-department sections of this document.

The City's Five-Year Financial Plan is merely that – a five-year forecast of revenues and expenditures based upon the strategies and Policy Calendar adopted earlier this year. While the City Council will incorporate the Five-Year Financial Plan as part of this document, the City Council will only appropriate funds on an annual basis. Thus, the Annual Budget for FY 2013-2014 has been prepared.

The annual budget results in the actual appropriation of funds. Funding requests were carefully reviewed and considered prior to their inclusion in the recommended budget.

The budget is the primary policy document adopted by the City Council each year. It describes the City's goals and details how resources are allocated to achieve these goals. In addition, the budget serves as the annual financial plan, an operational guide and a communications tool.

### ELEMENTS OF THE BUDGET

The budget document is organized as follows:

- 1. Introductory Items**
  - Table of Contents
  - Mission Statement
  - City Government Organization Chart
  - Policy Calendar for 2013
- 2. Budget Message:** Includes the letter of transmittal from the City Manager submitting the recommended budget to the City Council, major initiatives/issues, organizational changes addressed in the budget, and the City's current and projected financial position.
- 3. Budget Guide:** Includes a description of the annual budget process, a glossary of budget terminology and the structure of the City's finances.
- 4. Five-Year Financial Plan:** Includes a City-wide look at expenditure and revenue trends affecting the City over the course of the next five years.
- 5. Financial and Personnel Summaries:** Includes financial information on projected revenues, expenditures, fund balances and reserves, personnel resources, and a summary of funds as well as fund descriptions and information on all revenue sources and expenditure projections.
- 6. Department Operating Budgets:** Operating department sections include the departmental mission statement,

personnel summaries, five-year strategic plan (including values, goals and objectives) of the organization, key initiatives completed, initiatives and service level expectations for FY 2013-2014, and changes in financial resources required to accomplish the department goals. The account summaries include the following five major categories of department appropriations:

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

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

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

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

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

Behind the account summaries are the detailed line item expenditures.

7. **Non-Department Budgets:** Includes historical and proposed expenditures for non-department General Fund, special revenue, enterprise and internal service fund budgets.
8. **Capital Improvements:** Includes various tables showing the proposed capital projects for the upcoming fiscal year and for a five-year period, along with detailed descriptions of capital improvement projects.

#### FINANCIAL OVERVIEW

The City/District funds are all in sound financial condition and will have reserves at the beginning and the end of the fiscal year that meet or exceed the Council defined minimum reserve levels. The City completes its goal of balancing its General Fund budget this year with the adoption of the FY 2013-2014 Annual Budget. The \$5 million structural deficit identified in early 2010 has been resolved through a series of service level and staffing reductions, shared services, revenue enhancements and managing employee compensation packages. That being said, the City must now face two significant challenges presented in April 2013: 1) the loss of the City's largest sales tax generator in 4Q 2012; and, 2) changes to CalPERS' rate smoothing policy that will increase employer pension costs starting in FY 2015-2016. These two events combined will negatively impact the City's General Fund by nearly \$1.4 million per year.

Based on City Council direction, the General Fund minimum reserve level has been established at 33.3% of annual operating expenditures. The five-year forecast shows the City being able to stay above this reserve level in each of the successive 5 years.

Key elements of the City's financial overview are summarized as follows:

- General Fund Reserves – The General Fund starts and ends FY 2013-2014 with nearly \$17.5 million in reserves. The budget is balanced with a nominal surplus of \$22,000, in spite of the loss of the City's largest sales tax producer (see below).
- Loss of Largest Sales Tax Generator – the City received news through its review of sales tax data provided by the California Board of Equalization that the single largest sales tax producer (which cannot be named due to confidentiality and in accordance with State law) has shifted its sales operations to its other business locations. This shift began in 4Q 2012 and is expected to be complete before the end of the City's FY 2012-2013. The annual loss to the General Fund will be \$1 million.
- Pension Costs – Employer contribution rates to the CalPERS pension plans for Miscellaneous and Public Safety plans are expected to be 18.757% and 31.025%, respectively, which includes the first phase-in of the reduced investment return (discount) rate from 7.75% to 7.5%. The provisions of the Public Employees' Pension Reform Act of 2012 (PEPRA) will not have a material impact on the City's budget for several years as the most significant cost-savings provisions of the Act apply primarily to new employees hired after January 1, 2013. However, the recently enacted rate smoothing policy changes by the CalPERS board to amortize gains and losses in the plan over a shorter 5-year period, will increase employer rates for the Miscellaneous Plan by 1.1% per year for five years, and for the Public Safety Plan by 1.7% per year for five years, starting in FY 2015-2016.
- Bargaining Units – Employees represented by the American Federation of State, County and Municipal Employees Local 829 (AFSCME), the Foster City Police Officers Association (FCPOA) and the International Association of Firefighters Local 2400 (IAFF) are currently covered under Memoranda of Understanding (MOU) that expire on June 30, 2013. Labor and management are currently negotiating successor contracts. A new one-year Management Employees Compensation and Benefits Plan has been developed that will expire June 30, 2014. No agreement was reached with AFSCME, FCPOA or IAFF at the time of budget publication. No compensation or benefits changes for these three labor groups have been assumed or incorporated into the FY 2013-2014 Annual Budget. For purposes of the expenditure forecast for FY 2014-2015 through FY 2017-2018, an increase of 2% per year is projected to more closely reflect the rise in the cost of living but it should be noted that any actual increase in employee compensation is subject to the meet and confer process.
- Planned Sale of 15-Acre Site Adjacent to City Hall – the City Council reached a set of Business Terms with The New Home Company LLC (TNHC) as the lead developer of a mixed use project that will provide for-sale senior homes, independent living senior rental apartments (including memory care units), affordable housing rentals for seniors, and 30,000 square feet of retail. The property is intended to be sold to TNHC for \$30 million, payable over a 22 month period upon TNHC securing entitlements to the land and execution of a Purchase and Sale Agreement. The proceeds from this sale are expected to be deposited into the newly created Capital Asset Acquisition and Replacement Fund. While the

entitlement process is progressing smoothly, until which time those entitlements and Agreement have been completed, and escrow has closed on the sale of the land (tentatively scheduled by December 2013), the funds from this transaction are not included in the FY 2013-2014 budget or the 5-Year Financial Plan.

- Long-Term Capital Improvements Funding – The City’s General Fund continues to transfer funds to the City Capital Investment Fund totaling \$600,000 to fund long-term capital improvement projects.
- Water and Wastewater Rates – The most recent Water Rate Model projections for FY 2013-2014 will allow the District to maintain water rates at their current levels. Wastewater rates will also remain unchanged for FY 2013-2014.
- State Budget Assumptions – The Governor’s Budget released in January 2013 is balanced after considering the new revenues from Proposition 30 and after cuts are made to various social service areas that appear to have no impact on the City’s budget at this time. The current budget proposals retain SLESF/COPS grant funding of \$100,000 per year to fund one partial Police Officer position, but still have no intention of funding State mandated costs. The May Revise was issued on May 15, and there does not appear to be any additional impacts to the City’s budget.

#### HIGHLIGHTS FOR 2013-2014

Other than the aforementioned loss of the City’s largest sales tax generator, City revenues have been increasing as the City, state and nation exit the economic recession that started in 2007. The housing market in Foster City has strengthened in the past year, with median housing prices

continuing to rise and home sales increasing. Multiple offers are being received by sellers of residential property, although inventory continues to be low. The County Assessor’s Office currently estimates assessed valuation growth of 5.46% for FY 2013-2014, yet there remains nearly \$450 million in assessed valuation at risk of reduction based on assessment appeals filed mainly by commercial property owners.

Transient occupancy taxes have increased in base revenues by 10% in the past year. Franchise fees have also increased, primarily due to the increase in the solid waste franchise fee for Recology from 5% to 10% in January 2013.

On the development front, the City continues to thrive. The first phase of the Pilgrim-Triton Master Plan development – The Plaza at Triton Park – was completed in 2013. Gilead Sciences also completed its first laboratory building and several other improvements as part of its South Campus development. These projects will positively impact property taxes for FY 2013-2014. The City expects to issue building permits for the construction of Triton Pointe (another development as part of the Pilgrim-Triton Master Plan), continued development on the South Campus by Gilead Sciences, and the construction of an extended stay hotel in the Vintage Park area at the site of the former Black Angus restaurant. One-time revenues in the form of planning and building permit fees, and ongoing property tax revenues, have been included in the Five-Year forecast for these projects.

The City has positioned itself well to weather this economic crisis, yet in light of the two late-breaking issues mentioned previously, the City will need to be vigilant in the coming years in understanding the impacts of those issues as well as potential revenues from future potential development that

are not included in the Final Budget or Five-Year Financial Plan. Nevertheless, the General Fund budget for FY 2013-2014 is balanced, and is projected to start and end the year with approximately \$17.5 million in unrestricted reserves, nearly 56% of its annual operating expenditures. There are several budgetary adjustments under way and/or planned over the next couple of years, including full implementation of the Fire Management / Prevention Shared Services Model, and the City Council's direction to investigate the need to update the City's business license tax which has not been changed since enacted in 1972. The City Council will also be considering instituting impact fees such as an affordable housing impact fee on developers in light of the dissolution of redevelopment agencies by the State in 2012.

The budget for FY 2013-2014 shows a net increase in General Fund expenditures of \$89,000 from the previous fiscal year. Significant changes in the FY 2013-2014 budget are presented in the following areas:

#### Parks & Recreation Department

- In the Parks Division, the addition of one (1) part-time Parks Maintenance Worker, the costs of which will be offset by a reduction in contract maintenance.
- In the Recreation Division, an Afterschool Youth Program and a Senior Bus Rental Program will be added which will be entirely offset by the additional revenues generated from the programs. Finally, an Electronic Signboard costing \$25,000 will be acquired to inform the public of city-wide special events and community activities.

#### Fire Department

- Continued implementation of the Fire Command Shared Services Model with the City of San Mateo,

including a 1/3 split of the Fire Chief, Deputy Fire Chief and Administrative Battalion Chief positions, funding of one of the three Battalion Chief positions, elimination of the Assistant Fire Marshal position, and a reclassification of the Management Assistant to Management Coordinator. The Fire Department will also share (at 50%) a Fire Inspector position with the City of San Mateo. Finally, the three-way partnership between Foster City, San Mateo, and Belmont will allow Foster City to recognize over \$90,000 in reimbursed costs from Belmont.

#### Public Works

- In the Engineering Division, one (1) Junior / Assistant / Associate Civil Engineer position is being eliminated.
- In the Streets and Lagoons Divisions, one (1) Public Works Maintenance Worker I/II position is being eliminated. Furthermore, the City will also save \$64,000 next year (and likely \$90,000 long-term) in electrical costs due to the implementation of LED street lights. Also, the Streets Division will allocate \$200,000 in Gas Tax 2103 funds to improve the streets maintenance program in the areas of crack sealing, distressed pavement replacement, and City sidewalk, curb and gutter repair.

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

- Elimination of the Video Technician position in light of the outsourcing of FCTV services under contract with KMVT will save the City nearly \$60,000 per year.
- Reclassification of the Management Assistant position in the City Manager's Office to Management

Assistant to the City Manager

- The full-time Human Resources Director position has been added back to the budget from a 60% equivalent contract position under a professional services agreement.

#### Water Enterprise Operations

- The SFPUC is decreasing its wholesale water rate from \$2.95 / ccf to \$2.45 / ccf due to a projected surplus from wholesale customers. The financing of the capital outlay component of the SFPUC bill by BAWSCA will add an additional \$0.33 / ccf but this amount is lower than if the capital costs had not been financed. In short, the rates charged to District water customers will remain the same in FY 2013-2014.
- Expanded rebate programs will continue to be provided to customers in an effort to reduce water consumption by 20% by the year 2020

#### Wastewater Enterprise Operations

- Wastewater rates will remain the same as in FY 2013-2014 due to projected surpluses from FY 2012-2013. However, the District is working with San Mateo in regards to estimates and funding options for significant capital upgrades of the wastewater treatment plant that will be required in the next several years. These have not been incorporated into the budget or the five-year forecast.

#### ORGANIZATIONAL CHANGES

Based upon the organizational changes discussed in the preceding section, staffing levels as we enter FY 2013-2014 will see a net reduction of four and one-half (4.5) full-time equivalents (FTE) from a total of 187.5 FTE to 183 FTE.

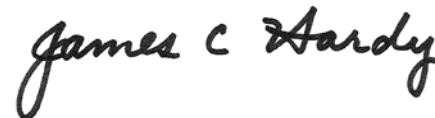
#### CONCLUSION

The City of Foster City and Estero Municipal Improvement District have been well managed and are in sound financial condition. This has served the City well in striving to maintain the highest service levels possible as we have travelled through and are exiting these tough economic times. This budget achieves the City Council's goal of balancing the budget by FY 2013-2014. I would like to acknowledge the City Council's leadership in supporting a three-year plan to achieve this balanced budget goal that minimized the impacts of the requisite reductions on the residents who rely on City services and the employees who provide those services. I also would like to thank the employees who have partnered with the City in managing the employee compensation costs during these difficult times.

This City has a long history of being fiscally conservative, the result of wise policy decisions by current and former City Councils and excellent and talented staff that have committed themselves to the City's Mission and Values Statement to serving the community to the best of its ability.

On behalf of all the City employees, we look forward to providing the service levels presented in the Final Budget for FY 2013-2014.

Sincerely,



James C. Hardy  
City/District Manager

# **FISCAL YEAR 2013-2014 ANNUAL BUDGET FIVE YEAR FINANCIAL PLAN BUDGET CALENDAR**

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## **January 22, 2013 (Tuesday) Regular City Council Meeting at 6:30 p.m.**

- Review of Comprehensive Annual Financial Report (CAFR) for FY 2011-2012

## **January 28, 2013 (Monday) Study Session at 4:00 p.m.**

- Mid-year Financial Review for FY 2012-2013
- Policy Direction Regarding Preparation of Annual Budget and Five-Year Financial Plan
- Review Non-profit Agencies Funding Process and any other Special Reports

## **March 25, 2013 (Monday) Study Session at 4:00 p.m.**

- Review of Capital Improvement Projects, development of a long-term CIP funding plan
- Review of Enterprise Funds, Internal Services Funds
- Review Analysis of Water and Wastewater Rates
- Review Other Special Reports

## **May 13, 2013 (Monday) Study Session at 4:00 p.m.**

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

## **June 3, 2013 (Monday) Study Session at 5:30 p.m.**

- Presentation of Funding Requests from Non-profit Agencies

## **June 3, 2013 (Monday) Regular City Council Meeting at 6:30 p.m.**

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

## **June 17, 2013 (Monday) Regular City Council Meeting at 6:30 p.m.**

- Adoption of Annual Budget

## **June 28, 2013 (Friday)**

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

(Note: all items above relate to the preparation of the FY 2013-2014 Budget except where otherwise noted.)

## GLOSSARY OF BUDGET TERMS

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Interest** - The amount paid for the use of money.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# STRUCTURE OF THE CITY'S, DISTRICT'S AND CDA'S FINANCES

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Funds are the basic accounting and reporting entities in governmental accounting. The fund types that comprise the 2013-2014 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.

### SPECIAL REVENUE FUNDS

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

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

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

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

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

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

*SLESF/COPS Grant Fund:* Revenues received from the State of California. Expenditure of these funds is restricted to funding personnel, equipment and program operating expenses associated with supplemental law enforcement

services such as anti-gang and community crime prevention programs, as well as traffic safety initiatives.

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

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

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

*Foster City CDA Affordable Housing Reimbursement Agreement:* Revenues provided under the terms of an Affordable Housing Reimbursement Agreement between the City and the Agency, the purpose of which is for the City to administer affordable housing programs on the Agency's behalf, funded from net available tax increment from the Agency's project areas dedicated to low- to moderate-income housing programs. Due to the dissolution of the Agency, this fund was closed out in FY 2012-2013.

*Foster City CDA Cooperative Services Agreement:* Revenues provided under the terms of a Cooperative Services Agreement between the City and the Agency, of which a primary purpose is for the City to act on the Agency's behalf to

liquidate the provisions of a Settlement Agreement between the Agency and the San Mateo Union High School District with a stipulated payment schedule from tax increment generated by the Agency's Project Area One. Due to the dissolution of the Agency, this fund was closed out in FY 2012-2013.

*City Affordable Housing Funds:* 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 City-owned eight (8) affordable housing units, and loan repayments from the Metro Center Senior Housing project and the 1<sup>st</sup> Time Homebuyer Loan program are included in this Fund. By policy direction, the City Council deposited 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.

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

## **CAPITAL PROJECTS FUNDS**

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

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

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

## PROPRIETARY FUND TYPES

### ENTERPRISE FUNDS

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

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

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

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

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

- *Wastewater Collection System (Sewer) Revenue* – Accounts for all of the revenues and the operational and maintenance expenditures associated with the wastewater collection system and treatment activities.
- *Wastewater Collection System (Sewer) Reserve* – A fund that reserves 25% of annual budgeted operating expenditures as dictated by Estero Municipal Improvement District Board policy.

- *Capital Investment Wastewater Collection System (Sewer)* – Captures funds that are spent towards capital improvements to the Wastewater Collection (sewer) system, funded through monies collected from ratepayers that go toward current or future capital improvement projects. The fund balance includes a \$2 million emergency reserve.
- *Wastewater Expansion* – Accounts for collection of wastewater system expansion fees for vacant parcels representing new developments that will be connected to the system. Funds are transferred to the Capital Investment Fund (above) where they are spent on Wastewater Collection (sewer) system expansion capital projects.
- *Wastewater Equipment Replacement* – Equipment replacement, acquisition and funding from wastewater revenues for replacement of equipment supporting wastewater operations.

### **INTERNAL SERVICE FUNDS**

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

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

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

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

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

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

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

*PEMHCA Benefits Plan Fund:* Benefits paid on behalf of retirees participating in the CalPERS' Public Employees' Medical and Hospital Care Act (PEMHCA) medical benefits plan.

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

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CITY OF FOSTER CITY  
ESTERO MUNICIPAL IMPROVEMENT DISTRICT

# **FIVE YEAR FINANCIAL PLAN**

## **For the Five Years ended June 30, 2018**



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

Pam Frisella, Mayor / President  
Charlie Bronitsky, Vice Mayor / Vice-President  
Art Kiesel  
Steve Okamoto  
Herb Perez

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

James C. Hardy

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# FOSTER CITY COMMUNITY PROFILE

## Location

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

## History

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

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

police powers. A board of three directors representing the two landowners governed the District.

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



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

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

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

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

As the City developed, residents came to realize that their lack of representation on the EMID Board made it difficult to affect Board decisions on development and taxation issues. In early 1967 residents reached a compromise with T. Jack Foster and Sons to introduce legislation increasing the Board's size from three to five. Foster City residents would elect the two new directors. The legislation also contained a provision for

eventual transition of the Board to full citizen representation by 1970, a year prior to the statutory deadline. At that time, the EMID Board began incorporation proceedings.

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

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

### ***Government Services***

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

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



Figure 2: Foster City Government Center

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

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

### City of Foster City

Foster City was incorporated on April 27, 1971 and is a general law city as established by the California Government Code, Section 34102. It uses the Council-Manager form of government. A City Manager is appointed by and responsible to the City Council to serve as Chief Administrative Officer

overseeing personnel, developing the budget, proposing policy objectives, and implementing policies and programs adopted by the City Council. Nine departments report to the City Manager, which include:

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

### Estero Municipal Improvement District

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

### **Cultural**

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

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

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

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

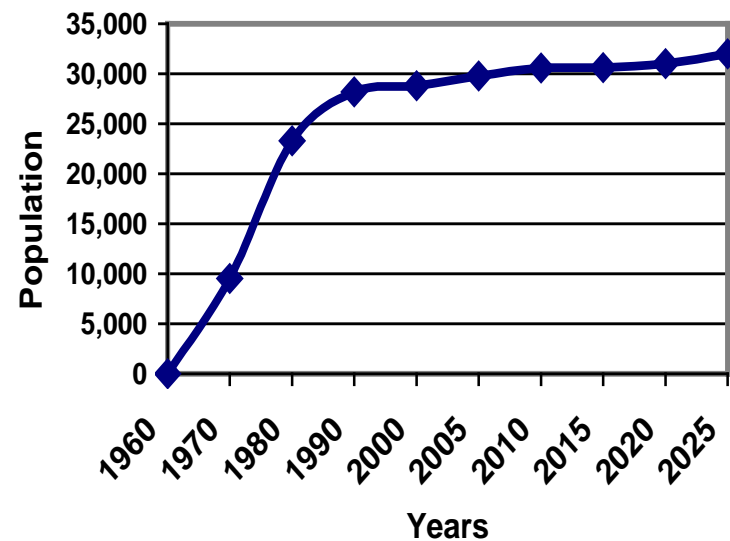
### **Population**

Foster City was virtually undeveloped in 1961 but experienced major growth in the 1970's and grew at a slower pace during the 1980's and 1990's. The City's population was determined

to be 30,567 by the 2010 US Census. The most recent estimate by the California Department of Finance is 30,895 as of January 1, 2012.

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

### **Population Growth**



### **Housing**

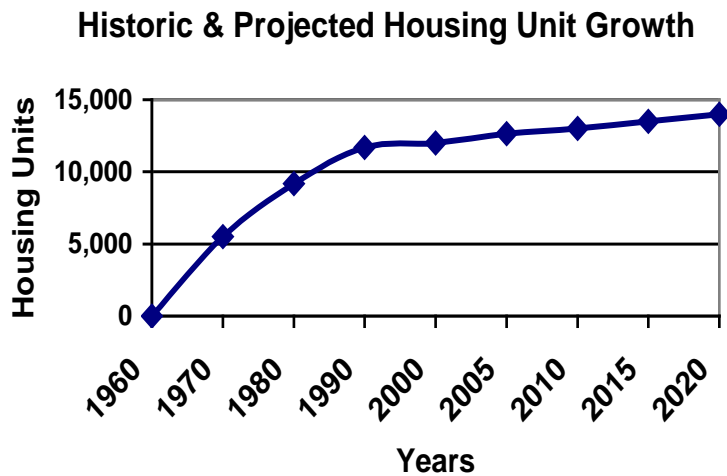
. As of January 1, 2012, the City had 12,525 housing units. The 307 units in Pilgrim Triton Phase A are being completed in 2013. Pilgrim Triton Phase D was approved in 2012 for an additional 166 housing units. The remaining phases of Pilgrim Triton are anticipated to include up to 257 units. Review is underway of senior housing on the City's 15-Acre Site adjacent to City Hall to include approximately 416 units

consisting of 150 assisted living unit, 66 below market rate apartments and 200 for-sale units.

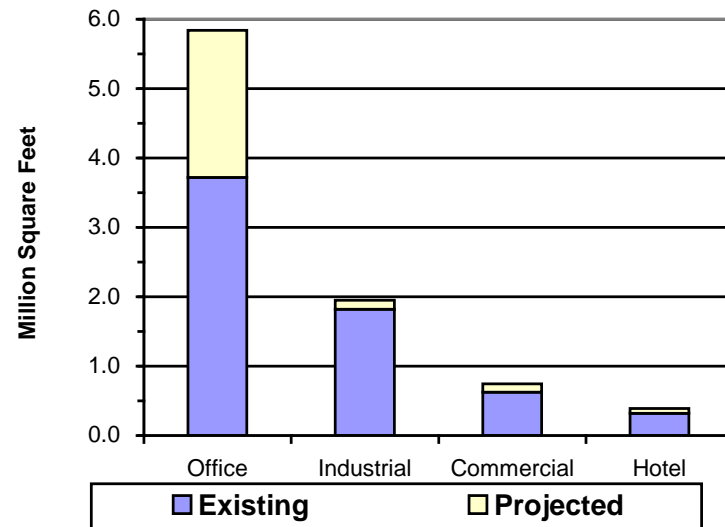
Remaining housing growth will come through redevelopment of existing sites with new housing. Additional housing units are called for in the Housing Element in order to provide the City's share of the region's housing needs. The City adopted a revised Housing Element of the General Plan in February 2010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

has actively pursued commercial and light industrial development over the past fifteen years to achieve a more balanced mix of uses. Commercial, office, and industrial development provide a healthy and stable tax base as well as job opportunities within the City.

Existing non-residential building stock includes 3.7 million sq. ft. of office, 1.8 million sq. ft. of industrial/research and development, 0.6 million sq. ft. of commercial and 509 hotel rooms.



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



## 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

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

ft. of new office/commercial space and up to 730 housing units.

In February 2010, the City approved the expansion of the 40-acre Gilead campus to add about 570,000 net new square feet of offices and labs. Gilead's approved plans for the development of lab facilities and office space are presently under construction.

In November 2011, Gilead Sciences submitted an application for an integrated Master Plan to incorporate lands purchased from EFI. This would result in approximately 1,300,000 net new square feet beyond what was approved in 2010.

In June 2012, an application was filed by a new land owner on the site formerly occupied by the Black Angus Restaurant in the Vintage Park Master Plan to develop a hotel with 118 rooms.

The City is currently considering 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.

In April 2012, the City Council approved a Business Term Sheet with The New Home Company, LLC as the lead developer in a mixed-use senior residential and retail project on the City-owned 15-acre site adjacent to the Government Center. The project would include over 400 residential units dedicated to senior citizens consisting of for-sale residential dwelling units, independent & assisted living units, and affordable housing units. Nearly 30,000 square feet of retail is also expected to be constructed on the site. The Term Sheet anticipates final entitlements and close of escrow to occur in late 2013, with construction commencing shortly thereafter.

If all the projected development occurs, this would result in approximately 5.8 million sq. ft. of office, 1.9 million sq. ft. of industrial/research & development, .7 million sq. ft. of commercial and 627 hotel rooms.

## Shopping

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

A small amount of additional retail (17,000 sq. ft.) has been provided on the first floor of the Parkside Towers development at the corner of Shell and East Hillsdale Boulevards. An additional 10,000 square feet of retail has been included in "Phase A" of the Pilgrim-Triton Project. As previously mentioned, an additional 30,000 square feet of retail is expected to be included in the mixed-use project on the 15-acre site.

Several of the shopping centers have redeveloped over the years to meet the needs of the community (e.g., Port O' Call redeveloped into Miramar Apartments, Marlin Cove redeveloped into a mix of commercial and housing). The owner of Charter Square Shopping Center has submitted for City consideration a redevelopment of that shopping center to include a mixed use development, reducing the retail square footage from 58,000 sq. ft. to 10,000 sq. ft. and adding 95 townhouse units. The City is currently reviewing this proposal



to ensure that possible redevelopment of the site is consistent with the current and future needs of the City.

## **Jobs**

During the initial stages of Foster City's development, new growth was mainly residential or residential-serving in nature. Since 1980, several major commercial and industrial developments have been completed, adding a substantial daytime work force population to the City and providing employment opportunities to Foster City residents. The largest employers as of December 2012 (latest data available) are indicated in the accompanying table.

<u>Largest Employers</u>	<u>No. of Employees</u>
VISA / Innovant	4,500
Gilead Sciences	1,600
Electronics for Imaging	1,300
Life Technologies	800
Sony Computer Entertainment America	750
Rearden Commerce	500
Quinstreet	400
IBM	350

Source: Foster City Business License Data, 2012

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

Source: Projections 2009, Association of Bay Area Governments



## **Education**

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

## **Recreation**

Foster City prides itself on the wealth of recreational amenities and activities provided to the community. Foster City has one of the highest ratios of park acreage to population in the nation, boasting more than 100 acres of park and open space land including bike paths, dog exercise areas, a lighted softball field, soccer and youth baseball fields, tennis courts, basketball courts, picnic facilities, and a wildlife refuge. Leo J. Ryan Park, encompassing eight acres overlooking Central Lake, is home to the gazebo, amphitheater, stage area, and the William J. Walker Recreation Center. The City completed a major renovation of the Leo J. Ryan Park in 2005, and has constructed or nearly completed synthetic turf fields at Sea Cloud Park, Catamaran Park, and Port Royal Park to provide recreational amenities for soccer and baseball / softball players during all weather conditions and in an effort towards water conservation.

The City's lagoon system offers more than 200 acres of surface area, winding five miles throughout the City, for sailboat and windsurfing enthusiasts.

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

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

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

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

# FIVE-YEAR FINANCIAL FORECAST (FY 2013-2014 to FY 2017-2018)

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The City prides itself in prudently managing its financial resources through long-term financial strategies and conservative financial decisions. By exercising stewardship and long-range financial planning, the City has managed to liquidate all of its bonded indebtedness and build-up reserves in its General Fund, Capital Improvement Funds, Internal Service Funds, and in its Enterprise operations.

The City, the Bay Area, California, and the nation are beginning to exit one of the worst economic recessions since the 1920's. Unemployment rates are improving, albeit slowly. The business community is beginning to once again invest in its capital infrastructure and development of products. Consumer confidence has improved significantly in the recent 12 months. Governmental revenues in the form of taxes and fees are seeing improvement across the state and the region.

Over the past several years, the City's primary fiscal goal could be best summarized in one simple statement: **solve the General Fund structural deficit**. The City Council's goal has been to erase an original \$5 million deficit identified in early 2010 such that by FY 2013-2014 the General Fund would show a balanced budget. The efforts over the past several years of reducing service levels, sharing services, as well as managing compensation and benefits costs have come to fruition – **the City is now able to present a balanced budget for FY 2013-2014**. And as a result, the City was poised to present a balanced budget throughout the five-year forecast ... that is, until late-breaking information received in April thwarted those plans.

Two critical events occurred in April 2013 that have a significant negative impact on the City's five-year forecast:

1. Loss of the Largest Sales Tax Generator – the City received news through its review of sales tax data provided by the California Board of Equalization that the single largest sales tax producer (which cannot be named due to confidentiality and in accordance with State law) has shifted its sales operations to its other business locations. This shift began in 4Q 2012 and is expected to be complete before the end of the City's FY 2012-2013. **The annual loss to the General Fund equates to over \$1 million.**
2. CalPERS Revises its Rate Smoothing Policy – the CalPERS Board, based on a recommendation from the Chief Actuary, voted on April 17, 2013 to revise the current rate smoothing policy that impacts the projection of employer rates by smoothing out investment gains and losses. The current policy identified the impact of investment gains and losses and amortized them over a rolling 15 year period, which it was argued delays the recovery of plan assets during years of sustained losses and places the Plan itself in financial jeopardy. The policy was amended to reduce the amortization period of those gains and losses from a rolling 15 years down to a direct rate smoothing period of 5 years. The impact of this change will see employer rates for public safety increase from 32.9% in FY 2014-2015 to 41.4% in FY 2019-2020. For the Miscellaneous Plan, the employer rates will increase from 20.1% in FY 2014-2015 to

**25.6% in FY 2019-2020. The impact of this change equates to nearly \$425,000 in additional costs citywide, of which \$350,000 will impact the General Fund.**

The five-year forecast for the General Fund is a financial planning tool to understand the future impacts in the context of planned and potential development, revenue changes, and compensation adjustments. This forecast includes an assumption of a 2% cost of living increase in compensation per year starting in FY 2014-2015. This forecast shows that the City's General Fund is balanced for FY 2013-2014 and 2014-2015, primarily due to significant revenues related to the development of Gilead Sciences South Campus, Triton Pointe, Pilgrim-Triton "Phase B," and the Extended Stay Hotel planned on the former Black Angus site. However, because of the impacts discussed above, there exists a deficit starting in FY 2015-2016. Specifically excluded from this five-year forecast are the development of the 15-Acre site, Chess-Hatch, and Pilgrim-Triton "Phase C", as well as revenues associated with the potential increase to the business license tax should the City Council approve placing the ordinance amendment on the November 5, 2013 ballot and the voters approve the measure. Should the revenues from these sources be realized, it is possible to have a balanced budget in each year included in the Five –Year Financial Plan. City leaders have made prudent financial decisions throughout the City's history that have served it well and their support for a revision to the business license tax and for new development or redevelopment of existing properties will be critical to ensuring the long-term financial future of the City.

The City will have a net reduction of 4.5 full-time equivalent positions in FY 2013-2014, but does not anticipate any significant impact to existing service levels. The scenarios provided in this five-year forecast demonstrate that the City has been able to solve its structural deficit, but in light of significant

sales tax losses and increased pension costs that came to light in April 2013, the City will need to monitor its revenue trends and development plans in the community to ensure that budgetary resources are available to sustain and enhance the quality of life enjoyed by those that live work and play in this community through the nature of services provided and the quality City employees that serve this community.

It should be noted that on November 5, 2012, the City Council approved a Plan known as "Sustainable Foster City: A Sustainable Economic Development Strategy." The Plan's vision is to "sustain and enhance the quality of life in Foster City" using the three core tenets of Economic, Environmental and Social Equity principles and initiatives to achieve the Plan's vision. The City Council on March 18, 2013 created a new Special Fund to finance the costs associated with the Plan's initiatives.

## **City of Foster City**

### **Summary of Key Assumptions Used in Preparation of the Five-Year Financial Plan for the Five Years Ended June 30, 2018**

The City of Foster City Five-Year Financial Plan covers the five-year period ending June 30, 2018. 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 MLS Listings.
- 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**

Now that we are exiting one of the worst recessions since the 1920's, the City has seen a modest recovery of certain revenues. Property values have been increasing, however inventory of homes for sale have been relatively low. Sales tax and personal income tax revenues statewide are on the rise. Unemployment rates for the US and California are 7.6% and 9.6%, respectively, nearly 1% lower than the prior year. 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:

##### **Property Taxes**

- Home sales volumes have picked up over the last two years compared to the recessionary period from 2008 to 2011. Commercial property values have increased, but there still exists several commercial property owners filing assessment appeals. Nearly \$450 million in assessed value is at risk based on AV appeals with the County Assessor's Office as of April 27, 2013. Some commercial properties are requesting AV reductions of over 50%. Historically, property taxes have grown annually at 5-10%, but during the recession property taxes grew at less than 2%. Under the provisions of Proposition 13, California CPI (the index upon which AV growth is based) was 3.08% for 2012. The Proposition 13

cap on AV growth is 2%. The Assessor's Office is projecting an increase in assessed valuation in Foster City of 5.46% as of April 27, 2013. Given the state of the market, Proposition 13 increases, AV projections provided by the County Assessor's Office, and recent turnover in homes yielding higher AV, an increase of 4% in FY 2013-2014 is incorporated into the projections based upon FY 2012-2013 projected actual collections, less a \$400,000 potential loss from assessment appeals in progress. Future increases are estimated at 3% per year, based on the anticipated positive trends in the real estate market over the next several years. The other assumptions for property taxes include the following developments: Gilead Sciences South Campus (original Development Agreement, or DA); Triton Plaza (just completed); Triton Pointe; Pilgrim-Triton "Phase B"; the new Extended Stay Hotel (former Black Angus site); and, Hillsdale/Gull redevelopment project area tax increment reverting back to taxing entities in FY 2015-2016.

#### Sales & Use Tax

- The City suffered a significant 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. This will result in a loss of over \$1 million in annual sales tax revenues. Beyond that loss, sales tax revenues are expected to increase by 2% over FY 2012-2013 projections, net of the loss of that significant sales tax generator mentioned above. Growth of 2% is expected in FY 2014-2015 and thereafter. No assumptions have been made with respect to the additional retail areas planned for the Pilgrim-Triton or 15-Acre Site projects.

#### Transient Occupancy Tax

- Current tax rate of 9.5% is assessed to people staying in the City's two current hotels -- Crowne Plaza and Marriott Courtyard. Occupancy rates continue to be strong in both of the hotels serving Foster City. Modest growth of 2% is expected in FY 2013-2014 and throughout the five-year forecast based upon current occupancy levels and increases in room rates. In addition, the assumptions include the development of the proposed Extended Stay Hotel on the site of the former Black Angus restaurant, for which the developer is currently in the process of obtaining entitlements to the site and is motivated and financially prepared to develop the site. It is assumed this hotel will come online by January 2016 with ~ 120 rooms and will generate \$330,000 in TOT revenues annually.

#### Business License Tax

- The Business License Tax Ordinance has not been updated since it was originally implemented in 1972. During the recession, business license tax fell as gross receipts of businesses in Foster City (upon which the tax is based) fell. Collections in FY 2012-2013 indicate an uptick in business license revenues. Revenues are expected to increase by 2% over FY 2012-2013 projections per year starting in FY 2013-2014. Until which time as the revisions to the Business License Tax Ordinance has been approved by the voters, no additional revenues have been assumed.

#### Investment Earnings

- Yields on the City's investment portfolio as of April 27, 2013 was 0.89%. Fixed investments continue to trade at or near all-time lows as the Fed continues to keep investment rates low. The daily yield on the City's LAIF deposits is at an all-time low of 0.26%. Economists and the City's investment broker continue to predict low

interest rates over the next several years. Therefore, no significant growth in investment yield rates is anticipated in the five-year period. Fluctuations in investment earnings will be based upon expected fund balance surpluses or deficits in each year.

#### Development – Planning, Permit and Park In-Lieu Fees

- The following projects have been included in the forecast:
  - *Gilead Sciences South Campus* - currently under construction, and future phases under the development rights and master plan for the South Campus are expected to move forward in advance of their original plan through 2017. There are no assumptions made regarding the proposed development of the North Campus on the properties formerly owned by Electronics for Imaging.
  - *Triton Pointe* – the Development Agreement (DA) for this site was approved by the City Council along with architectural plan approval by the Planning Commission. Building permits are expected to be issued in FY 2013-2014, and park in-lieu fees of nearly \$2.8 million will be collected at that time.
  - *Pilgrim-Triton “Phase B”* – this site immediately east of the recently completed Triton Plaza apartments is actively under discussion with staff for the site development plan under the Pilgrim-Triton Master Plan. Planning and building permit fees are expected in FY 2014-2015, with projected park in-lieu fees of \$3.2 million paid upon issuance of the building permit.
  - *Extended Stay Hotel (Former Black Angus Site)* – as indicated above, the developer intends to move forward with construction of this hotel upon receipt of the necessary planning approvals. Planning and

building permit revenues are expected in FY 2013-2014.

- The following projects have not been included in the forecast:
  - *15 Acre Site* – the Business Term Sheet for the sale of the 15-Acre Site to The New Home Company, LLC (TNHC) was approved by the City Council in 2012. The developer is proceeding with obtaining the necessary entitlements to the property with the Planning staff and Planning Commission. A Disposition and Development Agreement (DDA) is expected to come before the City Council for approval by October 2013. Planning and permit fees are projected to be collected in FY 2014-2015, although it is possible that a portion of those fees may be collected in FY 2013-2014. Park in-lieu fees would be collected upon completion of the residential units per the Business Terms, but those fees would not be presented in the General Fund as they would be deposited in the Park In-Lieu Fund.
  - *Chess Hatch* – this project would entail the redevelopment of the existing single-story commercial properties along Chess Dr. near Hatch Dr. The DA for the site is in the process of being approved, but the developer has indicated that it would need to find an anchor tenant before construction of the office building could proceed. If it were to move forward, it is expected that planning and building permit fees would not be received until FY 2017-2018.
  - *Pilgrim Triton “Phase C”* – this would be the final phase under the Pilgrim-Triton Master Plan, which is between Triton Dr. and E. Hillsdale Blvd along the lagoon channel. Preliminary discussions have been

held with the new owner / developer of the site, with expressed interest in moving forward with a development plan for that site. If it were to move forward, it is expected that planning and building permit fees would not be received until FY 2017-2018.

#### Sale of City's 15-Acre Site

- The Business Term Sheet with TNHC calls for the sale of the City's 15-acre site for \$30 million. TNHC is actively working with staff to obtain the necessary entitlements to the site. Assuming that project continues to progress according to schedule, a DDA would be negotiated and brought before the City Council for approval in October 2013. Yet to be fiscally conservative, the sale of the site has not been incorporated into the five-year forecast. This is consistent with the approach taken with respect to the sale of other City property (specifically, the former 11-acre site to the North Peninsula Jewish Campus in September 2012). Per City Council policy, the sales proceeds of the site would be deposited in the Capital Asset Acquisition and Replacement Fund.

#### Water and Wastewater Revenues

- Water Rates -- The City currently serves approximately 8,400 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. This will reduce future rates due to the low-interest financing of that obligation. San Francisco has indicated they anticipate a surplus at the end of FY 2012-2013 which would allow for a reduced rate for FY 2013-2014. However, under the District's 10-Year Rate Smoothing policy, and based upon the District's own analysis of existing reserves and

projected future costs, the water rates proposed for FY 2013-2014 will remain at their current levels (i.e., no rate changes), with 6% increases per year in FY 2014-2015 and 2015-2016, and 7% increases in FY 2016-2017 and 2017-2018.

- Wastewater Rates – Wastewater rates assume no increases for the entire five-year forecast, however the District has learned that there may be significant capital expenditure requirements necessary for the retrofit of the wastewater treatment plant operated by the City of San Mateo under the Joint Powers Agreement. The costs of that upgrade and the financing mechanisms have not been determined at the present time and, as such, are not incorporated into the five-year forecast.

#### State Budget

- The Governor's proposed State Budget issued in January 2013 projects a balanced budget based on the voters' approval of continued and/or increased sales and income taxes under Proposition 30. There are some expenditure cuts in the Governor's budget. However, it does not appear that any of those costs will directly impact Foster City at the present time. As such, no assumptions have been made relative to any adverse impact on the City's financial operations for FY 2013-2014 and beyond.

#### Expenditure Assumptions

Assumptions made in determining significant expenditures are listed below:

#### Service Levels and Capital Improvement Projects

- There are no significant service level reductions anticipated in the FY 2013-2014 budget or the five-year forecast. There will be a net reduction of 4.5 FTE's in FY 2013-2014, but no further reductions are anticipated in the five-year forecast. However, the planned changes



associated with the Fire Administration and Prevention Shared Services Model have been incorporated into the five-year forecast, which include the assumption that the City of Belmont will continue to work with San Mateo and Foster City for shared Fire Management services.

- Proposed Capital Improvement Projects in the five-year forecast are shown as funded and incorporated into the Plan. Long-term funding of Capital Improvement Projects implemented in FY 2010-2011 continues in the five-year forecast for the City's General Fund and the Water and Wastewater Enterprise Funds. The funding for the City Capital Investment Fund assumes a transfer of \$600,000 per year to fund potential Capital Improvement Projects over a 10-year horizon, and takes into consideration the availability of current reserves above the \$2 million emergency reserve in the City CIP fund. The forecast does not include any capital improvement projects that would be charged to the newly created Capital Asset Acquisition and Replacement Fund.

#### Employee Services

- A total net reduction of 4.5 FTE's will be realized in FY 2013-2014, with reductions in the City Manager's Office (1), Parks & Recreation (0.5), Fire (2) and Public Works (2). However, the part-time contract Human Resources Director position will be replaced with a full-time HR Director effective July 1, 2013.
- CalPERS changed its actuarial assumptions of its expected investment returns (also referred to as the "Discount Rate) from 7.75% to 7.50% effective for local government employers in FY 2013-2014. The impact of that change and the investment performance of the CalPERS plan assets have been incorporated into the actuarial analysis received by CalPERS which will see

employer rates for the Miscellaneous Plan increase by 1.4% of payroll, and Public Safety Plan increase by 1.9%. Furthermore, on April 17, 2013 the CalPERS Board made a significant change in its "rate smoothing policy" whereby realized gains and losses of Plan assets will be smoothed over a 5-year period rather than the existing 15-year period starting in FY 2015-2016. This will cause Miscellaneous Plan employer rates to increase by 1.1% each year through FY 2019-2020, and Public Safety employer rates to increase by 1.7% per year through FY 2019-2020. These rate increases have been factored into the five-year forecast. The provisions of the recently enacted Public Employee Pension Reform Act of 2012 (PEPRA) have not been incorporated into the five-year forecast as the impact of reducing employer compensation costs is unlikely to be materially impacted until which time more than ten (10) employees are hired under the new plan provisions (there are currently two employees that have been hired under the PEPRA formulae).

- Workers' compensation costs are expected to increase by approximately 1.5% of payroll for FY 2013-2014 and FY 2014-2015 based on experience ratings and legislative changes.
- Much of the City's workforce falls under collective bargaining agreements. The City has approved a new compensation plan for the unrepresented Management employees that expires June 30, 2014. The City is currently negotiating successor agreements with AFSCME, FCPOA and IAFF. No assumptions have been made relative to those agreements under negotiation for FY 2013-2014.

- With respect to future compensation changes starting in FY 2014-2015, a projected 2% per year cost of living adjustment has been included.

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

- An increase of 2% in annual expenditures for these categories was used based on long-term CPI trends, which is consistent with investment rates in 10-year Treasury Inflation Protected Securities, a leading indicator of long-term CPI expectations.

#### Realistic Expenditure Savings Forecast

- In the General Fund, each year the City realizes budgetary expenditure savings ranging from 3% to 10% due to a variety of factors, the most significant being salary savings generated from the retirement or separation from employment of employees and those positions are left 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 2014-2015 to FY 2017-2018 to reflect a more realistic picture of the City's anticipated fiscal results in future years. This expenditure savings is not included in the FY 2013-2014 to continue the conservative budgeting philosophy relative to current operations.

**City of Foster City, California**  
 Summary -- All Funds  
 Five Year Financial Plan for the Years Ended June 30, 2018

Revenues by Source:	Approved	Five Year Financial Plan				
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<b>Governmental Fund Type Revenues</b>						
Property taxes	\$ 15,262,000	\$ 16,192,000	\$ 16,782,300	\$ 17,513,800	\$ 18,449,300	\$ 18,992,900
Sales taxes	\$ 4,419,000	\$ 3,451,000	\$ 3,520,000	\$ 3,590,000	\$ 3,662,000	\$ 3,735,000
Transient occupancy taxes	\$ 1,847,000	\$ 2,040,000	\$ 2,081,000	\$ 2,288,000	\$ 2,495,000	\$ 2,545,000
Franchise taxes	\$ 1,191,000	\$ 1,379,500	\$ 1,407,000	\$ 1,435,000	\$ 1,464,000	\$ 1,493,000
Other taxes	\$ 1,485,000	\$ 1,649,100	\$ 1,665,600	\$ 1,682,200	\$ 1,699,900	\$ 1,717,700
Licenses and permits	\$ 1,751,000	\$ 2,392,400	\$ 1,925,000	\$ 1,303,900	\$ 1,330,100	\$ 1,356,500
Intergovernmental	\$ 2,716,000	\$ 2,680,600	\$ 2,680,600	\$ 2,680,600	\$ 2,680,600	\$ 2,680,600
Charges for current services	\$ 1,991,000	\$ 1,965,500	\$ 2,108,000	\$ 1,947,000	\$ 1,984,000	\$ 2,021,000
Special assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ 1,311,600	\$ 1,289,500	\$ 1,352,900	\$ 1,378,800	\$ 1,409,800	\$ 1,437,900
Other	\$ 2,228,300	\$ 4,590,050	\$ 5,101,050	\$ 1,835,050	\$ 1,835,050	\$ 1,747,050
<b>Proprietary Fund Type Revenues</b>						
Sales & service charges	\$ 16,592,000	\$ 16,592,000	\$ 17,194,000	\$ 17,832,000	\$ 18,621,000	\$ 19,465,000
Connection fees	\$ 272,400	\$ 392,200	\$ -	\$ 580,500	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ 5,908,327	\$ 5,776,203	\$ 5,920,000	\$ 6,066,000	\$ 6,216,000	\$ 6,369,000
Interest and rentals	\$ 990,500	\$ 1,070,000	\$ 1,057,000	\$ 1,057,000	\$ 1,061,000	\$ 1,070,000
Other	\$ 526,600	\$ 563,400	\$ 18,400	\$ 18,400	\$ 18,400	\$ 18,400
<b>Total Revenues</b>	<b>\$ 58,491,727</b>	<b>\$ 62,023,453</b>	<b>\$ 62,812,850</b>	<b>\$ 61,208,250</b>	<b>\$ 62,926,150</b>	<b>\$ 64,649,050</b>
<b>Expenditures (see attached)</b>	<b>\$ 64,913,388</b>	<b>\$ 56,293,712</b>	<b>\$ 57,912,214</b>	<b>\$ 64,989,445</b>	<b>\$ 61,461,646</b>	<b>\$ 65,265,910</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$ (6,421,661)</b>	<b>\$ 5,729,741</b>	<b>\$ 4,900,636</b>	<b>\$ (3,781,195)</b>	<b>\$ 1,464,504</b>	<b>\$ (616,860)</b>
<b>Net Transfers In (Out)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$ (6,421,661)</b>	<b>\$ 5,729,741</b>	<b>\$ 4,900,636</b>	<b>\$ (3,781,195)</b>	<b>\$ 1,464,504</b>	<b>\$ (616,860)</b>
<b>Opening Fund Balance</b>	<b>\$ 84,516,861</b>	<b>\$ 78,095,200</b>	<b>\$ 83,824,941</b>	<b>\$ 89,367,977</b>	<b>\$ 86,251,682</b>	<b>\$ 88,404,386</b>
<b>Ending Fund Balance</b>	<b>\$ 78,095,200</b>	<b>\$ 83,824,941</b>	<b>\$ 88,725,577</b>	<b>\$ 85,586,782</b>	<b>\$ 87,716,186</b>	<b>\$ 87,787,526</b>

**City of Foster City, California**  
**Expenditure Summary -- All Funds**  
**Five Year Financial Plan for the Years Ended June 30, 2018**

<b><u>Total By Expenditure</u></b>	<b>Approved</b>	<b>Five Year Financial Plan</b>				
	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ 29,147,969	\$ 29,199,326	\$ 30,286,019	\$ 31,441,858	\$ 32,643,071	\$ 33,889,270
<i>Supplies and other</i>	\$ 22,115,842	\$ 16,843,541	\$ 18,564,988	\$ 19,237,777	\$ 19,576,245	\$ 20,817,800
<i>Capital Improvement Projects</i>	\$ 5,630,000	\$ 2,488,000	\$ 1,510,000	\$ 6,595,000	\$ 1,360,000	\$ 2,505,000
<i>Capital Outlay</i>	\$ 2,045,247	\$ 1,929,861	\$ 1,592,357	\$ 1,627,378	\$ 1,663,449	\$ 1,700,602
<b>Total department expenses</b>	<b>\$ 58,939,058</b>	<b>\$ 50,460,728</b>	<b>\$ 51,953,364</b>	<b>\$ 58,902,013</b>	<b>\$ 55,242,765</b>	<b>\$ 58,912,672</b>
<b>Interdepartmental charges (credits)</b>	<b>\$ 5,974,330</b>	<b>\$ 5,832,984</b>	<b>\$ 5,958,850</b>	<b>\$ 6,087,432</b>	<b>\$ 6,218,881</b>	<b>\$ 6,353,238</b>
<b>Reallocations</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Expenditures</b>	<b>\$ 64,913,388</b>	<b>\$ 56,293,712</b>	<b>\$ 57,912,214</b>	<b>\$ 64,989,445</b>	<b>\$ 61,461,646</b>	<b>\$ 65,265,910</b>

**City of Foster City, California**  
**General Fund**  
**Five Year Financial Plan for the Years Ended June 30, 2018**

Revenues by Source:	Approved	Five Year Financial Plan				
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Property taxes	\$ 15,262,000	\$ 16,192,000	\$ 16,782,300	\$ 17,513,800	\$ 18,449,300	\$ 18,992,900
Sales taxes	\$ 4,419,000	\$ 3,451,000	\$ 3,520,000	\$ 3,590,000	\$ 3,662,000	\$ 3,735,000
Transient occupancy taxes	\$ 1,847,000	\$ 2,040,000	\$ 2,081,000	\$ 2,288,000	\$ 2,495,000	\$ 2,545,000
Franchise taxes	\$ 1,191,000	\$ 1,379,500	\$ 1,407,000	\$ 1,435,000	\$ 1,464,000	\$ 1,493,000
Other taxes	\$ 160,000	\$ 275,400	\$ 280,900	\$ 286,500	\$ 292,200	\$ 298,000
Licenses and permits (recurring)	\$ 1,313,000	\$ 1,254,400	\$ 1,279,000	\$ 1,303,900	\$ 1,330,100	\$ 1,356,500
Licenses and permits (one-time / significant)	\$ 438,000	\$ 1,138,000	\$ 646,000	\$ -	\$ -	\$ -
Intergovernmental (Vehicle License Fees)	\$ 2,510,000	\$ 2,460,000	\$ 2,460,000	\$ 2,460,000	\$ 2,460,000	\$ 2,460,000
Charges for current services (recurring)	\$ 1,828,000	\$ 1,773,500	\$ 1,809,000	\$ 1,845,000	\$ 1,882,000	\$ 1,919,000
Charges for current services (one-time / significant)	\$ 61,000	\$ 90,000	\$ 197,000	\$ -	\$ -	\$ -
Interest and rentals	\$ 1,019,800	\$ 977,000	\$ 984,000	\$ 992,000	\$ 1,005,000	\$ 1,014,000
Other	\$ 229,100	\$ 506,800	\$ 508,800	\$ 510,800	\$ 512,800	\$ 460,800
<b>Total Revenues</b>	<b>\$ 30,277,900</b>	<b>\$ 31,537,600</b>	<b>\$ 31,955,000</b>	<b>\$ 32,225,000</b>	<b>\$ 33,552,400</b>	<b>\$ 34,274,200</b>
<b>Projected Expenditures (see attached) (1)</b>	<b>\$ 31,050,173</b>	<b>\$ 31,139,123</b>	<b>\$ 31,475,371</b>	<b>\$ 32,578,966</b>	<b>\$ 33,721,188</b>	<b>\$ 34,905,493</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$ (772,273)</b>	<b>\$ 398,477</b>	<b>\$ 479,629</b>	<b>\$ (353,966)</b>	<b>\$ (168,788)</b>	<b>\$ (631,293)</b>
<b>Net Transfers In (Out)</b>	<b>\$ (3,174,000)</b>	<b>\$ (376,000)</b>	<b>\$ (395,000)</b>	<b>\$ (600,000)</b>	<b>\$ (600,000)</b>	<b>\$ (600,000)</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$ (3,946,273)</b>	<b>\$ 22,477</b>	<b>\$ 84,629</b>	<b>\$ (953,966)</b>	<b>\$ (768,788)</b>	<b>\$ (1,231,293)</b>
<b>Opening Fund Balance</b>	<b>\$ 21,416,273</b>	<b>\$ 17,470,000</b>	<b>\$ 17,492,477</b>	<b>\$ 17,577,106</b>	<b>\$ 16,623,140</b>	<b>\$ 15,854,352</b>
<b>Ending Fund Balance</b>	<b>\$ 17,470,000</b>	<b>\$ 17,492,477</b>	<b>\$ 17,577,106</b>	<b>\$ 16,623,140</b>	<b>\$ 15,854,352</b>	<b>\$ 14,623,059</b>

(1) - Expenditures for FY 2013-2014 represent budgeted appropriations; expenditures for FY 2014-2015 to FY 2017-2018 are projections.

**City of Foster City, California**  
 General Fund Expenditures Detail  
 Five Year Financial Plan for the Years Ended June 30, 2018

	Approved	Five Year Financial Plan				
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ 23,860,609	\$ 23,978,066	\$ 24,842,189	\$ 25,814,739	\$ 26,825,219	\$ 27,875,108
<i>Supplies and other</i>	\$ 5,204,772	\$ 5,140,160	\$ 5,242,963	\$ 5,347,822	\$ 5,454,778	\$ 5,563,874
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -
Total department expenses	\$ 29,065,381	\$ 29,153,226	\$ 30,085,152	\$ 31,162,561	\$ 32,279,997	\$ 33,438,982
<b>Interdepartmental charges (credits)</b>	\$ 4,297,471	\$ 4,165,999	\$ 4,249,319	\$ 4,334,305	\$ 4,420,991	\$ 4,509,411
<b>Reallocation</b>	\$ (2,312,679)	\$ (2,180,102)	\$ (2,216,700)	\$ (2,253,000)	\$ (2,291,600)	\$ (2,330,500)
<b>Net Expenditures</b>	\$ 31,050,173	\$ 31,139,123	\$ 32,117,771	\$ 33,243,866	\$ 34,409,388	\$ 35,617,893
<b>Less: Expected Expenditure Savings (2%)</b>	\$ -	\$ -	\$ (642,400)	\$ (664,900)	\$ (688,200)	\$ (712,400)
<b>Projected Expenditures</b>	\$ 31,050,173	\$ 31,139,123	\$ 31,475,371	\$ 32,578,966	\$ 33,721,188	\$ 34,905,493

**City of Foster City, California**  
Special Revenue Funds  
Five Year Financial Plan for the Years Ended June 30, 2018

	Approved	Five Year Financial Plan				
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<b>Revenues by Source:</b>						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	\$ 1,325,000	\$ 1,373,700	\$ 1,384,700	\$ 1,395,700	\$ 1,407,700	\$ 1,419,700
Licenses and permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ 206,000	\$ 195,600	\$ 195,600	\$ 195,600	\$ 195,600	\$ 195,600
Charges for current services	\$ 102,000	\$ 102,000	\$ 102,000	\$ 102,000	\$ 102,000	\$ 102,000
Interest and rentals	\$ 136,500	\$ 176,000	\$ 219,100	\$ 223,600	\$ 228,100	\$ 232,600
Other	\$ 258,500	\$ 2,964,000	\$ 3,473,000	\$ 205,000	\$ 203,000	\$ 167,000
<b>Total Revenues</b>	<b>\$ 2,028,000</b>	<b>\$ 4,811,300</b>	<b>\$ 5,374,400</b>	<b>\$ 2,121,900</b>	<b>\$ 2,136,400</b>	<b>\$ 2,116,900</b>
<b>Expenditures (see attached)</b>	<b>\$ 9,573,695</b>	<b>\$ 2,713,620</b>	<b>\$ 2,144,176</b>	<b>\$ 2,110,816</b>	<b>\$ 2,138,182</b>	<b>\$ 2,166,182</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$ (7,545,695)</b>	<b>\$ 2,097,680</b>	<b>\$ 3,230,224</b>	<b>\$ 11,084</b>	<b>\$ (1,782)</b>	<b>\$ (49,282)</b>
<b>Net Transfers In (Out)</b>	<b>\$ 1,690,500</b>	<b>\$ (2,219,100)</b>	<b>\$ (49,000)</b>	<b>\$ (44,000)</b>	<b>\$ (39,000)</b>	<b>\$ -</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$ (5,855,195)</b>	<b>\$ (121,420)</b>	<b>\$ 3,181,224</b>	<b>\$ (32,916)</b>	<b>\$ (40,782)</b>	<b>\$ (49,282)</b>
<b>Opening Fund Balance</b>	<b>\$ 12,970,095</b>	<b>\$ 7,114,900</b>	<b>\$ 6,993,480</b>	<b>\$ 10,174,704</b>	<b>\$ 10,141,788</b>	<b>\$ 10,101,006</b>
<b>Ending Fund Balance</b>	<b>\$ 7,114,900</b>	<b>\$ 6,993,480</b>	<b>\$ 10,174,704</b>	<b>\$ 10,141,788</b>	<b>\$ 10,101,006</b>	<b>\$ 10,051,724</b>

**City of Foster City, California**  
Special Revenue Fund Expenditures Detail  
Five Year Financial Plan for the Years Ended June 30, 2018

	Approved	Five Year Financial Plan				
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ 124,000	\$ 136,600	\$ 142,064	\$ 147,604	\$ 153,361	\$ 159,342
<i>Supplies and other</i>	\$ 5,886,500	\$ 340,600	\$ 277,400	\$ 282,900	\$ 288,600	\$ 294,400
<i>Capital Improvement Projects</i>	\$ 2,655,000	\$ 1,477,000	\$ 950,000	\$ 890,000	\$ 890,000	\$ 890,000
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total department expenses</b>	<b>\$ 8,665,500</b>	<b>\$ 1,954,200</b>	<b>\$ 1,369,464</b>	<b>\$ 1,320,504</b>	<b>\$ 1,331,961</b>	<b>\$ 1,343,742</b>
<b>Interdepartmental charges (credits)</b>	<b>\$ 9,695</b>	<b>\$ 9,720</b>	<b>\$ 10,012</b>	<b>\$ 10,312</b>	<b>\$ 10,621</b>	<b>\$ 10,940</b>
<b>Reallocation</b>	<b>\$ 898,500</b>	<b>\$ 749,700</b>	<b>\$ 764,700</b>	<b>\$ 780,000</b>	<b>\$ 795,600</b>	<b>\$ 811,500</b>
<b>Net Expenditures</b>	<b>\$ 9,573,695</b>	<b>\$ 2,713,620</b>	<b>\$ 2,144,176</b>	<b>\$ 2,110,816</b>	<b>\$ 2,138,182</b>	<b>\$ 2,166,182</b>



**City of Foster City, California**  
**Capital Improvements (City) Fund**  
**Five Year Financial Plan for the Years Ended June 30, 2018**

	Approved	Five Year Financial Plan				
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<b>Revenues by Source:</b>						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Charges for current services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ 149,000	\$ 119,000	\$ 121,000	\$ 123,000	\$ 125,000	\$ 128,000
Other	\$ -	\$ 8,250	\$ 8,250	\$ 8,250	\$ 8,250	\$ 8,250
<b>Total Revenues</b>	<b>\$ 149,000</b>	<b>\$ 152,250</b>	<b>\$ 154,250</b>	<b>\$ 156,250</b>	<b>\$ 158,250</b>	<b>\$ 161,250</b>
<b>Expenditures (see attached)</b>	<b>\$ 2,825,000</b>	<b>\$ 286,000</b>	<b>\$ 260,000</b>	<b>\$ 205,000</b>	<b>\$ 470,000</b>	<b>\$ 695,000</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$ (2,676,000)</b>	<b>\$ (133,750)</b>	<b>\$ (105,750)</b>	<b>\$ (48,750)</b>	<b>\$ (311,750)</b>	<b>\$ (533,750)</b>
<b>Net Transfers In (Out)</b>	<b>\$ (961,500)</b>	<b>\$ 2,800,100</b>	<b>\$ 649,000</b>	<b>\$ 644,000</b>	<b>\$ 639,000</b>	<b>\$ 600,000</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$ (3,637,500)</b>	<b>\$ 2,666,350</b>	<b>\$ 543,250</b>	<b>\$ 595,250</b>	<b>\$ 327,250</b>	<b>\$ 66,250</b>
<b>Opening Fund Balance (Deficit)</b>	<b>\$ 4,987,500</b>	<b>\$ 1,350,000</b>	<b>\$ 4,016,350</b>	<b>\$ 4,559,600</b>	<b>\$ 5,154,850</b>	<b>\$ 5,482,100</b>
<b>Ending Fund Balance (Deficit)</b>	<b>\$ 1,350,000</b>	<b>\$ 4,016,350</b>	<b>\$ 4,559,600</b>	<b>\$ 5,154,850</b>	<b>\$ 5,482,100</b>	<b>\$ 5,548,350</b>

**City of Foster City, California**  
 Capital Improvement (City) Fund Expenditures Detail  
 Five Year Financial Plan for the Years Ended June 30, 2018

	Approved	Five Year Financial Plan				
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Improvement Projects</i>	\$ 2,825,000	\$ 286,000	\$ 260,000	\$ 205,000	\$ 470,000	\$ 695,000
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total department expenses</b>	<b>\$ 2,825,000</b>	<b>\$ 286,000</b>	<b>\$ 260,000</b>	<b>\$ 205,000</b>	<b>\$ 470,000</b>	<b>\$ 695,000</b>
<b>Interdepartmental charges (credits)</b>						
Information Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fleet Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total interdepartmental charges (credits)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Reallocation</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Expenditures</b>	<b>\$ 2,825,000</b>	<b>\$ 286,000</b>	<b>\$ 260,000</b>	<b>\$ 205,000</b>	<b>\$ 470,000</b>	<b>\$ 695,000</b>

**City of Foster City, California**  
**Capital Asset Acquisition and Replacement Fund**  
**Five Year Financial Plan for the Years Ended June 30, 2018**

	Approved	Five Year Financial Plan				
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<b>Revenues by Source:</b>						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Charges for current services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ 6,300	\$ 17,500	\$ 28,800	\$ 40,200	\$ 51,700	\$ 63,300
Other	\$ 1,740,700	\$ 1,111,000	\$ 1,111,000	\$ 1,111,000	\$ 1,111,000	\$ 1,111,000
<b>Total Revenues</b>	<b>\$ 1,747,000</b>	<b>\$ 1,128,500</b>	<b>\$ 1,139,800</b>	<b>\$ 1,151,200</b>	<b>\$ 1,162,700</b>	<b>\$ 1,174,300</b>
<b>Expenditures (see attached)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$ 1,747,000</b>	<b>\$ 1,128,500</b>	<b>\$ 1,139,800</b>	<b>\$ 1,151,200</b>	<b>\$ 1,162,700</b>	<b>\$ 1,174,300</b>
<b>Net Transfers In (Out)</b>	<b>\$ (205,000)</b>	<b>\$ (205,000)</b>	<b>\$ (205,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$ 1,542,000</b>	<b>\$ 923,500</b>	<b>\$ 934,800</b>	<b>\$ 1,151,200</b>	<b>\$ 1,162,700</b>	<b>\$ 1,174,300</b>
<b>Opening Fund Balance (Deficit)</b>	<b>\$ -</b>	<b>\$ 1,542,000</b>	<b>\$ 2,465,500</b>	<b>\$ 3,400,300</b>	<b>\$ 4,551,500</b>	<b>\$ 5,714,200</b>
<b>Ending Fund Balance (Deficit)</b>	<b>\$ 1,542,000</b>	<b>\$ 2,465,500</b>	<b>\$ 3,400,300</b>	<b>\$ 4,551,500</b>	<b>\$ 5,714,200</b>	<b>\$ 6,888,500</b>

**City of Foster City, California**  
**Capital Asset Acquisition and Replacement Fund Expenditures Detail**  
**Five Year Financial Plan for the Years Ended June 30, 2018**

	Approved	Five Year Financial Plan				
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total department expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Interdepartmental charges (credits)</b>						
Information Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fleet Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total interdepartmental charges (credits)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Reallocation</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Foster City, California**  
 Water Operating Funds (excluding CIP)  
 Five Year Financial Plan for the Years Ended June 30, 2018

	Approved	Five Year Financial Plan				
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<b>Revenues by Source:</b>						
Sales & service charges	\$ 10,034,000	\$ 10,034,000	\$ 10,636,000	\$ 11,274,000	\$ 12,063,000	\$ 12,907,000
Connection fees	\$ 119,400	\$ 171,900	\$ -	\$ 281,400	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ 145,000	\$ 120,000	\$ 101,000	\$ 95,000	\$ 93,000	\$ 96,000
Other	\$ 509,000	\$ 545,000	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 10,807,400</b>	<b>\$ 10,870,900</b>	<b>\$ 10,737,000</b>	<b>\$ 11,650,400</b>	<b>\$ 12,156,000</b>	<b>\$ 13,003,000</b>
<b>Expenditures (see attached)</b>	<b>\$ 9,355,935</b>	<b>\$ 9,367,298</b>	<b>\$ 11,123,284</b>	<b>\$ 11,613,984</b>	<b>\$ 11,767,884</b>	<b>\$ 12,818,384</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$ 1,451,465</b>	<b>\$ 1,503,602</b>	<b>\$ (386,284)</b>	<b>\$ 36,416</b>	<b>\$ 388,116</b>	<b>\$ 184,616</b>
<b>Net Transfers In (Out)</b>	<b>\$ (475,000)</b>	<b>\$ (200,000)</b>	<b>\$ (200,000)</b>	<b>\$ (200,000)</b>	<b>\$ (200,000)</b>	<b>\$ (200,000)</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$ 976,465</b>	<b>\$ 1,303,602</b>	<b>\$ (586,284)</b>	<b>\$ (163,584)</b>	<b>\$ 188,116</b>	<b>\$ (15,384)</b>
<b>Opening Fund Balance</b>	<b>\$ 2,777,035</b>	<b>\$ 3,753,500</b>	<b>\$ 5,057,102</b>	<b>\$ 4,470,818</b>	<b>\$ 4,307,234</b>	<b>\$ 4,495,350</b>
<b>Ending Fund Balance</b>	<b>\$ 3,753,500</b>	<b>\$ 5,057,102</b>	<b>\$ 4,470,818</b>	<b>\$ 4,307,234</b>	<b>\$ 4,495,350</b>	<b>\$ 4,479,966</b>

**City of Foster City, California**

Water Operating Funds Expenditure Detail (excluding CIP)

Five Year Financial Plan for the Years Ended June 30, 2018

	Approved	Five Year Financial Plan				
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ 1,531,000	\$ 1,486,000	\$ 1,575,000	\$ 1,622,000	\$ 1,671,000	\$ 1,721,000
<i>Supplies and other</i>	\$ 6,393,717	\$ 6,448,052	\$ 8,086,284	\$ 8,501,984	\$ 8,576,884	\$ 9,546,384
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total department expenses</b>	<b>\$ 7,924,717</b>	<b>\$ 7,934,052</b>	<b>\$ 9,661,284</b>	<b>\$ 10,123,984</b>	<b>\$ 10,247,884</b>	<b>\$ 11,267,384</b>
<b>Interdepartmental charges (credits)</b>						
<b>Reallocation</b>	<b>\$ 688,433</b>	<b>\$ 682,937</b>	<b>\$ 700,000</b>	<b>\$ 717,000</b>	<b>\$ 735,000</b>	<b>\$ 754,000</b>
<b>Net Expenditures</b>	<b>\$ 9,355,935</b>	<b>\$ 9,367,298</b>	<b>\$ 11,123,284</b>	<b>\$ 11,613,984</b>	<b>\$ 11,767,884</b>	<b>\$ 12,818,384</b>

**City of Foster City, California**  
Water Capital Improvement Project Funds  
Five Year Financial Plan for the Years Ended June 30, 2018

	Approved	Five Year Financial Plan				
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<b>Revenues by Source:</b>						
Sales & service charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connection fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Expenditures (see attached)</b>	\$ -	\$ 375,000	\$ -	\$ -	\$ -	\$ 420,000
<b>Net revenues over (under) expenditures before transfers</b>	\$ -	\$ (375,000)	\$ -	\$ -	\$ -	\$ (420,000)
<b>Net Transfers In (Out)</b>	\$ 475,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
<b>Net Increase (Decrease) in Fund Balance</b>	\$ 475,000	\$ (175,000)	\$ 200,000	\$ 200,000	\$ 200,000	\$ (220,000)
<b>Opening Fund Balance</b>	\$ 3,470,000	\$ 3,945,000	\$ 3,770,000	\$ 3,970,000	\$ 4,170,000	\$ 4,370,000
<b>Ending Fund Balance</b>	\$ 3,945,000	\$ 3,770,000	\$ 3,970,000	\$ 4,170,000	\$ 4,370,000	\$ 4,150,000

**City of Foster City, California**

Water Capital Improvement Project Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2018

	Approved	Five Year Financial Plan				
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Improvement Projects</i>	\$ -	\$ 375,000	\$ -	\$ -	\$ -	\$ 420,000
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total department expenses</b>	<b>\$ -</b>	<b>\$ 375,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 420,000</b>
<b>Interdepartmental charges (credits)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Reallocation</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Expenditures</b>	<b>\$ -</b>	<b>\$ 375,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 420,000</b>



**City of Foster City, California**  
**Water Equipment Replacement Funds**  
**Five Year Financial Plan for the Years Ended June 30, 2018**

	Approved	Five Year Financial Plan				
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<b>Revenues by Source:</b>						
Sales & service charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connection fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ 195,823	\$ 211,037	\$ 216,000	\$ 221,000	\$ 227,000	\$ 233,000
Interest and rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 195,823</b>	<b>\$ 211,037</b>	<b>\$ 216,000</b>	<b>\$ 221,000</b>	<b>\$ 227,000</b>	<b>\$ 233,000</b>
<b>Expenditures (see attached)</b>	<b>\$ 670,257</b>	<b>\$ 8,300</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$ (474,434)</b>	<b>\$ 202,737</b>	<b>\$ 41,000</b>	<b>\$ 46,000</b>	<b>\$ 52,000</b>	<b>\$ 58,000</b>
<b>Net Transfers In (Out)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$ (474,434)</b>	<b>\$ 202,737</b>	<b>\$ 41,000</b>	<b>\$ 46,000</b>	<b>\$ 52,000</b>	<b>\$ 58,000</b>
<b>Opening Fund Balance</b>	<b>\$ 1,528,934</b>	<b>\$ 1,054,500</b>	<b>\$ 1,257,237</b>	<b>\$ 1,298,237</b>	<b>\$ 1,344,237</b>	<b>\$ 1,396,237</b>
<b>Ending Fund Balance</b>	<b>\$ 1,054,500</b>	<b>\$ 1,257,237</b>	<b>\$ 1,298,237</b>	<b>\$ 1,344,237</b>	<b>\$ 1,396,237</b>	<b>\$ 1,454,237</b>

**City of Foster City, California**

Water Equipment Replacement Funds Expenditure Detail  
Five Year Financial Plan for the Years Ended June 30, 2018

	Approved	Five Year Financial Plan				
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ 670,257	\$ 8,300	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000
<b>Total department expenses</b>	<b>\$ 670,257</b>	<b>\$ 8,300</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>
<b>Interdepartmental charges (credits)</b>						
Reallocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Expenditures</b>	<b>\$ 670,257</b>	<b>\$ 8,300</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>

**City of Foster City, California**  
Wastewater Collection System Operating Funds (excluding CIP)  
Five Year Financial Plan for the Years Ended June 30, 2018

	Approved	Five Year Financial Plan				
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<b>Revenues by Source:</b>						
Sales & service charges	\$ 6,558,000	\$ 6,558,000	\$ 6,558,000	\$ 6,558,000	\$ 6,558,000	\$ 6,558,000
Connection fees	\$ 153,000	\$ 220,300	\$ -	\$ 299,100	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ 255,000	\$ 230,000	\$ 232,000	\$ 234,000	\$ 236,000	\$ 238,000
Other	\$ 3,600	\$ 4,400	\$ 4,400	\$ 4,400	\$ 4,400	\$ 4,400
<b>Total Revenues</b>	<b>\$ 6,969,600</b>	<b>\$ 7,012,700</b>	<b>\$ 6,794,400</b>	<b>\$ 7,095,500</b>	<b>\$ 6,798,400</b>	<b>\$ 6,800,400</b>
<b>Expenditures (see attached)</b>	<b>\$ 5,475,848</b>	<b>\$ 5,602,543</b>	<b>\$ 5,652,000</b>	<b>\$ 5,805,000</b>	<b>\$ 5,963,000</b>	<b>\$ 6,126,000</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$ 1,493,752</b>	<b>\$ 1,410,157</b>	<b>\$ 1,142,400</b>	<b>\$ 1,290,500</b>	<b>\$ 835,400</b>	<b>\$ 674,400</b>
<b>Net Transfers In (Out)</b>	<b>\$ (1,144,000)</b>	<b>\$ (1,175,000)</b>	<b>\$ (1,175,000)</b>	<b>\$ (1,175,000)</b>	<b>\$ (1,175,000)</b>	<b>\$ (1,175,000)</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$ 349,752</b>	<b>\$ 235,157</b>	<b>\$ (32,600)</b>	<b>\$ 115,500</b>	<b>\$ (339,600)</b>	<b>\$ (500,600)</b>
<b>Opening Fund Balance</b>	<b>\$ 3,740,048</b>	<b>\$ 4,089,800</b>	<b>\$ 4,324,957</b>	<b>\$ 4,292,357</b>	<b>\$ 4,407,857</b>	<b>\$ 4,068,257</b>
<b>Ending Fund Balance</b>	<b>\$ 4,089,800</b>	<b>\$ 4,324,957</b>	<b>\$ 4,292,357</b>	<b>\$ 4,407,857</b>	<b>\$ 4,068,257</b>	<b>\$ 3,567,657</b>

**City of Foster City, California**

Wastewater Collection System Operating Funds Expenditure Detail (excluding CIP)

Five Year Financial Plan for the Years Ended June 30, 2018

	Approved	Five Year Financial Plan				
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ 1,593,200	\$ 1,558,500	\$ 1,605,000	\$ 1,653,000	\$ 1,703,000	\$ 1,754,000
<i>Supplies and other</i>	\$ 2,409,250	\$ 2,561,000	\$ 2,534,000	\$ 2,608,000	\$ 2,684,000	\$ 2,764,000
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total department expenses</b>	<b>\$ 4,002,450</b>	<b>\$ 4,119,500</b>	<b>\$ 4,139,000</b>	<b>\$ 4,261,000</b>	<b>\$ 4,387,000</b>	<b>\$ 4,518,000</b>
<b>Interdepartmental charges (credits)</b>	<b>\$ 802,004</b>	<b>\$ 802,950</b>	<b>\$ 823,000</b>	<b>\$ 844,000</b>	<b>\$ 865,000</b>	<b>\$ 886,000</b>
<b>Reallocation</b>	<b>\$ 671,394</b>	<b>\$ 680,093</b>	<b>\$ 690,000</b>	<b>\$ 700,000</b>	<b>\$ 711,000</b>	<b>\$ 722,000</b>
<b>Net Expenditures</b>	<b>\$ 5,475,848</b>	<b>\$ 5,602,543</b>	<b>\$ 5,652,000</b>	<b>\$ 5,805,000</b>	<b>\$ 5,963,000</b>	<b>\$ 6,126,000</b>

**City of Foster City, California**  
Wastewater Capital Improvement Project Funds  
Five Year Financial Plan for the Years Ended June 30, 2018

	Approved	Five Year Financial Plan				
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<b>Revenues by Source:</b>						
Sales & service charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connection fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures (see attached)</b>	<b>\$ 150,000</b>	<b>\$ 350,000</b>	<b>\$ 300,000</b>	<b>\$ 5,500,000</b>	<b>\$ -</b>	<b>\$ 500,000</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$ (150,000)</b>	<b>\$ (350,000)</b>	<b>\$ (300,000)</b>	<b>\$ (5,500,000)</b>	<b>\$ -</b>	<b>\$ (500,000)</b>
<b>Net Transfers In (Out)</b>	<b>\$ 1,144,000</b>	<b>\$ 1,175,000</b>	<b>\$ 1,175,000</b>	<b>\$ 1,175,000</b>	<b>\$ 1,175,000</b>	<b>\$ 1,175,000</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$ 994,000</b>	<b>\$ 825,000</b>	<b>\$ 875,000</b>	<b>\$ (4,325,000)</b>	<b>\$ 1,175,000</b>	<b>\$ 675,000</b>
<b>Opening Fund Balance</b>	<b>\$ 6,400,000</b>	<b>\$ 7,394,000</b>	<b>\$ 8,219,000</b>	<b>\$ 9,094,000</b>	<b>\$ 4,769,000</b>	<b>\$ 5,944,000</b>
<b>Ending Fund Balance</b>	<b>\$ 7,394,000</b>	<b>\$ 8,219,000</b>	<b>\$ 9,094,000</b>	<b>\$ 4,769,000</b>	<b>\$ 5,944,000</b>	<b>\$ 6,619,000</b>

**City of Foster City, California**

Wastewater Capital Improvement Project Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2018

	Approved	Five Year Financial Plan				
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Improvement Projects</i>	\$ 150,000	\$ 350,000	\$ 300,000	\$ 5,500,000	\$ -	\$ 500,000
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total department expenses</b>	<b>\$ 150,000</b>	<b>\$ 350,000</b>	<b>\$ 300,000</b>	<b>\$ 5,500,000</b>	<b>\$ -</b>	<b>\$ 500,000</b>
<b>Interdepartmental charges (credits)</b>						
<b>Reallocation</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Expenditures</b>	<b>\$ 150,000</b>	<b>\$ 350,000</b>	<b>\$ 300,000</b>	<b>\$ 5,500,000</b>	<b>\$ -</b>	<b>\$ 500,000</b>

**City of Foster City, California**  
Wastewater Equipment Replacement Funds  
Five Year Financial Plan for the Years Ended June 30, 2018

	Approved	Five Year Financial Plan				
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<b>Revenues by Source:</b>						
Sales & service charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connection fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ 285,394	\$ 275,058	\$ 282,000	\$ 289,000	\$ 296,000	\$ 303,000
Interest and rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 285,394</b>	<b>\$ 275,058</b>	<b>\$ 282,000</b>	<b>\$ 289,000</b>	<b>\$ 296,000</b>	<b>\$ 303,000</b>
<b>Expenditures (see attached)</b>	<b>\$ 94,205</b>	<b>\$ 753,205</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$ 191,189</b>	<b>\$ (478,147)</b>	<b>\$ 32,000</b>	<b>\$ 39,000</b>	<b>\$ 46,000</b>	<b>\$ 53,000</b>
<b>Net Transfers In (Out)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$ 191,189</b>	<b>\$ (478,147)</b>	<b>\$ 32,000</b>	<b>\$ 39,000</b>	<b>\$ 46,000</b>	<b>\$ 53,000</b>
<b>Opening Fund Balance</b>	<b>\$ 2,133,011</b>	<b>\$ 2,324,200</b>	<b>\$ 1,846,053</b>	<b>\$ 1,878,053</b>	<b>\$ 1,917,053</b>	<b>\$ 1,963,053</b>
<b>Ending Fund Balance</b>	<b>\$ 2,324,200</b>	<b>\$ 1,846,053</b>	<b>\$ 1,878,053</b>	<b>\$ 1,917,053</b>	<b>\$ 1,963,053</b>	<b>\$ 2,016,053</b>

**City of Foster City, California**

Wastewater Equipment Replacement Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2018

	Approved	Five Year Financial Plan				
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ 94,205	\$ 753,205	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
<b>Total department expenses</b>	<b>\$ 94,205</b>	<b>\$ 753,205</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>
<b>Interdepartmental charges (credits)</b>						
Reallocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Expenditures</b>	<b>\$ 94,205</b>	<b>\$ 753,205</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>



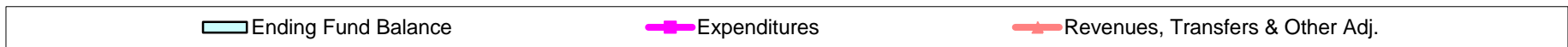
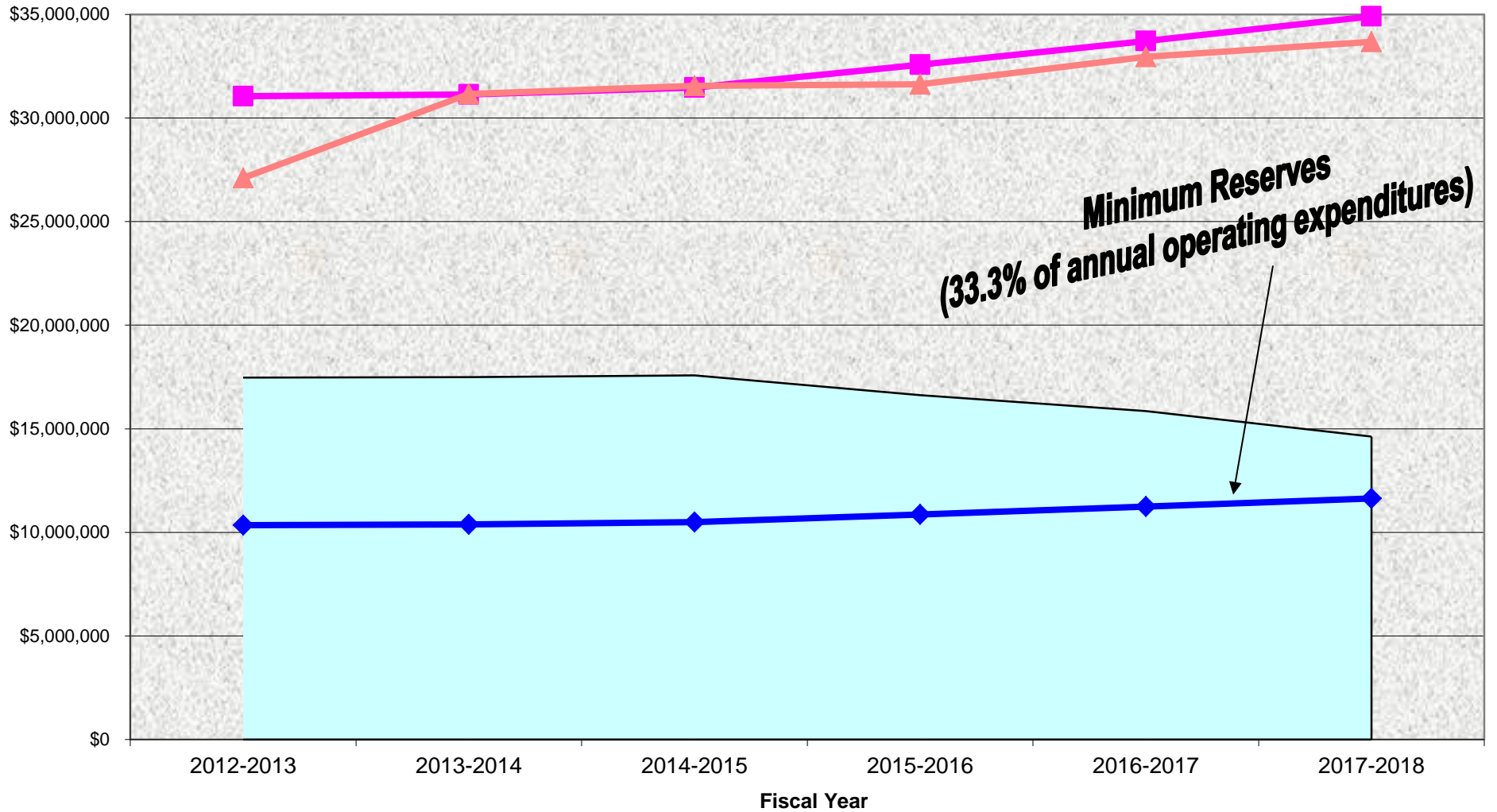
**City of Foster City, California**  
Internal Service Funds  
Five Year Financial Plan for the Years Ended June 30, 2018

	Approved	Five Year Financial Plan				
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<b>Revenues by Source:</b>						
Sales & service charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connection fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ 5,427,110	\$ 5,290,108	\$ 5,422,000	\$ 5,556,000	\$ 5,693,000	\$ 5,833,000
Interest and rentals	\$ 590,500	\$ 720,000	\$ 724,000	\$ 728,000	\$ 732,000	\$ 736,000
Other	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
<b>Total Revenues</b>	<b>\$ 6,031,610</b>	<b>\$ 6,024,108</b>	<b>\$ 6,160,000</b>	<b>\$ 6,298,000</b>	<b>\$ 6,439,000</b>	<b>\$ 6,583,000</b>
<b>Expenditures (see attached)</b>	<b>\$ 5,718,275</b>	<b>\$ 5,698,623</b>	<b>\$ 5,889,983</b>	<b>\$ 6,085,779</b>	<b>\$ 6,288,192</b>	<b>\$ 6,497,451</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$ 313,335</b>	<b>\$ 325,485</b>	<b>\$ 270,017</b>	<b>\$ 212,221</b>	<b>\$ 150,808</b>	<b>\$ 85,549</b>
<b>Net Transfers In (Out)</b>	<b>\$ 2,650,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$ 2,963,335</b>	<b>\$ 325,485</b>	<b>\$ 270,017</b>	<b>\$ 212,221</b>	<b>\$ 150,808</b>	<b>\$ 85,549</b>
<b>Opening Fund Balance</b>	<b>\$ 25,093,965</b>	<b>\$ 28,057,300</b>	<b>\$ 28,382,785</b>	<b>\$ 28,652,802</b>	<b>\$ 28,865,023</b>	<b>\$ 29,015,831</b>
<b>Ending Fund Balance</b>	<b>\$ 28,057,300</b>	<b>\$ 28,382,785</b>	<b>\$ 28,652,802</b>	<b>\$ 28,865,023</b>	<b>\$ 29,015,831</b>	<b>\$ 29,101,380</b>

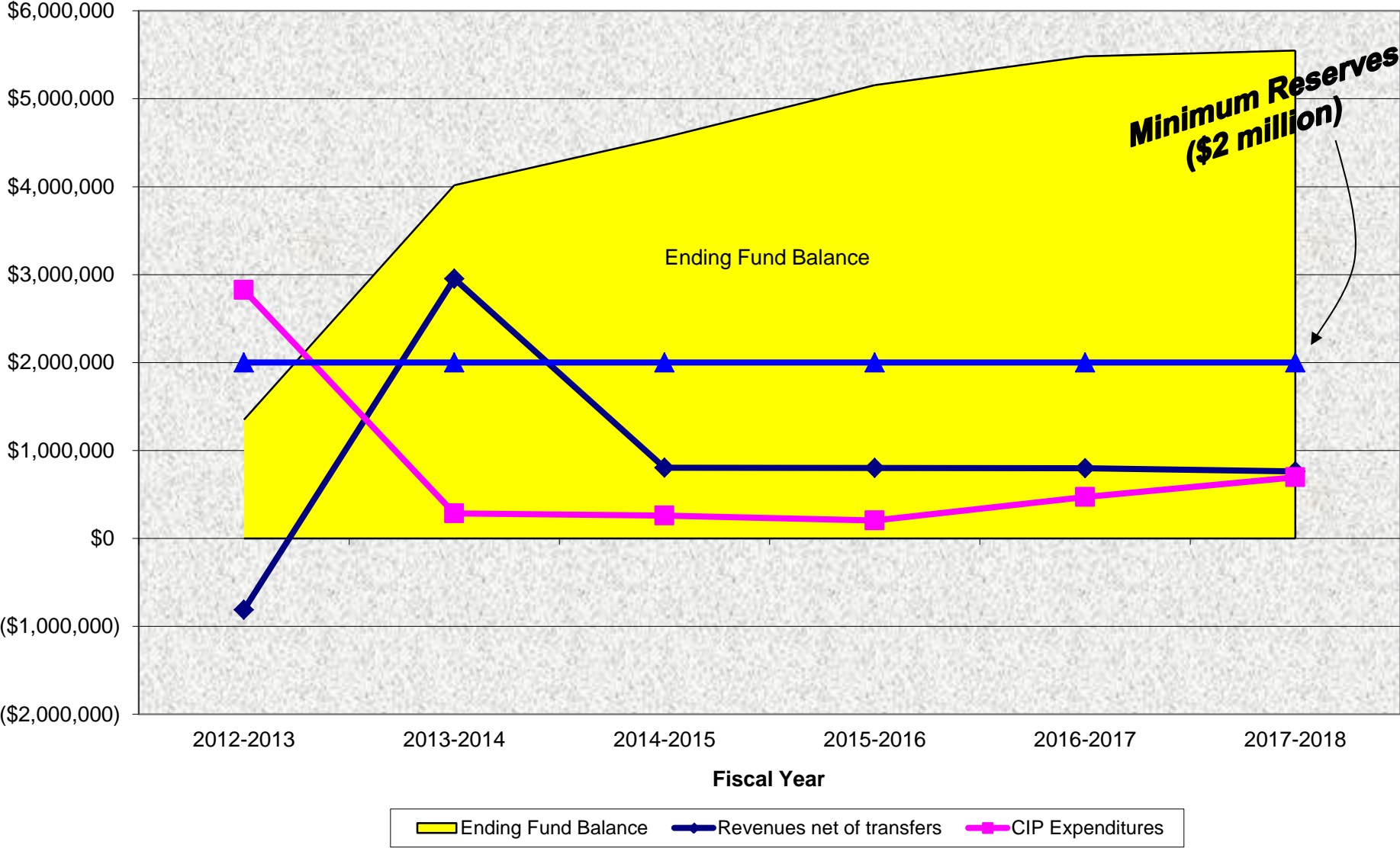
**City of Foster City, California**  
Internal Service Funds Expenditures Detail  
Five Year Financial Plan for the Years Ended June 30, 2018

	Approved	Five Year Financial Plan				
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ 2,039,160	\$ 2,040,160	\$ 2,121,766	\$ 2,204,515	\$ 2,290,491	\$ 2,379,820
<i>Supplies and other</i>	\$ 2,221,603	\$ 2,353,729	\$ 2,424,341	\$ 2,497,071	\$ 2,571,983	\$ 2,649,142
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ 1,280,785	\$ 1,133,356	\$ 1,167,357	\$ 1,202,378	\$ 1,238,449	\$ 1,275,602
<b>Total department expenses</b>	<b>\$ 5,541,548</b>	<b>\$ 5,527,245</b>	<b>\$ 5,713,464</b>	<b>\$ 5,903,964</b>	<b>\$ 6,100,923</b>	<b>\$ 6,304,564</b>
<b>Interdepartmental charges (credits)</b>						
<b>Reallocation</b>	\$ 176,727	\$ 171,378	\$ 176,519	\$ 181,815	\$ 187,269	\$ 192,887
<b>Net Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>\$ 5,718,275</b>	<b>\$ 5,698,623</b>	<b>\$ 5,889,983</b>	<b>\$ 6,085,779</b>	<b>\$ 6,288,192</b>	<b>\$ 6,497,451</b>

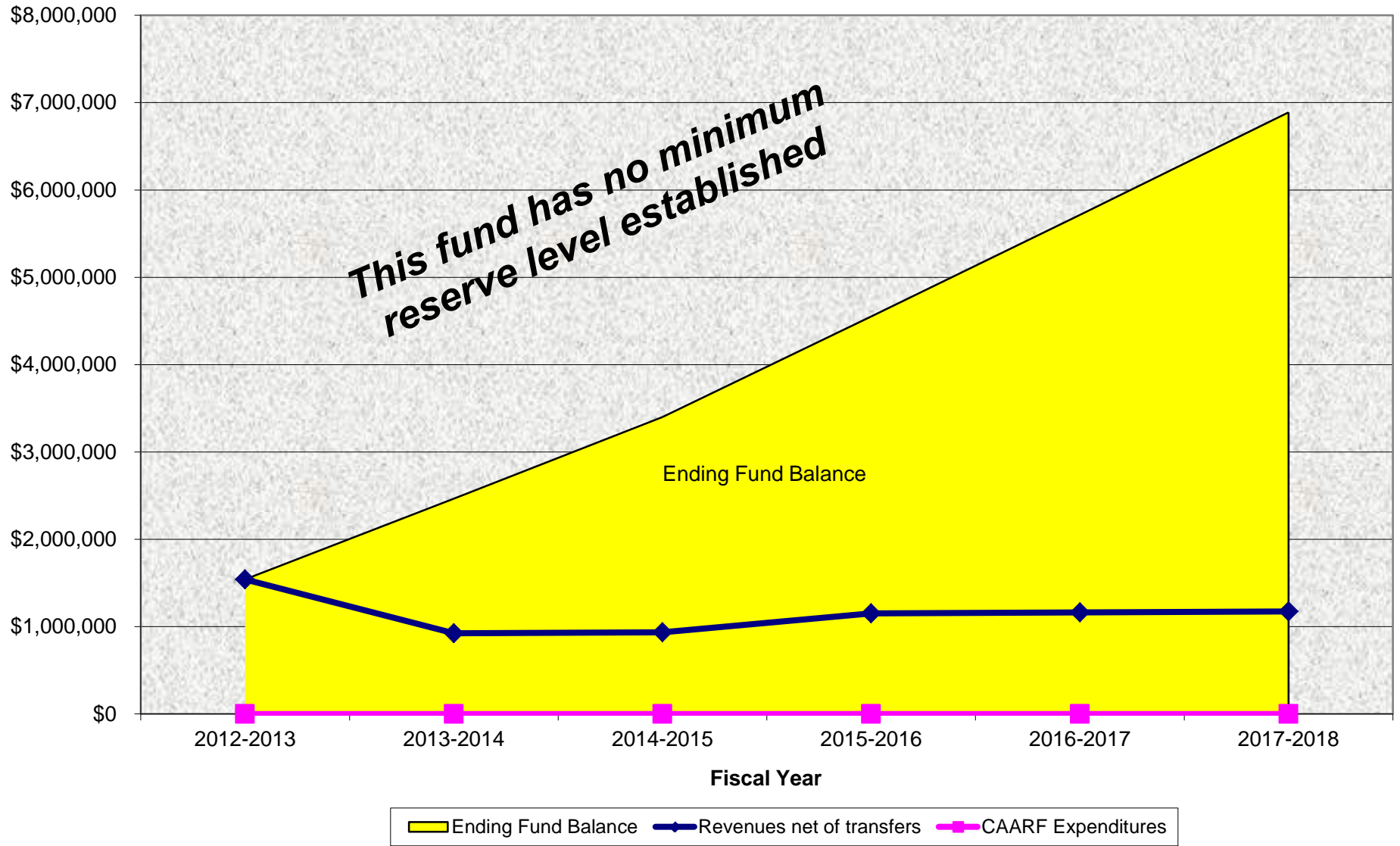
## City of Foster City General Fund (Forecast Based on Budgeted Revenues / Expenditures)



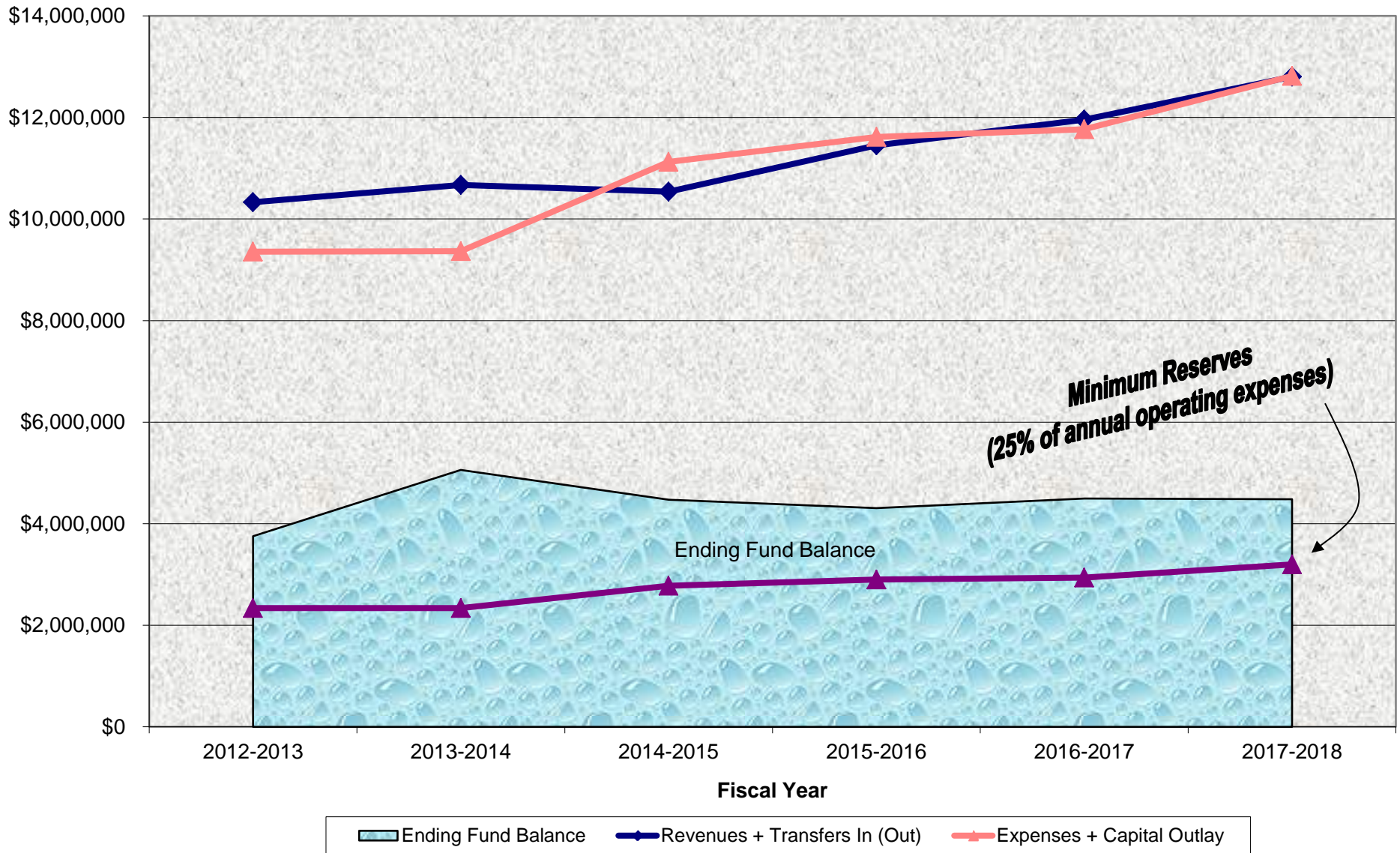
# City of Foster City Capital Improvement Fund



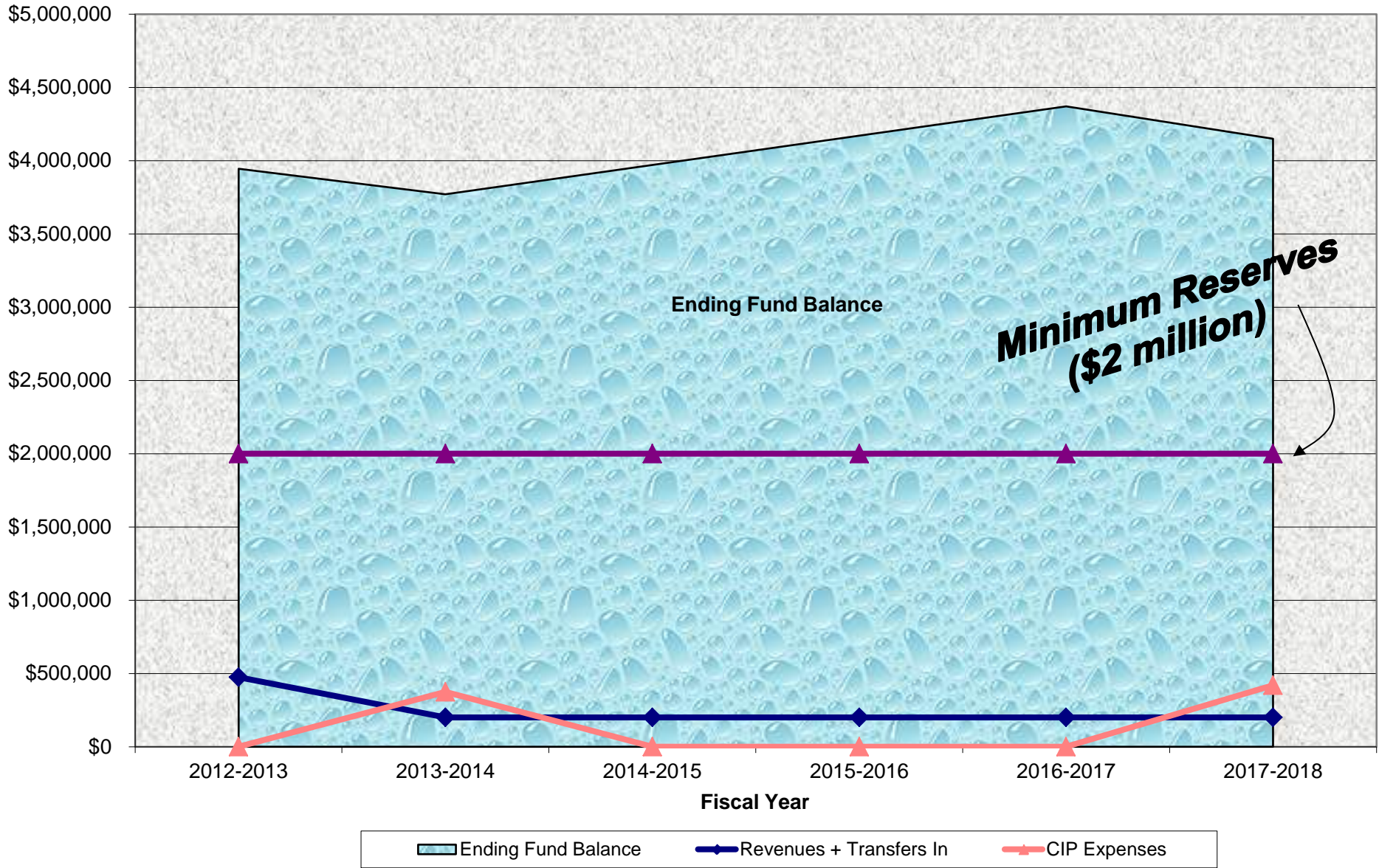
## City of Foster City Capital Asset Acquisition and Replacement Funds



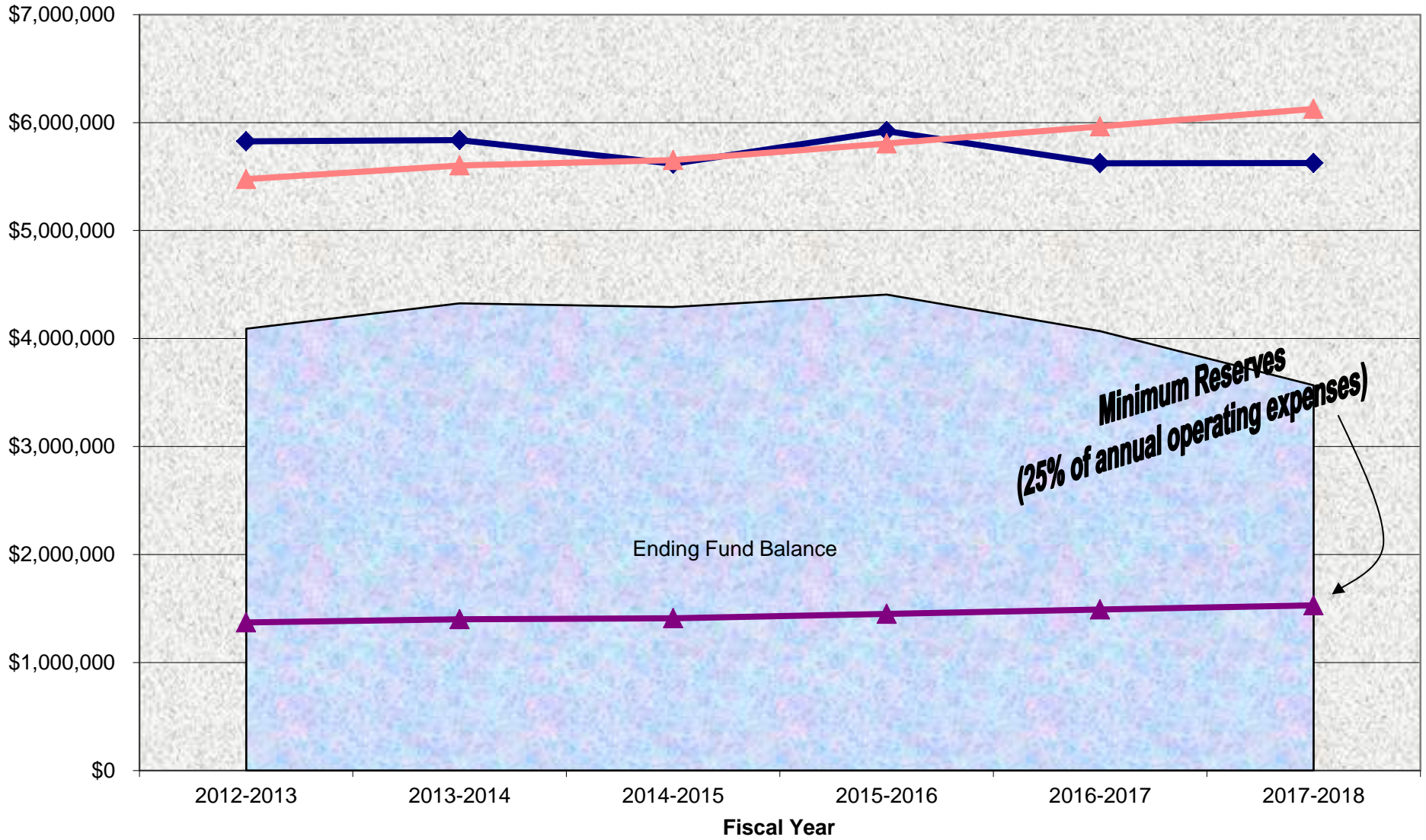
# Estero Municipal Improvement District Water Operating Funds



# Estero Municipal Improvement District Water Capital Improvement Project Funds



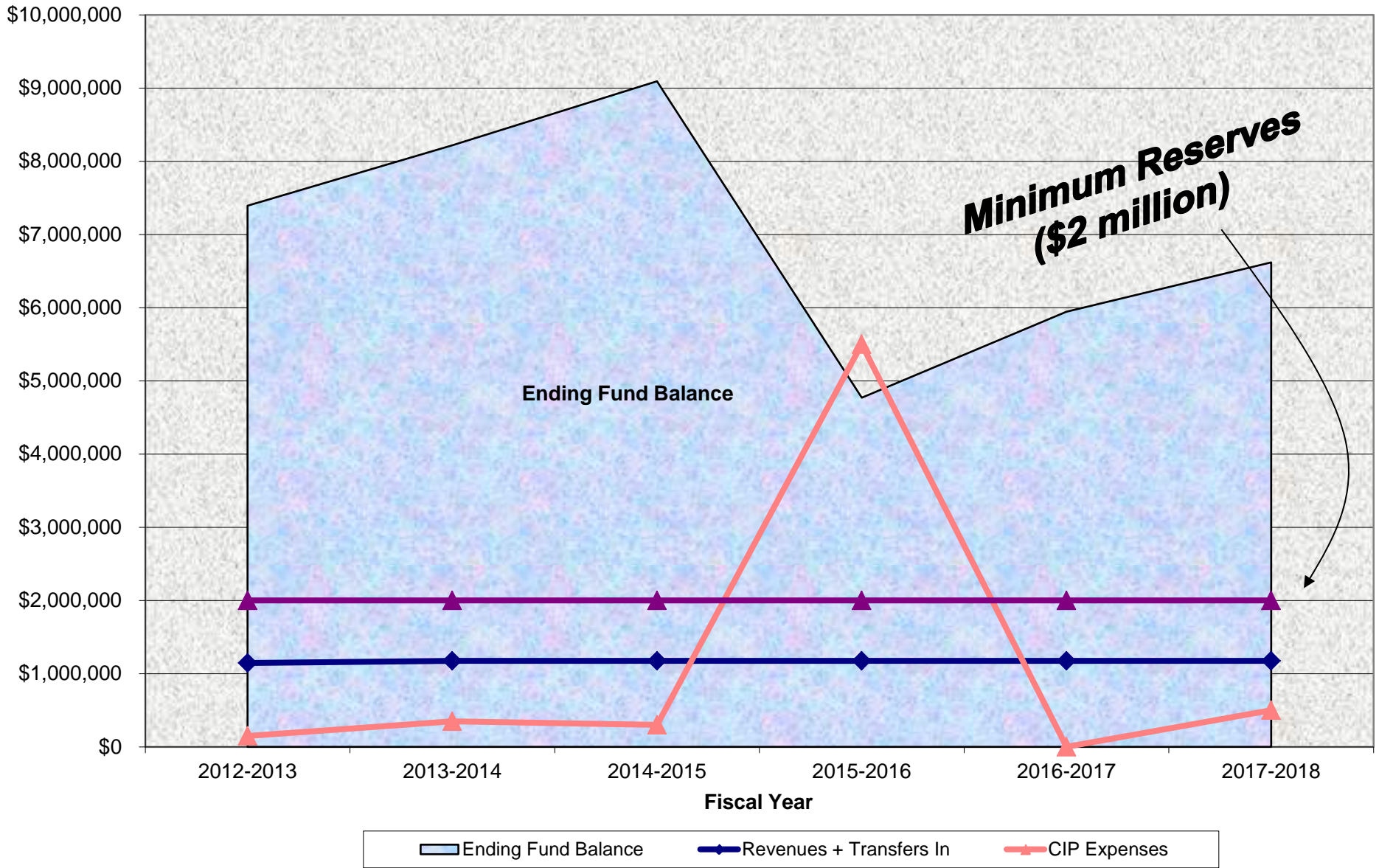
## Estero Municipal Improvement District Wastewater Operating Funds



Ending Fund Balance
◆ Revenues + Transfers In (Out)
▲ Expenses + Capital Outlay



# Estero Municipal Improvement District Wastewater Capital Improvement Project Funds



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**CITY OF FOSTER CITY / EMID**  
 Summary of Resources and Requirements by Funds  
 For the Fiscal Year Ended June 30, 2014

**PRELIMINARY BUDGET**

Fund	Available July 1, 2013	Estimated Revenues	Transfers In	Transfers Out	Total Available	Operating Expenditures	Capital Expenditures	Total Requirements	Net Increase (Decrease) in Reserves	Available June 30, 2014
<b>General Funds</b>										
001 General - City	\$ 17,470,000	\$ 13,152,100	\$ 205,000	\$ 849,091	\$ 29,978,009	\$ 12,485,532	\$ -	\$ 12,485,532	\$ 22,477	\$ 17,492,477
002 General - District	\$ -	\$ 16,823,000	\$ -	\$ -	\$ 16,823,000	\$ 16,823,000	\$ -	\$ 16,823,000	\$ -	\$ -
003 Special Recreation	\$ -	\$ 1,562,500	\$ 268,091	\$ -	\$ 1,830,591	\$ 1,830,591	\$ -	\$ 1,830,591	\$ -	\$ -
<b>Subtotal General Funds</b>	<b>\$ 17,470,000</b>	<b>\$ 31,537,600</b>	<b>\$ 473,091</b>	<b>\$ 849,091</b>	<b>\$ 48,631,600</b>	<b>\$ 31,139,123</b>	<b>\$ -</b>	<b>\$ 31,139,123</b>	<b>\$ 22,477</b>	<b>\$ 17,492,477</b>
<b>Special Revenue Funds</b>										
101 Traffic Safety	\$ -	\$ 130,000	\$ -	\$ -	\$ 130,000	\$ 130,000	\$ -	\$ 130,000	\$ -	\$ -
102 Measure A	\$ 2,090,000	\$ 587,000	\$ -	\$ -	\$ 2,677,000	\$ -	\$ 787,900	\$ 787,900	\$ (200,900)	\$ 1,889,100
103 Gas Tax (2103, 2105-2107.5)	\$ 829,500	\$ 821,000	\$ -	\$ -	\$ 1,650,500	\$ 619,700	\$ -	\$ 619,700	\$ 201,300	\$ 1,030,800
104 Park In-Lieu Fees	\$ -	\$ 2,775,000	\$ -	\$ 2,151,100	\$ 623,900	\$ -	\$ 386,000	\$ 386,000	\$ 237,900	\$ 237,900
105 Measure M	\$ 31,500	\$ 95,600	\$ -	\$ -	\$ 127,100	\$ -	\$ 127,100	\$ 127,100	\$ (31,500)	\$ -
108 SLESF/COPS Grant	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -
112 CLEEP Grant	\$ 8,000	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ 8,000
114 CalOpps.org	\$ 235,400	\$ 104,000	\$ -	\$ -	\$ 339,400	\$ 120,220	\$ -	\$ 120,220	\$ (16,220)	\$ 219,180
116 Foster City Foundation	\$ 241,000	\$ 59,000	\$ -	\$ 68,000	\$ 232,000	\$ -	\$ 176,000	\$ 176,000	\$ (185,000)	\$ 56,000
120 Foster City CDA Affordable Housing Reimbursement Agreement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
121 Foster City CDA Cooperative Services Agreement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
124 City Affordable Housing Funds	\$ 3,570,500	\$ 139,700	\$ -	\$ -	\$ 3,710,200	\$ 168,700	\$ -	\$ 168,700	\$ (29,000)	\$ 3,541,500
125 Sustainable Foster City Fund	\$ 109,000	\$ -	\$ -	\$ -	\$ 109,000	\$ 98,000	\$ -	\$ 98,000	\$ (98,000)	\$ 11,000
<b>Subtotal Special Revenue Funds</b>	<b>\$ 7,114,900</b>	<b>\$ 4,811,300</b>	<b>\$ -</b>	<b>\$ 2,219,100</b>	<b>\$ 9,707,100</b>	<b>\$ 1,236,620</b>	<b>\$ 1,477,000</b>	<b>\$ 2,713,620</b>	<b>\$ (121,420)</b>	<b>\$ 6,993,480</b>
<b>Capital Projects Funds</b>										
301 Capital Investment - City	\$ 1,350,000	\$ 152,250	\$ 2,800,100	\$ -	\$ 4,302,350	\$ -	\$ 286,000	\$ 286,000	\$ 2,666,350	\$ 4,016,350
326 Capital Asset Acquisition and Replacement Fund	\$ 1,542,000	\$ 1,128,500	\$ -	\$ 205,000	\$ 2,465,500	\$ -	\$ -	\$ -	\$ 923,500	\$ 2,465,500
<b>Subtotal Capital Projects Funds</b>	<b>\$ 2,892,000</b>	<b>\$ 1,280,750</b>	<b>\$ 2,800,100</b>	<b>\$ 205,000</b>	<b>\$ 6,767,850</b>	<b>\$ -</b>	<b>\$ 286,000</b>	<b>\$ 286,000</b>	<b>\$ 3,589,850</b>	<b>\$ 6,481,850</b>

(Continued on next page)

**CITY OF FOSTER CITY / EMID**  
 Summary of Resources and Requirements by Funds  
 For the Fiscal Year Ended June 30, 2014

(Continued from previous page)						PRELIMINARY BUDGET				
Fund	Available July 1, 2013	Estimated Revenues	Transfers In	Transfers Out	Total Available	Operating Expenditures	Capital Expenditures	Total Requirements	Net Increase (Decrease) in Reserves	Available June 30, 2014
<b>Enterprise Funds</b>										
<b>Water Funds</b>										
401 Water Revenue	\$ 1,413,500	\$ 10,870,900	\$ -	\$ 350,000	\$ 11,934,400	\$ 9,367,298	\$ -	\$ 9,367,298	\$ 1,153,602	\$ 2,567,102
402 Water Reserve	\$ 2,340,000	\$ -	\$ 150,000	\$ -	\$ 2,490,000	\$ -	\$ -	\$ -	\$ 150,000	\$ 2,490,000
405 Capital Investment - Water	\$ 3,945,000	\$ -	\$ 200,000	\$ -	\$ 4,145,000	\$ -	\$ 375,000	\$ 375,000	\$ (175,000)	\$ 3,770,000
407 Water Equipment Replacement	\$ 1,054,500	\$ 211,037	\$ -	\$ -	\$ 1,265,537	\$ 8,300	\$ -	\$ 8,300	\$ 202,737	\$ 1,257,237
<b>Subtotal Water Funds</b>	<b>\$ 8,753,000</b>	<b>\$ 11,081,937</b>	<b>\$ 350,000</b>	<b>\$ 350,000</b>	<b>\$ 19,834,937</b>	<b>\$ 9,375,598</b>	<b>\$ 375,000</b>	<b>\$ 9,750,598</b>	<b>\$ 1,331,339</b>	<b>\$ 10,084,339</b>
<b>Wastewater Funds</b>										
451 Wastewater Revenue	\$ 2,719,800	\$ 7,008,300	\$ 4,400	\$ 1,175,000	\$ 8,557,500	\$ 5,602,543	\$ -	\$ 5,602,543	\$ 235,157	\$ 2,954,957
452 Wastewater Reserve	\$ 1,370,000	\$ -	\$ -	\$ -	\$ 1,370,000	\$ -	\$ -	\$ -	\$ -	\$ 1,370,000
455 Capital Investment - Wastewater	\$ 7,394,000	\$ -	\$ 1,175,000	\$ -	\$ 8,569,000	\$ -	\$ 350,000	\$ 350,000	\$ 825,000	\$ 8,219,000
456 Wastewater Expansion	\$ -	\$ 4,400	\$ -	\$ 4,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
457 Wastewater Equipment Replacement	\$ 2,324,200	\$ 275,058	\$ -	\$ -	\$ 2,599,258	\$ 753,205	\$ -	\$ 753,205	\$ (478,147)	\$ 1,846,053
<b>Subtotal Wastewater Funds</b>	<b>\$ 13,808,000</b>	<b>\$ 7,287,758</b>	<b>\$ 1,179,400</b>	<b>\$ 1,179,400</b>	<b>\$ 21,095,758</b>	<b>\$ 6,355,748</b>	<b>\$ 350,000</b>	<b>\$ 6,705,748</b>	<b>\$ 582,010</b>	<b>\$ 14,390,010</b>
<b>Subtotal Enterprise Funds</b>	<b>\$ 22,561,000</b>	<b>\$ 18,369,695</b>	<b>\$ 1,529,400</b>	<b>\$ 1,529,400</b>	<b>\$ 40,930,695</b>	<b>\$ 15,731,346</b>	<b>\$ 725,000</b>	<b>\$ 16,456,346</b>	<b>\$ 1,913,349</b>	<b>\$ 24,474,349</b>
<b>Internal Service Funds</b>										
501 Vehicle Replacement	\$ 5,733,200	\$ 1,606,749	\$ -	\$ -	\$ 7,339,949	\$ 1,442,819	\$ -	\$ 1,442,819	\$ 163,930	\$ 5,897,130
502 Equipment Replacement	\$ 4,672,500	\$ 464,069	\$ -	\$ -	\$ 5,136,569	\$ 245,066	\$ -	\$ 245,066	\$ 219,003	\$ 4,891,503
503 Self-Insurance	\$ 1,138,700	\$ 281,900	\$ -	\$ -	\$ 1,420,600	\$ 341,630	\$ -	\$ 341,630	\$ (59,730)	\$ 1,078,970
504 Information Technology	\$ 2,983,400	\$ 1,390,618	\$ -	\$ -	\$ 4,374,018	\$ 1,388,170	\$ -	\$ 1,388,170	\$ 2,448	\$ 2,985,848
505 Building Maintenance	\$ 2,283,000	\$ 1,666,219	\$ -	\$ -	\$ 3,949,219	\$ 1,752,938	\$ -	\$ 1,752,938	\$ (86,719)	\$ 2,196,281
507 Longevity Recognition Benefits	\$ 3,102,000	\$ 185,000	\$ -	\$ -	\$ 3,287,000	\$ 115,000	\$ -	\$ 115,000	\$ 70,000	\$ 3,172,000
508 PEMHCA Benefits Plan	\$ 5,692,000	\$ 340,000	\$ -	\$ -	\$ 6,032,000	\$ 113,000	\$ -	\$ 113,000	\$ 227,000	\$ 5,919,000
509 Compensated Absences	\$ 2,452,500	\$ 89,553	\$ -	\$ -	\$ 2,542,053	\$ 300,000	\$ -	\$ 300,000	\$ (210,447)	\$ 2,242,053
<b>Subtotal Internal Service Funds</b>	<b>\$ 28,057,300</b>	<b>\$ 6,024,108</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 34,081,408</b>	<b>\$ 5,698,623</b>	<b>\$ -</b>	<b>\$ 5,698,623</b>	<b>\$ 325,485</b>	<b>\$ 28,382,785</b>
<b>Total All Funds</b>	<b>\$ 78,095,200</b>	<b>\$ 62,023,453</b>	<b>\$ 4,802,591</b>	<b>\$ 4,802,591</b>	<b>\$ 140,118,653</b>	<b>\$ 53,805,712</b>	<b>\$ 2,488,000</b>	<b>\$ 56,293,712</b>	<b>\$ 5,729,741</b>	<b>\$ 83,824,941</b>

Note: Capital Expenditures of \$592,000 are planned for FY 2013-2014 that are directly charged to Developers Deposits as part of the Multi-Project Traffic Improvement Project, which totals \$3,080,000 in total Capital Improvement Expenditures for FY 2013-2014 as presented on Table C in this section.

**City of Foster City / Estero Municipal Improvement District  
Revenue by Source  
For the Fiscal Year Ended June 30, 2014**

	2012-2013		2013-2014
	Approved	Projected	Budget
<b>General Fund</b>			
City			
Sales taxes	\$ 4,419,000	\$ 3,521,000	\$ 3,451,000
Transient occupancy taxes	\$ 1,847,000	\$ 2,000,000	\$ 2,040,000
Franchise taxes	\$ 1,191,000	\$ 1,236,800	\$ 1,379,500
Real property transfer	\$ 160,000	\$ 270,000	\$ 275,400
Licenses and permits	\$ 1,751,000	\$ 1,668,000	\$ 2,392,400
Motor vehicle in-lieu	\$ 2,410,000	\$ 2,359,900	\$ 2,360,000
Charges for current services	\$ 645,000	\$ 595,000	\$ 573,000
Fines and forfeitures	\$ 33,000	\$ 56,000	\$ 57,000
Interest	\$ 178,000	\$ 174,000	\$ 174,000
Other	\$ 196,100	\$ 339,000	\$ 449,800
General Fund (City) Subtotal	\$ 12,830,100	\$ 12,219,700	\$ 13,152,100
District			
Property Taxes	\$ 15,262,000	\$ 15,731,000	\$ 16,192,000
Excess ERAF	\$ -	\$ 1,196,237	\$ -
Intergovernmental	\$ 100,000	\$ 100,000	\$ 100,000
Rentals	\$ 492,800	\$ 507,800	\$ 467,000
Interest	\$ 102,000	\$ 64,000	\$ 64,000
General Fund (District) Subtotal	\$ 15,956,800	\$ 17,599,037	\$ 16,823,000
Special Recreation			
Program Revenues	\$ 1,244,000	\$ 1,087,000	\$ 1,290,500
Rents and Concessions	\$ 247,000	\$ 267,000	\$ 272,000
Interest	\$ -	\$ 1,800	\$ -
General Fund (Special Recreation) Subtotal	\$ 1,491,000	\$ 1,355,800	\$ 1,562,500
<b>total general fund</b>	<b>\$ 30,277,900</b>	<b>\$ 31,174,537</b>	<b>\$ 31,537,600</b>

(continued on next page)

**City of Foster City / Estero Municipal Improvement District  
Revenue by Source  
For the Fiscal Year Ended June 30, 2014**

(Continued from previous page)

	2012-2013		2013-2014
	Approved	Projected	Budget
<b>Special Revenue Funds</b>			
Traffic Safety			
Vehicle Code Fines	\$ 179,000	\$ 127,000	\$ 130,000
Interest	\$ -	\$ -	\$ -
Traffic Safety Subtotal	\$ 179,000	\$ 127,000	\$ 130,000
Measure A			
Sales Tax	\$ 521,000	\$ 571,000	\$ 560,000
Interest	\$ 25,000	\$ 27,000	\$ 27,000
Measure A Subtotal	\$ 546,000	\$ 598,000	\$ 587,000
Gas Tax (2105 - 2107.5; 2013 Gas Tax Swap)			
Gas Tax	\$ 804,000	\$ 744,200	\$ 813,700
Interest	\$ 10,400	\$ 5,900	\$ 7,300
Gas Tax (2105-2107.5; 2103 Gas Tax Swap) Subtotal	\$ 814,400	\$ 750,100	\$ 821,000
Park In-Lieu Fees			
Developer Fees	\$ -	\$ -	\$ 2,775,000
Interest	\$ -	\$ -	\$ -
Park In-Lieu Fees Subtotal	\$ -	\$ -	\$ 2,775,000
Measure M			
Vehicle License Fees	\$ 106,000	\$ 106,000	\$ 95,600
Measure M Subtotal	\$ 106,000	\$ 106,000	\$ 95,600
SLESF/COPS Grant			
Grant	\$ 100,000	\$ 100,000	\$ 100,000
SLESF/COPS Subtotal	\$ 100,000	\$ 100,000	\$ 100,000

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**City of Foster City / Estero Municipal Improvement District  
Revenue by Source  
For the Fiscal Year Ended June 30, 2014**

(Continued from previous page)

	2012-2013		2013-2014
	Approved	Projected	Budget
CalOpps.org			
Fees for Services	\$ 102,000	\$ 102,000	\$ 102,000
Interest	\$ 2,400	\$ 2,000	\$ 2,000
CalOpps.org Subtotal	\$ 104,400	\$ 104,000	\$ 104,000
Foster City Foundation			
Grants and Donations	\$ 79,500	\$ 274,000	\$ 59,000
Foster City Foundation Subtotal	\$ 79,500	\$ 274,000	\$ 59,000
Foster City CDA Affordable Housing Reimbursement Agreement (AHRA)			
Interest	\$ -	\$ -	\$ -
Foster City CDA AHRA Subtotal	\$ -	\$ -	\$ -
Foster City CDA Cooperative Services Agreement			
Interest	\$ -	\$ -	\$ -
Foster City CDA CSA Subtotal	\$ -	\$ -	\$ -
City Affordable Housing Funds			
Loan Repayments	\$ 24,000	\$ 253,000	\$ 27,000
Rentals	\$ 74,700	\$ 74,700	\$ 77,300
Interest	\$ -	\$ 45,000	\$ 35,400
City Affordable Housing Funds Subtotal	\$ 98,700	\$ 372,700	\$ 139,700
Sustainable Foster City Fund			
Interest	\$ -	\$ -	\$ -
Sustainable Foster City Fund Subtotal	\$ -	\$ -	\$ -
<b>total special revenue funds</b>	<b>\$ 2,028,000</b>	<b>\$ 2,431,800</b>	<b>\$ 4,811,300</b>

**Capital Projects Fund**

City			
Intergovernmental	\$ -	\$ 27,000	\$ 25,000
Interest	\$ 149,000	\$ 117,000	\$ 119,000
Other	\$ -	\$ 8,250	\$ 8,250
City Capital Projects Subtotal	\$ 149,000	\$ 152,250	\$ 152,250
Capital Asset Acquisition and Replacement Fund			
Sale of Real Property	\$ 1,000,000	\$ 1,000,000	\$ -
Loans Receivable Payments	\$ 740,700	\$ 740,700	\$ 1,111,000
Interest	\$ 6,300	\$ 7,500	\$ 17,500
Capital Asset Acquisition and Replacement Subtotal	\$ 1,747,000	\$ 1,748,200	\$ 1,128,500
<b>total capital projects fund</b>	<b>\$ 1,896,000</b>	<b>\$ 1,900,450</b>	<b>\$ 1,280,750</b>

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**City of Foster City / Estero Municipal Improvement District  
Revenue by Source  
For the Fiscal Year Ended June 30, 2014**

(Continued from previous page)

	2012-2013		2013-2014
	Approved	Projected	Budget
<b>Enterprise Funds</b>			
Water Revenue			
User Charges	\$ 10,034,000	\$ 9,920,000	\$ 10,034,000
Connection Fees	\$ 119,400	\$ 119,400	\$ 171,900
Interest	\$ 145,000	\$ 88,000	\$ 120,000
Sustainability Fund Revenues	\$ 509,000	\$ 509,000	\$ 545,000
	<u>\$ 10,807,400</u>	<u>\$ 10,636,400</u>	<u>\$ 10,870,900</u>
Water Equipment Replacement			
Equipment Rental	\$ 195,823	\$ 195,823	\$ 211,037
	<u>\$ 195,823</u>	<u>\$ 195,823</u>	<u>\$ 211,037</u>
Wastewater Revenue			
User Charges	\$ 6,558,000	\$ 6,910,000	\$ 6,558,000
Connection Fees	\$ 153,000	\$ 153,000	\$ 220,300
Interest	\$ 255,000	\$ 136,000	\$ 230,000
	<u>\$ 6,966,000</u>	<u>\$ 7,199,000</u>	<u>\$ 7,008,300</u>
Wastewater Expansion			
Other	\$ 3,600	\$ 4,400	\$ 4,400
	<u>\$ 3,600</u>	<u>\$ 4,400</u>	<u>\$ 4,400</u>
Wastewater Equipment Replacement			
Equipment Rental	\$ 285,394	\$ 285,394	\$ 275,058
	<u>\$ 285,394</u>	<u>\$ 285,394</u>	<u>\$ 275,058</u>
<b>total enterprise funds</b>	<u>\$ 18,258,217</u>	<u>\$ 18,321,017</u>	<u>\$ 18,369,695</u>

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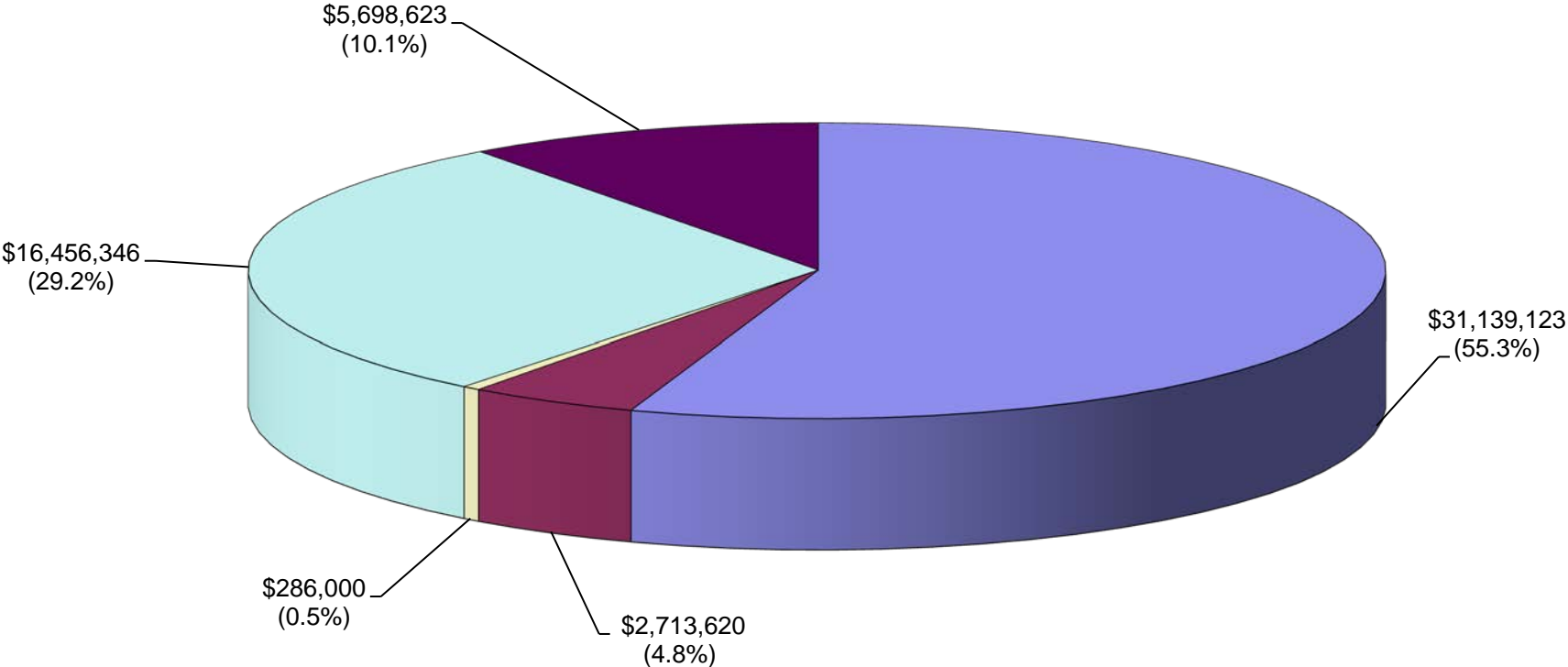


**City of Foster City / Estero Municipal Improvement District  
Revenue by Source  
For the Fiscal Year Ended June 30, 2014**

(Continued from previous page)

	2012-2013		2013-2014
	Approved	Revised	Budget
<b>Internal Service Funds</b>			
Vehicle Replacement			
Vehicle Replacement Charges	\$ 1,572,135	\$ 1,572,135	\$ 1,535,749
Sales of Retired Vehicles	\$ 14,000	\$ 14,000	\$ 14,000
Interest	\$ 68,000	\$ 56,000	\$ 57,000
	<u>\$ 1,654,135</u>	<u>\$ 1,642,135</u>	<u>\$ 1,606,749</u>
Equipment Replacement			
Equipment Rental	\$ 522,835	\$ 522,835	\$ 424,069
Interest	\$ 50,000	\$ 46,800	\$ 40,000
	<u>\$ 572,835</u>	<u>\$ 569,635</u>	<u>\$ 464,069</u>
Self Insurance			
Insurance Charges	\$ 278,800	\$ 278,800	\$ 271,900
Interest	\$ 12,500	\$ 11,200	\$ 10,000
	<u>\$ 291,300</u>	<u>\$ 290,000</u>	<u>\$ 281,900</u>
Information Technology			
User Charges	\$ 1,376,411	\$ 1,376,411	\$ 1,355,618
Interest	\$ 47,000	\$ 34,400	\$ 35,000
	<u>\$ 1,423,411</u>	<u>\$ 1,410,811</u>	<u>\$ 1,390,618</u>
Building Maintenance			
User Charges	\$ 1,604,458	\$ 1,604,458	\$ 1,641,219
Interest	\$ 35,000	\$ 24,400	\$ 25,000
	<u>\$ 1,639,458</u>	<u>\$ 1,628,858</u>	<u>\$ 1,666,219</u>
Longevity Recognition Benefits			
Employer Contributions	\$ -	\$ -	\$ -
Interest	\$ 115,000	\$ 283,000	\$ 185,000
	<u>\$ 115,000</u>	<u>\$ 283,000</u>	<u>\$ 185,000</u>
PEMHCA Benefits Plan			
Employer Contributions	\$ -	\$ -	\$ -
Interest	\$ 233,000	\$ 590,800	\$ 340,000
	<u>\$ 233,000</u>	<u>\$ 590,800</u>	<u>\$ 340,000</u>
Compensated Absences			
Employer Contributions	\$ 72,471	\$ 72,471	\$ 61,553
Interest	\$ 30,000	\$ 26,000	\$ 28,000
	<u>\$ 102,471</u>	<u>\$ 98,471</u>	<u>\$ 89,553</u>
<b>total internal service funds</b>	<u>\$ 6,031,610</u>	<u>\$ 6,513,710</u>	<u>\$ 6,024,108</u>
<b>TOTAL REVENUE ALL FUNDS</b>	<b>\$ 58,491,727</b>	<b>\$ 60,341,514</b>	<b>\$ 62,023,453</b>

**City of Foster City / Estero Municipal Improvement District /  
 Appropriations by Fund  
 For the Fiscal Year Ended June 30, 2014  
 Total Appropriations: \$56,293,712**



■ General Fund (55.3%) ■ Special Revenue Fund (4.8%) □ Capital Projects Fund (0.5%) □ Enterprise Funds (29.2%) ■ Internal Services Funds (10.1%)

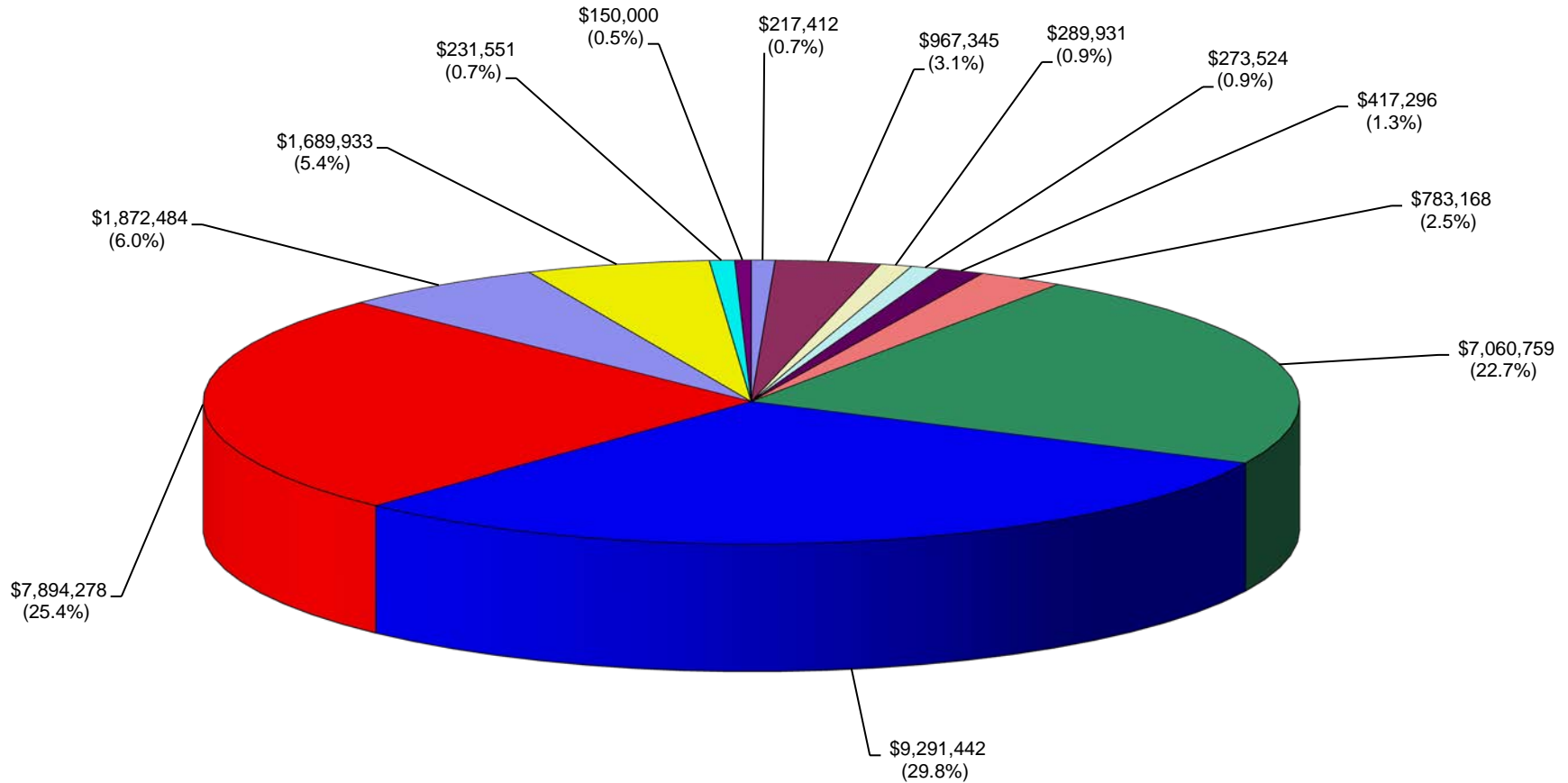
**City of Foster City, California / Estero Municipal Improvement District**  
**Summary of Appropriations by Fund / CDA**  
**Annual Appropriations for the Year Ending June 30, 2013**

	<b>2012-2013 APPROVED</b>	<b>2012-2013 REVISED</b>	<b>2013-2014 REQUESTED</b>
GENERAL FUND	\$ 31,050,173	\$ 31,050,173	\$ 31,139,123
TRAFFIC SAFETY	\$ 111,000	\$ 111,000	\$ 130,000
MEASURE A	\$ 2,290,000	\$ 2,290,000	\$ 787,900
GAS TAX (2105-2107)	\$ 826,500	\$ 826,500	\$ 619,700
PARK IN-LIEU FEES	\$ -	\$ -	\$ 386,000
MEASURE M	\$ -	\$ -	\$ 127,100
SLESF/COPS GRANT	\$ -	\$ 100,000	\$ 100,000
CALOPPS.ORG	\$ 93,003	\$ 93,003	\$ 120,220
PROPOSITION 42 TRANSPORTATION	\$ 25,000	\$ 25,000	\$ -
FOSTER CITY FOUNDATION	\$ -	\$ -	\$ 176,000
FOSTER CITY CDA AFFORDABLE HOUSING REIMBURSEMENT AGREEMENT	\$ 1,611,000	\$ 1,611,000	\$ -
FOSTER CITY CDA SMUHSD OBLIGATION SERVICES AGREEMENT	\$ 524,000	\$ 524,000	\$ -
CITY AFFORDABLE HOUSING FUNDS	\$ -	\$ -	\$ 168,700
SUSTAINABLE FOSTER CITY FUND	\$ -	\$ 100,000	\$ 98,000
CAPITAL PROJECTS FUND	\$ 4,647,000	\$ 4,647,000	\$ 286,000
WATER	\$ 10,745,210	\$ 10,745,210	\$ 9,750,598
SEWER	\$ 5,977,045	\$ 5,977,045	\$ 6,705,748
VEHICLE REPLACEMENT	\$ 999,431	\$ 999,431	\$ 1,442,819
EQUIPMENT REPLACEMENT	\$ 306,925	\$ 306,925	\$ 245,066
SELF-INSURANCE	\$ 297,700	\$ 297,700	\$ 341,630
INFORMATION TECHNOLOGY	\$ 1,219,140	\$ 1,219,140	\$ 1,388,170
BUILDING MAINTENANCE	\$ 1,526,037	\$ 1,526,037	\$ 1,752,938
LONGEVITY RECOGNITION BENEFITS	\$ 112,000	\$ 112,000	\$ 115,000
PEMHCA BENEFITS PLAN	\$ 100,000	\$ 100,000	\$ 113,000
COMPENSATED ABSENCES	\$ 300,000	\$ 300,000	\$ 300,000
CDA	\$ 709,044	\$ 709,044	\$ -
<b>TOTAL FOR CITY / EMID / CDA</b>	<b>\$ 63,470,208</b>	<b>\$ 63,670,208</b>	<b>\$ 56,293,712</b>

**City of Foster City, California / Estero Municipal Improvement District**  
 Summary of Operating Expenditures and Capital Expenditures by Type  
 Annual Operating Budget Appropriations For the Fiscal Year Ended June 30, 2014

	<b>2012-2013 APPROVED</b>	<b>2012-2013 REVISED</b>	<b>2013-2014 REQUESTED</b>
EMPLOYEE SERVICES	\$ 29,147,969	\$ 29,147,969	\$ 29,199,326
SERVICES AND SUPPLIES	\$ 22,115,842	\$ 22,115,842	\$ 16,843,541
CAPITAL OUTLAY	\$ 2,045,247	\$ 2,045,247	\$ 1,929,861
INTERNAL SERVICES	\$ 5,974,330	\$ 5,974,330	\$ 5,832,984
REALLOCATIONS	\$ -	\$ -	\$ -
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 59,283,388</b>	<b>\$ 59,283,388</b>	<b>\$ 53,805,712</b>
CAPITAL EXPENDITURES	\$ 5,630,000	\$ 5,630,000	\$ 2,488,000
<b>TOTAL CITY / EMID / CDA EXPENDITURES</b>	<b>\$ 64,913,388</b>	<b>\$ 64,913,388</b>	<b>\$ 56,293,712</b>

**City of Foster City  
 General Fund Operating Expenditures by Department  
 For the Fiscal Year Ended June 30, 2014  
 Total General Fund Operating Expenditures: \$31,139,123**



■ Council/Board (0.7%)	■ City/District Manager (3.1%)	■ City Clerk (0.9%)	■ City Attorney (0.9%)
■ Human Resources (1.3%)	■ Financial Services (2.5%)	■ Parks & Recreation (22.7%)	■ Police (29.8%)
■ Fire (25.4%)	■ Community Development (6.0%)	■ Public Works (5.4%)	■ Library Services (0.7%)
■ Property Tax Administration (0.5%)			

**City of Foster City, California / Estero Municipal Improvement District**  
 Summary of General Fund Appropriations by Department  
 Annual Operating Budget Appropriations For the Fiscal Year Ended June 30, 2014

	<b>2012-2013 APPROVED</b>	<b>2012-2013 REVISED</b>	<b>2013-2014 REQUESTED</b>
COUNCIL/BOARD	\$ 212,506	\$ 212,506	\$ 217,412
CITY/DISTRICT MANAGER	\$ 1,028,888	\$ 1,028,888	\$ 967,345
CITY CLERK	\$ 250,102	\$ 250,102	\$ 289,931
CITY ATTORNEY	\$ 275,508	\$ 275,508	\$ 273,524
HUMAN RESOURCES	\$ 344,460	\$ 344,460	\$ 417,296
FINANCIAL SERVICES	\$ 763,818	\$ 763,818	\$ 783,168
PARKS & RECREATION	\$ 6,957,511	\$ 6,957,511	\$ 7,060,759
POLICE	\$ 9,132,390	\$ 9,132,390	\$ 9,291,442
FIRE	\$ 8,475,357	\$ 8,475,357	\$ 7,894,278
COMMUNITY DEVELOPMENT	\$ 1,819,732	\$ 1,819,732	\$ 1,872,484
PUBLIC WORKS	\$ 1,416,043	\$ 1,416,043	\$ 1,689,933
LIBRARY SERVICES	\$ 223,858	\$ 223,858	\$ 231,551
PROPERTY TAX ADMINISTRATION	\$ 150,000	\$ 150,000	\$ 150,000
<b>TOTAL GENERAL FUND APPROPRIATIONS</b>	<b>\$ 31,050,173</b>	<b>\$ 31,050,173</b>	<b>\$ 31,139,123</b>

**City of Foster City, California / Estero Municipal Improvement District  
GENERAL FUND**

Summary of Operating Expenditures by Type  
Annual Operating Budget Appropriations for the Year Ending June 30, 2013

	<b>2012-2013 APPROVED</b>		<b>2012-2013 REVISED</b>		<b>2013-2014 REQUESTED</b>
EMPLOYEE SERVICES	\$ 23,860,609	\$	23,860,609	\$	23,978,066
SERVICES AND SUPPLIES	\$ 5,204,772	\$	5,204,772	\$	5,140,160
CAPITAL OUTLAY	\$ -	\$	-	\$	35,000
INTERNAL SERVICES	\$ 4,297,471	\$	4,297,471	\$	4,165,999
REALLOCATIONS	\$ (2,312,679)	\$	(2,312,679)	\$	(2,180,102)
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 31,050,173</b>	<b>\$</b>	<b>31,050,173</b>	<b>\$</b>	<b>31,139,123</b>

**City of Foster City / Estero Municipal Improvement District**  
**Personnel Summary - Full-Time Employees**  
**For the Fiscal Years Ended June 30, 2012 to 2014**

Department	Prior Years		Budget
	2011-2012	2012-2013	2013-2014
City / District Manager	9	9	8
City Clerk	2	2	2
Human Resources	3	2	3
Financial Services	8	8	8
Parks and Recreation	37.5	36.5	36
Police	51	49	49
Fire	37	37	35
Community Development	10	11	11
Public Works	34	33	31
<b>Totals</b>	<b>191.5</b>	<b>187.5</b>	<b>183</b>

**Personnel Changes FY 2013-2014**

*City Manager: Eliminate Video Technician (1), Reclassify Management*

*Assistant to Management Assistant to the City Manager*

*Human Resources: Add Human Resources Director (1)*

*Parks & Recreation: Eliminate Parks Manager (0.5)*

*Fire: Eliminate Battalion Chief (2) and Assistant Fire Marshal (1), Add*

*Administrative Battalion Chief (1), Reclassify Management Assistant to Management Coordinator*

*Public Works: Eliminate Junior/Assistant/Associate Engineer (1) and Public Works Maintenance Worker I/II (1)*



**TABLE C  
CAPITAL IMPROVEMENT PROJECT (CIP) PLAN (FISCAL YEAR 2013-2014)**

PROJECT NAME	Funding Source*	Total Project Cost	Prior Years' Funding	FY 2013-2014 Funding	City Capital Investment	Developer Deposits (1)	Foster City Foundation	Measure A	Measure M	Park-In-Lieu	Water Capital Investment	Wastewater Capital Investment
<b>WATER PROJECTS</b>												
(NEW CIP) WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2013-2014)	CW	\$ 375,000	\$ -	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375,000	\$ -
<b>TOTAL WATER PROJECTS</b>	<b>1</b>	<b>\$ 375,000</b>	<b>\$ -</b>	<b>\$ 375,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 375,000</b>	<b>\$ -</b>
<b>WASTEWATER PROJECTS</b>												
(CIP 626) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 5 (2013-2014, 2015-2016)	CS	\$ 500,000	\$ 150,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000
<b>TOTAL WASTEWATER PROJECTS</b>	<b>1</b>	<b>\$ 500,000</b>	<b>\$ 150,000</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 350,000</b>
<b>STREETS/TRAFFIC PROJECTS</b>												
(NEW CIP) MEDIAN MODIFICATIONS - FOSTER CITY BLVD AT CHESS DRIVE - MP#3 (2013-2014, 2014-2015)	DD	\$ 57,000	\$ -	\$ 57,000	\$ -	\$ 57,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(NEW CIP) ROAD WIDENING - FOSTER CITY BLVD AT CHESS DRIVE - MP#7 (2013-2014, 2015-2016)	DD	\$ 175,000	\$ -	\$ 175,000	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(NEW CIP) ROAD WIDENING - SR92 WESTBOUND OFF-RAMP AT CHESS DRIVE - MP#11 (2013-2014, 2015-2016)	DD	\$ 360,000	\$ -	\$ 360,000	\$ -	\$ 360,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(NEW CIP) STREET RESURFACING - ARTERIAL AND COLLECTOR (2013-2014)	MA / MM	\$ 915,000	\$ -	\$ 915,000	\$ -	\$ -	\$ -	\$ 787,900	\$ 127,100	\$ -	\$ -	\$ -
<b>TOTAL STREETS/TRAFFIC PROJECTS</b>	<b>4</b>	<b>\$ 1,507,000</b>	<b>\$ -</b>	<b>\$ 1,507,000</b>	<b>\$ -</b>	<b>\$ 592,000</b>	<b>\$ -</b>	<b>\$ 787,900</b>	<b>\$ 127,100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>STORMWATER/LAGOON PROJECTS</b>												
<b>NONE</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL STORMWATER/LAGOON PROJECTS</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>PARKS PROJECTS</b>												
(NEW CIP) SITE IMPROVEMENTS - EAST THIRD AVENUE (2013-2014)	PG / PIL	\$ 362,000	\$ -	\$ 362,000	\$ -	\$ -	\$ 176,000	\$ -	\$ -	\$ 186,000	\$ -	\$ -
(CIP 633) WERDER PARK SITE DEVELOPMENT (2013-2014)	PIL	\$ 125,000	\$ 25,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
(CIP 634) DESTINATION PARK DEVELOPMENT (2013-2014)	PIL	\$ 125,000	\$ 25,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2013-2014)	CC	\$ 286,000	\$ -	\$ 286,000	\$ 286,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL PARKS PROJECTS</b>	<b>4</b>	<b>\$ 898,000</b>	<b>\$ 50,000</b>	<b>\$ 848,000</b>	<b>\$ 286,000</b>	<b>\$ -</b>	<b>\$ 176,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 386,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>BUILDING PROJECTS</b>												
<b>NONE</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL BUILDING PROJECTS</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>10</b>	<b>\$ 3,280,000</b>	<b>\$ 200,000</b>	<b>\$ 3,080,000</b>	<b>\$ 286,000</b>	<b>\$ 592,000</b>	<b>\$ 176,000</b>	<b>\$ 787,900</b>	<b>\$ 127,100</b>	<b>\$ 386,000</b>	<b>\$ 375,000</b>	<b>\$ 350,000</b>

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

(1) - Developer Deposits are held as deposits in the City Capital Investment Fund and are not considered fund balance reserves.

**City of Foster City / Estero Municipal Improvement District**  
**Schedule of Fund Balance Transfers**  
For the Fiscal Year Ended June 30, 2014

			Transfers In							
#	Fund		001 General Fund - City	003 General Fund - Special Recreation	301 Capital Investment - City	402 Water Reserve	405 Capital Investment - Water	451 Wastewater Revenue	455 Capital Investment - Wastewater	Totals
<b>Transfers Out</b>	1	001 General Fund - City	-	249,091	600,000	-	-	-	-	849,091
	2	104 Park In-Lieu Fees	-	-	2,151,100	-	-	-	-	2,151,100
	3	116 Foster City Foundation	-	19,000	49,000	-	-	-	-	68,000
	4	326 Capital Asset Acquisition & Replacement Fund	205,000	-	-	-	-	-	-	205,000
	5	401 Water Revenue	-	-	-	150,000	200,000	-	-	350,000
	6	451 Wastewater Revenue	-	-	-	-	-	-	1,175,000	1,175,000
	7	456 Wastewater Expansion	-	-	-	-	-	4,400	-	4,400
	<b>Totals</b>			205,000	268,091	2,800,100	150,000	200,000	4,400	1,175,000

Footnotes:

- 1 Transfers to: a) subsidize Special Recreation fund activities; and, b) set aside funds for long-term Capital Improvement Projects.
- 2 Transfer to reimburse Capital Investment - City fund for advances related to construction of five construction projects as follows:  
CIP 615 - Sea Cloud Park Synthetic Turf Soccer and Baseball Fields  
CIP 616 - Port Royal Synthetic Turf Soccer Field and Walking Track  
CIP 632 - Edgewater Park Synthetic Surface  
CIP 633 - Werder Park Site Development  
CIP 634 - Destination Park Development
- 3 Transfer of donations from community for Summer Concert Series to General Fund, and local youth sports groups for Synthetic Turf projects at Port Royal and Sea Cloud (S-2) Parks to Capital Investment - City Fund
- 4 Transfer representing a portion of interest income generated on the loan receivable from the sale of real property to the North Peninsula Jewish Campus.
- 5 Transfers to: 1) to set reserves at 25% of annual operating expenditures; and, 2) set aside funds for Long-Term CIP Projects in the Water Capital Investment Fund.
- 6 Transfer to set aside funds for Long-Term CIP Projects in the Wastewater Capital Investment Fund.
- 7 Transfer Wastewater Collection System expansion revenue to Wastewater Revenue fund, which is then incorporated into Long-Term CIP transfer.

# Council / Board



## MISSION STATEMENT

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

## DEPARTMENT PERSONNEL SUMMARY

Position	11-12	12-13	13-14
Council Members	5	5	5
<b>TOTALS</b>	5	5	5

## CURRENT ACCOMPLISHMENTS

The following projects and issues were identified as priorities by the City Council for **Calendar Year 2012**.

### Civic Center Master Plan

- A. Consider the Sale of the 15-Acre Site Adjacent to the Government Center to the Foster City Community Partners for a Mixed-Use Development Consisting of Senior Housing (Market Rate and Affordable, For Sale and Rental), Retail and Public Plaza/Promenades

### Capital Improvement Projects

- A. Commence Phase III of the Levee Pedway Repair Project (Portion between Lantern Cove and Promontory Point or E. Hillsdale Blvd. along the Marina Lagoon)
- B. Complete Installation of a Synthetic Soccer/Baseball Field at Sea Cloud Park and a Synthetic Soccer Field/Walking Track at Port Royal Park
- C. Complete the Design for Several Multi-Project Traffic Improvement Projects

Municipal Code Amendments / General Plan Amendments / Ordinance Updates

- A. Update the Land Use and Circulation Element City of the Foster City General Plan

Economic Development Projects

- A. Develop and Implement a Sustainable Economic Development Plan/Strategy for the City of Foster City

Economic/Budget Projects

- A. Approve a Plan to Balance the General Fund Budget by FY 2013-2014
- B. Monitor National, State and Local Economic Conditions including the Federal and State Budgets; Evaluate Economic, Federal and State Budget Impacts on the City/District/CDA Finances; Support or Oppose Federal and State Budget Proposals as Appropriate and Be Actively Engaged in Advocating for the Interests of the City/District/CDA

Environmental Related Projects

- A. Actively Pursue Reliable and Uninterruptible Alternative Sources of Water and Promote Water Conservation
- B. Create a Standing Sustainability Foster City Citizen Advisory Committee(s) to Advise on Economic Vitality, Environmental and Social Equity Issues and Continue Implementation of a Community-wide Environmental Sustainability Action Plan and a City Operations Environmental Sustainability Action Plan, Including Compliance with AB 32 and SB 375
- C. Monitor Transportation Issues/Traffic Congestion Impacts for Foster City

The following projects and issues were identified as priorities by the City Council for **Calendar Year 2013.**

Civic Center Master Plan

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

Capital Improvement Projects

- A. Complete Phase III of the Levee Pedway Repair Project (Portion between Lantern Cove and Promontory Point or E. Hillsdale Blvd. along the Marina Lagoon)
- B. Complete Design for a Synthetic Softball/Soccer Field at Edgewater Park
- C. Complete Feasibility Studies and Conceptual Designs for Werder Park and Destination Park Improvements
- D. Complete the Design for Certain Multi-Project Traffic Improvement Projects and Complete Construction of the Triton Drive (and Metro Center Blvd.) Widening Project

Municipal Code Amendments/General Plan Amendments/Ordinance Updates

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

Economic Development Projects

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

Economic/Budget Projects

- A. Approve a Balanced General Fund Budget for FY 2013-2014
- B. Monitor National, State and Local Economic Conditions including the Federal and State Budgets; Evaluate

Economic, Federal and State Budget Impacts on the City/District/CDA Successor Agency Finances; Support or Oppose Federal and State Budget Proposals as Appropriate and Be Actively Engaged in Advocating for the Interests of the City/District/CDA Successor Agency

- C. Evaluate and Consider Placing a Measure on the November 5, 2013 Ballot to Update the Business License Ordinance Adopted in 1972 and Increase the Business License Tax

#### Environmental Related Projects

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

#### Other Projects

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

### **PROPOSED SERVICE LEVELS**

- Provide Policy Direction and Control
- Insure Health, Safety, and General Welfare of Citizenry

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

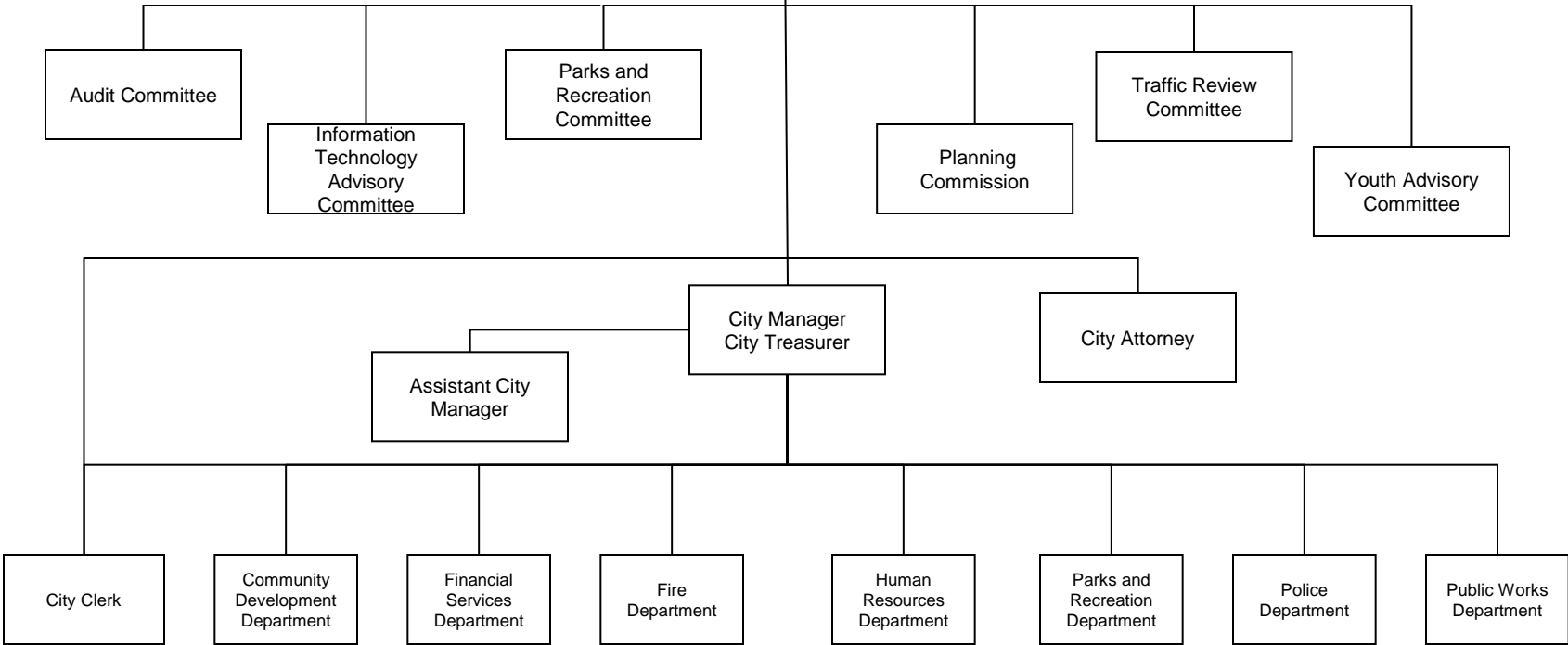
- Information Technology Advisory Committee budget increased from \$140 to \$640. The \$500 was added for the Identity Theft Symposium. This is a bi-annual event.
- Funding for Fourth of July Fireworks and Additional Services increased from \$37,750 to \$40,000. The \$2,250 increase is due to increased costs for the fireworks (\$250) and the support services for this event (\$2,000).

# Foster City Organization Chart

Foster City Residents



**City Council**



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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
AUDIT COMMITTEE	250	250	200
COMMUNITY PROMOTION	55,650	55,650	57,400
COUNCIL/BOARD	133,426	133,426	135,922
PARKS & REC COMMITTEE	2,065	2,065	2,175
PLANNING COMMISSION	17,565	17,565	17,665
TECHNOLOGY COMMITTEE	140	140	640
YOUTH ADVISORY COMMITTEE	3,410	3,410	3,410
<b>TOTAL FOR COUNCIL/BOARD</b>	<b>\$ 212,506</b>	<b>\$ 212,506</b>	<b>\$ 217,412</b>

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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 94,700	\$ 94,700	\$ 94,800
SERVICES AND SUPPLIES	217,289	217,289	222,546
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	311,989	311,989	317,346
INTERNAL SERVICES	60,097	60,097	61,053
Subtotal (Total Department Expenses before Reallocations)	372,086	372,086	378,399
REALLOCATIONS	(159,580)	(159,580)	(160,987)
<b>TOTAL FOR COUNCIL/BOARD</b>	<b>\$ 212,506</b>	<b>\$ 212,506</b>	<b>\$ 217,412</b>



## DETAIL LINE ITEM REPORT

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

GENERAL FUND

<i>Employee Services</i>		Approved 2012-2013	Requested 2013-2014
001-1010-413-4115	COUNCILMEMBER COMPENSATION	\$34,260.00	\$34,260.00
Subtotal		<b>\$34,260.00</b>	<b>\$34,260.00</b>
001-1010-413-4120	FRINGE BENEFITS	\$44,000.00	\$44,000.00
Subtotal		<b>\$44,000.00</b>	<b>\$44,000.00</b>
<b>Employee Services Total</b>		<b>\$78,260.00</b>	<b>\$78,260.00</b>
<i>Internal Services</i>		Approved 2012-2013	Requested 2013-2014
001-1010-413-4556	EQUIPMENT REPLACEMENT	\$1,400.00	\$1,190.00
Subtotal		<b>\$1,400.00</b>	<b>\$1,190.00</b>
001-1010-413-4569	BUILDING MAINTENANCE	\$17,381.00	\$17,726.00
001-1010-413-4569	BUILDING MAINTENANCE (87% Cncl Chambers)	\$41,316.00	\$42,137.00
Subtotal		<b>\$58,697.00</b>	<b>\$59,863.00</b>
<b>Internal Services Total</b>		<b>\$60,097.00</b>	<b>\$61,053.00</b>
<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
001-1010-413-4241	COPY EXPENSE -- COUNCIL/BOARD ADMINISTRATION	\$100.00	\$100.00
Subtotal		<b>\$100.00</b>	<b>\$100.00</b>
001-1010-413-4242	POSTAGE EXPENSE	\$300.00	\$300.00
Subtotal		<b>\$300.00</b>	<b>\$300.00</b>
001-1010-413-4243	BUSINESS CARDS	\$100.00	\$100.00
001-1010-413-4243	COFFEE AND SUPPLIES FOR CITY HALL	\$2,900.00	\$2,900.00
001-1010-413-4243	COUNCIL REORGANIZATION RECEPTION	\$300.00	\$300.00
001-1010-413-4243	GENERAL OFFICE SUPPLIES	\$2,780.00	\$2,780.00
001-1010-413-4243	PLAQUES	\$220.00	\$220.00

		Subtotal	<b>\$6,300.00</b>	<b>\$6,300.00</b>
001-1010-413-4251	C/CAG CONGESTION MANAGEMENT PLAN (GAS TAX)		\$16,141.00	\$16,608.00
001-1010-413-4251	C/CAG CONGESTION RELIEF PLAN FEE (GAS TAX)		\$90,679.00	\$90,679.00
		Subtotal	<b>\$106,820.00</b>	<b>\$107,287.00</b>
001-1010-413-4253	AIRPORT/COMMUNITY ROUNDTABLE		\$0.00	\$750.00
001-1010-413-4253	ASSOCIATION OF BAY AREA GOVERNMENTS		\$6,100.00	\$6,258.00
001-1010-413-4253	BAY PLANNING COALITION		\$1,100.00	\$1,100.00
001-1010-413-4253	C/CAG ADMINISTRATIVE COSTS		\$10,324.00	\$10,623.00
001-1010-413-4253	LAFCO ASSESSMENT		\$2,400.00	\$3,300.00
001-1010-413-4253	LCC ANNUAL DUES		\$12,450.00	\$12,823.00
001-1010-413-4253	LCC PENINSULA DIVISION DUES		\$105.00	\$105.00
001-1010-413-4253	MISCELLANEOUS		\$200.00	\$200.00
		Subtotal	<b>\$32,679.00</b>	<b>\$35,159.00</b>
001-1010-413-4254	MISCELLANEOUS BUSINESS MEETINGS		\$8,450.00	\$8,450.00
		Subtotal	<b>\$8,450.00</b>	<b>\$8,450.00</b>
		<b>Services and Supplies Total</b>	<b>\$154,649.00</b>	<b>\$157,596.00</b>
<b>Reallocation</b>			Approved 2012-2013	Requested 2013-2014
001-1010-413-4496	ALLOCATION OF EXPENSES TO WATER (excludes C/CAG)		(\$26,380.00)	(\$26,850.00)
		Subtotal	<b>(\$26,380.00)</b>	<b>(\$26,850.00)</b>
001-1010-413-4497	ALLOCATION TO EXPENSES TO SEWER (excludes C/CAG)		(\$26,380.00)	(\$26,850.00)
		Subtotal	<b>(\$26,380.00)</b>	<b>(\$26,850.00)</b>
001-1010-413-4498	REALLOCATION TO GAS TAX FUNDS		(\$106,820.00)	(\$107,287.00)
		Subtotal	<b>(\$106,820.00)</b>	<b>(\$107,287.00)</b>
		<b>Reallocation Total</b>	<b>(\$159,580.00)</b>	<b>(\$160,987.00)</b>
		<b>COUNCIL/BOARD Total</b>	<b>\$133,426.00</b>	<b>\$135,922.00</b>

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

GENERAL FUND

<i>Services and Supplies</i>	Approved 2012-2013	Requested 2013-2014
001-1022-413-4243 MISCELLANEOUS SUPPLIES -- AUDIT COMMITTEE	\$250.00	\$200.00
Subtotal	<b>\$250.00</b>	<b>\$200.00</b>
<b>Services and Supplies Total</b>	<b>\$250.00</b>	<b>\$200.00</b>
<b>AUDIT COMMITTEE Total</b>	<b>\$250.00</b>	<b>\$200.00</b>

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

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<i>Services and Supplies</i>	Approved 2012-2013	Requested 2013-2014
001-1026-413-4242 POSTAGE EXPENSE	\$250.00	\$250.00
Subtotal	<b>\$250.00</b>	<b>\$250.00</b>
001-1026-413-4251 CONTRACTUAL SERVICES	\$250.00	\$250.00
Subtotal	<b>\$250.00</b>	<b>\$250.00</b>
001-1026-413-4253 MEMBERSHIPS, DUES & SUBSCRIPTIONS	\$1,375.00	\$1,485.00
Subtotal	<b>\$1,375.00</b>	<b>\$1,485.00</b>
001-1026-413-4254 TRAINING	\$190.00	\$190.00
Subtotal	<b>\$190.00</b>	<b>\$190.00</b>
<b>Services and Supplies Total</b>	<b>\$2,065.00</b>	<b>\$2,175.00</b>
<b>PARKS &amp; REC COMMITTEE Total</b>	<b>\$2,065.00</b>	<b>\$2,175.00</b>

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

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<i>Employee Services</i>	Approved 2012-2013	Requested 2013-2014
001-1027-413-4115 PLANNING COMMISSIONER FEES	\$16,140.00	\$16,140.00
Subtotal	<b>\$16,140.00</b>	<b>\$16,140.00</b>
001-1027-413-4120 FRINGE BENEFITS	\$300.00	\$400.00
Subtotal	<b>\$300.00</b>	<b>\$400.00</b>

<b>Employee Services Total</b>		<b>\$16,440.00</b>	<b>\$16,540.00</b>
<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
001-1027-413-4254	PLANNING COMMISSIONER INSTITUTE	\$1,125.00	\$1,125.00
Subtotal		<b>\$1,125.00</b>	<b>\$1,125.00</b>
<b>Services and Supplies Total</b>		<b>\$1,125.00</b>	<b>\$1,125.00</b>
<b>PLANNING COMMISSION Total</b>		<b>\$17,565.00</b>	<b>\$17,665.00</b>

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

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<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
001-1028-413-4241	COPY EXPENSE -- YOUTH ADVISORY COMMITTEE	\$20.00	\$20.00
Subtotal		<b>\$20.00</b>	<b>\$20.00</b>
001-1028-413-4242	POSTAGE EXPENSE	\$200.00	\$200.00
Subtotal		<b>\$200.00</b>	<b>\$200.00</b>
001-1028-413-4243	MISCELLANEOUS SUPPLIES	\$1,250.00	\$1,250.00
Subtotal		<b>\$1,250.00</b>	<b>\$1,250.00</b>
001-1028-413-4251	CONTRACTUAL SERVICES	\$1,000.00	\$1,000.00
Subtotal		<b>\$1,000.00</b>	<b>\$1,000.00</b>
001-1028-413-4254	TRAVEL AND TRAINING	\$940.00	\$940.00
Subtotal		<b>\$940.00</b>	<b>\$940.00</b>
<b>Services and Supplies Total</b>		<b>\$3,410.00</b>	<b>\$3,410.00</b>
<b>YOUTH ADVISORY COMMITTEE Total</b>		<b>\$3,410.00</b>	<b>\$3,410.00</b>

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

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<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
001-1030-413-4243	COMMUNITY & SPORTS WALL OF FAME NAME PLATES	\$300.00	\$300.00

001-1030-413-4243	HOLIDAY DECORATIONS	\$500.00	\$100.00
	Subtotal	<b>\$800.00</b>	<b>\$400.00</b>
001-1030-413-4251	FOURTH OF JULY ADDITIONAL SERVICES	\$20,000.00	\$22,000.00
001-1030-413-4251	FOURTH OF JULY FIREWORKS	\$17,750.00	\$18,000.00
	Subtotal	<b>\$37,750.00</b>	<b>\$40,000.00</b>
001-1030-413-4254	COMMUNITY WALL OF FAME RECEPTION	\$100.00	\$0.00
	Subtotal	<b>\$100.00</b>	<b>\$0.00</b>
001-1030-413-4260	N/P -- CALL PRIMROSE CENTER	\$1,000.00	\$1,000.00
001-1030-413-4260	N/P -- HIP HOUSING	\$2,500.00	\$2,500.00
001-1030-413-4260	N/P -- INNVISION/SHELTER NETWORK OF SM COUNTY	\$2,000.00	\$2,000.00
001-1030-413-4260	N/P -- PARCA	\$1,500.00	\$1,500.00
001-1030-413-4260	N/P -- PENINSULA CONFLICT RESOLUTION CTR	\$500.00	\$500.00
001-1030-413-4260	N/P -- SAMARITAN HOUSE	\$9,000.00	\$9,000.00
001-1030-413-4260	N/P -- STARVISTA	\$500.00	\$500.00
	Subtotal	<b>\$17,000.00</b>	<b>\$17,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$55,650.00</b>	<b>\$57,400.00</b>
	<b>COMMUNITY PROMOTION Total</b>	<b>\$55,650.00</b>	<b>\$57,400.00</b>

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

GENERAL FUND

<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
001-1031-413-4241	COPY EXPENSE -- INFORMATION TECHNOLOGY COMMITTEE	\$20.00	\$20.00
	Subtotal	<b>\$20.00</b>	<b>\$20.00</b>
001-1031-413-4242	POSTAGE EXPENSE	\$20.00	\$20.00
	Subtotal	<b>\$20.00</b>	<b>\$20.00</b>
001-1031-413-4243	GENERAL OFFICE SUPPLIES	\$100.00	\$100.00
001-1031-413-4243	IDENTITY THEFT SYMPOSIUM	\$0.00	\$500.00

Subtotal	\$100.00	\$600.00
<b>Services and Supplies Total</b>	<b>\$140.00</b>	<b>\$640.00</b>
<b>TECHNOLOGY COMMITTEE Total</b>	<b>\$140.00</b>	<b>\$640.00</b>

# City Manager

## DEPARTMENT DESCRIPTION

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

## DEPARTMENT PERSONNEL SUMMARY

Position	11-12	12-13	13-14
<b>Full-Time Employees</b>			
CITY MANAGER	1.0	1.0	1.0
ASSISTANT CITY MANAGER	1.0	1.0	1.0
MANAGEMENT ASSISTANT TO THE CITY MANAGER	0.0	0.0	1.0
MANAGEMENT ASSISTANT	1.0	1.0	0.0
MANAGEMENT ANALYST	1.0	1.0	1.0
IT MANAGER	1.0	1.0	1.0
SR. SYSTEMS ANALYST	3.0	3.0	3.0
VIDEO TECHNICIAN	1.0	1.0	0.0
Total Full-Time Employees	9.0	9.0	8.0
<b>Part-Time Employees</b>			
SUSTAINABILITY INTERN	0.5	0.0	0.0
Total Part-Time Employees (FTE)	0.5	0.0	0.0
<b>TOTAL EMPLOYEES</b>	<b>9.5</b>	<b>9.0</b>	<b>8.0</b>

## 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, advocate, support and maintain the necessary technology to achieve the mission of the organization.

## FIVE-YEAR STRATEGIC PLAN

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

### Values

- Ethical Professionalism: Undeviating adherence to respect, honesty, integrity, objectivity, responsibility and a standard of excellence in serving the public, the City Council and City employees.
- Empowerment: Sharing information, rewards, and power with employees so that they can take initiative and make decisions to solve problems and improve service and performance. It is based on the concept of giving employees skills, resources, authority, opportunity, motivation, as well as holding them responsible for outcomes of their actions.
- Inclusiveness: Helping the City improve the way public business is conducted to be more transparent, more collaborative and more effective in order to

build and maintain a vibrant, sustainable and equitable community. Emphasis is placed on facilitative leadership through team-building and problem solving in achieving consensus and resolving issues that meet the interests of all concerned.

- Perseverance: Determined pursuit of a long-range vision for the community and organization and continuity of action even when faced with difficulties or setbacks.

### **Initiatives**

#### ➤ Administration Division

1. Attract and retain high quality employees to provide high quality services.
2. Achieve a balanced General Fund budget that matches revenues and expenditures without use of reserves.
3. Oversee the successful transition from a rapidly-developing community to a built-out/ redeveloping community.
4. Develop an informed community that is effectively engaged in civic affairs.
5. Develop strategies to help the organization and the City adapt to changing community leadership.
6. Implement the provisions of Sustainable Foster City – a Sustainable Economic Development Strategic Plan.

#### ➤ Emergency Preparedness Division

1. Prepare the community and ourselves for emergencies (e.g., earthquake, fire, flood and pandemic).

#### ➤ FCTV Division

1. Provide relevant public information through broadcast of public meetings and maintenance of current bulletin board content.
2. Maintain broadcast and meeting-related equipment so as to fulfill PEG channel requirements and public meeting needs.

#### ➤ Information Technology Division

1. Proactively work with departments to understand their business needs in terms of their strategic use of information technology in support of their mission and goals.
2. Enhance the use of technology by departments and empower end users to be productive in the use of technology tools.
3. Develop and enhance the knowledge and skills in current and developing technology, tools and trends on a recurring basis.
4. Demonstrate and identify more cost-effective uses of technology.
5. Create a positive user experience by timely and effectively responding to customers' requests.
6. Maintain and support the infrastructure to ensure end users have access to the City's network to meet the City's business requirements.
7. Manage timelines and priorities to meet City goals and objectives.



8. Celebrate the successes that ultimately meet the goals of the organization.

➤ Insurance and Risk Management Division

1. Actively manage risk associated with City operations.
2. Ensure that the City has appropriate insurance protection.

## **KEY INITIATIVES COMPLETED**

The City Manager Department continued to provide high quality services to the City Council, members of the public, City departments and staff during FY 2012-2013.

### **0110 Administration Division**

- Supported the City Council and responded to Council requests.
- Actively participated with the City Council, the Chamber of Commerce and the public in the development and implementation of the Sustainable Foster City Plan.
- Advocated for the protection of local revenues and continued assessing the effect of a prolonged economic downturn and State fiscal crisis on City/District/Successor Agency budgets and services.
- Worked with the City Attorney, outside legal counsel and staff in winding down the former Foster City Community Development Agency that has been dissolved pursuant to State law, including convening the Successor Agency Oversight Board and responding to State Department of Finance inquiries and objections to Oversight Board actions.
- Provided public information on important City projects, events, policies and services.
- Managed the City's animal control contract and provided related information and referrals.
- Provided oversight of the private redevelopment process for the Gilead Sciences, Pilgrim-Triton and Chess-Hatch areas, including negotiation of the necessary development agreements.
- Worked with the City Council and developers on pursuing the sale of the City-owned 15-acre parcel to The New Home Company.
- Supported the City Council in closing the sale of the City-owned 11-acre parcel to the North Peninsula Jewish Campus.
- Monitored City-wide transportation services, providing information and input to regional transit providers such as SamTrans and the Peninsula Traffic Congestion Relief Alliance.
- Researched and made recommendations to the City Council regarding sustainable initiatives for City operations and programs, including installation of solar photovoltaic technology and an electric vehicle charging station at the Library/Community Center.
- Continued to refine and recommend the implementation of a long-term funding plan for capital projects.
- Provided ongoing oversight of the CIP program, including park infrastructure improvements, sewer lift station improvements and the continuation of a multi-phase levee/pedway improvement project.
- City Manager served on the Operations Committee for the Library JPA, the Administrative Committee for the Emergency Services JPA and the South Bayside Waste Management Authority Board of Directors.

- Managed Executive Leadership turnover, including appointment of a new Police Chief, Public Works Director and Human Resources Director. Worked with City of San Mateo to select a successor Fire Chief.
- Implemented the final phase of a plan that balances the General Fund budget while maintaining at least 33.3% of the General Fund annual operating budget in reserves.
- Prepared a five year financial plan for Fiscal Year 2013-2014 to Fiscal Year 2017-2018 and the annual budget for Fiscal Year 2013-2014.

### ***0120 Emergency Preparedness Division***

- Worked with the Fire Department to prioritize emergency preparedness activities, including CERT and exercises such as the Silver Dragon VII in April 2013.

### ***0150 FCTV Division***

- Entered into a contract with Mountain View Community Television (KMVT) for video technician services in lieu of filling the Video Technician position. Transitioned broadcast duties to the contractor.
- Broadcast approximately 50 City Council and Planning Commission meetings as well as the Identity Theft Symposium, special public meetings about Levee Pedway improvements and the potential development of Werder Park and Destination Park, and other events such as the Sustainable Foster City Proclamation Day / Kickoff Event.
- Maintained current content on the Foster City Television bulletin board.
- Completed replacement of various components in the City Council Chambers, including the Extron and Crestron Control systems and the projectors in the Council Chambers and Board Room.

### ***0160 Information Technology Division***

- Evaluated, procured and implemented a replacement City-wide phone system and upgraded network infrastructure to support phone system.
- Created an electronic Economic Development Dashboard to support Sustainable Foster City under the direction of the Assistant City Manager, and assisted Parks Division to create Memorial Bench pages on the City's website.
- Evaluated, procured, and installed new Mobile Data Computers for Police vehicles.
- Assisted Police Department in replacement finger-printing system and completing Department of Justice CLETS application upgrade.
- Implemented a new interface and features to the City's GIS system. Created General Plan maps.
- Assisted Public Works and Finance with the migration to a hosted software application for Meter Reading System and Customer Portal.
- Worked with Fire Department to purchase and install iPads in Fire apparatus.
- Upgraded Virtual Desktop Software system to improve the overall performance of virtual desktop experience for end users. Upgraded network storage and capacity to support virtual servers and desktops.
- Performed upgrades to Department software applications (Police, Fire, Recreation and Public Works) and City-wide applications. Assisted Community Development to utilize the same system as City Clerk for agenda processing.
- Performed upgrades to backend systems to ensure uptime and availability of the City's network. Updated the software backup system.

- Upgraded and expanded the City Wi-Fi infrastructure to support internal network and public Wi-Fi at key city locations.
- Migrated CalOpps to a hosted environment.
- Worked with Human Resources to produce Employee Benefit letters.
- Worked with Recreation to provide IT services at a City Facility for an outside organization (The Village).
- Participated in Public Safety Technology subcommittees to monitor county-wide technology projects.

#### ***0170 Insurance and Risk Management Division***

- Proactively worked with Departments to ensure that risk is appropriately managed in all City operations.
- Actively participated on ABAG PLAN Board to ensure that City's interests are met in Self Insurance Pool governance.
- Managed and encouraged the use of Risk Management Grant funds for eligible projects.
- With Risk Management consultant, identified "best risk management practices" to be integrated into City programs.
- Reviewed contract language for conformance to insurance requirements and provided proof of insurance documentation (certificates of insurance and endorsements) to other agencies with whom the City partnered for events, programs and activities.

### ***INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2013-2014***

Key initiatives and service levels planned for FY 2013-2014 include the following.

#### ***0110 Administration Division***

- Manage Citywide budget and implement strategies to maintain a balanced General Fund budget without the use of reserves. Continue to provide quarterly financial updates to the City Council.
- Implement 2013 Policy Calendar; provide quarterly progress updates to the City Council; and, develop 2014 Policy Calendar.
- Study options for shared services with other agencies and present recommendations to City Council.
- Continue active implementation of the Sustainable Foster City Plan.
- Work with Departments to achieve public information goals and marketing initiatives.
- Ensure that Foster City remains an employer of choice through excellent management of both operations and employees.

#### ***0120 Emergency Preparedness Division***

- Support the organization's efforts to prepare for disasters including continued CERT training and staff training.

#### ***0150 FCTV Division***

- Broadcast and re-broadcast City Council and Planning Commission meetings; maintain and update the bulletin board.
- Manage video technician contract.
- Monitor and maintain broadcast equipment in the City Council Chambers.

### ***0160 Information Technology Division***

- Evaluate GIS alternatives for delivery of services, including shared services opportunities.
- Replace city-wide e-mail archive solution.
- Work with impacted departments on evaluating and recommending a replacement Permitting/Land Management/Planning Software System via an RFP process.
- Work with impacted departments to complete a PCI Security Audit and Gap Analysis.
- Work with impacted departments to implement a Trusted Secure System for archival of City records in an electronic system.
- Work with departments to automate processes with existing tools (i.e., SharePoint) to optimize operations.
- Work with departments, as needed, to implement new or upgraded technology. (Recreation Management System, Performance Management System, GIS).
- Expand training programs utilizing E-Learning, hands on and user groups.
- Upgrade department software applications.
- Upgrade backend software applications to ensure operations and system availability.

### ***0170 Insurance and Risk Management Division***

- Continue to proactively manage risk throughout the organization and work with ABAG PLAN to ensure appropriate insurance coverage and fund governance.

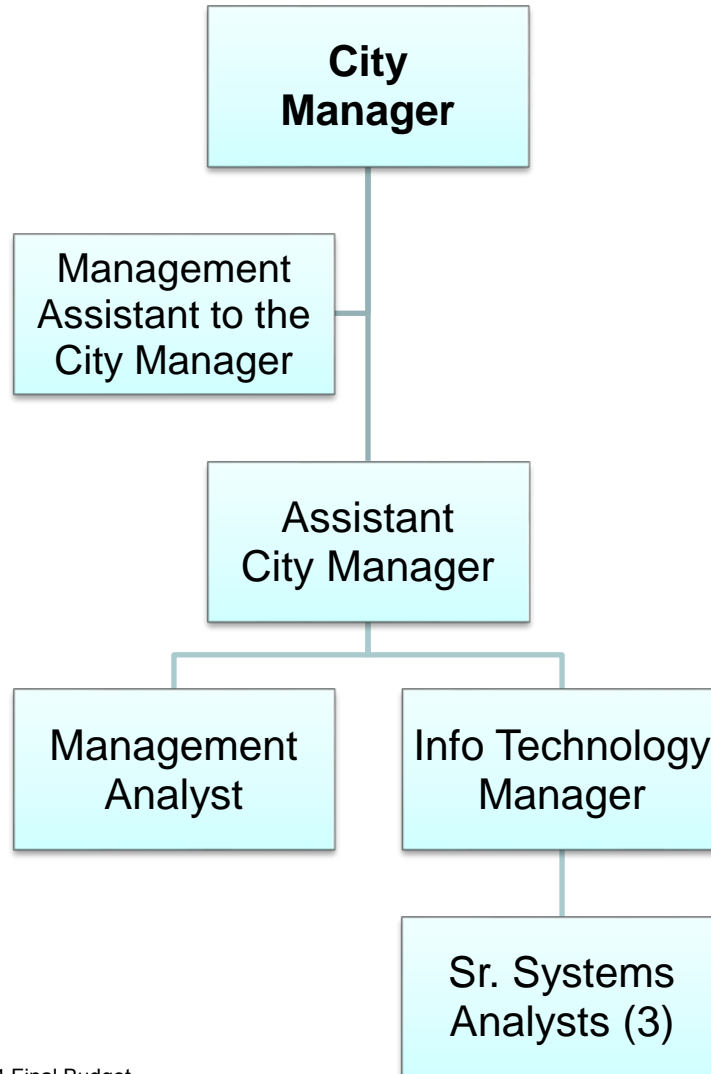
## ***CHANGES IN FINANCIAL RESOURCES REQUIRED***

The City Manager Department has reduced staffing by 27%, from 11 to 8 employees from FY 2010-11 to FY 2013-14. This reduction was a result of transitions to contracted “core services” in the FCTV division and elimination of intern staffing to support transportation and sustainability activities.

The position of Management Assistant has been reclassified to Management Assistant to the City Manager with a new Pay Plan based upon a compensation and classification analysis of the duties required to be performed by the position.

The overall cost of the FCTV division has been reduced due to the completion of the transition to core services. The Environmental Sustainability division has been eliminated as all expenditures for the Sustainable Foster City Plan have been transferred to the Sustainable Foster City Special Revenue Fund created by the Council in March 2013. There are no other significant changes in the City Manager Department budget.

# City Manager's Office



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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	\$ 755,427	\$ 755,427	\$ 763,649
EMERGENCY PREPAREDNESS	44,279	44,279	43,015
ENVIRONMENTAL SUSTAINABILITY	3,920	3,920	-
FCTV	101,262	101,262	39,881
INSURANCE & RISK MANAGEMENT	124,000	124,000	120,800
<b>TOTAL FOR CITY / DISTRICT MANAGER</b>	<b>\$ 1,028,888</b>	<b>\$ 1,028,888</b>	<b>\$ 967,345</b>

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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 859,800	\$ 859,800	\$ 801,000
SERVICES AND SUPPLIES	225,124	225,124	223,161
CAPITAL OUTLAY			
Subtotal (Total Department-Controlled Expenses)	1,084,924	1,084,924	1,024,161
INTERNAL SERVICES	279,104	279,104	255,256
Subtotal (Total Department Expenses before Reallocations)	1,364,028	1,364,028	1,279,417
REALLOCATIONS	(335,140)	(335,140)	(312,072)
<b>TOTAL FOR CITY / DISTRICT MANAGER</b>	<b>\$ 1,028,888</b>	<b>\$ 1,028,888</b>	<b>\$ 967,345</b>

## DETAIL LINE ITEM REPORT

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

GENERAL FUND

<i>Employee Services</i>		Approved 2012-2013	Requested 2013-2014
001-0110-413-4110	PERMANENT SALARIES	\$575,000.00	\$580,500.00
Subtotal		<b>\$575,000.00</b>	<b>\$580,500.00</b>
001-0110-413-4120	FRINGE BENEFITS	\$205,000.00	\$220,500.00
Subtotal		<b>\$205,000.00</b>	<b>\$220,500.00</b>
<b>Employee Services Total</b>		<b>\$780,000.00</b>	<b>\$801,000.00</b>
<i>Internal Services</i>		Approved 2012-2013	Requested 2013-2014
001-0110-413-4520	COMPENSATED ABSENCES	\$2,300.00	\$1,980.00
Subtotal		<b>\$2,300.00</b>	<b>\$1,980.00</b>
001-0110-413-4544	VEHICLE REPLACEMENT	\$15,647.00	\$16,080.00
Subtotal		<b>\$15,647.00</b>	<b>\$16,080.00</b>
001-0110-413-4557	INFORMATION TECHNOLOGY SERVICES	\$50,316.00	\$46,388.00
Subtotal		<b>\$50,316.00</b>	<b>\$46,388.00</b>
001-0110-413-4569	BUILDING MAINTENANCE	\$35,554.00	\$36,261.00
Subtotal		<b>\$35,554.00</b>	<b>\$36,261.00</b>
<b>Internal Services Total</b>		<b>\$103,817.00</b>	<b>\$100,709.00</b>
<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
001-0110-413-4241	COPY EXPENSE	\$2,000.00	\$2,000.00
Subtotal		<b>\$2,000.00</b>	<b>\$2,000.00</b>
001-0110-413-4242	POSTAGE	\$250.00	\$150.00
Subtotal		<b>\$250.00</b>	<b>\$150.00</b>
001-0110-413-4243	COMCAST DIGITAL RECEIVER BOXES (from Finance)	\$1,000.00	\$1,100.00
001-0110-413-4243	GENERAL OFFICE SUPPLIES	\$2,000.00	\$1,600.00



	Subtotal	<b>\$3,000.00</b>	<b>\$2,700.00</b>
001-0110-413-4251	ANIMAL CONTROL CONTRACT W/COUNTY	\$122,884.00	\$118,372.00
001-0110-413-4251	CABLE FRANCHISE CONSULTING (from Finance)	\$1,500.00	\$1,500.00
001-0110-413-4251	CONTRACTUAL, PROF., & SPEC. SVC.	\$1,500.00	\$1,500.00
001-0110-413-4251	SAMCAT JPA MEMBERSHIP	\$1.00	\$1.00
001-0110-413-4251	TRANSPORTATION SAFETY MGMT PROGRAM	\$0.00	\$150.00
	Subtotal	<b>\$125,885.00</b>	<b>\$121,523.00</b>
001-0110-413-4253	ICMA MEMBERSHIP DUES (2)	\$2,800.00	\$2,800.00
001-0110-413-4253	MISCELLANEOUS	\$100.00	\$100.00
001-0110-413-4253	MMANC MEMBERSHIP DUES (1)	\$65.00	\$65.00
001-0110-413-4253	NEWSPAPER SUBSCRIPTIONS (2)	\$550.00	\$550.00
001-0110-413-4253	ONLINE SUBSCRIPTION MEMBERSHIP	\$250.00	\$0.00
001-0110-413-4253	SAN MATEO CO. CITY MANAGERS' ASSOCIATION	\$250.00	\$250.00
	Subtotal	<b>\$4,015.00</b>	<b>\$3,765.00</b>
001-0110-413-4254	ICMA CONFERENCE (1)	\$2,000.00	\$2,600.00
001-0110-413-4254	LOCC ANNUAL CONFERENCE (2)	\$3,400.00	\$2,400.00
001-0110-413-4254	LOCC CM DEPARTMENT MEETING (2)	\$1,200.00	\$2,400.00
001-0110-413-4254	MISCELLANEOUS	\$750.00	\$750.00
001-0110-413-4254	SAN MATEO CO. CITY MANAGERS' ASSOCIATION	\$200.00	\$200.00
	Subtotal	<b>\$7,550.00</b>	<b>\$8,350.00</b>
	<b>Services and Supplies Total</b>	<b>\$142,700.00</b>	<b>\$138,488.00</b>
<b>Reallocation</b>		Approved 2012-2013	Requested 2013-2014
001-0110-413-4496	ALLOCATION OF EXPENSES TO WATER	(\$135,545.00)	(\$138,274.00)
	Subtotal	<b>(\$135,545.00)</b>	<b>(\$138,274.00)</b>
001-0110-413-4497	ALLOCATION OF EXPENSES TO SEWER	(\$135,545.00)	(\$138,274.00)
	Subtotal	<b>(\$135,545.00)</b>	<b>(\$138,274.00)</b>
	<b>Reallocation Total</b>	<b>(\$271,090.00)</b>	<b>(\$276,548.00)</b>
	<b>ADMINISTRATION Total</b>	<b>\$755,427.00</b>	<b>\$763,649.00</b>

<i>Internal Services</i>		Approved 2012-2013	Requested 2013-2014
001-0120-413-4544	VEHICLE REPLACEMENT	\$10,214.00	\$10,507.00
	Subtotal	<b>\$10,214.00</b>	<b>\$10,507.00</b>
001-0120-413-4556	EQUIPMENT REPLACEMENT	\$4,917.00	\$1,919.00
	Subtotal	<b>\$4,917.00</b>	<b>\$1,919.00</b>
	<b>Internal Services Total</b>	<b>\$15,131.00</b>	<b>\$12,426.00</b>
<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
001-0120-413-4243	OFFICE SUPPLIES	\$1,000.00	\$1,000.00
	Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
001-0120-413-4251	OES / EMERGENCY SERVICES JPA	\$44,624.00	\$45,523.00
	Subtotal	<b>\$44,624.00</b>	<b>\$45,523.00</b>
001-0120-413-4255	TRAINING	\$2,500.00	\$2,500.00
	Subtotal	<b>\$2,500.00</b>	<b>\$2,500.00</b>
	<b>Services and Supplies Total</b>	<b>\$48,124.00</b>	<b>\$49,023.00</b>
<i>Reallocation</i>		Approved 2012-2013	Requested 2013-2014
001-0120-413-4496	ALLOCATION OF EXPENSES TO WATER	(\$9,488.00)	(\$9,217.00)
	Subtotal	<b>(\$9,488.00)</b>	<b>(\$9,217.00)</b>
001-0120-413-4497	ALLOCATION OF EXPENSES TO SEWER	(\$9,488.00)	(\$9,217.00)
	Subtotal	<b>(\$9,488.00)</b>	<b>(\$9,217.00)</b>
	<b>Reallocation Total</b>	<b>(\$18,976.00)</b>	<b>(\$18,434.00)</b>
<b>EMERGENCY PREPAREDNESS Total</b>		<b>\$44,279.00</b>	<b>\$43,015.00</b>

CITY/DISTRICT MANAGER - ENVIRONMENTAL SUSTAINABILITY Account: 001-0130-413

GENERAL FUND

<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
001-0130-413-4251	SUSTAINABILITY INITIATIVES	\$5,000.00	\$0.00
	Subtotal	<b>\$5,000.00</b>	<b>\$0.00</b>
001-0130-413-4253	ICLEI	\$600.00	\$0.00
	Subtotal	<b>\$600.00</b>	<b>\$0.00</b>
	<b>Services and Supplies Total</b>	<b>\$5,600.00</b>	<b>\$0.00</b>
<i>Reallocation</i>		Approved 2012-2013	Requested 2013-2014
001-0130-413-4496	ALLOCATION OF EXPENSES TO WATER	(\$840.00)	\$0.00
	Subtotal	<b>(\$840.00)</b>	<b>\$0.00</b>
001-0130-413-4497	ALLOCATION OF EXPENSES TO SEWER	(\$840.00)	\$0.00
	Subtotal	<b>(\$840.00)</b>	<b>\$0.00</b>
	<b>Reallocation Total</b>	<b>(\$1,680.00)</b>	<b>\$0.00</b>
	<b>ENVIRONMENTAL SUSTAINABILITY Total</b>	<b>\$3,920.00</b>	<b>\$0.00</b>

CITY/DISTRICT MANAGER - FCTV Account: 001-0150-413

GENERAL FUND

<i>Employee Services</i>		Approved 2012-2013	Requested 2013-2014
001-0150-413-4110	PERMANENT SALARIES	\$58,400.00	\$0.00
	Subtotal	<b>\$58,400.00</b>	<b>\$0.00</b>
001-0150-413-4120	FRINGE BENEFITS	\$21,400.00	\$0.00

	Subtotal	<b>\$21,400.00</b>	<b>\$0.00</b>
	<b>Employee Services Total</b>	<b>\$79,800.00</b>	<b>\$0.00</b>
<hr/>			
<b><i>Internal Services</i></b>		Approved 2012-2013	Requested 2013-2014
001-0150-413-4520	COMPENSATED ABSENCES	\$234.00	\$0.00
	Subtotal	<b>\$234.00</b>	<b>\$0.00</b>
001-0150-413-4556	EQUIPMENT REPLACEMENT	\$29,976.00	\$15,256.00
	Subtotal	<b>\$29,976.00</b>	<b>\$15,256.00</b>
001-0150-413-4569	BUILDING MAINTENANCE (13% Cncl Chambers)	\$5,946.00	\$6,065.00
	Subtotal	<b>\$5,946.00</b>	<b>\$6,065.00</b>
	<b>Internal Services Total</b>	<b>\$36,156.00</b>	<b>\$21,321.00</b>
<hr/>			
<b><i>Services and Supplies</i></b>		Approved 2012-2013	Requested 2013-2014
001-0150-413-4242	POSTAGE	\$100.00	\$0.00
	Subtotal	<b>\$100.00</b>	<b>\$0.00</b>
001-0150-413-4243	FCTV PROD SUPPLIES / SOFTWARE LICENSES	\$1,000.00	\$0.00
001-0150-413-4243	SUPPLIES FOR FCTV CHANNEL 27	\$1,000.00	\$250.00
	Subtotal	<b>\$2,000.00</b>	<b>\$250.00</b>
001-0150-413-4246	MEETING/BROADCAST EQUIPMENT MAINTENANCE	\$6,000.00	\$10,000.00
	Subtotal	<b>\$6,000.00</b>	<b>\$10,000.00</b>
001-0150-413-4247	VIDEO EQUIPMENT / LIGHTING RENTAL	\$2,000.00	\$0.00
	Subtotal	<b>\$2,000.00</b>	<b>\$0.00</b>
001-0150-413-4251	VIDEO TECHNICIAN CONTRACT - KMVT	\$14,500.00	\$24,000.00
	Subtotal	<b>\$14,500.00</b>	<b>\$24,000.00</b>
001-0150-413-4253	FCTV PROGRAM LICENSING	\$1,000.00	\$400.00
001-0150-413-4253	MEMBERSHIPS/PUBLICATIONS (NATOA & SCAN)	\$600.00	\$0.00
001-0150-413-4253	ONLINE VIDEO HOST / WEB SOLUTIONS	\$500.00	\$750.00
	Subtotal	<b>\$2,100.00</b>	<b>\$1,150.00</b>
001-0150-413-4254	CONFERENCES (NATOA & SCAN)	\$1,500.00	\$0.00
	Subtotal	<b>\$1,500.00</b>	<b>\$0.00</b>

001-0150-413-4255	FCTV-RELATED TRAINING	\$500.00	\$250.00
	Subtotal	<b>\$500.00</b>	<b>\$250.00</b>
	<b>Services and Supplies Total</b>	<b>\$28,700.00</b>	<b>\$35,650.00</b>
<b>Reallocation</b>		Approved 2012-2013	Requested 2013-2014
001-0150-413-4496	ALLOCATION OF EXPENSES TO WATER	(\$21,697.00)	(\$8,545.00)
	Subtotal	<b>(\$21,697.00)</b>	<b>(\$8,545.00)</b>
001-0150-413-4497	ALLOCATION OF EXPENSES TO SEWER	(\$21,697.00)	(\$8,545.00)
	Subtotal	<b>(\$21,697.00)</b>	<b>(\$8,545.00)</b>
	<b>Reallocation Total</b>	<b>(\$43,394.00)</b>	<b>(\$17,090.00)</b>
	<b>FCTV Total</b>	<b>\$101,262.00</b>	<b>\$39,881.00</b>

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

GENERAL FUND

<b>Internal Services</b>		Approved 2012-2013	Requested 2013-2014
001-0170-415-4562	SELF INSURANCE	\$124,000.00	\$120,800.00
	Subtotal	<b>\$124,000.00</b>	<b>\$120,800.00</b>
	<b>Internal Services Total</b>	<b>\$124,000.00</b>	<b>\$120,800.00</b>
	<b>SELF-INSURANCE FUND Total</b>	<b>\$124,000.00</b>	<b>\$120,800.00</b>

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**DEPARTMENT DESCRIPTION**

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

**MISSION STATEMENT**

The mission of the City Clerk Department is to accurately record the legislative body’s actions, safeguard those documents, and administer open and free elections in full accordance with the law. The City Clerk Department performs certain legislative functions to ensure the continued operation of the City/District and provides clerical support service to City/District support departments. We are a courteous, service-oriented team of skilled professionals who are committed to providing a high level of service in a professional manner to the City Council, all departments and the Foster City community.

**DEPARTMENT PERSONNEL SUMMARY**

Position	11-12	12-13	13-14
<b>Full-Time Employees</b>			
CITY CLERK	1.0	1.0	1.0
RECORDS ANALYST I/II/ DEPUTY CITY CLERK	1.0	1.0	1.0
<b>Total Full-Time Employees</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>
<b>Part-Time Employees</b>			
CLERICAL ASSISTANT 1*	0.5	0.5	0.5
CLERICAL ASSISTANT 2*	0.5	0.5	0.5
<b>Total Part-Time Employees</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b>TOTAL EMPLOYEES</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>

\*The two Part-Time Clerical Assistants support the City Clerk, City Manager, Financial Services, and Human Resources Department along with managing the citywide universal services such as mail service and maintaining office supplies.

**VALUES**

The Department’s values are Fiscal Responsibility, Integrity, Quality of Life, Leadership and Service.

## ***FIVE-YEAR STRATEGIC PLAN***

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

### **Values**

- Fiscal Responsibility – Ensure benefit outweighs cost
- Integrity – Do the right thing
- Quality of Life – Live a balanced life
- Leadership – Lead by example
- Service – Commit to service and community

### **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
- Continue to manage off/on-site records inventory
- Continue to image agreements and other vital records
- Explore Meeting follow-up module in Sire
- Develop 3-Month Calendar in Sire
- Continue to implement Citywide Department Records Management Assessment for GARP compliance

#### ➤ **Communications**

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

- Maintain on-demand video streaming/ Explore Minutes Plus
- Research and upload Brown Act training video to the intranet
- Continue to offer Sire Electronic Document Management System training
- Invite ABAG to do an annual contract/insurance training
- Implement contract and insurance training at department staff meetings
- Continue to conduct free elections
- Continue to respond to Public Records Act requests in a timely manner
- Develop Public Records Act Tracking system

#### ➤ **Going Green**

Improve business practices and reduce paper consumption

- Explore Agenda Plus/SharePoint work flow solution
- Store imaged records in acceptable storage medium to reduce the need to retain paper copies and produce paper copies
- Encourage the transmittal of records via e-platforms
- Implement Sire Agenda To Go



- Customer Service  
Provide professional & efficient service to the community
  - Continue outreach data collection survey
  - Implement Citywide EDMS Program
  - Migrate Department files to SharePoint and develop City Clerk SharePoint site
  - Assemble copier/printer assessment team and evaluate copier/printer needs
  
- Budget Management  
Maintain current level of service & stay within our budget
  - Maintain Central Inventory for support departments
  - Evaluate training/conferences
  - Continue to enhance the volunteer program

### **KEY INITIATIVES COMPLETED**

The City Clerk Department continued to provide high quality services to the Foster City Community, Council and staff during FY 2012-2013.

#### **Records Management**

- Completed records assessment for all 9 City Departments
- Completed FY 2012-2013 semi-annual “Free the Files” Days (July and December)

#### **Communications**

- Successfully conducted Records Management/Sire training in July 2012

#### **Customer Service**

- Maintained clerical support pool service for the City Clerk, City Manager, Financial Services and Human Resources Departments
- Managed a robust volunteer program and trained 6 new volunteers to provide clerical support to the City Clerk, City Manager, Financial Services and Human Resources Departments

#### **Budget Management**

- Continued to manage Central Inventory for support departments (City Clerk, City Manager, Financial Services, and Human Resources Departments) to reduce supply costs through economy of scale
- Prepared specifications and received competitive bids for the purchase of 5 copiers

### **INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2013-2014**

Key initiatives and service levels planned for FY 2013-2014 include the following:

#### **Records Management**

- Continue to host semi-annual “Free the Files” days (July and December)

- Complete a final Records Assessment for all 9 Departments
- Prepare specifications for purchase of a high capacity copier for City Hall
- Implement Sire Agenda To Go
- Implement new Public Records Act Tracking System
- Conduct the November 5, 2013 General Municipal Election where 2 councilmember seats will be up for election and possibly one measure

***Communications***

- Educate staff on litigation hold policy

***CHANGES IN FINANCIAL RESOURCES  
REQUIRED***

The Municipal Elections budget was added to FY 2013-2014 budget for the General Municipal Election scheduled for November 5, 2013.

# City Clerk Department



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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	\$ 250,102	\$ 250,102	\$ 259,727
MUNICIPAL ELECTIONS			30,204
<b>TOTAL FOR CITY CLERK</b>	<b>\$ 250,102</b>	<b>\$ 250,102</b>	<b>\$ 289,931</b>

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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 284,500	\$ 284,500	\$ 288,500
SERVICES AND SUPPLIES	21,939	21,939	65,175
CAPITAL OUTLAY	-	-	10,000
Subtotal (Total Department-Controlled Expenses)	306,439	306,439	363,675
INTERNAL SERVICES	50,851	50,851	50,514
Subtotal (Total Department Expenses before Reallocations)	357,290	357,290	414,189
REALLOCATIONS	(107,188)	(107,188)	(124,258)
<b>TOTAL FOR CITY CLERK</b>	<b>\$ 250,102</b>	<b>\$ 250,102</b>	<b>\$ 289,931</b>

# DETAIL LINE ITEM REPORT

CITY CLERK - ADMINISTRATION Account: 001-0210-411

GENERAL FUND

<i>Capital Outlay</i>	Approved 2012-2013	Requested 2013-2014
001-0210-411-4388 SIRE AGENDA TO GO HARDWARE/SOFTWARE	\$0.00	\$10,000.00
Subtotal	<b>\$0.00</b>	<b>\$10,000.00</b>
<b>Capital Outlay Total</b>	<b>\$0.00</b>	<b>\$10,000.00</b>
<i>Employee Services</i>	Approved 2012-2013	Requested 2013-2014
001-0210-411-4110 PERMANENT SALARIES	\$186,000.00	\$186,000.00
Subtotal	<b>\$186,000.00</b>	<b>\$186,000.00</b>
001-0210-411-4111 CLERICAL ASSISTANTS	\$24,000.00	\$24,000.00
Subtotal	<b>\$24,000.00</b>	<b>\$24,000.00</b>
001-0210-411-4120 FRINGE BENEFITS	\$74,000.00	\$78,000.00
001-0210-411-4120 FRINGE FOR CLERICAL ASSISTANTS	\$500.00	\$500.00
Subtotal	<b>\$74,500.00</b>	<b>\$78,500.00</b>
<b>Employee Services Total</b>	<b>\$284,500.00</b>	<b>\$288,500.00</b>
<i>Internal Services</i>	Approved 2012-2013	Requested 2013-2014
001-0210-411-4520 COMPENSATED ABSENCES	\$745.00	\$635.00
Subtotal	<b>\$745.00</b>	<b>\$635.00</b>
001-0210-411-4556 EQUIPMENT REPLACEMENT	\$675.00	\$574.00
Subtotal	<b>\$675.00</b>	<b>\$574.00</b>
001-0210-411-4557 INFORMATION TECHNOLOGY SERVICES	\$24,915.00	\$24,301.00
Subtotal	<b>\$24,915.00</b>	<b>\$24,301.00</b>
001-0210-411-4569 BUILDING MAINTENANCE	\$24,516.00	\$25,004.00
Subtotal	<b>\$24,516.00</b>	<b>\$25,004.00</b>
<b>Internal Services Total</b>	<b>\$50,851.00</b>	<b>\$50,514.00</b>

<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
001-0210-411-4241	CLERK ADMIN - COPY EXPENSE/AGENDA PACKETS	\$8,200.00	\$8,200.00
	Subtotal	<b>\$8,200.00</b>	<b>\$8,200.00</b>
001-0210-411-4242	POSTAGE EXPENSE	\$1,000.00	\$1,000.00
	Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
001-0210-411-4243	GENERAL OFFICE SUPPLIES	\$3,000.00	\$3,000.00
	Subtotal	<b>\$3,000.00</b>	<b>\$3,000.00</b>
001-0210-411-4249	LEGAL ADVERTISING	\$1,000.00	\$1,000.00
	Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
001-0210-411-4251	FC/EMID MUNICIPAL CODE BOOKS SUPPLEMENT SERVICE	\$2,000.00	\$2,000.00
001-0210-411-4251	OFF-SITE RECORDS STORAGE/RECORDS MANAGEMENT	\$2,400.00	\$2,400.00
	Subtotal	<b>\$4,400.00</b>	<b>\$4,400.00</b>
001-0210-411-4253	CCAC -- CITY CLERKS ASSOCIATION OF CALIFORNIA (2)	\$165.00	\$165.00
001-0210-411-4253	IIMC -- INT'L INSTITUTE OF MUNICIPAL CLERKS (2)	\$270.00	\$290.00
001-0210-411-4253	NATIONAL NOTARY ASSOCIATION DUES & INSURANCE (2)	\$104.00	\$170.00
	Subtotal	<b>\$539.00</b>	<b>\$625.00</b>
001-0210-411-4254	IIMC CONFERENCE/CCAC	\$1,800.00	\$1,800.00
	Subtotal	<b>\$1,800.00</b>	<b>\$1,800.00</b>
001-0210-411-4255	ARMA & OTHER CITY CLERK TRAINING	\$500.00	\$500.00
001-0210-411-4255	SIRE ROUNDTABLE	\$1,500.00	\$1,500.00
	Subtotal	<b>\$2,000.00</b>	<b>\$2,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$21,939.00</b>	<b>\$22,025.00</b>
<i>Reallocation</i>		Approved 2012-2013	Requested 2013-2014
001-0210-411-4496	ALLOCATION OF EXPENSES TO WATER	(\$53,594.00)	(\$55,656.00)
	Subtotal	<b>(\$53,594.00)</b>	<b>(\$55,656.00)</b>
001-0210-411-4497	ALLOCATION OF EXPENSES TO SEWER	(\$53,594.00)	(\$55,656.00)
	Subtotal	<b>(\$53,594.00)</b>	<b>(\$55,656.00)</b>
	<b>Reallocation Total</b>	<b>(\$107,188.00)</b>	<b>(\$111,312.00)</b>
	<b>ADMINISTRATION Total</b>	<b>\$250,102.00</b>	<b>\$259,727.00</b>

<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
001-0220-414-4241	MUNICIPAL ELECTIONS - COPY EXPENSE	\$0.00	\$150.00
	Subtotal	<b>\$0.00</b>	<b>\$150.00</b>
001-0220-414-4242	POSTAGE EXPENSE	\$0.00	\$150.00
	Subtotal	<b>\$0.00</b>	<b>\$150.00</b>
001-0220-414-4243	GENERAL OFFICE SUPPLIES	\$0.00	\$300.00
	Subtotal	<b>\$0.00</b>	<b>\$300.00</b>
001-0220-414-4249	LEGAL ADVERTISING	\$0.00	\$2,000.00
	Subtotal	<b>\$0.00</b>	<b>\$2,000.00</b>
001-0220-414-4251	CONTRACTUAL SERVICES - TRANSLATION LEGAL NOTICES	\$0.00	\$550.00
001-0220-414-4251	COUNTY ELECTION SERVICES - BALLOT MEASURE	\$0.00	\$8,000.00
001-0220-414-4251	COUNTY ELECTION SERVICES - COUNCIL/BOARD ELECTION	\$0.00	\$32,000.00
	Subtotal	<b>\$0.00</b>	<b>\$40,550.00</b>
	<b>Services and Supplies Total</b>	<b>\$0.00</b>	<b>\$43,150.00</b>
<i>Reallocation</i>		Approved 2012-2013	Requested 2013-2014
001-0220-414-4496	ALLOCATION OF EXPENSES TO WATER	\$0.00	(\$6,473.00)
	Subtotal	<b>\$0.00</b>	<b>(\$6,473.00)</b>
001-0220-414-4497	ALLOCATION OF EXPENSES TO SEWER	\$0.00	(\$6,473.00)
	Subtotal	<b>\$0.00</b>	<b>(\$6,473.00)</b>
	<b>Reallocation Total</b>	<b>\$0.00</b>	<b>(\$12,946.00)</b>
	<b>MUNICIPAL ELECTIONS Total</b>	<b>\$0.00</b>	<b>\$30,204.00</b>



# City Attorney

## ***DEPARTMENT DESCRIPTION***

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

## ***MISSION STATEMENT***

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

## ***KEY INITIATIVES COMPLETED***

The City Attorney continued to provide high quality services during FY 2012-2013. During FY 2012-2013, the services of the City Attorney and other attorneys continued to be in high demand. Some major areas requiring attorney involvement included: negotiations, police department matters, code enforcement, other department-specific legal issues, ordinance review and litigation.

## ***INITIATIVES AND SERVICE LEVEL EXPECTATIONS FOR FY 2013-2014***

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

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

For the past several years the City has employed the services of a number of specialized attorneys, specifically in matters related to negotiation of property sales. Because of an on-going use of outside attorneys, Staff is recommending that some funds be shifted from the City Attorney's line item to the line item for outside attorneys. However, the overall budget is recommended to remain relatively stable.

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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	393,582	393,582	390,750
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	393,582	393,582	390,750
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	393,582	393,582	390,750
REALLOCATIONS	(118,074)	(118,074)	(117,226)
<b>TOTAL FOR CITY ATTORNEY</b>	<b>\$ 275,508</b>	<b>\$ 275,508</b>	<b>\$ 273,524</b>

## DETAIL LINE ITEM REPORT

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

GENERAL FUND

<i>Services and Supplies</i>	Approved 2012-2013	Requested 2013-2014
001-0310-412-4251    CITY ATTORNEY CONTRACTUAL SERVICES	\$382,832.00	\$340,000.00
001-0310-412-4251    OTHER ATTORNEY SERVICES	\$10,000.00	\$50,000.00
Subtotal	<b>\$392,832.00</b>	<b>\$390,000.00</b>
001-0310-412-4254    LEAGUE OF CALIFORNIA CITIES MEETINGS	\$750.00	\$750.00
Subtotal	<b>\$750.00</b>	<b>\$750.00</b>
<b>Services and Supplies Total</b>	<b>\$393,582.00</b>	<b>\$390,750.00</b>
<i>Reallocation</i>	Approved 2012-2013	Requested 2013-2014
001-0310-412-4496    ALLOCATION TO EXP. TO WATER	(\$59,037.00)	(\$58,613.00)
Subtotal	<b>(\$59,037.00)</b>	<b>(\$58,613.00)</b>
001-0310-412-4497    ALLOCATION TO EXP. TO SEWER	(\$59,037.00)	(\$58,613.00)
Subtotal	<b>(\$59,037.00)</b>	<b>(\$58,613.00)</b>
<b>Reallocation Total</b>	<b>(\$118,074.00)</b>	<b>(\$117,226.00)</b>
<b>CITY ATTORNEY Total</b>	<b>\$275,508.00</b>	<b>\$273,524.00</b>

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# Human Resources

## **DEPARTMENT DESCRIPTION**

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 most important resource of the City – our employees. The Department manages the City's recruitment and selection process, workers' compensation, classification, compensation and benefits programs, labor relations and negotiations. In addition, 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 EAP, wellness, and succession planning programs.

## **DEPARTMENT PERSONNEL SUMMARY**

Position	11-12	12-13	13-14
HUMAN RESOURCES DIRECTOR	1.0	0.0	1.0
HUMAN RESOURCES ANALYST	2.0	2.0	2.0
<b>TOTAL EMPLOYEES</b>	3.0	2.0	3.0

## **MISSION STATEMENT**

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

## **KEY INITIATIVES COMPLETED**

The Human Resources Department continued to provide high quality services to the Departments and staff during FY 2012-2013. Some examples of key services provided include:

### ***Training and Development***

- Completed individual succession plans for all employees in the Public Works and Parks and Recreation Departments and submitted summary documents to the Department Heads.

- Continued to actively provide administrative support to the Regional Training and Development Consortium for Public Agencies.
- Revamped the 2012-2013 Management Team program to include a Supervisory Academy.
- Developed a Lead Worker Academy for the Regional Training and Development Consortium.
- Documented HR procedures in a manual format.

#### **Benefits**

- Initiated an enhanced dental and vision program to City staff and dependents which offers increased benefits at a lower cost than the current provider.
- Continued to provide employees educational opportunities regarding their deferred compensation.
- Wrote and distributed, in conjunction with IT, the first annual employee benefits statement.
- Continued to oversee the Deferred Compensation Committee to ensure the City's fiduciary responsibilities are met regarding its Deferred Compensation Plan.

#### **Labor Relations**

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

#### **Workers' Compensation**

- Managed the workers' compensation program and resolved outstanding claims reducing by 10% the active number of claims compared with open claims a year ago.
- Worked with The Cities Group to update the City-wide safety training program and policies.

#### **Recruitment and Selection**

- Successfully conducted 14 external and internal recruitments during 2012-2013 including the executive positions of Public Works Director and Human Resources Director. Conducted an internal recruitment for Police Chief which resulted in recruitments for Police Captain, Police Lieutenant, Police Sergeant and Police Corporal.

#### **Classification and Compensation**

- Revised the City performance evaluation form working closely with the Core Competency Committee and trained managers on the new form.
- Implemented the provisions of the Public Employees Pension Reform Act (PEPRA) to comply with state law.
- Assisted Department Heads on classification issues.

### **INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2013-2014**

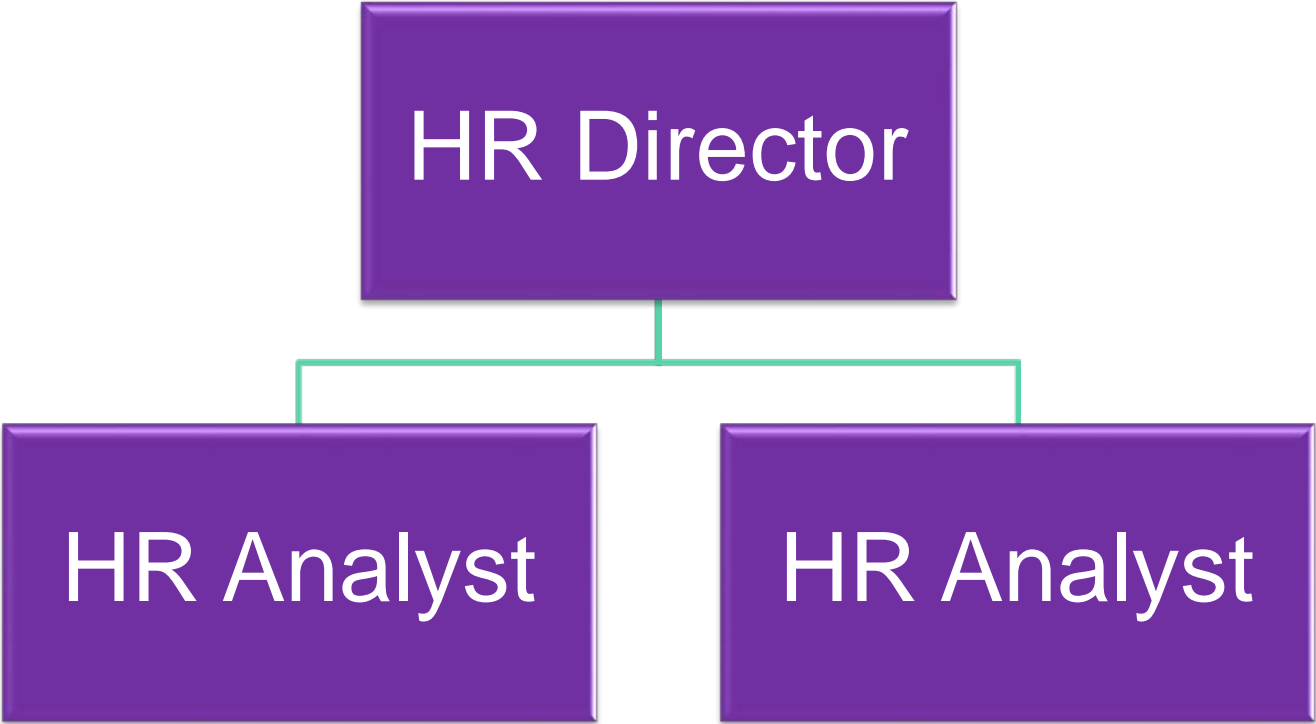
Key initiatives and service levels planned for FY 2013-2014 include the following:

- Administer an annual comprehensive training program working closely with the San Mateo County Regional Training Consortium.
- Conduct effective Employee Orientation Programs for new employees.
- Update HR intranet site.
- Revitalize Employee Recognition Programs for staff.
- Continue to review HR policies to ensure they meet current legal regulations; write new policies as needed.
- Offer an Open Enrollment Health Fair.
- Ensure the Safety Committee meets regularly to review claims and maintain accountability of correcting identified hazards.
- Meet quarterly with Department Heads to review their department's open workers' compensation cases.
- Work with departments to continue to update City job specifications and revise core competencies as needed.
- Develop and lead a mentoring program that supports employee training and development.

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

A significant change in financial resources is anticipated to achieve the FY 2013-2014 initiatives due to the change from a contract Human Resources Director funded at 60% to a full-time Human Resources Director.

# Human Resources Department





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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 212,000	\$ 212,000	\$ 444,200
SERVICES AND SUPPLIES	229,103	229,103	99,980
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	441,103	441,103	544,180
INTERNAL SERVICES	50,983	50,983	51,956
Subtotal (Total Department Expenses before Reallocations)	492,086	492,086	596,136
REALLOCATIONS	(147,626)	(147,626)	(178,840)
<b>TOTAL FOR HUMAN RESOURCES</b>	<b>\$ 344,460</b>	<b>\$ 344,460</b>	<b>\$ 417,296</b>

## DETAIL LINE ITEM REPORT

HUMAN RESOURCES - ADMINISTRATION Account: 001-1210-415

GENERAL FUND

<i>Employee Services</i>		Approved 2012-2013	Requested 2013-2014
001-1210-415-4110	PERMANENT SALARIES	\$160,000.00	\$321,900.00
Subtotal		<b>\$160,000.00</b>	<b>\$321,900.00</b>
001-1210-415-4120	FRINGE BENEFITS	\$52,000.00	\$122,300.00
Subtotal		<b>\$52,000.00</b>	<b>\$122,300.00</b>
<b>Employee Services Total</b>		<b>\$212,000.00</b>	<b>\$444,200.00</b>
<i>Internal Services</i>		Approved 2012-2013	Requested 2013-2014
001-1210-415-4520	COMPENSATED ABSENCES	\$640.00	\$1,100.00
Subtotal		<b>\$640.00</b>	<b>\$1,100.00</b>
001-1210-415-4557	INFORMATION TECHNOLOGY SERVICES	\$28,593.00	\$28,673.00
Subtotal		<b>\$28,593.00</b>	<b>\$28,673.00</b>
001-1210-415-4569	BUILDING MAINTENANCE	\$21,750.00	\$22,183.00
Subtotal		<b>\$21,750.00</b>	<b>\$22,183.00</b>
<b>Internal Services Total</b>		<b>\$50,983.00</b>	<b>\$51,956.00</b>
<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
001-1210-415-4240	EMPLOYEE POTLUCK LUNCHES	\$500.00	\$500.00
001-1210-415-4240	EMPLOYEE RECOGNITION PROGRAMS	\$0.00	\$2,150.00
001-1210-415-4240	MISC. AWARD PROGRAMS	\$300.00	\$0.00
001-1210-415-4240	SERVICE (PINS) AWARD PROGRAM	\$1,600.00	\$1,700.00
Subtotal		<b>\$2,400.00</b>	<b>\$4,350.00</b>
001-1210-415-4241	COPIES FOR H.R. - RECRUITMENT,BENEFITS,TRAINING,ETC	\$2,500.00	\$2,500.00
Subtotal		<b>\$2,500.00</b>	<b>\$2,500.00</b>
001-1210-415-4242	POSTAGE FOR HUMAN RESOURCES MAILINGS	\$1,500.00	\$1,000.00

		Subtotal	<b>\$1,500.00</b>	<b>\$1,000.00</b>
001-1210-415-4243	OFFICE SUPPLIES AND MATERIALS		\$2,500.00	\$1,750.00
		Subtotal	<b>\$2,500.00</b>	<b>\$1,750.00</b>
001-1210-415-4249	INTERVIEWING/ASSESSMENT CENTER EXPENSES		\$3,000.00	\$3,000.00
001-1210-415-4249	RECRUITMENT ADVERTISING		\$500.00	\$500.00
001-1210-415-4249	RECRUITMENT EXPENSES		\$563.00	\$500.00
001-1210-415-4249	STATE DOJ FINGERPRINTING SERVICES		\$2,500.00	\$2,500.00
001-1210-415-4249	WRITTEN EXAMS/JOINT TESTING EXPENSES		\$500.00	\$500.00
		Subtotal	<b>\$7,063.00</b>	<b>\$7,000.00</b>
001-1210-415-4251	CLASS B LIC.EXAM & RENEWAL FEES/RESPIRATORY EXAMS		\$4,000.00	\$4,000.00
001-1210-415-4251	CONTRACT SERVICES - HR DIRECTOR		\$128,000.00	\$0.00
001-1210-415-4251	D.O.T. ALCOHOL/DRUG TESTING PROGRAM COMPLIANCE		\$8,000.00	\$8,000.00
001-1210-415-4251	EMPLOYEE RELATIONS SERV.-COMP/CLASS SURVEY SERVICE		\$8,500.00	\$8,500.00
001-1210-415-4251	LEGAL SERVICES		\$20,000.00	\$20,000.00
001-1210-415-4251	OSHA BLOODBORNE PATHOGENS RULE COMPLIANCE		\$3,500.00	\$3,500.00
001-1210-415-4251	SPECIALIZED MEDICAL EXAMS (FFD, ETC.)		\$5,000.00	\$5,000.00
		Subtotal	<b>\$177,000.00</b>	<b>\$49,000.00</b>
001-1210-415-4253	CA.PUBLIC EMPLOYEE RELATIONS ASSN. (CALPELRA)		\$300.00	\$300.00
001-1210-415-4253	NCC-IPMA MEMBERSHIP		\$80.00	\$80.00
001-1210-415-4253	ONLINE SURVEY TOOLS		\$300.00	\$0.00
001-1210-415-4253	PERS PAC MEMBERSHIP		\$500.00	\$500.00
001-1210-415-4253	PUBLIC RETIREMENT JOURNAL SUBSCRIPTION		\$200.00	\$0.00
001-1210-415-4253	SHRM MEMBERSHIP		\$400.00	\$0.00
		Subtotal	<b>\$1,780.00</b>	<b>\$880.00</b>
001-1210-415-4254	CONSORTIUM & REGIONAL MEETINGS		\$900.00	\$1,000.00
001-1210-415-4254	LEAGUE OF CA.CITIES - EMPL REL INST / ANNUAL CONF		\$1,210.00	\$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		\$1,500.00	\$1,000.00
		Subtotal	<b>\$3,860.00</b>	<b>\$3,000.00</b>
001-1210-415-4255	CITYWIDE TRAINING & STAFF DEVELOPMENT		\$29,000.00	\$29,000.00

001-1210-415-4255	SAFETY TRAINING	\$1,500.00	\$1,500.00
	Subtotal	<b>\$30,500.00</b>	<b>\$30,500.00</b>
	<b>Services and Supplies Total</b>	<b>\$229,103.00</b>	<b>\$99,980.00</b>
<b>Reallocation</b>		Approved 2012-2013	Requested 2013-2014
001-1210-415-4496	ALLOCATION OF EXPENSES TO WATER	(\$73,813.00)	(\$89,420.00)
	Subtotal	<b>(\$73,813.00)</b>	<b>(\$89,420.00)</b>
001-1210-415-4497	ALLOCATION OF EXPENSES TO SEWER	(\$73,813.00)	(\$89,420.00)
	Subtotal	<b>(\$73,813.00)</b>	<b>(\$89,420.00)</b>
	<b>Reallocation Total</b>	<b>(\$147,626.00)</b>	<b>(\$178,840.00)</b>
	<b>ADMINISTRATION Total</b>	<b>\$344,460.00</b>	<b>\$417,296.00</b>

# Financial Services

## **DEPARTMENT DESCRIPTION**

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

- The Administration Division oversees cash and investment management, budgeting, financial reporting, internal control, and formulation of financial policy for the City/District and the Successor Agency of the former Community Development Agency.
- The General Accounting Division is responsible for general ledger, cashiering, capital assets, accounts payable, payroll, annual audit, preparation of the Comprehensive Annual Financial Report (CAFR), and external/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, collecting business license taxes, and processing miscellaneous receivables.

## **DEPARTMENT PERSONNEL SUMMARY**

Position	11-12	12-13	13-14
FINANCE DIRECTOR	1.0	1.0	1.0
ASSISTANT FINANCE DIRECTOR	1.0	0.0	0.0
ACCOUNTING MANAGER	0.0	2.0	2.0
ACCOUNTANT	1.0	0.0	0.0
MANAGEMENT ASSISTANT	1.0	1.0	1.0
SR ACCT SPEC/ACCT SPEC	4.0	4.0	4.0
<b>TOTAL EMPLOYEES</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>

## **MISSION STATEMENT**

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

## ***FIVE-YEAR STRATEGIC PLAN***

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

### **VALUES**

**Integrity**: We practice sound financial management and are committed to exercising careful and responsible management of the City's financial resources entrusted to us in an honest, ethical, and open manner.

**Excellence/Quality**: We are committed to delivering the highest quality of financial solutions, information and services in a timely manner.

**Communication**: We support and encourage the free exchange of ideas in a professional and respectful manner. We welcome partnership opportunities by soliciting input from employees and customers and respond to their concerns.

**Customer Service**: We are committed to providing services in a courteous and professional manner in achieving the highest levels of customer satisfaction.

## **INITIATIVES**

### **Utility Billing**

- Monitor the implementation of the conservation-based water rate model to reach the City's goal of reducing water consumption by 20% by 2020.
- Promote an online utility billing conversion rate of 50% of customers paying and receiving their bills online.
- Collaborate with Public Works and City Manager's Office staff to implement expanded rebate programs that lead towards water conservation.
- Collaborate with Public Works and Information Technology staff to provide consumption data online allowing customers to view their consumption pattern and history.

### **Payroll**

- Develop online payroll statement to replace paper statements to reduce paper cost.

### **Accounts Payable / Purchasing**

- Provide periodic training to end users for requisitions and purchase order processing.

### **Business License**

- Review and update Business License Ordinance.
- Continue enforcement on business license registration through cross referencing Board of

Equalization business listing, utility account sign up, advertisement and other available resources.

### **Capital Asset Management**

- Coordinate with Information Technology staff to implement Capital Assets Management system to improve the efficiency, accuracy and cost effectiveness of City / District asset management practices.

### **KEY INITIATIVES COMPLETED**

The Financial Services Department continued to provide high quality services during FY 2012-2013.

### **Utility Billing**

- Implemented the conservation-based water rate model for residential and irrigation customers, which has led to a reduction in water consumption.

### **Business License**

- Conducted a survey of business license taxes structure/model with an ultimate goal of providing a fair and reasonable business license tax structure for the business community.

### **Financial Management and Reporting**

- Continued compliance on all GASB reporting requirements for City/District's Comprehensive Annual Financial Report (CAFR)

- Received Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for the seventeenth consecutive year.
- Completed the preparation of all required external and regulatory financial reporting with the State Controller's Office, including reporting on financial transactions, street reports, and personnel compensation.
- Maintained all financial records in compliance with Federal, State, Government Accounting Standards Board (GASB) regulations, and Generally Accepted Accounting Principles (GAAP).
- Prepared City/District Comprehensive Annual Financial report (CAFR).
- Implemented remote deposit to improve efficiency and reduce cost.
- Implemented online ACH file transferring.
- Completed due diligent audit review (DDR) for low and moderate income housing funds and other funds.
- Established the following new funds:
  - Foster City Affordable Housing Fund
  - Foster City Sustainable Fund
  - Capital Asset Preservation Fund
  - Compensated Absences Internal Service Fund

### **Investment Management and Reporting**

- Continued a prudent cash investment program in accordance with the City/District's Investment

Policy and State Law. All investments are made with the safety of principal and liquidity as top priorities.

- Reviewed the City's Investment Policy with the assistance of the Audit Committee.
- Reviewed and negotiated bank transaction fees to reduce cost.

#### **Receivables Collection**

- Analyzed the monthly percentage rent versus minimum rent from the financial reports received from VB Golf.

#### ***INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2013-2014***

The key initiatives planned for FY 2013-2014 include the following.

- Continue expanding water rebate programs.
- Develop a process and recommendations relative to a potential ballot measure that would change business license taxes.
- Implement online payroll statement to reduce paper cost.
- Continue reviewing and analyzing bank transaction fees to reduce cost.

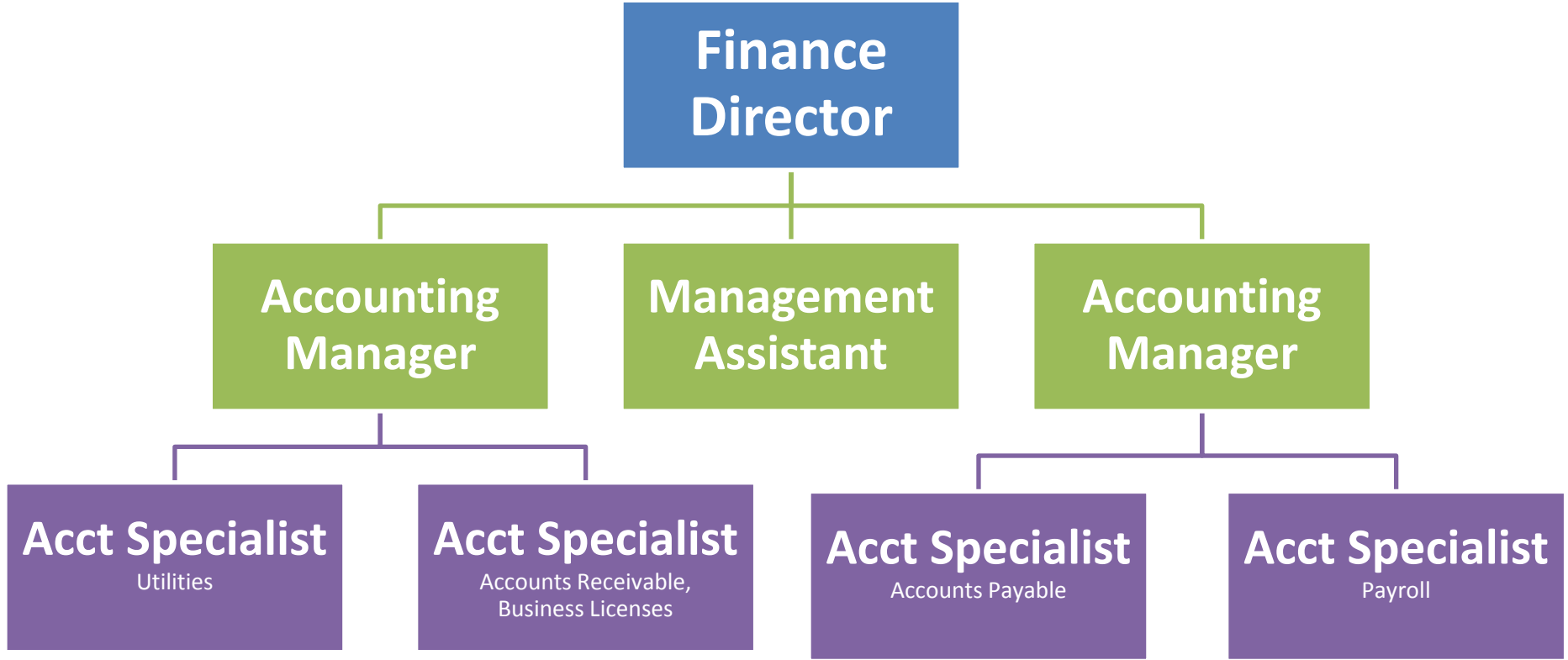
There are no anticipated service level changes for FY 2013-2014.

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

No changes needed.



# Financial Services Department



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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	\$ 308,811	\$ 308,811	\$ 314,351
GENERAL ACCOUNTING	375,017	375,017	387,321
TAXES & LICENSES	79,990	79,990	81,496
UTILITY ACCOUNTING	-	-	-
<b>TOTAL FOR FINANCIAL SERVICES</b>	<b>\$ 763,818</b>	<b>\$ 763,818</b>	<b>\$ 783,168</b>

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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 1,006,000	\$ 1,006,000	\$ 1,030,000
SERVICES AND SUPPLIES	163,150	163,150	160,450
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	1,169,150	1,169,150	1,190,450
INTERNAL SERVICES	135,499	135,499	137,406
Subtotal (Total Department Expenses before Reallocations)	1,304,649	1,304,649	1,327,856
REALLOCATIONS	(540,831)	(540,831)	(544,688)
<b>TOTAL FOR FINANCIAL SERVICES</b>	<b>\$ 763,818</b>	<b>\$ 763,818</b>	<b>\$ 783,168</b>

## DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - ADMINISTRATION Account: 001-1110-415

GENERAL FUND

<i>Employee Services</i>		Approved 2012-2013	Requested 2013-2014
001-1110-415-4110	PERMANENT SALARIES	\$249,000.00	\$249,000.00
Subtotal		<b>\$249,000.00</b>	<b>\$249,000.00</b>
001-1110-415-4120	FRINGE BENEFITS	\$94,000.00	\$102,000.00
Subtotal		<b>\$94,000.00</b>	<b>\$102,000.00</b>
<b>Employee Services Total</b>		<b>\$343,000.00</b>	<b>\$351,000.00</b>
<i>Internal Services</i>		Approved 2012-2013	Requested 2013-2014
001-1110-415-4520	COMPENSATED ABSENCES	\$1,000.00	\$850.00
Subtotal		<b>\$1,000.00</b>	<b>\$850.00</b>
001-1110-415-4544	VEHICLE REPLACEMENT	\$5,107.00	\$5,544.00
Subtotal		<b>\$5,107.00</b>	<b>\$5,544.00</b>
001-1110-415-4557	INFORMATION TECHNOLOGY SERVICES	\$19,037.00	\$19,283.00
Subtotal		<b>\$19,037.00</b>	<b>\$19,283.00</b>
001-1110-415-4569	BUILDING MAINTENANCE	\$6,457.00	\$6,586.00
Subtotal		<b>\$6,457.00</b>	<b>\$6,586.00</b>
<b>Internal Services Total</b>		<b>\$31,601.00</b>	<b>\$32,263.00</b>
<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
001-1110-415-4241	COPIES FOR CORRESPONDENCE, AGENDAS, ETC.	\$500.00	\$500.00
001-1110-415-4241	PRINTING OF PRELIMINARY AND FINAL BUDGET	\$2,000.00	\$2,000.00
Subtotal		<b>\$2,500.00</b>	<b>\$2,500.00</b>
001-1110-415-4242	POSTAGE FOR LETTERS, PACKAGES, ETC.	\$1,200.00	\$1,000.00
Subtotal		<b>\$1,200.00</b>	<b>\$1,000.00</b>
001-1110-415-4243	OFFICE SUPPLIES	\$1,650.00	\$1,500.00

	Subtotal	<b>\$1,650.00</b>	<b>\$1,500.00</b>
001-1110-415-4249	NEWSPAPER NOTICES	\$300.00	\$300.00
	Subtotal	<b>\$300.00</b>	<b>\$300.00</b>
001-1110-415-4251	AUDIT FEES	\$52,000.00	\$52,000.00
001-1110-415-4251	PRINTING OF CAFR REPORT	\$1,800.00	\$1,500.00
001-1110-415-4251	TEMPORARY HELP	\$2,600.00	\$2,500.00
	Subtotal	<b>\$56,400.00</b>	<b>\$56,000.00</b>
001-1110-415-4253	CALIFORNIA MUNICIPAL TREASURER ASSN	\$100.00	\$100.00
001-1110-415-4253	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS	\$120.00	\$120.00
001-1110-415-4253	GASB SUBSCRIPTIONS	\$215.00	\$215.00
001-1110-415-4253	GOVERNMENT FINANCE OFFICERS ASSOCIATION	\$225.00	\$225.00
	Subtotal	<b>\$660.00</b>	<b>\$660.00</b>
001-1110-415-4254	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS	\$600.00	\$600.00
001-1110-415-4254	LEAGUE OF CALIFORNIA CITIES	\$600.00	\$600.00
001-1110-415-4254	MISCELLANEOUS MEETINGS	\$150.00	\$150.00
	Subtotal	<b>\$1,350.00</b>	<b>\$1,350.00</b>
001-1110-415-4255	GOVERNMENT FINANCE OFFICERS ASSOCIATION	\$2,500.00	\$2,500.00
	Subtotal	<b>\$2,500.00</b>	<b>\$2,500.00</b>
	<b>Services and Supplies Total</b>	<b>\$66,560.00</b>	<b>\$65,810.00</b>
<b>Reallocation</b>		Approved 2012-2013	Requested 2013-2014
001-1110-415-4496	ALLOCATION OF EXPENSES TO WATER	(\$66,175.00)	(\$67,361.00)
	Subtotal	<b>(\$66,175.00)</b>	<b>(\$67,361.00)</b>
001-1110-415-4497	ALLOCATION OF EXPENSES TO SEWER	(\$66,175.00)	(\$67,361.00)
	Subtotal	<b>(\$66,175.00)</b>	<b>(\$67,361.00)</b>
	<b>Reallocation Total</b>	<b>(\$132,350.00)</b>	<b>(\$134,722.00)</b>
	<b>ADMINISTRATION Total</b>	<b>\$308,811.00</b>	<b>\$314,351.00</b>

FINANCIAL SERVICES - GENERAL ACCOUNTING Account: 001-1120-415

GENERAL FUND

<i>Employee Services</i>		Approved 2012-2013	Requested 2013-2014
001-1120-415-4110	PERMANENT SALARIES	\$341,000.00	\$344,500.00
	Subtotal	<b>\$341,000.00</b>	<b>\$344,500.00</b>
001-1120-415-4120	FRINGE BENEFITS	\$129,000.00	\$142,500.00
	Subtotal	<b>\$129,000.00</b>	<b>\$142,500.00</b>
	<b>Employee Services Total</b>	<b>\$470,000.00</b>	<b>\$487,000.00</b>
<i>Internal Services</i>		Approved 2012-2013	Requested 2013-2014
001-1120-415-4520	COMPENSATED ABSENCES	\$1,364.00	\$1,190.00
	Subtotal	<b>\$1,364.00</b>	<b>\$1,190.00</b>
001-1120-415-4557	INFORMATION TECHNOLOGY SERVICES	\$38,073.00	\$38,566.00
	Subtotal	<b>\$38,073.00</b>	<b>\$38,566.00</b>
001-1120-415-4569	BUILDING MAINTENANCE	\$12,914.00	\$13,171.00
	Subtotal	<b>\$12,914.00</b>	<b>\$13,171.00</b>
	<b>Internal Services Total</b>	<b>\$52,351.00</b>	<b>\$52,927.00</b>
<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
001-1120-415-4241	COPIES FOR CORRESPONDENCE, COMPUTER REPORTS, ETC.	\$3,000.00	\$3,000.00
	Subtotal	<b>\$3,000.00</b>	<b>\$3,000.00</b>
001-1120-415-4242	POSTAGE FOR AP, 1099 & OTHER CORRESPONDENCE MAIL)	\$2,000.00	\$2,000.00
	Subtotal	<b>\$2,000.00</b>	<b>\$2,000.00</b>
001-1120-415-4243	ACCOUNTS PAYABLE & PAYROLL WINDOW ENVELOPES	\$650.00	\$650.00
001-1120-415-4243	AP SIG CARD	\$500.00	\$500.00
001-1120-415-4243	CALCULATORS (2)	\$200.00	\$200.00
001-1120-415-4243	MISC OFFICE SUPPLIES (BINDERS, BOXES, PAPER, ETC.)	\$800.00	\$800.00
001-1120-415-4243	P.O.'S, ACCOUNTS PAYABLE CHECKS & 1099	\$2,250.00	\$2,250.00
001-1120-415-4243	PAYROLL CHECKS & W2	\$1,000.00	\$1,000.00
001-1120-415-4243	PAYROLL WINDOW ENVELOPES	\$300.00	\$300.00
	Subtotal	<b>\$5,700.00</b>	<b>\$5,700.00</b>

001-1120-415-4246	BURSTING MACHINE & TIME CLOCK & LETTER OPENER	\$650.00	\$650.00
001-1120-415-4246	WHEELWRITER	\$150.00	\$150.00
	Subtotal	<b>\$800.00</b>	<b>\$800.00</b>
001-1120-415-4253	MEMBERSHIP FOR CSMFO	\$110.00	\$110.00
	Subtotal	<b>\$110.00</b>	<b>\$110.00</b>
001-1120-415-4254	CSMFO/LEAGUE OF CALIFORNIA CITIES	\$600.00	\$600.00
001-1120-415-4254	MISCELLANEOUS MEETING	\$180.00	\$180.00
	Subtotal	<b>\$780.00</b>	<b>\$780.00</b>
001-1120-415-4255	TECHNICAL ACCOUNTING / FINANCE TRAINING	\$1,000.00	\$1,000.00
	Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$13,390.00</b>	<b>\$13,390.00</b>
<b>Reallocation</b>		Approved 2012-2013	Requested 2013-2014
001-1120-415-4496	ALLOCATION OF EXPENSES TO WATER	(\$80,362.00)	(\$82,998.00)
	Subtotal	<b>(\$80,362.00)</b>	<b>(\$82,998.00)</b>
001-1120-415-4497	ALLOCATION OF EXPENSES TO SEWER	(\$80,362.00)	(\$82,998.00)
	Subtotal	<b>(\$80,362.00)</b>	<b>(\$82,998.00)</b>
	<b>Reallocation Total</b>	<b>(\$160,724.00)</b>	<b>(\$165,996.00)</b>
	<b>GENERAL ACCOUNTING Total</b>	<b>\$375,017.00</b>	<b>\$387,321.00</b>

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

GENERAL FUND

<b>Employee Services</b>		Approved 2012-2013	Requested 2013-2014
001-1130-415-4110	PERMANENT SALARIES	\$71,000.00	\$67,500.00
	Subtotal	<b>\$71,000.00</b>	<b>\$67,500.00</b>
001-1130-415-4120	FRINGE BENEFITS	\$28,000.00	\$28,500.00
	Subtotal	<b>\$28,000.00</b>	<b>\$28,500.00</b>
	<b>Employee Services Total</b>	<b>\$99,000.00</b>	<b>\$96,000.00</b>

<i>Internal Services</i>		Approved 2012-2013	Requested 2013-2014
001-1130-415-4520	COMPENSATED ABSENCES	\$284.00	\$240.00
	Subtotal	<b>\$284.00</b>	<b>\$240.00</b>
001-1130-415-4557	INFORMATION TECHNOLOGY SERVICES	\$28,555.00	\$28,924.00
	Subtotal	<b>\$28,555.00</b>	<b>\$28,924.00</b>
001-1130-415-4569	BUILDING MAINTENANCE	\$9,686.00	\$9,878.00
	Subtotal	<b>\$9,686.00</b>	<b>\$9,878.00</b>
	<b>Internal Services Total</b>	<b>\$38,525.00</b>	<b>\$39,042.00</b>

<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
001-1130-415-4241	COPIES FOR UTILITY BILLS, LETTERS&APPLICATION FORM	\$500.00	\$500.00
	Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
001-1130-415-4242	POSTAGE FOR COLLECTION&CUSTOMER CORRESPONDENCE	\$750.00	\$750.00
	Subtotal	<b>\$750.00</b>	<b>\$750.00</b>
001-1130-415-4243	DELINQUENT, FINAL, & MISC DOOR HANGING NOTICES	\$1,000.00	\$750.00
001-1130-415-4243	MAILING AND RETURN ENVELOPES	\$300.00	\$300.00
001-1130-415-4243	OFFICE SUPPLIES (PAPER, PENS, BINDERS, BOXES, ETC)	\$800.00	\$700.00
001-1130-415-4243	RETURN ENVELOPES	\$100.00	\$0.00
	Subtotal	<b>\$2,200.00</b>	<b>\$1,750.00</b>
001-1130-415-4251	BANK DRAFT FEES	\$3,500.00	\$3,500.00
001-1130-415-4251	BANK FEES & CREDIT CARD FEES	\$1,000.00	\$1,000.00
001-1130-415-4251	ONLINE ACH TRANSACTION FEES	\$5,000.00	\$3,500.00
001-1130-415-4251	ONLINE CREDIT CARD TRANSACTION FEES	\$30,000.00	\$30,000.00
001-1130-415-4251	ONLINE UTILITY BILL AND EBPP PRINT SERVICES	\$32,000.00	\$32,000.00
	Subtotal	<b>\$71,500.00</b>	<b>\$70,000.00</b>
001-1130-415-4255	TECHNICAL ACCOUNTING / FINANCE TRAINING	\$1,000.00	\$1,000.00
	Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$75,950.00</b>	<b>\$74,000.00</b>

<i>Reallocation</i>		Approved	Requested
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	2012-2013	2013-2014
001-1130-415-4496 ALLOCATION OF EXPENSES TO WATER	(\$124,933.00)	(\$122,879.00)
001-1130-415-4496 REALLOCATION OF CC TRANSACTION FEES - WATER	(\$17,500.00)	(\$16,750.00)
Subtotal	<b>(\$142,433.00)</b>	<b>(\$139,629.00)</b>
001-1130-415-4497 ALLOCATION OF EXPENSES TO SEWER	(\$53,542.00)	(\$52,663.00)
001-1130-415-4497 REALLOCATION OF CC TRANSACTION FEES - SEWER	(\$17,500.00)	(\$16,750.00)
Subtotal	<b>(\$71,042.00)</b>	<b>(\$69,413.00)</b>
<b>Reallocation Total</b>	<b>(\$213,475.00)</b>	<b>(\$209,042.00)</b>
<b>UTILITY ACCOUNTING Total</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

GENERAL FUND

<i>Employee Services</i>	Approved 2012-2013	Requested 2013-2014
001-1140-415-4110 PERMANENT SALARIES	\$68,000.00	\$67,500.00
Subtotal	<b>\$68,000.00</b>	<b>\$67,500.00</b>
001-1140-415-4120 FRINGE	\$26,000.00	\$28,500.00
Subtotal	<b>\$26,000.00</b>	<b>\$28,500.00</b>
<b>Employee Services Total</b>	<b>\$94,000.00</b>	<b>\$96,000.00</b>

<i>Internal Services</i>	Approved 2012-2013	Requested 2013-2014
001-1140-415-4520 COMPENSATED ABSENCES	\$275.00	\$240.00
Subtotal	<b>\$275.00</b>	<b>\$240.00</b>
001-1140-415-4557 INFORMATION TECHNOLOGY SERVICES	\$9,518.00	\$9,641.00
Subtotal	<b>\$9,518.00</b>	<b>\$9,641.00</b>
001-1140-415-4569 BUILDING MAINTENANCE	\$3,229.00	\$3,293.00
Subtotal	<b>\$3,229.00</b>	<b>\$3,293.00</b>
<b>Internal Services Total</b>	<b>\$13,022.00</b>	<b>\$13,174.00</b>

<i>Services and Supplies</i>	Approved 2012-2013	Requested 2013-2014
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001-1140-415-4241	COPIES FOR LETTERS, BUSINESS LICENSES, ETC.	\$300.00	\$300.00
	Subtotal	<b>\$300.00</b>	<b>\$300.00</b>
001-1140-415-4242	POSTAGE FOR LETTERS, BUSINESS LICENSES, ETC.	\$2,300.00	\$2,300.00
	Subtotal	<b>\$2,300.00</b>	<b>\$2,300.00</b>
001-1140-415-4243	BUSINESS LICENSE APPLICATION FORMS	\$500.00	\$500.00
001-1140-415-4243	BUSINESS LICENSE CERTIFICATES ENVELOPES	\$500.00	\$500.00
001-1140-415-4243	BUSINESS LICENSE RELATED INFORMATION	\$300.00	\$300.00
001-1140-415-4243	BUSINESS LICENSE RENEWAL & DELINQUENT NOTICES, ENV	\$1,000.00	\$1,000.00
001-1140-415-4243	OFFICE SUPPLIES (PAPER, PENS, BINDERS, ETC.)	\$200.00	\$200.00
	Subtotal	<b>\$2,500.00</b>	<b>\$2,500.00</b>
001-1140-415-4251	MRC SALES TAX AUDIT	\$1,500.00	\$1,500.00
	Subtotal	<b>\$1,500.00</b>	<b>\$1,500.00</b>
001-1140-415-4254	MISCELLANEOUS MEETINGS	\$150.00	\$150.00
	Subtotal	<b>\$150.00</b>	<b>\$150.00</b>
001-1140-415-4255	TECHNICAL ACCOUNTING / FINANCE TRAINING	\$500.00	\$500.00
	Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
	<b>Services and Supplies Total</b>	<b>\$7,250.00</b>	<b>\$7,250.00</b>
<b>Reallocation</b>		Approved 2012-2013	Requested 2013-2014
001-1140-415-4496	ALLOCATION OF EXPENSES TO WATER	(\$17,141.00)	(\$17,464.00)
	Subtotal	<b>(\$17,141.00)</b>	<b>(\$17,464.00)</b>
001-1140-415-4497	ALLOCATION OF EXPENSES TO SEWER	(\$17,141.00)	(\$17,464.00)
	Subtotal	<b>(\$17,141.00)</b>	<b>(\$17,464.00)</b>
	<b>Reallocation Total</b>	<b>(\$34,282.00)</b>	<b>(\$34,928.00)</b>
	<b>TAXES &amp; LICENSES Total</b>	<b>\$79,990.00</b>	<b>\$81,496.00</b>

# 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. We know that participation in recreation activities can build self-esteem, reduce stress, and improve overall wellness for people of all ages. It has also been demonstrated that well-maintained, accessible parks and recreational facilities are key elements of strong, safe, family-friendly communities. Accessible parks and recreational facilities enhance property values and help attract and retain business as well. Our programs, services, and facilities are designed to create a stronger sense of community and improve the quality of life for residents of Foster City. Internally, we assist the organization in managing all City facilities and the vehicle fleet.

## DEPARTMENT PERSONNEL SUMMARY

Position	11-12	12-13	13-14
<b>Full-Time Employees</b>			
PARKS & RECREATION DIRECTOR	1.0	1.0	1.0
PARKS SUPERINTENDENT	2.0	0.0	0.0
PARKS MANAGER	0.0	2.5	2.0
RECREATION SUPERINTENDENT	2.0	0.0	0.0
RECREATION MANAGER	0.0	1.0	1.0
RECREATION COORDINATOR	5.5	5.0	5.0
SUPERVISING MECHANIC	1.0	0.0	0.0
BUILDING/VEHICLE MANAGER	0.0	1.0	1.0
MECHANIC I	1.0	1.0	1.0
EQUIP. MAINT. WORKER	1.0	1.0	1.0
BUILDING/VEHICLE MAINTENANCE WORKER	0.0	1.0	1.0
PARKS MAINTENANCE LEAD WORKER	4.0	4.0	4.0
PARKS MAINTENANCE WORKER I/II	11.0	11.0	11.0
ADMINISTRATIVE SECRETARY	4.0	4.0	4.0
FACILITY MAINTENANCE WORKER II	3.0	3.0	3.0
FACILITY MAINTENANCE WORKER I	2.0	0.0	0.0
BUILDING SERVICES COORDINATOR	0.0	1.0	1.0
Total Full-time Employees	37.5	36.5	36.0
<b>Part-Time Employees</b>			
RECREATION LEADER III (6)	3.2	3.2	3.0
RECREATION LEADER II (14)	7.0	7.0	7.0
RECREATION LEADER I (14)*	7.0	7.0	7.2
BUILDING SERVICES ASSISTANT (12)	6.0	6.0	6.0
BLDG SERVICES COORDINATOR ASNT	0.0	0.5	0.5
PARKS MAINTENANCE WORKER (1)	0.5	0.0	0.5
Total Part-time Employees	23.7	23.7	24.2
<b>TOTAL EMPLOYEES</b>	<b>61.2</b>	<b>60.2</b>	<b>60.2</b>

\*Redistribution of Recreation Leader III hours to Recreation Leader I hours

## **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. Our mission is to build a great community through people, parks, and programs.*

This mission includes a commitment to managing and expanding the community's resources, conservation of natural resources, and support for the City's economic vitality. Our intended result is to create a community that is vibrant, healthy, and strong.

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

## **VALUES**

The Foster City Parks and Recreation Department values are:

- Excellence
- Integrity
- Creativity

- Service
- Leadership

## **FIVE-YEAR STRATEGIC PLAN**

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

### **Values**

The values of the Foster City Parks and Recreation Department describe the basic principles and philosophy that guide all Foster City Parks and Recreation staff. The values have been developed in consultation with Foster City Parks and Recreation staff and the Foster City Parks and Recreation Committee members. These values are the foundation of the Foster City Parks and Recreation staff's attitude towards their work, their mission, and their relationships.

### **Initiatives**

#### ➤ **Goals and Objectives**

1. Parks Division: Provide safe, clean, and attractive parks throughout the community
  - Improve scheduling and allocation of park area
  - Increase park safety
  - Implement environmental conservation methods
  - Management and evaluation of 5-20 year CIP program

2. Recreation Division: Offer high quality recreation programs using a variety of different delivery modes to all age groups and interests
  - Increase program utilization rates
  - Increase program cost recovery
  - Develop marketing plan and consistent evaluation process
  - Support ongoing cultural activities and community outreach
  - Foster advocacy of Parks and Recreation services
3. Building Maintenance Division: Provide safe, secure, and clean places for City employees and the community
  - To keep building elements performing to the desired level of performance
  - To regularly audit buildings and building use in order to eliminate potential safety issues and inefficiencies
  - To implement building sustainability procedures and mechanisms where possible
4. Vehicle Maintenance Division: Provide a safe and efficient City vehicle fleet
  - Increase ability to perform mechanical repairs through technicians training, acquiring specialty tools, and upgrading the shop's diagnostic tools
  - Increase fuel savings for the City through technology

## **KEY INITIATIVES COMPLETED**

The Parks and Recreation Department continued to provide high quality services to our internal and external customers during FY 2012-2013.

### **Parks**

- Installed synthetic field at Sea Cloud Park that include both a soccer field and two baseball fields.
- Installed new synthetic soccer field and walking track at Port Royal Park.
- Improvements made at Sea Cloud and Port Royal Parks that included new drinking fountains, site furnishings, trees and painting of the wooden park signs.
- Continued use of different types of goose fencing – maintained decrease of geese present in parks
- Resurfacing of (2) Tennis courts – Edgewater
- Inventoried all memorial benches and plaques.
- Installed pour-in-place protective surfacing at the Port Royal playground.
- Applied anti-graffiti coating on concrete walls and pillars at Teen Center, Recreation Center and Leo Ryan Park.
- Replaced wind screens at Catamaran and Leo Ryan tennis courts.
- Completed plant replacement project in median-strip at City Hall entrance.
- Hosted Countywide IPM training for Parks Maintenance.
- Painted restrooms at Leo Ryan and Port Royal Parks.

- Cleared drains of significant root masses.
- Parks Manager completed Supervisor Academy Training program.
- Renewed Qualified Applicators Certificate (QAC) for four staff members, one certified as Pest Control Advisor (PCA).
- Three staff members took training course and test for Certified Playground Safety Inspector (CPSI)
- Ongoing evaluation of use of contractual services as an integral component of parks maintenance
- Began public input process for the development of Werder Park, Destination Park, East Third Avenue site improvements, and Edgewater Park synthetic turf project.

### ***Recreation***

- Processed over 1,200 facility and park permits
- Processed \$79,000 in revenue for the Lagoon Room in the Recreation Center
- Implemented a fee schedule for the San Mateo Adult School Classes
- Provided residents with 20 new class offerings
- Completed a full 1-year cycle of designing the Recreation Department's Activity Guides in-house
- Secured grant from the Smart Family Foundation in the amount of \$175,602 for site improvements at East Third Avenue
- Launched the Foster City Family Enrichment Series; received \$1889 grant from Gilead Science to support the program

- The VIBE hosted the first ever Halloween Festival. The event raised \$1000 for the Foster City Youth and Teen Foundation.
- The VIBE and Bowditch Middle School hosted a mock presidential election where teens had to the opportunity to cast their vote for president. Three hundred teens participated in the event.
- All Senior Trips and Tours that were offered were filled to capacity
- Completed professional development/succession planning for 2013-2018

### ***Building Maintenance***

- Resurfaced and refinished Lagoon Room floors
- Performed interior paint of Police Department
- Performed interior paint in Corporation Yard offices
- Replaced Council Chambers roof
- Replacement of seven room floors in the Recreation Center

### ***Vehicle Maintenance***

- Demonstrated a history of regularly scheduled preventative maintenance program which eliminates significant vehicle and equipment downtime
- Reduced the vehicle fleet from 94 vehicles in Fiscal Year 2009-2010 to 89 vehicles in Fiscal Year 2012-2013
- Reduced unleaded fuel use of approximately 6,280 gallons over the past three fiscal years

- Increased ability to perform more efficient motorcycle repairs with the purchase of necessary tools and equipment

**INITIATIVES & SERVICE LEVEL  
EXPECTATIONS FOR FY 2013-2014**

Key initiatives and service levels planned for FY 2013-2014 include the following:

***Parks / Management and evaluation of 5 year CIP program***

- Review and apply for grant funds that become available in FY 2013-2014 to support Parks Maintenance Capital Improvement Programs
- Evaluate as a component of annual budget process the current park infrastructure values, life expectancy, and preventative maintenance program
- Continuing design and development of Werder Park, Destination Park, East Third Avenue, and Edgewater Park synthetic turf project

***Recreation / Increase program cost recovery***

- Continue to work to enhance the trend in revenues and expenditures that reduces the General Fund subsidy
- Identify opportunities to engage the public through volunteer opportunities and channels for community feedback
- Evaluate optimal use of part-time staff in programs (measured by staff to participant ratios and facility use/attendance to scheduled staff)

- Identify opportunities for regional programs and collaborative partnerships
- Develop new approaches to Recreation Division service delivery model that focuses resources toward impacted program areas and broadens community connections through developing relationships and creating partnerships

***Building Maintenance / To keep building elements performing to the desired level of performance***

- Maintain facility maintenance and operation levels while ensuring safety and security. Staff will respond to all high priority service requests within two working days. Medium priority requests are to be processed within 1-2 weeks
- Check HVAC systems weekly unless an alarm or work request comes in. Monitoring of the HVAC system is done through a network-wide computer program
- Regular audits to monitor and improve function and safety of facilities

***Vehicle Maintenance / Increase fuel savings for the City through technology***

- Promote more fuel efficient vehicles and replace the last three Ford Taurus with Toyota Prius and Ford Escape within the next five years
- Continue to research the cost effectiveness of alternative fuels for the parks lawn mowers and small equipment

- Reduce vehicle fleet from 89 to 86 vehicles

## **CHANGES IN FINANCIAL RESOURCES REQUIRED**

In order to accomplish the initiatives for FY 2013-2014, the following fiscal changes are required in the Department's annual budget.

### **Parks**

- Personnel – One part-time Parks Maintenance Worker at 24 hours per week will be added. The cost of this part-time worker will be offset by a reduction of contract maintenance budget of the same amount.
- Contractual Services – Budget will increase by \$15,000 for Parks Lighting Infrastructure Improvements. This year will be designated for the lighting improvement and repairs of Constitution walkway.

### **Recreation**

- Personnel – Approval for a 30 hour per week position assigned to Youth and Teen Programs with a net added expense of \$5,447 for CalPERS.
- Personnel – Enrolled four part-time staff into CalPERS with a net added expense of \$15,251 and a net added salaries expense of \$6,073.
- Personnel – Afterschool Youth Program to be added at The VIBE, offering families a community resource for afterschool supervised child care and activities, \$21,000. The revenue associated with this program is estimated at a minimum of

\$108,000 which will result in a self-sustaining program with minimum net revenue of \$2,500. Revenues and expenditures to be tracked monthly to ensure no General Fund subsidy.

- Contractual Services – Senior Programs Bus Rental Program to provide sufficient budget for the amount of rental requests received, \$1,000. This is a self-sustaining program with an estimated revenue of \$5,800 and net revenue of \$780. Revenues and expenditures to be tracked monthly to ensure no General Fund subsidy.
- Contractual Services – Senior Programs Senior Express Door-to-Door Programs to provide sufficient budget for the annual contract increase from \$36.92 an hour to \$38.02 an hour. This is not a self-sustaining program which would increase the subsidy from the general fund by approximately \$1,300 for a total subsidy of approximately \$27,600.
- Contractual Services – Afterschool Youth Program transportation to provide transportation from the school site to The VIBE, \$80,000. The revenue associated with this program is estimated at a minimum of \$108,000 which will result in a self-sustaining program with minimum net revenue of \$2,500. Revenues and expenditures to be tracked monthly to ensure no General Fund subsidy.
- Services and Supplies – Senior Programs Trips and Tours to provide sufficient budget for this revenue generating program, \$4,000 for lunches and/or tour deposits. Lunches are increasingly



expensive, ranging upwards of \$600 for a group of 20 and tour deposits can be a 50% of total balance or \$150. The estimated net revenue for this program is \$4,500. Revenues and expenditures to be tracked monthly to ensure no General Fund subsidy.

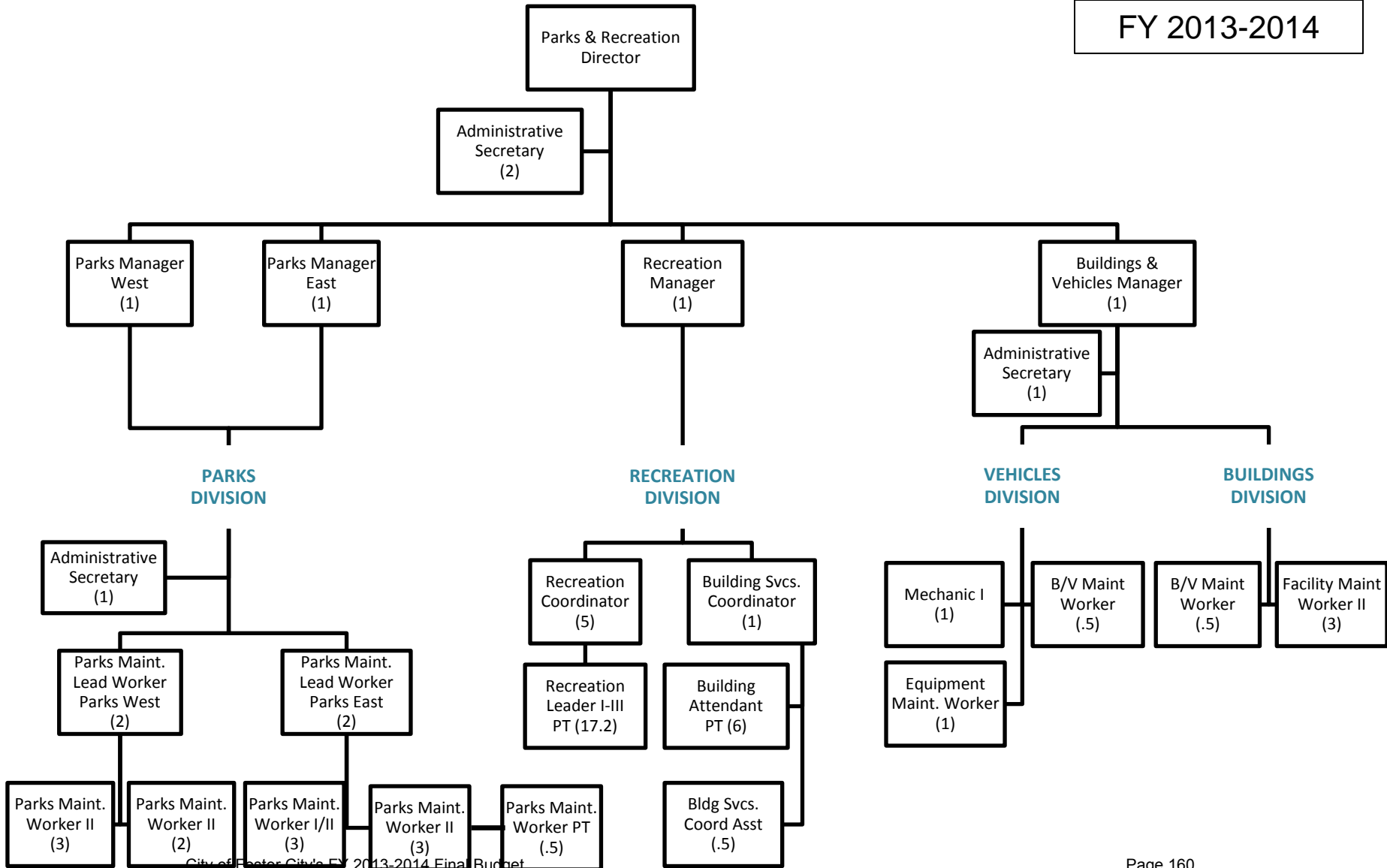
- Services and Supplies – Afterschool Youth Program for weekly snacks and equipment, \$4,500. The revenue associated with this program is estimated at a minimum of \$108,000 which will result in a self-sustaining program with minimum net revenue of \$2,500.
- Services and Supplies – Electronic signboard for the Parks and Recreation Department to inform the public of city-wide special events, community activities (ex. Soccer Opening Day, Little League Tournament, etc.), and parks maintenance projects. The signboard would be used on a monthly basis, \$25,000.

### ***Building Maintenance / Vehicle Maintenance***

- No changes in Financial Resources Required.

# Parks & Recreation

FY 2013-2014



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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
PARKS MAINTENANCE	\$ 3,966,301	\$ 3,966,301	\$ 3,901,819
REC ADMINISTRATION	1,285,837	1,285,837	1,328,349
Subtotal - City General Fund Divisions	5,252,138	5,252,138	5,230,168
ADULT CONTRACTS	163,510	163,510	163,495
ADVERTISING	47,300	47,300	44,800
FACILITY OPERATIONS	423,048	444,048	425,791
SENIORS / VOLUNTEERS	182,725	182,725	187,985
SPECIAL EVENTS	40,984	40,984	40,984
TEEN PROGRAMS	257,625	257,625	262,035
YOUTH CAMPS	302,331	281,331	417,666
YOUTH CONTRACT CLASSES	287,850	287,850	287,835
Subtotal - Special Recreation Fund	1,705,373	1,705,373	1,830,591
<b>TOTAL FOR PARKS &amp; RECREATION</b>	<b>\$ 6,957,511</b>	<b>\$ 6,957,511</b>	<b>\$ 7,060,759</b>

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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 3,695,377	\$ 3,695,377	\$ 3,738,315
SERVICES AND SUPPLIES	2,060,545	2,060,545	2,117,600
CAPITAL OUTLAY	-	-	25,000
Subtotal (Total Department-Controlled Expenses)	5,755,922	5,755,922	5,880,915
INTERNAL SERVICES	1,201,589	1,201,589	1,179,844
Subtotal (Total Department Expenses before Reallocations)	6,957,511	6,957,511	7,060,759
REALLOCATIONS	-	-	-
<b>TOTAL FOR PARKS &amp; RECREATION</b>	<b>\$ 6,957,511</b>	<b>\$ 6,957,511</b>	<b>\$ 7,060,759</b>

## DETAIL LINE ITEM REPORT

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

GENERAL FUND

<i>Capital Outlay</i>		Approved 2012-2013	Requested 2013-2014
001-0510-451-4388	ELECTRONIC SIGNBOARD	\$0.00	\$25,000.00
Subtotal		<b>\$0.00</b>	<b>\$25,000.00</b>
<b>Capital Outlay Total</b>		<b>\$0.00</b>	<b>\$25,000.00</b>
<i>Employee Services</i>		Approved 2012-2013	Requested 2013-2014
001-0510-451-4110	PERMANENT SALARIES	\$424,000.00	\$431,500.00
Subtotal		<b>\$424,000.00</b>	<b>\$431,500.00</b>
001-0510-451-4112	OVERTIME	\$1,500.00	\$1,500.00
Subtotal		<b>\$1,500.00</b>	<b>\$1,500.00</b>
001-0510-451-4120	FRINGE BENEFITS	\$186,000.00	\$188,000.00
Subtotal		<b>\$186,000.00</b>	<b>\$188,000.00</b>
<b>Employee Services Total</b>		<b>\$611,500.00</b>	<b>\$621,000.00</b>
<i>Internal Services</i>		Approved 2012-2013	Requested 2013-2014
001-0510-451-4520	COMPENSATED ABSENCES	\$1,700.00	\$1,490.00
Subtotal		<b>\$1,700.00</b>	<b>\$1,490.00</b>
001-0510-451-4544	VEHICLE REPLACEMENT - 4 Vehicles	\$41,393.00	\$38,582.00
Subtotal		<b>\$41,393.00</b>	<b>\$38,582.00</b>
001-0510-451-4556	EQUIPMENT REPLACEMENT	\$8,294.00	\$7,408.00
Subtotal		<b>\$8,294.00</b>	<b>\$7,408.00</b>
001-0510-451-4557	INFORMATION TECHNOLOGY SERVICES	\$84,659.00	\$87,092.00
Subtotal		<b>\$84,659.00</b>	<b>\$87,092.00</b>
001-0510-452-4569	BUILDING MAINTENANCE -- RC, Sr, TC, CC	\$492,921.00	\$501,907.00
Subtotal		<b>\$492,921.00</b>	<b>\$501,907.00</b>

		<b>Internal Services Total</b>	<b>\$628,967.00</b>	<b>\$636,479.00</b>
<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014	
001-0510-451-4241	COPY - LETTERS AND STAFF REPORTS	\$1,500.00	\$1,500.00	
	Subtotal	<b>\$1,500.00</b>	<b>\$1,500.00</b>	
001-0510-451-4242	POSTAGE, LETTERS, FACILITY AND PLAYFIELD PERMITS	\$2,000.00	\$2,000.00	
	Subtotal	<b>\$2,000.00</b>	<b>\$2,000.00</b>	
001-0510-451-4243	GENERAL OFFICE SUPPLIES	\$13,500.00	\$13,500.00	
	Subtotal	<b>\$13,500.00</b>	<b>\$13,500.00</b>	
001-0510-451-4246	SUPPLIES & EQUIPMENT	\$6,250.00	\$6,250.00	
001-0510-451-4246	YOUTH SUMMIT / YOUTH LEADERSHIP	\$3,500.00	\$3,500.00	
	Subtotal	<b>\$9,750.00</b>	<b>\$9,750.00</b>	
001-0510-451-4249	PUBLICITY/ADVERTISING	\$2,400.00	\$2,400.00	
	Subtotal	<b>\$2,400.00</b>	<b>\$2,400.00</b>	
001-0510-451-4251	MANDATED FINGERPRINTING	\$1,000.00	\$1,000.00	
	Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>	
001-0510-451-4253	CALIF. PARKS & RECREATION SOCIETY - AGENCY	\$600.00	\$600.00	
001-0510-451-4253	CPRS STAFF MEMBERSHIP	\$1,250.00	\$1,250.00	
001-0510-451-4253	LERN MEMBERSHIP	\$350.00	\$350.00	
001-0510-451-4253	NATIONAL LEGISLATIVE BULLETIN	\$150.00	\$150.00	
001-0510-451-4253	NATIONAL RECREATION & PARKS SOCIETY - AGENCY	\$770.00	\$770.00	
001-0510-451-4253	NEWS SUBSCRIPTIONS & PROFESSIONAL JOURNALS	\$0.00	\$500.00	
001-0510-451-4253	NRPA NET	\$50.00	\$50.00	
	Subtotal	<b>\$3,170.00</b>	<b>\$3,670.00</b>	
001-0510-451-4254	ANNUAL DEPARTMENT RETREAT - JANUARY	\$1,200.00	\$1,200.00	
001-0510-451-4254	CA PARKS & REC TRAINING - MANAGER (1)	\$1,500.00	\$1,500.00	
001-0510-451-4254	CPRS REGIONAL - REC COORDINATORS (5)	\$5,000.00	\$5,000.00	
001-0510-451-4254	NRPA - DIRECTOR	\$2,500.00	\$2,500.00	
001-0510-451-4254	PACIFIC SOUTHWEST CONFERENCE/LEG FORUM - DIRECTOR	\$1,150.00	\$1,150.00	
	Subtotal	<b>\$11,350.00</b>	<b>\$11,350.00</b>	

001-0510-451-4255	DEPT. REGIONAL TRAINING - STAFF	\$500.00	\$500.00
001-0510-451-4255	SECRETARY'S TRAINING	\$200.00	\$200.00
	Subtotal	<b>\$700.00</b>	<b>\$700.00</b>
	<b>Services and Supplies Total</b>	<b>\$45,370.00</b>	<b>\$45,870.00</b>
	<b>REC ADMINISTRATION Total</b>	<b>\$1,285,837.00</b>	<b>\$1,328,349.00</b>

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

GENERAL FUND

<i>Employee Services</i>		Approved 2012-2013	Requested 2013-2014
001-0520-452-4110	ON-CALL AND OTHER STAND-BY PAYS	\$5,000.00	\$5,000.00
001-0520-452-4110	PERMANENT SALARIES	\$1,428,000.00	\$1,373,500.00
	Subtotal	<b>\$1,433,000.00</b>	<b>\$1,378,500.00</b>
001-0520-452-4111	PART TIME SALARIES	\$0.00	\$27,900.00
	Subtotal	<b>\$0.00</b>	<b>\$27,900.00</b>
001-0520-452-4112	4TH OF JULY OVERTIME -- PARKS CREWS	\$3,200.00	\$3,200.00
001-0520-452-4112	OVERTIME	\$38,300.00	\$38,300.00
	Subtotal	<b>\$41,500.00</b>	<b>\$41,500.00</b>
001-0520-452-4120	FRINGE BENEFITS	\$630,000.00	\$630,000.00
001-0520-452-4120	FRINGE BENEFITS (P/T SALARIES)	\$0.00	\$6,470.00
	Subtotal	<b>\$630,000.00</b>	<b>\$636,470.00</b>
	<b>Employee Services Total</b>	<b>\$2,104,500.00</b>	<b>\$2,084,370.00</b>

<i>Internal Services</i>		Approved 2012-2013	Requested 2013-2014
001-0520-452-4520	COMPENSATED ABSENCES	\$5,712.00	\$4,790.00
	Subtotal	<b>\$5,712.00</b>	<b>\$4,790.00</b>
001-0520-452-4544	VEHICLE REPLACEMENT	\$259,258.00	\$261,999.00
	Subtotal	<b>\$259,258.00</b>	<b>\$261,999.00</b>
001-0520-452-4556	EQUIPMENT REPLACEMENT	\$182,730.00	\$153,906.00
	Subtotal	<b>\$182,730.00</b>	<b>\$153,906.00</b>

001-0520-452-4569	BUILDING MAINTENANCE (Corp Yard)	\$103,091.00	\$105,114.00
	Subtotal	<b>\$103,091.00</b>	<b>\$105,114.00</b>
	<b>Internal Services Total</b>	<b>\$550,791.00</b>	<b>\$525,809.00</b>

***Services and Supplies***

		Approved 2012-2013	Requested 2013-2014
001-0520-452-4240*	SPECIAL SUPPLIES - BOOTS, PANTS, UNIFORMS	\$6,300.00	\$6,300.00
	Subtotal	<b>\$6,300.00</b>	<b>\$6,300.00</b>
001-0520-452-4241	COPY EXPENSE	\$300.00	\$300.00
	Subtotal	<b>\$300.00</b>	<b>\$300.00</b>
001-0520-452-4242	POSTAGE EXPENSE	\$200.00	\$200.00
	Subtotal	<b>\$200.00</b>	<b>\$200.00</b>
001-0520-452-4243*	OFFICE SUPPLIES, MISCELLANEOUS	\$7,190.00	\$7,190.00
	Subtotal	<b>\$7,190.00</b>	<b>\$7,190.00</b>
001-0520-452-4245*	TOOLS AND EQUIPMENT, MISCELLANEOUS	\$12,100.00	\$12,100.00
001-0520-452-4245*	TOOLS, WORK PROGRAM	\$3,000.00	\$3,000.00
	Subtotal	<b>\$15,100.00</b>	<b>\$15,100.00</b>
001-0520-452-4246*	AGRICULTURE SUPPLIES - CHEMICALS & FERTILIZERS	\$51,000.00	\$51,000.00
001-0520-452-4246*	ELECTRICAL SUPPLIES & REPAIRS	\$5,500.00	\$5,500.00
001-0520-452-4246	FENCING	\$12,000.00	\$12,000.00
001-0520-452-4246*	HARDWARE & MISC. MATERIALS INCL. SIGNS	\$5,860.00	\$5,860.00
001-0520-452-4246*	IRRIGATION SUPPLIES & REPAIRS	\$26,400.00	\$26,400.00
001-0520-452-4246*	JANITORIAL SUPPLIES FOR PARK BATHROOMS	\$10,200.00	\$10,200.00
001-0520-452-4246*	LEVEE MAINTENANCE (Repairs, Erosion Control)	\$12,800.00	\$12,800.00
001-0520-452-4246*	PAINT & CHALK - LINING FIELDS	\$3,100.00	\$3,100.00
001-0520-452-4246*	PLANT MATERIALS REPLACEMENT/SEEDS/AMENDMENTS	\$8,140.00	\$8,140.00
001-0520-452-4246*	PLANTS/SUPPLIES FOR PARKS, CUL-DE-SACS AND MEDIANS	\$12,000.00	\$12,000.00
001-0520-452-4246*	PLAY EQUIPMENT MAINT. PARTS - NETS, GOAL REPAIRS	\$5,000.00	\$5,000.00
001-0520-452-4246*	POOPER SCOOPER SUPPLIES	\$6,000.00	\$6,000.00
001-0520-452-4246*	SAFETY EQUIPMENT - (Gloves, Coverings, etc.)	\$10,200.00	\$10,200.00
001-0520-452-4246	SEA CLOUD PARK MAINTENANCE SUPPLIES	\$15,000.00	\$15,000.00



001-0520-452-4246*	SOIL/CONCRETE/BARK/PLAYGROUND	\$50,000.00	\$50,000.00
001-0520-452-4246*	TENNIS & BALLFIELD WINDSCREENS	\$3,000.00	\$3,000.00
001-0520-452-4246*	TRASH CONTAINERS	\$3,000.00	\$3,000.00
001-0520-452-4246*	VANDALISM REPAIR	\$8,000.00	\$8,000.00
	Subtotal	<b>\$247,200.00</b>	<b>\$247,200.00</b>
001-0520-452-4247	RENTAL OF SPECIAL EQUIPMENT	\$500.00	\$500.00
	Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
001-0520-452-4248*	COMMUNICATION EQUIPMENT (Pagers, Phones, Radios)	\$1,450.00	\$1,450.00
001-0520-452-4248*	ELECTRICITY	\$39,800.00	\$39,800.00
001-0520-452-4248*	METERS/WATER/SEWER	\$570,000.00	\$570,000.00
	Subtotal	<b>\$611,250.00</b>	<b>\$611,250.00</b>
001-0520-452-4251	CANADIAN GEESE CONTROL - PARKS	\$25,000.00	\$25,000.00
001-0520-452-4251*	ELECTRICAL SERVICES & LIGHTS MAINTENANCE	\$23,000.00	\$23,000.00
001-0520-452-4251*	FENCE MAINTENANCE CONTRACT	\$4,000.00	\$4,000.00
001-0520-452-4251*	IRRIGATION & PLUMBING SERVICES	\$9,900.00	\$9,900.00
001-0520-452-4251*	MEDIAN MAINTENANCE CONTRACT	\$118,000.00	\$118,000.00
001-0520-452-4251	PARK LIGHTING INFRASTRUCTURE IMPROVEMENTS	\$0.00	\$15,000.00
001-0520-452-4251	PARKS MAINTENANCE CONTRACTUAL SERVICES	\$100,000.00	\$65,630.00
001-0520-452-4251*	PLANTS/SUPPLIES FOR PARKS, CUL-DE-SACS AND MEDIANS	\$16,500.00	\$16,500.00
001-0520-452-4251*	PORT-O-LET RENTAL SERVICES	\$5,000.00	\$5,000.00
001-0520-452-4251	SEMI-ANNUAL SYNTHETIC FIELD MAINTENANCE	\$18,000.00	\$18,000.00
001-0520-452-4251*	TREE MAINTENANCE - DISEASE PREVENTION	\$25,000.00	\$25,000.00
001-0520-452-4251	TREE MAINTENANCE - MEDIANS & CUL-DE-SACS	\$35,000.00	\$35,000.00
001-0520-452-4251*	TREE MAINTENANCE - PARKS	\$38,600.00	\$38,600.00
	Subtotal	<b>\$418,000.00</b>	<b>\$398,630.00</b>
001-0520-452-4253	PARKS MAINTENANCE PROFESSIONAL DUES & MEMBERSHIPS	\$300.00	\$300.00
	Subtotal	<b>\$300.00</b>	<b>\$300.00</b>
001-0520-452-4254*	DIVISION RETREAT	\$350.00	\$350.00
	Subtotal	<b>\$350.00</b>	<b>\$350.00</b>
001-0520-452-4255	CERT/TRAIN/RNEW-DMV,SWP,QAC/PCA, ISA, CPSI,BKFLOW	\$1,820.00	\$1,820.00

001-0520-452-4255	MAINTENANCE WORKERS TRAINING	\$1,000.00	\$1,000.00
001-0520-452-4255	PARK SUPERINTENDENT PROFESSIONAL TRAINING	\$1,500.00	\$1,500.00
	Subtotal	<b>\$4,320.00</b>	<b>\$4,320.00</b>
	<b>Services and Supplies Total</b>	<b>\$1,311,010.00</b>	<b>\$1,291,640.00</b>
	<b>PARKS MAINTENANCE Total</b>	<b>\$3,966,301.00</b>	<b>\$3,901,819.00</b>

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

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<i>Employee Services</i>		Approved 2012-2013	Requested 2013-2014
003-0525-451-4110	PERMANENT SALARIES	\$143,000.00	\$142,500.00
	Subtotal	<b>\$143,000.00</b>	<b>\$142,500.00</b>
003-0525-451-4111	BUILDING SERVICES COORDINATOR ASSISTANT	\$21,000.00	\$16,000.00
003-0525-451-4111	PART TIME SALARIES	\$81,600.00	\$87,700.00
	Subtotal	<b>\$102,600.00</b>	<b>\$103,700.00</b>
003-0525-451-4112	OVERTIME	\$3,000.00	\$3,000.00
	Subtotal	<b>\$3,000.00</b>	<b>\$3,000.00</b>
003-0525-451-4120	FRINGE BENEFITS (F/T Salaries)	\$64,000.00	\$63,000.00
003-0525-451-4120	FRINGE BENEFITS (P/T Salaries)	\$1,632.00	\$1,650.00
003-0525-451-4120	PART TIME STAFF BENEFITS	\$0.00	\$15,250.00
	Subtotal	<b>\$65,632.00</b>	<b>\$79,900.00</b>
	<b>Employee Services Total</b>	<b>\$314,232.00</b>	<b>\$329,100.00</b>

<i>Internal Services</i>		Approved 2012-2013	Requested 2013-2014
003-0525-451-4520	COMPENSATED ABSENCES	\$572.00	\$500.00
	Subtotal	<b>\$572.00</b>	<b>\$500.00</b>
003-0525-451-4556	EQUIPMENT REPLACEMENT	\$20,044.00	\$15,991.00
	Subtotal	<b>\$20,044.00</b>	<b>\$15,991.00</b>
	<b>Internal Services Total</b>	<b>\$20,616.00</b>	<b>\$16,491.00</b>

<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
003-0525-451-4242	POSTAGE	\$200.00	\$200.00
	Subtotal	<b>\$200.00</b>	<b>\$200.00</b>
003-0525-451-4243	COMMUNITY CENTER TABLE REPLACEMENT	\$8,000.00	\$0.00
003-0525-451-4243	SUPPLIES	\$12,000.00	\$12,000.00
	Subtotal	<b>\$20,000.00</b>	<b>\$12,000.00</b>
003-0525-451-4246	SM/FC SCHOOL JOINT-USE FACILITIES	\$58,000.00	\$58,000.00
	Subtotal	<b>\$58,000.00</b>	<b>\$58,000.00</b>
003-0525-451-4265	CREDIT CARD ACCEPTANCE FEES	\$10,000.00	\$10,000.00
	Subtotal	<b>\$10,000.00</b>	<b>\$10,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$88,200.00</b>	<b>\$80,200.00</b>
	<b>FACILITY OPERATIONS Total</b>	<b>\$423,048.00</b>	<b>\$425,791.00</b>

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

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<i>Employee Services</i>		Approved 2012-2013	Requested 2013-2014
003-0534-451-4110	PERMANENT SALARIES	\$76,000.00	\$75,500.00
	Subtotal	<b>\$76,000.00</b>	<b>\$75,500.00</b>
003-0534-451-4111	PART TIME SALARIES	\$95,000.00	\$95,000.00
003-0534-451-4111	PART TIME STAFF AFTERSCHOOL PROGRAM	\$0.00	\$21,000.00
	Subtotal	<b>\$95,000.00</b>	<b>\$116,000.00</b>
003-0534-451-4112	OVERTIME	\$2,050.00	\$2,050.00
	Subtotal	<b>\$2,050.00</b>	<b>\$2,050.00</b>
003-0534-451-4120	FRINGE BENEFITS (F/T Salaries)	\$34,000.00	\$33,500.00
003-0534-451-4120	FRINGE BENEFITS (P/T Salaries)	\$1,901.00	\$17,151.00
	Subtotal	<b>\$35,901.00</b>	<b>\$50,651.00</b>
	<b>Employee Services Total</b>	<b>\$208,951.00</b>	<b>\$244,201.00</b>

**Internal Services**      Approved      Requested

	2012-2013	2013-2014
003-0534-451-4520 COMPENSATED ABSENCES	\$305.00	\$265.00
Subtotal	<b>\$305.00</b>	<b>\$265.00</b>
<b>Internal Services Total</b>	<b>\$305.00</b>	<b>\$265.00</b>
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<b><i>Services and Supplies</i></b>	Approved 2012-2013	Requested 2013-2014
003-0534-451-4242 POSTAGE	\$250.00	\$250.00
Subtotal	<b>\$250.00</b>	<b>\$250.00</b>
003-0534-451-4243 SUPPLIES	\$6,000.00	\$6,000.00
003-0534-451-4243 YOUTH AFTERSCHOOL PROGRAM	\$4,375.00	\$4,500.00
Subtotal	<b>\$10,375.00</b>	<b>\$10,500.00</b>
003-0534-451-4251 AFTERSCHOOL PROGRAM TRANSPORTATION	\$0.00	\$80,000.00
003-0534-451-4251 CONTRACTUAL SERVICES	\$82,450.00	\$82,450.00
Subtotal	<b>\$82,450.00</b>	<b>\$162,450.00</b>
<b>Services and Supplies Total</b>	<b>\$93,075.00</b>	<b>\$173,200.00</b>
<b>YOUTH CAMPS Total</b>	<b>\$302,331.00</b>	<b>\$417,666.00</b>

**PARKS & RECREATION - ADULT CONTRACTS**

Account: 003-0535-451

**SPECIAL RECREATION**

	Approved 2012-2013	Requested 2013-2014
<b><i>Employee Services</i></b>		
003-0535-451-4110 FULL-TIME SALARIES	\$38,000.00	\$38,000.00
Subtotal	<b>\$38,000.00</b>	<b>\$38,000.00</b>
003-0535-451-4111 EMPLOYEE SERVICES / PART-TIME	\$2,000.00	\$2,000.00
Subtotal	<b>\$2,000.00</b>	<b>\$2,000.00</b>
003-0535-451-4112 OVERTIME	\$500.00	\$500.00
Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
003-0535-451-4120 FRINGE BENEFITS (F/T SALARIES)	\$17,000.00	\$17,000.00
003-0535-451-4120 FRINGE BENEFITS (P/T Salaries)	\$60.00	\$60.00
Subtotal	<b>\$17,060.00</b>	<b>\$17,060.00</b>

		Employee Services Total	\$57,560.00	\$57,560.00
<b>Internal Services</b>			Approved 2012-2013	Requested 2013-2014
003-0535-451-4520	COMPENSATED ABSENCES		\$150.00	\$135.00
		Subtotal	\$150.00	\$135.00
		<b>Internal Services Total</b>	<b>\$150.00</b>	<b>\$135.00</b>
<b>Services and Supplies</b>			Approved 2012-2013	Requested 2013-2014
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
		<b>Services and Supplies Total</b>	<b>\$105,800.00</b>	<b>\$105,800.00</b>
		<b>ADULT CONTRACTS Total</b>	<b>\$163,510.00</b>	<b>\$163,495.00</b>

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

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<b>Employee Services</b>			Approved 2012-2013	Requested 2013-2014
003-0537-451-4111	PART TIME SALARIES		\$3,000.00	\$3,000.00
		Subtotal	\$3,000.00	\$3,000.00
003-0537-451-4120	FRINGE BENEFITS (P/T Salaries)		\$64.00	\$64.00
		Subtotal	\$64.00	\$64.00
		<b>Employee Services Total</b>	<b>\$3,064.00</b>	<b>\$3,064.00</b>
<b>Services and Supplies</b>			Approved 2012-2013	Requested 2013-2014

003-0537-451-4242	POSTAGE		\$500.00	\$500.00
		Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
003-0537-451-4243	SUPPLIES		\$10,720.00	\$10,720.00
		Subtotal	<b>\$10,720.00</b>	<b>\$10,720.00</b>
003-0537-451-4249	PUBLICITY		\$4,300.00	\$4,300.00
		Subtotal	<b>\$4,300.00</b>	<b>\$4,300.00</b>
003-0537-451-4251	CONTRACTUAL SERVICES		\$21,900.00	\$21,900.00
		Subtotal	<b>\$21,900.00</b>	<b>\$21,900.00</b>
003-0537-451-4265	ART GALLERY - MISC		\$500.00	\$500.00
		Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
		<b>Services and Supplies Total</b>	<b>\$37,920.00</b>	<b>\$37,920.00</b>
		<b>SPECIAL EVENTS Total</b>	<b>\$40,984.00</b>	<b>\$40,984.00</b>

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

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		Approved 2012-2013	Requested 2013-2014
<b><i>Employee Services</i></b>			
003-0538-451-4110	FULL-TIME SALARIES	\$38,000.00	\$38,000.00
		Subtotal	<b>\$38,000.00</b>
003-0538-451-4120	FRINGE BENEFITS (F/T SALARIES)	\$17,000.00	\$17,000.00
		Subtotal	<b>\$17,000.00</b>
		<b>Employee Services Total</b>	<b>\$55,000.00</b>
<b><i>Internal Services</i></b>			
003-0538-451-4520	COMPENSATED ABSENCES	\$150.00	\$135.00
		Subtotal	<b>\$150.00</b>
		<b>Internal Services Total</b>	<b>\$150.00</b>
<b><i>Services and Supplies</i></b>			
003-0538-451-4243	SUPPLIES	\$1,250.00	\$1,250.00

	Subtotal	<b>\$1,250.00</b>	<b>\$1,250.00</b>
003-0538-451-4251	CONTRACTUAL SERVICES	\$231,450.00	\$231,450.00
	Subtotal	<b>\$231,450.00</b>	<b>\$231,450.00</b>
	<b>Services and Supplies Total</b>	<b>\$232,700.00</b>	<b>\$232,700.00</b>
	<b>YOUTH CONTRACT CLASSES Total</b>	<b>\$287,850.00</b>	<b>\$287,835.00</b>

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

<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
003-0539-451-4242	POSTAGE	\$9,000.00	\$9,000.00
	Subtotal	<b>\$9,000.00</b>	<b>\$9,000.00</b>
003-0539-451-4243	SUPPLIES	\$800.00	\$800.00
	Subtotal	<b>\$800.00</b>	<b>\$800.00</b>
003-0539-451-4251	CONTRACTUAL SERVICES	\$37,500.00	\$35,000.00
	Subtotal	<b>\$37,500.00</b>	<b>\$35,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$47,300.00</b>	<b>\$44,800.00</b>
	<b>ADVERTISING Total</b>	<b>\$47,300.00</b>	<b>\$44,800.00</b>

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

<i>Employee Services</i>		Approved 2012-2013	Requested 2013-2014
003-0540-451-4110	PERMANENT SALARIES	\$76,000.00	\$75,500.00
	Subtotal	<b>\$76,000.00</b>	<b>\$75,500.00</b>
003-0540-451-4111	PART TIME SALARIES	\$16,000.00	\$16,000.00
	Subtotal	<b>\$16,000.00</b>	<b>\$16,000.00</b>
003-0540-451-4112	OVERTIME	\$700.00	\$700.00
	Subtotal	<b>\$700.00</b>	<b>\$700.00</b>
003-0540-451-4120	FRINGE BENEFITS (F/T Salaries)	\$34,000.00	\$33,500.00

003-0540-451-4120	FRINGE BENEFITS (P/T Salaries)	\$320.00	\$320.00
	Subtotal	<b>\$34,320.00</b>	<b>\$33,820.00</b>
	<b>Employee Services Total</b>	<b>\$127,020.00</b>	<b>\$126,020.00</b>
<b>Internal Services</b>		Approved 2012-2013	Requested 2013-2014
003-0540-451-4520	COMPENSATED ABSENCES	\$305.00	\$265.00
	Subtotal	<b>\$305.00</b>	<b>\$265.00</b>
	<b>Internal Services Total</b>	<b>\$305.00</b>	<b>\$265.00</b>
<b>Services and Supplies</b>		Approved 2012-2013	Requested 2013-2014
003-0540-451-4242	POSTAGE	\$500.00	\$500.00
	Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
003-0540-451-4243	SENIOR PROGRAMS TRIPS & TOURS	\$12,000.00	\$16,000.00
003-0540-451-4243	SUPPLIES	\$2,000.00	\$2,000.00
	Subtotal	<b>\$14,000.00</b>	<b>\$18,000.00</b>
003-0540-451-4249	PUBLICITY	\$200.00	\$200.00
	Subtotal	<b>\$200.00</b>	<b>\$200.00</b>
003-0540-451-4251	SENIOR EXPRESS BUS RENTAL PROGRAM	\$10,700.00	\$11,700.00
003-0540-451-4251	SENIOR EXPRESS DOOR-TO-DOOR SERVICE	\$30,000.00	\$31,300.00
	Subtotal	<b>\$40,700.00</b>	<b>\$43,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$55,400.00</b>	<b>\$61,700.00</b>
	<b>SENIORS / VOLUNTEERS Total</b>	<b>\$182,725.00</b>	<b>\$187,985.00</b>

**PARKS & RECREATION - TEEN PROGRAMS**

Account: 003-0541-451

**SPECIAL RECREATION**

<b>Employee Services</b>		Approved 2012-2013	Requested 2013-2014
003-0541-451-4110	RECREATION COORDINATOR	\$76,000.00	\$75,500.00
	Subtotal	<b>\$76,000.00</b>	<b>\$75,500.00</b>
003-0541-451-4111	PART TIME SALARIES	\$95,000.00	\$95,000.00



003-0541-451-4111	VIBE RENTAL PROGRAM - PART-TIME STAFF	\$5,400.00	\$5,400.00
	Subtotal	<b>\$100,400.00</b>	<b>\$100,400.00</b>
003-0541-451-4112	OVERTIME	\$1,250.00	\$1,250.00
	Subtotal	<b>\$1,250.00</b>	<b>\$1,250.00</b>
003-0541-451-4120	FRINGE BENEFITS (F/T SALARIES)	\$34,000.00	\$33,500.00
003-0541-451-4120	FRINGE BENEFITS (P/T SALARIES)	\$1,900.00	\$1,900.00
003-0541-451-4120	PART TIME STAFF BENEFITS	\$0.00	\$5,450.00
	Subtotal	<b>\$35,900.00</b>	<b>\$40,850.00</b>
	<b>Employee Services Total</b>	<b>\$213,550.00</b>	<b>\$218,000.00</b>

<i>Internal Services</i>		Approved 2012-2013	Requested 2013-2014
003-0541-451-4520	COMPENSATED ABSENCES	\$305.00	\$265.00
	Subtotal	<b>\$305.00</b>	<b>\$265.00</b>
	<b>Internal Services Total</b>	<b>\$305.00</b>	<b>\$265.00</b>

<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
003-0541-451-4242	POSTAGE	\$550.00	\$550.00
	Subtotal	<b>\$550.00</b>	<b>\$550.00</b>
003-0541-451-4243	SUPPLIES	\$6,770.00	\$6,770.00
	Subtotal	<b>\$6,770.00</b>	<b>\$6,770.00</b>
003-0541-451-4249	PUBLICITY	\$250.00	\$250.00
	Subtotal	<b>\$250.00</b>	<b>\$250.00</b>
003-0541-451-4251	BUS TRANSPORTATION - SUMMER CAMP	\$32,200.00	\$32,200.00
003-0541-451-4251	MIDDLE SCHOOL DANCES	\$2,000.00	\$2,000.00
003-0541-451-4251	TEEN PROGRAMS	\$2,000.00	\$2,000.00
	Subtotal	<b>\$36,200.00</b>	<b>\$36,200.00</b>
	<b>Services and Supplies Total</b>	<b>\$43,770.00</b>	<b>\$43,770.00</b>
	<b>TEEN PROGRAMS Total</b>	<b>\$257,625.00</b>	<b>\$262,035.00</b>

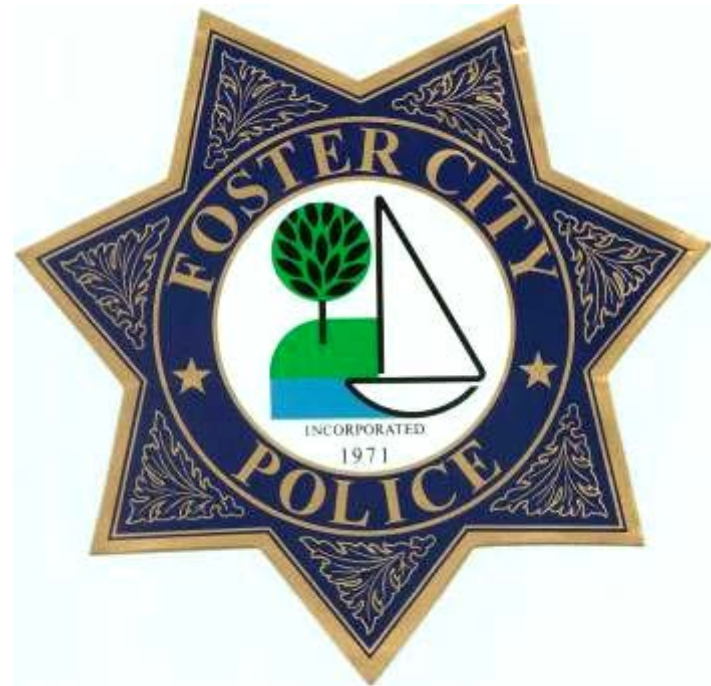
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# POLICE DEPARTMENT

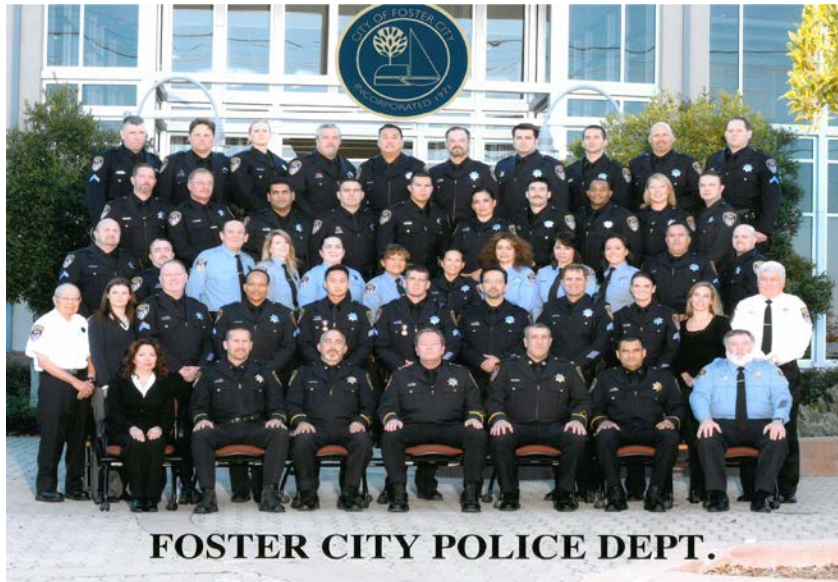
## ***DEPARTMENT DESCRIPTION***

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 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.

## **DEPARTMENT PERSONNEL SUMMARY**

<b>DEPARTMENT PERSONNEL SUMMARY (by year)</b>			
<b>Position</b>	<b>11-12</b>	<b>12-13</b>	<b>13-14</b>
POLICE CHIEF	1	1	1
POLICE CAPTAIN	2	2	2
POLICE LIEUTENANT	2	2	2
POLICE SERGEANT	7	7	7
POLICE CORPORAL	6	6	6
POLICE OFFICER	18	18	18
SR. COMMUNITY SVS. OFC.	3	3	3
COMM & RECORDS MGR	1	1	1
LEAD DISPATCHER	1	1	1
POLICE DISPATCHER	7	5	5
POLICE RECORDS SPLST.	2	2	2
MANAGEMENT ASSISTANT	1	1	1
<b>TOTAL EMPLOYEES</b>	<b>51</b>	<b>49</b>	<b>49</b>



## ***FIVE-YEAR STRATEGIC PLAN***

For over a decade, the Police Department has been using Strategic Planning to help guide our efforts on a daily basis and to ensure the continuity of our 5-year goals and objectives.

1. **Crime prevention/traffic safety** - maintain a superior level of safety of persons and security of property in our community.
  - Maintain Foster City's position among the top 100 safest cities within America
  - Reduce the number of injury and non-injury traffic collisions on public roadways in Foster City for each subsequent year for the next five years.
2. **Succession planning** – identify and develop employees who will be interested, prepared and ready for promotion when opportunities arise.
  - Prepare officers for promotion to corporal.
  - Prepare corporals for promotion to sergeant.
  - Prepare sergeants for promotion to lieutenant.
  - Prepare lieutenants for promotion to captain.
  - Prepare captains for promotion to chief.
3. **Organizational and operational efficiencies** – maximize workforce and operational efficiencies to ensure responsible fiscal management.
  - Assessment and potential re-organization of Administrative Division positions and job responsibilities.
4. **Employee development** - develop and maintain a high caliber, technically proficient workforce.
  - Utilize all training opportunities, both internally and externally. Examples include P.O.S.T reimbursable courses, ABAG provided training, and expert in-house Department trainers.
  - Encourage all employees to seek outside training, self-development and/or higher educational opportunities.
5. **Emergency preparedness** - establish and maintain effective emergency tactical response capabilities
  - Develop and update tactical emergency response plans for schools and high profile facilities in the city, using the latest available technological resources.



6. **Community relations** – establish and maintain a superior level of responsiveness to the community and ensure their satisfaction with the services we provide.

- Continue working with other City Departments towards the successful redevelopment of several large developments within the City.
- Work to maintain efficient service levels in concert with these new developments.

7. **Staffing** - maintain a fully staffed and functional workforce as authorized.

- Reduce employee accidents, injuries and lost workdays.
- Continue to seek out qualified individuals to serve in our corps of volunteers, including Reserve Officers, Emergency Service Volunteers and Police Explorers.

8. **Use of equipment and technology** - maximize the effective acquisition and use of equipment and technology to improve Department operations and service to the community.

- Purchase and utilize video surveillance equipment for targeted crime locations in the city.
- Create a paperless workplace.
- Purchase and utilize personal audio/video recording devices to be worn by Patrol personnel.

### ***KEY INITIATIVES COMPLETED***

Some of our accomplishments during the past year include:

- The prior year saw the retirement of Chief Craig Courtin after almost 8 years as the Department head. Chief Matt Martell assumed command of the Department and promotions for Captain, Lieutenant, Sergeant, and Corporal followed. All promotions consisted of personnel from within our own ranks.
- An analysis of FBI & Unified Crime Reporting (UCR) crime statistics found Foster City to be the 15<sup>th</sup> safest city in California (for cities with populations over 25,000) and the 81<sup>st</sup> safety city in America.
- All patrol vehicle mobile data computers were replaced, as were all police radios. These purchases were completed significantly under budget projections.

- The Department further reduced residential burglary by 43%. As a whole, *Crimes of Opportunity* (thefts from autos, other thefts, residential burglary, graffiti, and vandalism) were reduced 14% in total.
- Department staff attended training and participated in practical exercises related to both internal and community emergency preparedness and response.
- Continued participation at all levels (Command, Supervisory, Operator and Tactical Dispatching) in the San Mateo County North Central Regional SWAT Team.
- Participated in the Countywide Gang Task Force at the line, supervisory and management levels.
- Participated in the Countywide Narcotics Task Force at the line level, offering a valuable training experience for the involved officers.
- For the 20<sup>th</sup> consecutive year, the Youth Services Bureau presented Gang Resistance Education and Training (G.R.E.A.T.) to students in the middle and elementary schools. In 2012, 700 students in the 4<sup>th</sup> and 6<sup>th</sup> grades completed the program.
- The Department Explorer program increased its number of participants by 38% to a total of 13 young adults who are learning about the law enforcement profession and providing a service to their community.
- The Department participated in several regional traffic safety and alcohol impaired driver enforcement operations.
- The Police and Fire Departments held a joint community open house.
- Members of the Department participated in numerous community events, including those benefitting local schools, the American Cancer Society, domestic

violence prevention, the Red Cross and the Special Olympics.

- Members of the Department Management Team continued their active participation in local community service groups as well as regional and statewide professional organizations.
- Department employees attended professional development courses such as the State's Supervisory Leadership Institute, County's Inner Perspectives Leadership Development course, the Public Sector Supervisor Academy, and the Burlingame, Foster City, Hillsborough, San Mateo joint Leadership program.
- The Department continuously monitored and updated our procedures and policies to incorporate the most recent case law and industry-wide best practices via the Lexipol electronic policy manual. All members of the Department maintained their knowledge of these policies by completing daily training on the contents of this policy manual.



- Specialized Motorcycle Officer uniforms were proposed, studied, and subsequently implemented in an effort to increase safety and reduce injuries for those officers working in our Traffic Bureau.
- A Foster City community member was hired to work volunteer hours, assisting our Records Department with assorted tasks.
- Command, management, and supervisory personnel from the Department attended a Team Building Workshop and worked on developing an action plan to assist with the expedient and effective development of personnel and other pending organizational transformations.



## ***INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2013-2014***

The continued implementation of “Realignment” by the State will put additional convicted criminal offenders in the community. This segment of society will require monitoring to ensure compliance with release conditions and to minimize recidivism. Law Enforcement agencies throughout San Mateo County are working together and committing resources to this issue. Despite this challenge, we will strive to continue to provide public safety services at the high level the community has come to expect from the Police Department.

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

- Response to emergency calls for service within current response times.
- Juvenile intervention through involvement in schools and programs.
- Continued involvement in the County Gang Task Force operations and regional traffic safety programs.
- Abandoned vehicle abatement will continue
- Maintain services related to requests for records, criminal report processing and State mandated reporting.
- The continuation of services for arrested inebriates and improved officer processing time in handling them via the First Chance Program.
- Maintaining drug and vehicle theft investigative resources through participation in the Countywide Narcotics and Vehicle Theft Task Forces.
- The G.R.E.A.T. program will continue to be instructed within our public schools.



- Attending to non-emergency calls for service will maintain current response time expectations.
- Crime prevention community outreach will continue as staff time allows
- Some proactive investigations may continue to be limited.
- Continued support for the Crossing Guard program in cooperation with the San Mateo-Foster City School District.
- Continue to work closely with other City Departments and community organizations to maintain quality of life and ensure a, "Sustainable Foster City."

## **CHANGES IN RESOURCES REQUIRED**

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

### Employee Services

- SLESF/COPS Grant Funding – In previous years, the City received \$100,000 from the State of California under the Citizens Option for Public Safety (COPS) program, a Special Revenue Fund. These funds have been the subject of intense debate during the last few State budget cycles. The current State budget proposal includes funding for FY 2013-2014. Based on this information, the City is projecting to receive this State funding of \$100,000 for FY 2013-2014.

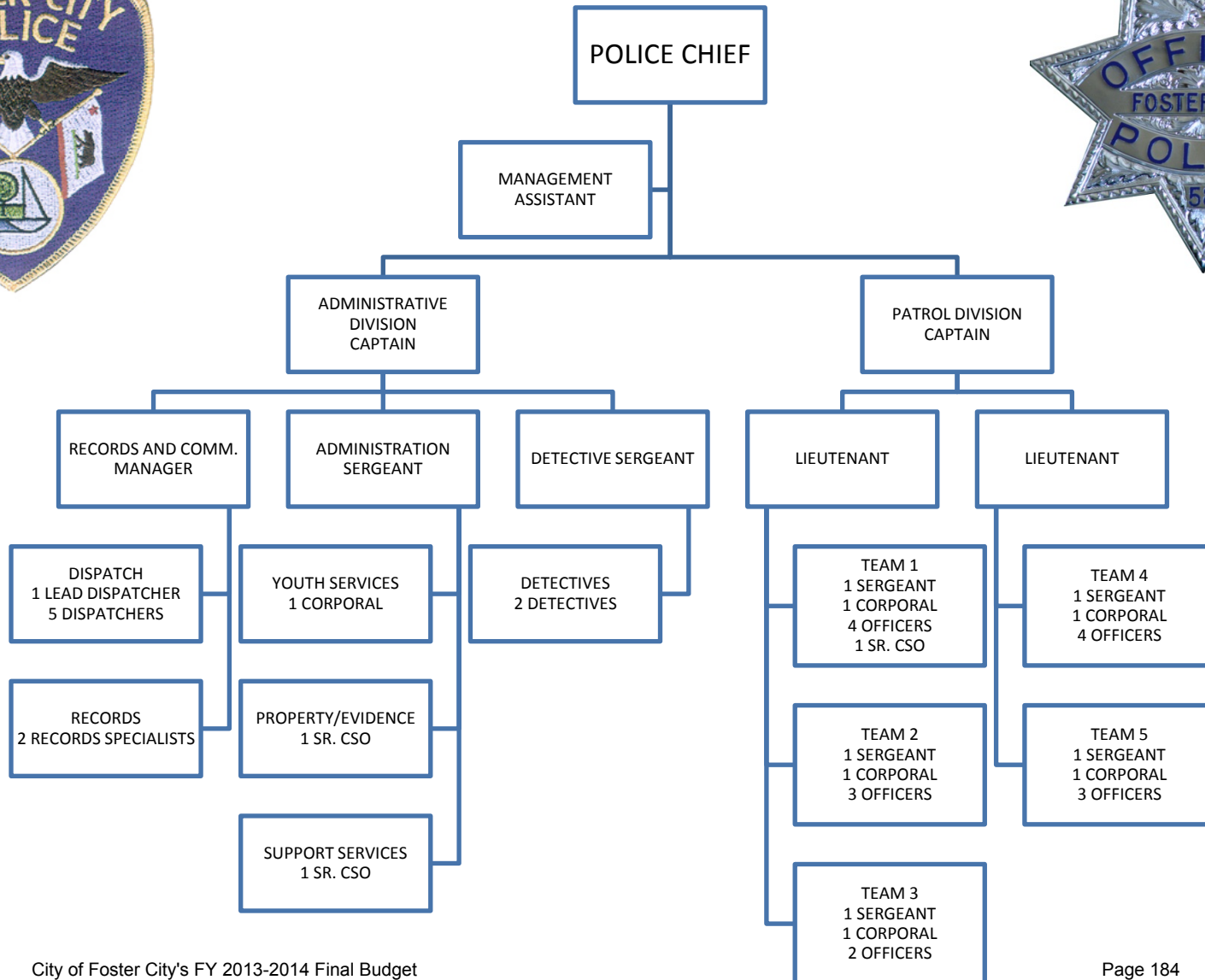
### Services and Supplies

- The "Booking Fees" line item is subject to the same State historical budget uncertainties as the SLESF/COPS grant

funding. Any suspects booked into County jail are billed by the County directly to the State. Only those bookings that are either ineligible for State funding, or for which the State has determined through its budget process to cease funding, are then charged back to the City for reimbursement to the County. Booking fee expenditures are included in the FY 2013-2014 budget as a conservative measure to not only cover our typical non-reimbursed expenses but also in the event that all reimbursement ceases from the State or to cover bookings that are re-classified by the State as no longer qualifying for reimbursement.



# Police Department



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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
ADMINISTRATIVE BUREAU	\$ 3,280,268	\$ 3,280,268	\$ 3,319,406
CHIEF'S OFFICE	437,684	437,684	442,872
CROSSING GUARDS	21,600	21,600	21,600
FIELD OPERATIONS	5,392,838	5,392,838	5,507,564
<b>TOTAL FOR POLICE</b>	<b>\$ 9,132,390</b>	<b>\$ 9,132,390</b>	<b>\$ 9,291,442</b>

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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 7,969,700	\$ 7,969,700	\$ 8,128,200
SERVICES AND SUPPLIES	294,767	294,767	294,675
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	8,264,467	8,264,467	8,422,875
INTERNAL SERVICES	867,923	867,923	868,567
Subtotal (Total Department Expenses before Reallocations)	9,132,390	9,132,390	9,291,442
REALLOCATIONS	-	-	-
<b>TOTAL FOR POLICE</b>	<b>\$ 9,132,390</b>	<b>\$ 9,132,390</b>	<b>\$ 9,291,442</b>

## DETAIL LINE ITEM REPORT

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

GENERAL FUND

<i>Employee Services</i>		Approved 2012-2013	Requested 2013-2014
001-0610-421-4110	PERMANENT SALARIES	\$274,000.00	\$274,000.00
Subtotal		<b>\$274,000.00</b>	<b>\$274,000.00</b>
001-0610-421-4120	EMPLOYEE SERVICESFRINGE BENEFITS	\$130,000.00	\$141,000.00
Subtotal		<b>\$130,000.00</b>	<b>\$141,000.00</b>
<b>Employee Services Total</b>		<b>\$404,000.00</b>	<b>\$415,000.00</b>
<i>Internal Services</i>		Approved 2012-2013	Requested 2013-2014
001-0610-421-4520	COMPENSATED ABSENCES	\$1,100.00	\$935.00
Subtotal		<b>\$1,100.00</b>	<b>\$935.00</b>
001-0610-421-4544	VEHICLE REPLACEMENT	\$16,474.00	\$11,087.00
Subtotal		<b>\$16,474.00</b>	<b>\$11,087.00</b>
<b>Internal Services Total</b>		<b>\$17,574.00</b>	<b>\$12,022.00</b>
<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
001-0610-421-4243	GENERAL OFFICE SUPPLIES	\$750.00	\$750.00
Subtotal		<b>\$750.00</b>	<b>\$750.00</b>
001-0610-421-4251*	LEGAL SERVICES	\$4,000.00	\$4,000.00
001-0610-421-4251*	PRE-EMPLOYMENT EXAMS	\$7,500.00	\$7,500.00
Subtotal		<b>\$11,500.00</b>	<b>\$11,500.00</b>
001-0610-421-4253	CALIFORNIA POLICE CHIEFS' ASSOCIATION	\$380.00	\$380.00
001-0610-421-4253	CALIFORNIA POLICE OFFICERS' ASSOCIATION	\$85.00	\$125.00
001-0610-421-4253	INTERNATIONAL POLICE CHIEFS' ASSOCIATION	\$120.00	\$120.00
001-0610-421-4253	SAN MATEO COUNTY CHIEFS OF POLICE	\$450.00	\$450.00
Subtotal		<b>\$1,035.00</b>	<b>\$1,075.00</b>

001-0610-421-4254	LOCAL MEETINGS AND TOLLS		\$625.00	\$625.00
001-0610-421-4254	SAN MATEO COUNTY POLICE CHIEFS' SEMINAR		\$400.00	\$400.00
		Subtotal	<b>\$1,025.00</b>	<b>\$1,025.00</b>
001-0610-421-4255	CALIFORNIA POLICE CHIEFS' TRAINING CONFERENCE		\$1,800.00	\$1,500.00
		Subtotal	<b>\$1,800.00</b>	<b>\$1,500.00</b>
		<b>Services and Supplies Total</b>	<b>\$16,110.00</b>	<b>\$15,850.00</b>
		<b>CHIEF'S OFFICE Total</b>	<b>\$437,684.00</b>	<b>\$442,872.00</b>

POLICE - FIELD OPERATIONS Account: 001-0620-421

GENERAL FUND

<i>Employee Services</i>		Approved 2012-2013	Requested 2013-2014
001-0620-421-4110	PERMANENT SALARIES	\$3,146,000.00	\$3,119,500.00
001-0620-421-4110	REALLOCATION TO SLESF/COPS GRANT	(\$100,000.00)	(\$100,000.00)
		Subtotal	<b>\$3,046,000.00</b>
001-0620-421-4112	FOURTH OF JULY OVERTIME	\$7,700.00	\$7,700.00
001-0620-421-4112	OVERTIME	\$132,000.00	\$132,000.00
		Subtotal	<b>\$139,700.00</b>
001-0620-421-4117	HOLIDAY IN-LIEU PAY	\$158,000.00	\$156,000.00
		Subtotal	<b>\$158,000.00</b>
001-0620-421-4120	FRINGE BENEFITS	\$1,710,000.00	\$1,825,000.00
		Subtotal	<b>\$1,710,000.00</b>
		<b>Employee Services Total</b>	<b>\$5,053,700.00</b>

<i>Internal Services</i>		Approved 2012-2013	Requested 2013-2014
001-0620-421-4520	COMPENSATED ABSENCES	\$12,600.00	\$10,880.00
		Subtotal	<b>\$12,600.00</b>
001-0620-421-4544	VEHICLE REPLACEMENT	\$220,530.00	\$247,231.00

	Subtotal	<b>\$220,530.00</b>	<b>\$247,231.00</b>
001-0620-421-4556	EQUIPMENT REPLACEMENT	\$25,643.00	\$22,768.00
	Subtotal	<b>\$25,643.00</b>	<b>\$22,768.00</b>
	<b>Internal Services Total</b>	<b>\$258,773.00</b>	<b>\$280,879.00</b>

<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
001-0620-421-4240	BADGE REFURBISHING	\$400.00	\$400.00
001-0620-421-4240	EVIDENCE SUPPLIES	\$3,200.00	\$3,200.00
001-0620-421-4240	FIRST AID KIT SUPPLIES	\$100.00	\$100.00
001-0620-421-4240	FLARES	\$500.00	\$500.00
001-0620-421-4240*	FLASHLIGHT EQUIPMENT	\$1,000.00	\$1,000.00
001-0620-421-4240*	LEATHER AND SAFETY EQUIPMENT	\$2,500.00	\$2,500.00
001-0620-421-4240*	MISCELLANEOUS SAFETY EQUIPMENT FOR VOLUNTEERS	\$1,000.00	\$1,000.00
001-0620-421-4240	MOTOR OFFICER EQUIPMENT	\$2,500.00	\$2,500.00
001-0620-421-4240	RANGE/FIREARM PROGRAM	\$10,295.00	\$10,295.00
001-0620-421-4240*	TRAINING SUPPLIES	\$1,000.00	\$1,000.00
	Subtotal	<b>\$22,495.00</b>	<b>\$22,495.00</b>
001-0620-421-4246	RADAR/PAS DEVICE REPAIR	\$600.00	\$600.00
001-0620-421-4246	VEHICLE FIRE EXTINGUISHERS	\$250.00	\$250.00
	Subtotal	<b>\$850.00</b>	<b>\$850.00</b>
001-0620-421-4251	BOOKING FEES	\$20,000.00	\$20,000.00
001-0620-421-4251	COMMUNITY OVERCOMING RELATIONSHIP ABUSE	\$6,000.00	\$6,300.00
001-0620-421-4251*	CRITICAL REACH SUPPORT FEE	\$400.00	\$400.00
001-0620-421-4251	RANGE FEES	\$3,000.00	\$3,000.00
001-0620-421-4251	STAR VISTA/FIRST CHANCE FACILITY	\$21,500.00	\$27,500.00
	Subtotal	<b>\$50,900.00</b>	<b>\$57,200.00</b>
001-0620-421-4253	CALIFORNIA PEACE OFFICERS' ASSOCIATION (1CPT/2 LT)	\$255.00	\$375.00
001-0620-421-4253	CALIFORNIA POLICE CHIEFS' ASSN. ASSOCIATE MEMBER	\$125.00	\$125.00
001-0620-421-4253	NATIONAL TACTICAL OFFICERS ASSOCIATION	\$40.00	\$40.00
001-0620-421-4253	SAN MATEO COUNTY TRAINING MANAGERS' ASSOCIATION	\$75.00	\$75.00

	Subtotal	\$495.00	\$615.00
001-0620-421-4254* LOCAL MEETINGS AND TOLLS		\$825.00	\$825.00
	Subtotal	\$825.00	\$825.00
001-0620-421-4255* ARPOC RESERVE TRAINING CONFERENCE		\$3,000.00	\$3,000.00
001-0620-421-4255* CPCA TRAINING CONFERENCE - CAPTAIN		\$1,800.00	\$1,500.00
	Subtotal	\$4,800.00	\$4,500.00
	<b>Services and Supplies Total</b>	<b>\$80,365.00</b>	<b>\$86,485.00</b>
	<b>FIELD OPERATIONS Total</b>	<b>\$5,392,838.00</b>	<b>\$5,507,564.00</b>

POLICE - ADMINISTRATIVE BUREAU Account: 001-0630-421

GENERAL FUND

<i>Employee Services</i>		Approved 2012-2013	Requested 2013-2014
001-0630-421-4110	INVESTIGATOR ON-CALL PAY	\$26,000.00	\$26,000.00
001-0630-421-4110	PERMANENT SALARIES	\$1,573,000.00	\$1,572,500.00
	Subtotal	<b>\$1,599,000.00</b>	<b>\$1,598,500.00</b>
001-0630-421-4111	HOURLY AND PART TIME SALARY	\$22,000.00	\$22,000.00
	Subtotal	<b>\$22,000.00</b>	<b>\$22,000.00</b>
001-0630-421-4112	FOURTH OF JULY OVERTIME	\$2,500.00	\$2,500.00
001-0630-421-4112	OVERTIME	\$56,500.00	\$56,500.00
	Subtotal	<b>\$59,000.00</b>	<b>\$59,000.00</b>
001-0630-421-4117	HOLIDAY IN-LIEU PAY SWORN PERSONNEL	\$29,000.00	\$29,000.00
001-0630-421-4117	HOLIDAY PREMIUM PAY DISPATCH	\$32,000.00	\$32,000.00
	Subtotal	<b>\$61,000.00</b>	<b>\$61,000.00</b>
001-0630-421-4120	FRINGE BENEFITS	\$771,000.00	\$832,500.00
	Subtotal	<b>\$771,000.00</b>	<b>\$832,500.00</b>
	<b>Employee Services Total</b>	<b>\$2,512,000.00</b>	<b>\$2,573,000.00</b>
<i>Internal Services</i>		Approved	Requested



	2012-2013	2013-2014
001-0630-421-4520 COMPENSATED ABSENCES	\$6,300.00	\$5,480.00
Subtotal	<b>\$6,300.00</b>	<b>\$5,480.00</b>
001-0630-421-4544 VEHICLE REPLACEMENT	\$75,034.00	\$71,700.00
Subtotal	<b>\$75,034.00</b>	<b>\$71,700.00</b>
001-0630-421-4556 EQUIPMENT REPLACEMENT	\$32,795.00	\$25,084.00
Subtotal	<b>\$32,795.00</b>	<b>\$25,084.00</b>
001-0630-421-4557 INFORMATION TECHNOLOGY SERVICES	\$355,264.00	\$346,283.00
Subtotal	<b>\$355,264.00</b>	<b>\$346,283.00</b>
001-0630-421-4569 BUILDING MAINTENANCE	\$122,183.00	\$127,119.00
Subtotal	<b>\$122,183.00</b>	<b>\$127,119.00</b>
<b>Internal Services Total</b>	<b>\$591,576.00</b>	<b>\$575,666.00</b>

<i>Services and Supplies</i>	Approved 2012-2013	Requested 2013-2014
001-0630-421-4240 BALLISTIC VEST REPLACEMENT	\$4,100.00	\$3,000.00
001-0630-421-4240* FILM/PHOTO PROCESSING	\$200.00	\$200.00
001-0630-421-4240* PENAL CODES/PUBLICATIONS	\$800.00	\$800.00
Subtotal	<b>\$5,100.00</b>	<b>\$4,000.00</b>
001-0630-421-4242 POSTAGE	\$2,200.00	\$2,200.00
Subtotal	<b>\$2,200.00</b>	<b>\$2,200.00</b>
001-0630-421-4243* CITATIONS	\$1,500.00	\$1,500.00
001-0630-421-4243* OFFICE SUPPLIES	\$16,000.00	\$15,000.00
001-0630-421-4243 PRINTING	\$2,000.00	\$2,000.00
Subtotal	<b>\$19,500.00</b>	<b>\$18,500.00</b>
001-0630-421-4246 COMMUNICATIONS CENTER EQUIPMENT	\$1,000.00	\$1,000.00
001-0630-421-4246 FIXED RADIO EQUIP (TEA)	\$19,824.00	\$21,792.00
001-0630-421-4246 HAINES CROSS DIRECTORY	\$770.00	\$770.00
001-0630-421-4246 MOBILE RADIO MAINTENANCE CONTRACT	\$5,400.00	\$0.00
001-0630-421-4246 MOBILE RADIO REPAIR	\$1,100.00	\$1,100.00
001-0630-421-4246 PLAIN PAPER COPIERS (6765 AND 6632)	\$3,000.00	\$2,000.00

001-0630-421-4246	SHREDDER AND FAX	\$500.00	\$500.00
001-0630-421-4246	UPS (BEST POWER INC.)	\$1,000.00	\$1,000.00
001-0630-421-4246	VEHICLE EQUIPMENT MAINTENANCE	\$2,000.00	\$2,000.00
	Subtotal	<b>\$34,594.00</b>	<b>\$30,162.00</b>
001-0630-421-4249	ADVERTISING	\$200.00	\$200.00
001-0630-421-4249	COMMUNITY OUTREACH	\$4,500.00	\$3,500.00
	Subtotal	<b>\$4,700.00</b>	<b>\$3,700.00</b>
001-0630-421-4251	AT & T LANGUAGE LINE	\$500.00	\$500.00
001-0630-421-4251	COPWARE/LEXIPOL (SOFTWARE UPDATES)	\$6,500.00	\$6,500.00
001-0630-421-4251	SAN MATEO COUNTY CRIME LAB FEES	\$27,000.00	\$27,000.00
001-0630-421-4251	SAN MATEO COUNTY INFORMATION SERVICES DIVISION	\$23,500.00	\$25,000.00
001-0630-421-4251*	SAN MATEO COUNTY NARCOTICS TASK FORCE	\$43,759.00	\$43,759.00
	Subtotal	<b>\$101,259.00</b>	<b>\$102,759.00</b>
001-0630-421-4253	ASSN OF PUBLIC SAFETY COMMUNICATIONS OFFICIALS	\$69.00	\$69.00
001-0630-421-4253	CA CRIMINAL JUSTICE WARRANT SERVICE ASSN.	\$75.00	\$75.00
001-0630-421-4253	CA LAW ENF. ASSN. OF RECORDS SUPERVISORS	\$50.00	\$50.00
001-0630-421-4253	CA POLICE CHIEFS' ASSN ASSOCIATE MEMBER	\$125.00	\$125.00
001-0630-421-4253	CALIFORNIA ASSN OF PROPERTY & EVIDENCE OFFICERS	\$50.00	\$50.00
001-0630-421-4253	CALIFORNIA PEACE OFFICERS' ASSOCIATION (1 CPT/RCM)	\$170.00	\$250.00
001-0630-421-4253	SAN MATEO CO. COMMUNICATIONS MANAGERS ASSOC	\$100.00	\$100.00
	Subtotal	<b>\$639.00</b>	<b>\$719.00</b>
001-0630-421-4254	LOCAL MEETINGS AND TOLLS	\$1,350.00	\$1,350.00
	Subtotal	<b>\$1,350.00</b>	<b>\$1,350.00</b>
001-0630-421-4255	CAPE/CCUG TRAINING	\$1,100.00	\$1,100.00
001-0630-421-4255	CPOA TRAINING SYMPOSIUM (1 Capt)	\$1,500.00	\$1,500.00
001-0630-421-4255	RIMS USERS GROUP CONFERENCE (1 ATTENDEE)	\$1,250.00	\$1,250.00
	Subtotal	<b>\$3,850.00</b>	<b>\$3,850.00</b>
001-0630-421-4265	ADMINISTRATIVE INVESTIGATIVE FUND	\$3,500.00	\$3,500.00
	Subtotal	<b>\$3,500.00</b>	<b>\$3,500.00</b>
	<b>Services and Supplies Total</b>	<b>\$176,692.00</b>	<b>\$170,740.00</b>

ADMINISTRATIVE BUREAU Total \$3,280,268.00 \$3,319,406.00

POLICE - CROSSING GUARDS Account: 001-0650-421

GENERAL FUND

<i>Services and Supplies</i>	Approved 2012-2013	Requested 2013-2014
001-0650-421-4251 CROSSING GUARDS	\$21,600.00	\$21,600.00
Subtotal	<b>\$21,600.00</b>	<b>\$21,600.00</b>
<b>Services and Supplies Total</b>	<b>\$21,600.00</b>	<b>\$21,600.00</b>
<b>CROSSING GUARDS Total</b>	<b>\$21,600.00</b>	<b>\$21,600.00</b>

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# 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	11-12	12-13	13-14
<b>Full-Time Employees</b>			
FIRE CHIEF <sup>1</sup>	0.0	0.0	0.0
DEPUTY FIRE CHIEF <sup>1</sup>	0.0	0.0	0.0
ADMIN BATTALION CHIEF <sup>2</sup>	0.0	0.0	1.0
FIRE MARSHAL	1.0	1.0	1.0
ASSISTANT FIRE MARSHAL	1.0	1.0	0.0
BATTALION CHIEF <sup>3</sup>	3.0	3.0	1.0
FIRE CAPTAIN	9.0	9.0	9.0
FIREFIGHTER	21.0	21.0	21.0
MANAGEMENT COORDINATOR	0.0	0.0	1.0
MANAGEMENT ASSISTANT	1.0	1.0	0.0
ADMINISTRATIVE SECRETARY	1.0	1.0	1.0
<b>Total Full-Time Employees</b>	<b>37.0</b>	<b>37.0</b>	<b>35.0</b>
<b>Part-Time Employees</b>			
FIRE INSPECTOR II <sup>4</sup>	0.0	0.0	0.0
CLERICAL ASSISTANT	0.5	0.5	0.5
<b>Total Part-Time Employees</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>
<b>TOTAL EMPLOYEES</b>	<b>37.5</b>	<b>37.5</b>	<b>35.5</b>

<sup>1</sup> The Fire Chief and Deputy Fire Chief positions are contracted with the City of San Mateo, of which Foster City funds 33.3% of the positions.

<sup>2</sup> The Admin Battalion Chief position is shared with the City of San Mateo, with Foster City funding 33.3% of this position.

<sup>3</sup> One Battalion Chief position is shared with the City of San Mateo with Foster City funding 100% of this position. San Mateo shares (2) Battalion Chiefs with Foster City, with San Mateo paying 100% of those positions.

<sup>4</sup> Foster City will contract for services with the City of San Mateo for a Part Time Fire Inspector II position. This is a variable, "as needed" position, not to exceed 50%.

## **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. The Fire Department is at the final implementation stage of the 36-month Shared Services Model with San Mateo Fire Department. A contract for service with Belmont Fire Protection District is in place and functioning well.

### **Initiatives:**

#### ➤ **Goals and Objectives**

1. **Continue to provide preparedness education (Fire Prevention, Emergency Preparedness, CERT, CPR) to the community, businesses and city staff.**
  - Activate the EOC for smaller events or drills and include Line Staff to increase their knowledge and skills.
  - Address the needs of our diverse language population in regards to Fire Prevention and Emergency Preparedness.

- Increase formal public contact and become more involved in delivery of Prevention Education to all levels of the community to include service clubs, senior groups, social clubs, schools, and local businesses.
  - Maintain current Emergency Preparedness Work Plan and continue to organize and schedule ongoing Incident Command System (ICS), training.
  - Introduce Web EOC training on an annual basis.
  - Recruit and train 50 citizens per year with a goal of 500 active CERT members.
  - Continue to train and qualify CERT members as HAM radio operators.
  - Establish a CERT Pet Preparedness/Care Division.
  - Establish joint CERT training exercises with San Mateo and Belmont CERT Teams.
  - Develop opportunities for discussion with local businesses for the development of a “business CERT” program.
  - Look for opportunities to provide cross-training in emergency preparedness between neighboring cities.
- 2. Seek opportunities for leadership and offer career development training and guidance.**
- Continue creating opportunities for career advancement, such as the shared Administrative Battalion Chief position.
  - Increase expectations for all “acting” positions (Captain and BC) and consistently evaluate and mentor those currently in the programs.
- Develop new task books for acting officers at Captain and Battalion Chief ranks. These taskbooks would combine knowledge, skills and abilities needed to work as a Battalion Chief covering three partner cities.
  - Continue Acting Truck Captain program to provide increased leadership and responsibility for current and future Acting Captains.
  - Implement an Employee Development Plan for all personnel in conjunction with HR
- 3. Develop or enhance current training in order to provide employees the opportunity to maintain a high level of service and commitment to the community.**
- Ensure all line staff is meeting the mandated state and federal training requirements.
  - Develop a program for operations personnel expanding the training and skills of water rescue operations.
  - Revise/Update our internal water rescue response model.
  - Develop Office of Emergency Services water rescue response model for incidents outside of our local jurisdiction.
  - Develop an Incident Command Tabletop Training Program for Acting Captains, Fire Captains, and Acting Battalion Chiefs.
- 4. Create an environment that fosters loyalty and department ownership.**
- Continue Officer level meetings and team building with San Mateo Fire Department and Belmont Fire Protection District, to further build relationships.

- Examine all Staff Assignments currently held in the department to increase effectiveness and assure fiscal responsibility.
- Standardize policies and procedures when applicable with our partner agencies. This will be achieved through committee work with representatives from all agencies.
- Continue to have Foster City Fire staff participate in FACT (Fire Action Consensus Team) with San Mateo Fire.

### **KEY INITIATIVES COMPLETED**

- In 2012, the Fire Department responded to 2044 calls for service, 981 of which were medical in nature. The Fire Department continues to achieve a 98% JPA compliance response rate for medical responses. This means that we respond to medical calls within 6 minutes, 59 seconds, as defined in the contract, 98% of the time.
- The Fire Chief position along with the Deputy Chief and position are shared with the City of San Mateo under an agreement for shared fire services. Additionally, Foster City Fire shares an Operational Battalion Chief with the City of San Mateo. The creation of a shared Administrative Battalion Chief position was approved by City Council.
- Foster City, San Mateo and Belmont Fire Department Chief Officers continue to hold regular joint 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 quarterly.

- The Fire Department is in the third year of its Acting Battalion Chief program. This program provides necessary career development of Company Officers to better prepare them for promotional opportunities. The program also aids in department succession planning efforts. Three captains currently in the program are progressing well.
- The Fire Department held its annual Open House in conjunction with the Police Department in October of 2012, allowing Foster City residents the opportunity to meet its Fire Department. A Fire Safety Trailer provided an opportunity for kids to learn what to do in the event of a fire in their home. Additionally, stove and utility demonstrations were given and free blood pressure checks by firefighters were offered. Over 1000 residents attended our Open House.
- Fire Captain Steve Dimauro along with Management Assistant Vanessa Brannon, under the direction of the Fire Chief, continue to manage the CERT (Community Emergency Response Training) program, which promotes partnering efforts between emergency services and the people they serve. The goal is to train citizens, community organizations, or businesses in basic response skills. The Foster City Fire Department will have trained over 650 CERT members by the end of Fiscal Year 2012-2013.
- The Fire Department continued administering the CERT continuing education program for residents who have already completed the basic course. Continuing education for members of the CERT community include: Incident Command, Fire Extinguisher, Fire Prevention, Terrorism and Weapons of Mass Destruction, Utilities,



Search and Rescue, Triage, Disaster Medical, Disaster Psychology and Disaster Preparedness. We also offer to our members expanded training classes that are not included in the Citizen Corp CERT curriculum. They include: Pet Preparedness, Ham Radio Communications, Family Radio Service (FRS)/General Mobile Radio Service (GMRS) Radio Communications, CERT Leadership, Moulage, Shelter Management, and Earthquakes 101. We also conduct large scale drills to help keep skills current.

- The Operations and Administration Divisions updated our response to levee failure and helped develop a standardized EAP (emergency action plan) form that will be used throughout the county.



- In March 2012, Foster City, Cal-Fire, San Mateo County Office of Emergency Services and San Mateo County Health Department partnered with other San Mateo County Fire Departments and utilized trained CERT

members to participate in a Bio-Hazard Field Exercise called Silver Dragon VI. CERT Members canvassed Foster City neighborhoods and distributed emergency preparedness flyers to over 2,700 homes in less than 3 hours.

- The Fire Department continues to organize and schedule ongoing Incident Command System (ICS) and National Incident Management System (NIMS) training to meet federal and state law for newly hired employees or promoted employees on an annual basis.
- The Administration Division continues to administer the Vehicle and Residential lockout program generating revenue for the City.
- Records Management was a major initiative for the Administrative Division. With direction from the City Clerk, Fire Administration created and implemented a comprehensive records management program, ensuring all Fire Department records are properly managed.
- Every year, the Fire Department provides classes to Foster City residents. Basic Emergency Preparedness gives residents the opportunity to attend and participate in emergency planning, identify hazards in their homes, and work toward being self-reliant for 72 hours. Cardiopulmonary Resuscitation (CPR) provides valuable information, teaching lay rescuers how to recognize and treat life threatening emergencies, such as cardiac arrest and choking.
- The Fire Marshal is part of the State Fire Alarm Advisory Committee. The Advisory Board is a group of California Fire Marshals, Regulatory Agencies and Major Industry

representatives. They advise the State Fire Marshal on fire alarm code enforcement or installation issues, make recommendations for code changes and provide interpretations for dissemination to contractors and code enforcement jurisdictions.

- The Fire Marshal completed plan reviews and construction approvals on several high profile property development and redevelopment projects.
- The Bureau also continues to provide assistance to other San Mateo County jurisdictions for fire investigation and training. The City of San Mateo has contracted with Foster City Fire for plan checking services provided by the Fire Marshal. These costs are reimbursed back to Foster City.
- Fire Department is in its third year as part of the Central San Mateo County Training Division. The Department continues to train on a daily basis with other San Mateo County fire agencies. This inter-agency relationship allows us to accomplish day-to-day training requirements in an expanded and quality manner, providing resources that are not available in a single agency.
- 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

- Foster City completed the ISO (insurance services office) recertification and retained our elite Class 2 status.

## ***INITIATIVES & SERVICE LEVEL EXPECTATIONS DURING FY 2013-2014***

Service levels to the residents remained high and will continue to remain high in FY 2013-2014

### Administration

- The newly appointed Shared Administrative Battalion Chief will enhance our staff and provide oversight to our CERT and Emergency Services programs as well as other projects representing all three agencies.
- Continue to fund the part-time clerical assistant position at an annual cost of \$11,800. This position enables staff to meet the clerical needs of the Department.

### Fire Prevention

- Foster City and San Mateo prevention bureaus will share a Fire Inspector II position as a step towards a shared Fire Prevention department. This inspector will develop institutional knowledge working under Fire Marshal John Mapes.

### Fire Operations

- In FY 2013-2014, we will present a strategic operational plan which will forecast our future resource allocation with our shared services partners.

This plan will focus on maintaining exceptional customer service while remaining fiscally responsible.

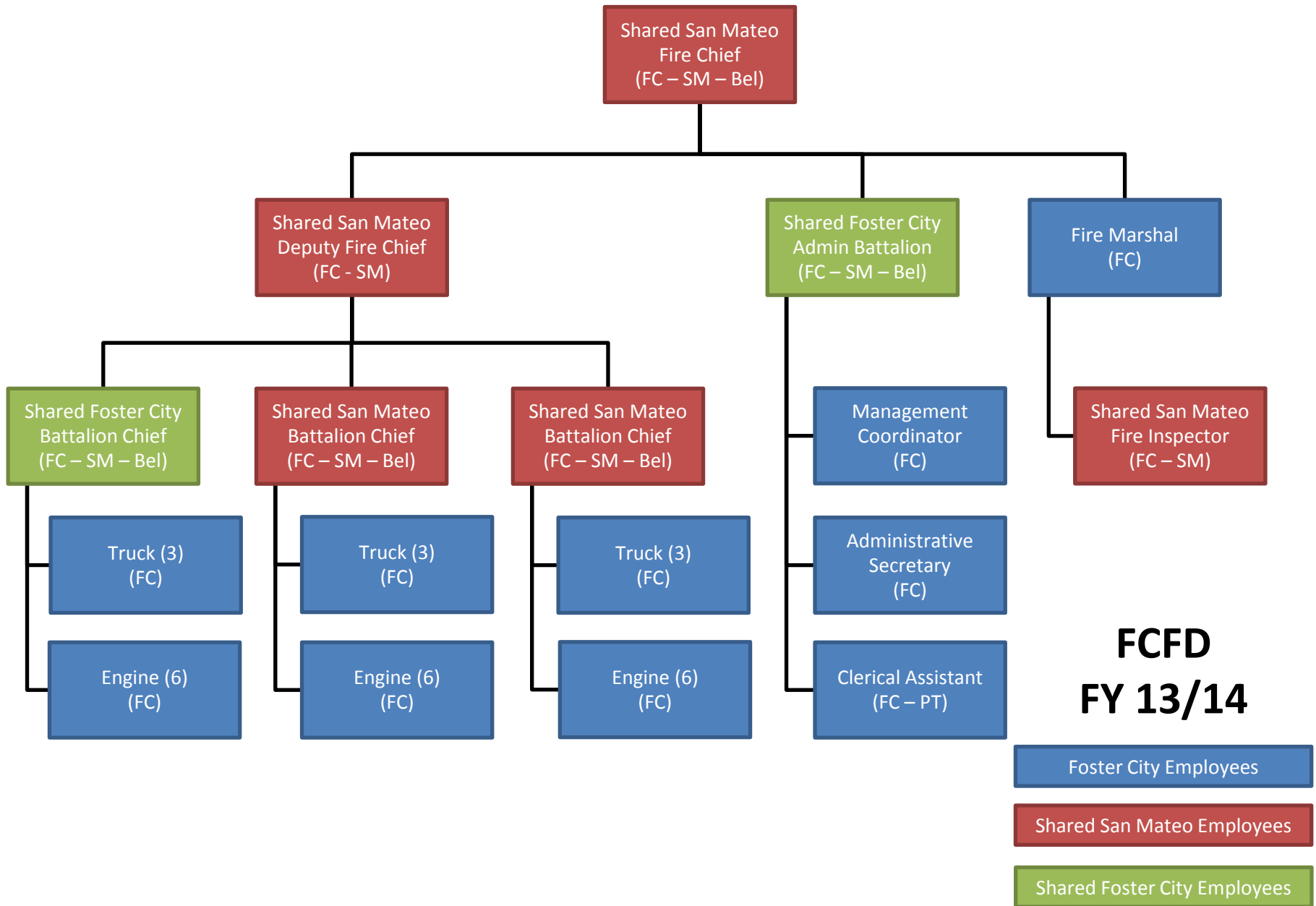
***CHANGES IN FINANCIAL RESOURCES  
REQUIRED***

**Personnel**

- Fire will share (at 50%) a Fire Inspector II position with San Mateo Fire Department.
- 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 Chief salaries in the amount of \$93,333 for FY 13-14.
- The position of Management Assistant has been reclassified to Management Coordinator with a new Pay Plan based upon a compensation and classification analysis of the duties required to be performed by the position.

**Services and Supplies**

- None



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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	\$ 581,568	\$ 581,568	\$ 738,272
PREVENTION	477,679	477,679	273,503
TRAINING / OPERATIONS	7,416,110	7,416,110	6,882,503
<b>TOTAL FOR FIRE</b>	<b>\$ 8,475,357</b>	<b>\$ 8,475,357</b>	<b>\$ 7,894,278</b>

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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 7,165,432	\$ 7,165,432	\$ 6,760,251
SERVICES AND SUPPLIES	508,772	508,772	388,372
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	7,674,204	7,674,204	7,148,623
INTERNAL SERVICES	801,153	801,153	745,655
Subtotal (Total Department Expenses before Reallocations)	8,475,357	8,475,357	7,894,278
REALLOCATIONS	-	-	-
<b>TOTAL FOR FIRE</b>	<b>\$ 8,475,357</b>	<b>\$ 8,475,357</b>	<b>\$ 7,894,278</b>

## DETAIL LINE ITEM REPORT

FIRE - ADMINISTRATION Account: 001-0710-422

GENERAL FUND

<i>Employee Services</i>		Approved 2012-2013	Requested 2013-2014
001-0710-422-4110	PERMANENT SALARIES	\$142,723.00	\$309,612.00
Subtotal		<b>\$142,723.00</b>	<b>\$309,612.00</b>
001-0710-422-4111	CLERICAL ASSISTANT	\$11,200.00	\$11,200.00
001-0710-422-4111	PART-TIME EMERGENCY PREPAREDNESS INTERN	\$0.00	\$24,975.00
Subtotal		<b>\$11,200.00</b>	<b>\$36,175.00</b>
001-0710-422-4120	FRINGE	\$72,911.00	\$151,647.00
Subtotal		<b>\$72,911.00</b>	<b>\$151,647.00</b>
<b>Employee Services Total</b>		<b>\$226,834.00</b>	<b>\$497,434.00</b>
<i>Internal Services</i>		Approved 2012-2013	Requested 2013-2014
001-0710-422-4520	COMPENSATED ABSENCES	\$571.00	\$1,084.00
Subtotal		<b>\$571.00</b>	<b>\$1,084.00</b>
001-0710-422-4557	INFORMATION TECHNOLOGY SERVICES	\$89,813.00	\$86,425.00
Subtotal		<b>\$89,813.00</b>	<b>\$86,425.00</b>
001-0710-422-4569	BUILDING MAINTENANCE	\$0.00	\$7,879.00
Subtotal		<b>\$0.00</b>	<b>\$7,879.00</b>
<b>Internal Services Total</b>		<b>\$90,384.00</b>	<b>\$95,388.00</b>
<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
001-0710-422-4240	OFFICE FURNITURE	\$500.00	\$500.00
Subtotal		<b>\$500.00</b>	<b>\$500.00</b>
001-0710-422-4241	PAPER/COPY SUPPLIES	\$3,000.00	\$3,000.00
Subtotal		<b>\$3,000.00</b>	<b>\$3,000.00</b>
001-0710-422-4242	GENERAL POSTAGE	\$500.00	\$500.00

	Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
001-0710-422-4243	GENERAL OFFICE SUPPLIES	\$4,500.00	\$4,500.00
001-0710-422-4243	SHARED SERVICES SUPPLIES	\$4,000.00	\$4,000.00
	Subtotal	<b>\$8,500.00</b>	<b>\$8,500.00</b>
001-0710-422-4246	DASHBOARD FIREVIEW	\$0.00	\$1,100.00
001-0710-422-4246	OFFICE MACHINE MAINTENANCE	\$500.00	\$500.00
001-0710-422-4246	SUNPRO UPDATES	\$1,450.00	\$1,450.00
001-0710-422-4246	TELESTAFF	\$1,200.00	\$1,200.00
	Subtotal	<b>\$3,150.00</b>	<b>\$4,250.00</b>
001-0710-422-4251	BACKGROUND INVESTIGATIONS	\$1,000.00	\$1,000.00
001-0710-422-4251	CONTRACT FOR SHARED FIRE CHIEF SVCS (SAN MATEO)	\$120,000.00	\$0.00
001-0710-422-4251	FIRE COMMAND SHARED SERVICES MODEL	\$120,000.00	\$120,000.00
001-0710-422-4251	LEGAL SERVICES	\$1,000.00	\$1,000.00
	Subtotal	<b>\$242,000.00</b>	<b>\$122,000.00</b>
001-0710-422-4253	PROFESSIONAL PUBLICATIONS	\$200.00	\$200.00
001-0710-422-4253	SM COUNTY FIRE CHIEF ASSOC	\$500.00	\$500.00
	Subtotal	<b>\$700.00</b>	<b>\$700.00</b>
001-0710-422-4254	CONFERENCES AND MEETINGS	\$1,000.00	\$1,000.00
001-0710-422-4254	MISCELLANEOUS	\$500.00	\$500.00
	Subtotal	<b>\$1,500.00</b>	<b>\$1,500.00</b>
001-0710-422-4255	SHARED SERVICES TRAINING	\$4,000.00	\$4,000.00
001-0710-422-4255	TRAINING	\$500.00	\$500.00
	Subtotal	<b>\$4,500.00</b>	<b>\$4,500.00</b>
	<b>Services and Supplies Total</b>	<b>\$264,350.00</b>	<b>\$145,450.00</b>
	<b>ADMINISTRATION Total</b>	<b>\$581,568.00</b>	<b>\$738,272.00</b>

FIRE - PREVENTION Account: 001-0720-422

GENERAL FUND

***Employee Services***

Approved 2012-2013	Requested 2013-2014
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001-0720-422-4110	PERMANENT SALARIES	\$293,118.00	\$159,029.00
	Subtotal	<b>\$293,118.00</b>	<b>\$159,029.00</b>
001-0720-422-4120	FRINGE	\$152,442.00	\$82,221.00
	Subtotal	<b>\$152,442.00</b>	<b>\$82,221.00</b>
	<b>Employee Services Total</b>	<b>\$445,560.00</b>	<b>\$241,250.00</b>

***Internal Services***

	Approved 2012-2013	Requested 2013-2014	
001-0720-422-4520	COMPENSATED ABSENCES	\$1,173.00	\$557.00
	Subtotal	<b>\$1,173.00</b>	<b>\$557.00</b>
001-0720-422-4544	VEHICLE REPLACEMENT	\$24,681.00	\$25,431.00
	Subtotal	<b>\$24,681.00</b>	<b>\$25,431.00</b>
	<b>Internal Services Total</b>	<b>\$25,854.00</b>	<b>\$25,988.00</b>

***Services and Supplies***

	Approved 2012-2013	Requested 2013-2014	
001-0720-422-4240	1997 CA CCR	\$300.00	\$300.00
001-0720-422-4240	CODE ADOPTION - UBC	\$300.00	\$300.00
001-0720-422-4240	CODE ADOPTION - UFC	\$920.00	\$920.00
001-0720-422-4240	FIRE PREVENTION MATERIALS	\$1,750.00	\$1,750.00
	Subtotal	<b>\$3,270.00</b>	<b>\$3,270.00</b>
001-0720-422-4243	FIRE INSPECTION FORMS	\$500.00	\$500.00
	Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
001-0720-422-4253	CCAI MEMBERSHIP	\$150.00	\$150.00
001-0720-422-4253	NATIONAL FIRE CODE UPDATES	\$845.00	\$845.00
001-0720-422-4253	NORCAL FPO	\$100.00	\$100.00
001-0720-422-4253	SMCFPO/FIU	\$100.00	\$100.00
001-0720-422-4253	TITLE 19 UPDATES	\$300.00	\$300.00
	Subtotal	<b>\$1,495.00</b>	<b>\$1,495.00</b>
001-0720-422-4254	FIRE PREVENTION MEETINGS	\$500.00	\$500.00
	Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
001-0720-422-4255	TRAINING	\$500.00	\$500.00

Subtotal	\$500.00	\$500.00
<b>Services and Supplies Total</b>	<b>\$6,265.00</b>	<b>\$6,265.00</b>
<b>PREVENTION Total</b>	<b>\$477,679.00</b>	<b>\$273,503.00</b>

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

GENERAL FUND

<i>Employee Services</i>	Approved 2012-2013	Requested 2013-2014
001-0730-422-4110 PERMANENT SALARIES	\$3,714,517.00	\$3,354,890.00
Subtotal	<b>\$3,714,517.00</b>	<b>\$3,354,890.00</b>
001-0730-422-4112 GENERAL OVERTIME	\$301,558.00	\$301,558.00
Subtotal	<b>\$301,558.00</b>	<b>\$301,558.00</b>
001-0730-422-4116 FLSA	\$56,212.00	\$56,501.00
001-0730-422-4116 TRAINING OVERTIME	\$20,000.00	\$20,000.00
Subtotal	<b>\$76,212.00</b>	<b>\$76,501.00</b>
001-0730-422-4117 HOLIDAY PAY	\$168,227.00	\$155,046.00
Subtotal	<b>\$168,227.00</b>	<b>\$155,046.00</b>
001-0730-422-4120 FRINGE BENEFITS	\$2,232,524.00	\$2,133,572.00
Subtotal	<b>\$2,232,524.00</b>	<b>\$2,133,572.00</b>
<b>Employee Services Total</b>	<b>\$6,493,038.00</b>	<b>\$6,021,567.00</b>

<i>Internal Services</i>	Approved 2012-2013	Requested 2013-2014
001-0730-422-4520 COMPENSATED ABSENCES	\$14,858.00	\$11,742.00
Subtotal	<b>\$14,858.00</b>	<b>\$11,742.00</b>
001-0730-422-4544 VEHICLE REPLACEMENT (APPARATUS & ONE STAFF CAR)	\$350,478.00	\$315,368.00
Subtotal	<b>\$350,478.00</b>	<b>\$315,368.00</b>
001-0730-422-4556 EQUIPMENT REPLACEMENT	\$90,572.00	\$71,488.00
Subtotal	<b>\$90,572.00</b>	<b>\$71,488.00</b>
001-0730-422-4569 BUILDING MAINTENANCE	\$229,007.00	\$225,681.00
Subtotal	<b>\$229,007.00</b>	<b>\$225,681.00</b>

**Internal Services Total      \$684,915.00      \$624,279.00**

<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
001-0730-422-4240	ALS ROLLING STOCK	\$2,000.00	\$2,000.00
001-0730-422-4240	BLS SUPPLIES	\$3,000.00	\$3,000.00
001-0730-422-4240	CPR MANUALS	\$2,000.00	\$2,000.00
001-0730-422-4240	HOSE	\$3,000.00	\$3,000.00
001-0730-422-4240	KITCHEN SUPPLIES	\$500.00	\$500.00
001-0730-422-4240	MATTRESSES & DAYROOM CHAIRS	\$1,500.00	\$1,500.00
001-0730-422-4240	NERT SUPPLIES	\$5,755.00	\$5,755.00
001-0730-422-4240	SAFETY UNIFORMS	\$10,000.00	\$10,000.00
001-0730-422-4240	SAFETY UNIFORMS	\$7,820.00	\$7,820.00
001-0730-422-4240	WILDLAND EQUIPMENT	\$1,800.00	\$1,800.00
	Subtotal	<b>\$37,375.00</b>	<b>\$37,375.00</b>
001-0730-422-4243	MAPS	\$1,000.00	\$1,000.00
001-0730-422-4243	MISCELLANEOUS	\$1,300.00	\$1,300.00
001-0730-422-4243	OFFICE SUPPLIES	\$1,700.00	\$1,700.00
	Subtotal	<b>\$4,000.00</b>	<b>\$4,000.00</b>
001-0730-422-4245	ADAPTERS	\$200.00	\$200.00
001-0730-422-4245	AUDIO VISUAL AIDS	\$500.00	\$500.00
001-0730-422-4245	BATTERIES	\$1,000.00	\$1,000.00
001-0730-422-4245	CHAMOIS	\$100.00	\$100.00
001-0730-422-4245	ELECTRICAL	\$100.00	\$100.00
001-0730-422-4245	FLASHLIGHTS	\$315.00	\$315.00
001-0730-422-4245	FOAM	\$750.00	\$750.00
001-0730-422-4245	HAZMAT SUPPLIES	\$400.00	\$400.00
001-0730-422-4245	MISCELLANEOUS	\$1,500.00	\$1,500.00
001-0730-422-4245	SALVAGE COVERS	\$200.00	\$200.00
001-0730-422-4245	SPECIAL OPERATIONS EQUIPMENT	\$4,000.00	\$4,000.00
	Subtotal	<b>\$9,065.00</b>	<b>\$9,065.00</b>

001-0730-422-4246*	AED	\$1,000.00	\$1,000.00
001-0730-422-4246	AIR CASCADE SYSTEM	\$1,500.00	\$1,500.00
001-0730-422-4246	AIR TESTING	\$400.00	\$400.00
001-0730-422-4246	BOAT MOTOR	\$500.00	\$500.00
001-0730-422-4246	BREATHING APPARATUS	\$2,000.00	\$2,000.00
001-0730-422-4246	BREATHING SUPPORT VEHICLE	\$1,000.00	\$1,000.00
001-0730-422-4246	BUILDING MAINTENANCE	\$1,500.00	\$1,500.00
001-0730-422-4246	EXTINGUISHERS	\$550.00	\$550.00
001-0730-422-4246	GAS MONITORING EQUIP. MAINT.	\$500.00	\$2,000.00
001-0730-422-4246	HAND TOOLS	\$350.00	\$350.00
001-0730-422-4246	LADDER TESTING	\$1,000.00	\$1,000.00
001-0730-422-4246	LADDERS	\$200.00	\$200.00
001-0730-422-4246	LIGHT EQUIPMENT	\$100.00	\$100.00
001-0730-422-4246	LINEN SERVICE	\$500.00	\$500.00
001-0730-422-4246	NOZZLES/VALVES	\$100.00	\$100.00
001-0730-422-4246	POWER TOOLS	\$300.00	\$300.00
001-0730-422-4246	RADIO MAINTENANCE	\$5,500.00	\$5,500.00
001-0730-422-4246	RESCUE TOOLS	\$600.00	\$600.00
001-0730-422-4246	SAW BLADES	\$800.00	\$800.00
001-0730-422-4246	SCBA EQUIP CALIBRATION	\$1,150.00	\$1,150.00
001-0730-422-4246	THERMAL IMAGING CAMERA MAINT.	\$2,000.00	\$2,000.00
001-0730-422-4246	TRAINING PROP	\$100.00	\$100.00
001-0730-422-4246	TURNOUT CLEANING & MAINT	\$4,500.00	\$4,500.00
001-0730-422-4246	VEHICLE MAINTENANCE	\$2,450.00	\$2,450.00
	Subtotal	<b>\$28,600.00</b>	<b>\$30,100.00</b>
001-0730-422-4251	ALS CERTIFICATION	\$3,000.00	\$3,000.00
001-0730-422-4251	EMT/DEFIB RECERTIFICATION	\$3,000.00	\$3,000.00
001-0730-422-4251	JPA CAD LINK	\$3,700.00	\$3,700.00
001-0730-422-4251	JPA DATA LINK	\$1,430.00	\$1,430.00
001-0730-422-4251	JPA TEA CONTRACT	\$3,800.00	\$3,800.00

001-0730-422-4251	SAN MATEO COUNTY PAGERS		\$4,500.00	\$1,500.00
001-0730-422-4251	TB TESTING		\$560.00	\$560.00
		Subtotal	<b>\$19,990.00</b>	<b>\$16,990.00</b>
001-0730-422-4253	DEPARTMENT LIBRARY		\$195.00	\$195.00
001-0730-422-4253	SMCTO		\$375.00	\$375.00
		Subtotal	<b>\$570.00</b>	<b>\$570.00</b>
001-0730-422-4254	SHARED OPS MEETINGS		\$1,500.00	\$1,500.00
001-0730-422-4254	TRAVEL & MEETINGS		\$340.00	\$340.00
		Subtotal	<b>\$1,840.00</b>	<b>\$1,840.00</b>
001-0730-422-4255	CENTRAL COUNTY TRAINING		\$129,717.00	\$129,717.00
001-0730-422-4255	MUTUAL AID WILDLAND		\$1,500.00	\$1,500.00
001-0730-422-4255	OPERATIONAL TRAINING		\$5,500.00	\$5,500.00
		Subtotal	<b>\$136,717.00</b>	<b>\$136,717.00</b>
		<b>Services and Supplies Total</b>	<b>\$238,157.00</b>	<b>\$236,657.00</b>
		<b>TRAINING/OPERATIONS Total</b>	<b>\$7,416,110.00</b>	<b>\$6,882,503.00</b>

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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. This Division also administered the Community Development Agency that was formed in 1981 to build infrastructure, improve circulation, create job opportunities, finance public facilities, assist in providing a stable economy and provide affordable housing through a combination of public and private investment in the community.
- The Building Inspection Division is responsible for ensuring that all construction projects permitted within the City comply with the International Building Code, the Foster City Municipal Code and all other applicable codes and regulations.

## DEPARTMENT PERSONNEL SUMMARY

Position	11-12	12-13	13-14
<b>Full-Time Employees</b>			
COMMUNITY DEVELOPMENT DIRECTOR	1.0	1.0	1.0
PLANNING MANAGER	1.0	1.0	1.0
SENIOR PLANNER	1.0	1.0	1.0
ASSOCIATE PLANNER	1.0	0.0	0.0
ASSISTANT PLANNER	0.0	1.0	1.0
MANAGEMENT ASSISTANT	1.0	1.0	1.0
OFFICE ASSISTANT II	0.0	2.0	2.0
CHIEF BUILDING OFFICIAL	1.0	1.0	1.0
SENIOR BUILDING INSPECTOR	1.0	1.0	1.0
BUILDING INSPECTOR	2.0	2.0	2.0
BLDG. PERMIT TECHNICIAN	1.0	0.0	0.0
<b>Total Full-Time Employees</b>	<b>10.0</b>	<b>11.0</b>	<b>11.0</b>

## MISSION STATEMENT

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

## FIVE-YEAR STRATEGIC PLAN

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

### **Values**

Given the charge of the Community Development Department, we can't always do what people want us to do and we can't always offer the recommendations to the City Council or Planning Commission that people or businesses want. However, the staff of the Community Development Department is committed to providing:

**Excellence:** We pride ourselves on the quality of the services and work product that our department provides the City and strive to maintain the highest standards of excellence. We seek to provide consistent and predictable interpretation of rules and regulations.

**Innovation:** We are open to new ideas regarding how we conduct business and to reexamine the rules by which we operate.

**Integrity:** We provide accurate information and honest, ethical responses. We are also willing to admit our mistakes and learn from them.

**Customer Service:** We value employees that offer fair and courteous treatment and that are assessable to the public via meetings, phone, fax, Internet and mail. We value accountability and professionalism in our work and being responsive to the needs of our stakeholders.

**Problem Solving:** We value an approach that looks to the future and examines the impacts of the Department's

recommendations and an approach that stresses problem-solving – not simply regulation.

### **Initiatives**

#### **A. ADMINISTRATION**

The Administrative staff is responsible for supporting the day-to-day operations and work flow of the Department and for directly assisting contractors, permit applicants, and the public.

- 1 Provide staffing services to the public every business day during the entire time that City Hall is open for business.
- 2 Provide support services to the Planning Commission and Department Staff.

#### **B. PLANNING/ CODE ENFORCMENT DIVISION**

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.

Code Enforcement is a function within the Planning/Code Enforcement Division, with responsibility to enhance and protect the health, safety and general welfare of the people who live, work and visit Foster City. The



City/District has enacted ordinances which regulate the use, design, construction and maintenance of buildings and properties. Code enforcement efforts ensure that those ordinances and regulations are complied with or that compliance is gained in a manner acceptable to the City/District and within a reasonable period of time

1. Continue to update the General Plan, including, as possible, preparing optional elements, and ensure that the Plan is relevant and reflects the current values of the community.
2. Update the zoning code to be more user friendly and to reflect changed local circumstances and update zoning practices.
3. Develop a vision for the continued long-term economic development of the City after the Pilgrim-Triton, Chess Hatch and Gilead Science campuses are developed.
4. Evaluate where future housing can be accommodated.
5. Process Use Permits as submitted for Gilead, Chess Hatch and Pilgrim-Triton developments.
6. Maintain property values throughout the City through the enforcement of the City's property maintenance standards.

#### **D. BUILDING INSPECTION DIVISION**

The Building Inspection Division of the Community Development Department oversees all aspects of residential and commercial construction within Foster City. During the past five years, the Building Inspection Division performed an average of 500 plan checks, issued an average of 2,200 permits, and performed an average of over 15,025 inspections per year. Building projects within Foster City include projects as small as replacement of water heaters to multi-story multi-million dollar office buildings. The Building Inspection Division upholds the California Building Codes, Energy Code, Accessibility Code, as well as the Foster City Municipal Code.

1. Ensure Building Inspectors and Plan Checkers are trained and equipped to inspect and plan check any and all new construction, tenant improvements and residential remodels with the latest code requirements.
2. The Building Division continues to educate the public and their contractors, in the Safety and Environmental benefits of Code compliance, at the Department counter on a daily basis. This education is accomplished by explaining the Safety and Environmental elements of the California Building, Electrical, Mechanical, Plumbing, Fire, Green and Energy Codes and their constant updates.

3. Continue to provide permitting and inspection services in a timely manner.

### **KEY INITIATIVES COMPLETED**

The Community Development Department continued to provide high quality services to the Departments and staff during FY 2012-2013.

The Department has accomplished many significant objectives during FY 2012-2013 including the following major items:

- **General Plan Update** – The Planning Commission held Study Sessions to review the background studies and draft goals and policies. The Environmental Impact Report for the Update is being prepared. A Climate Action Plan is being prepared and will be completed in summer 2013.
- **Development Plan Processing** – Review of several significant development projects occurred in FY 2012-2013:
  - Phase 1 of the Pilgrim-Triton development is under construction. Phase 1 consists of 300 apartment units and 17,000 square feet of commercial. Phase 1 was granted Temporary Occupancy and units are being rented as construction is completed. Construction is expected to be completed in summer 2013.
  - The New Home Company has submitted plans for the 15 acre site consisting of approximately 200

for-sale senior housing units, approximately 150 assisted and independent living units, and approximately 66 affordable housing units. Additionally, the project would have a retail component of approximately 30,000 square feet of retail space and a public use component including a “neighborhood square.” The Planning Commission has held several Study Sessions to review the project. An Environmental Impact Report is being prepared. The General Development Plan and the associated approvals are expected to be approved in September 2013.

- Approval was granted for Phase 2 of the Pilgrim-Triton development. This phase consists of 166 multi-family residential units and 6,000 sq. ft. ground floor commercial. Thirty-two of the units will be below market rate. Construction is expected to begin in summer 2013.
- Gilead Sciences received approval from the Planning Commission for a 192,054 square foot lab building. A Building Permit has been issued and the building is under construction. The building is expected to be completed in May 2013.
- Processed Gilead Sciences proposal to amend the Vintage Park General Development Plan to integrate the approved South Campus (1,200,480 sq.ft.) with the newly acquired North Campus (705,000 sq. ft.) and to increase the allowed square footage and provide additional flexibility. The allowable square footage on the South Campus is proposed to be increased from to

1,458,100 square feet from 1,200,480 square feet and on the North Campus to 1,042,500 square feet from 705,000 square feet. Gilead Sciences has submitted a proposal for 205,000 square foot lab building.

- Continued processing the Chess Drive Office proposal for removal of 180,000 sq. ft. of office/warehouse buildings and construction of 800,000 sq. ft. of offices and lab buildings.
  - Held Study Sessions for a 135 room hotel on the former Black Angus restaurant site.
  - An application was received to redevelop the 55,000 square foot Charter Square shopping center with approximately 10,000 square feet of commercial uses and 95 townhomes.
  - A Request for Proposals was distributed for a citywide Commercial Study.
- **Staff Training** –The Community Development Director attended the State Planning Conference. The Chief Building Official attended the International Code Development Hearings conference. The Chief Building Official and Building Inspectors attended approximately 40 continuing education seminars and 60 local code group meetings annually regarding new regulations and Building Code updates.
  - **Planning Permit Processing** – During calendar year 2012, the Planning/Code Enforcement Division processed 233 permits, including the major categories of 85 Architectural Review permits, 7 Use Permits, 66

Use Permit Modifications, and 45 Sign Review permits compared to 206 permits, including the major categories of 78 Architectural Review permits, 9 Use Permits and 75 Sign Review Permits in 2011.

- **Building Permit Processing** - In calendar year 2012, the Building Inspection Division issued 2,268 permits and conducted 10,903 inspections, compared to 2,052 permits 11,436 inspections in 2011.
- **Code Enforcement** – During calendar year 2012, a total of 262 code enforcement cases were handled, including the major categories of 205 property maintenance cases, 10 sign cases, 4 boat cases on private properties and 29 buildings without permits, compared to 2011 totals of 384 code enforcement cases, including the major categories of 276 property maintenance cases, 21 sign cases, 4 buildings without permits and 3 boats on private property.
- **Affordable Housing Programs** – With dissolution of the Community Development Agency, the City elected to take on the housing obligation of the former Community Development Agency. Staff continued to implement affordable housing programs, including the Existing Unit Purchase Program. Staff continues to 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. With dissolution of the Community Development Agency, the City no longer has funds available for the First Time

Homebuyers Program, however, staff continues to provide administrative oversight of existing loans.

***INITIATIVES & SERVICE LEVEL  
EXPECTATIONS FOR FY 2013-2014***

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 2013-2014 include the following:

***Planning/Code Enforcement Division***

- Review and process the General Development Plan, Development Agreement and associated environmental review for the 15-acre site.
- Process Specific Development Plan/Use Permit for individual phases of the 15 acre development.
- Complete processing the amended and restated General Development Plan, Development Agreement (if applicable) and associated environmental for Gilead Sciences proposal to amend the Vintage Park General Development Plan to integrate the approved South Campus (1,200,480 sq.ft.) with the newly acquired North Campus (705,000 sq. ft.) and to increase the allowed square footage and provide additional flexibility. The allowable square footage on the South Campus is proposed to be increased from to 1,458,100 square feet from 1,200,480 square feet

and on the North Campus to 1,042,500 square feet from 705,000 square feet.

- Process the Specific Development Plan/Use Permit for Gilead Sciences for 205,000 square foot lab building.
- Complete processing the General Development Plan Amendment for the Vintage Park General Development Plan and process a Specific Plan/Use Permit for a 135 room hotel
- Review and process a General Plan Amendment and Rezoning for the Charter Square Shopping Center based on a review of the proposal to redevelop the 55,000 square foot shopping center with approximately 10,000 square feet of commercial uses and 95 townhomes.
- Review and process and Specific Development Plan/Use Permit for Phase 3 of Pilgrim-Triton, consisting of a 240 housing units and approximately 5,000 square feet of commercial.
- Complete review of the General Development Plan and Development Agreement for the Chess Drive Offices.
- Review and process the Specific Development Plan/Use Permit Modification for redevelopment of the Carl's Jr. site.
- Plan/Use Permit Modification for redevelopment of the McDonalds site.
- Complete revisions of the Land Use and Circulation Element and preparation of an environmental assessment associated with these revisions.

- Initiate the update of the Housing Element as required by State law.
- Assist the Assistant City Manager, to implement the Sustainable Foster City Plan, identified as a goal in the 2013 Policy Calendar.
- Assist the Assistant City Manager as staff to the Oversight Board of the Successor Agency to the former Community Development Agency.
- Implement the affordable housing programs for the Successor Agency of the former Community Development Agency.
- Process planning permits with the target turnaround time for most property improvement applications of 72 hours.
- Development and implementation of State mandated laws and programs, such as preparation/adoption of ordinances to comply with changes in State law, review of CIP projects for CEQA compliance, and review of land development projects.

### **Building Inspection Division**

- Review plans and provide daily inspection services for residential and commercial development.
- Review plans for Phase 2 of Pilgrim-Triton development. (Triton Pointe) and provide inspection services once construction commences.
- Review plans for Phase 3 of Pilgrim-Triton development.

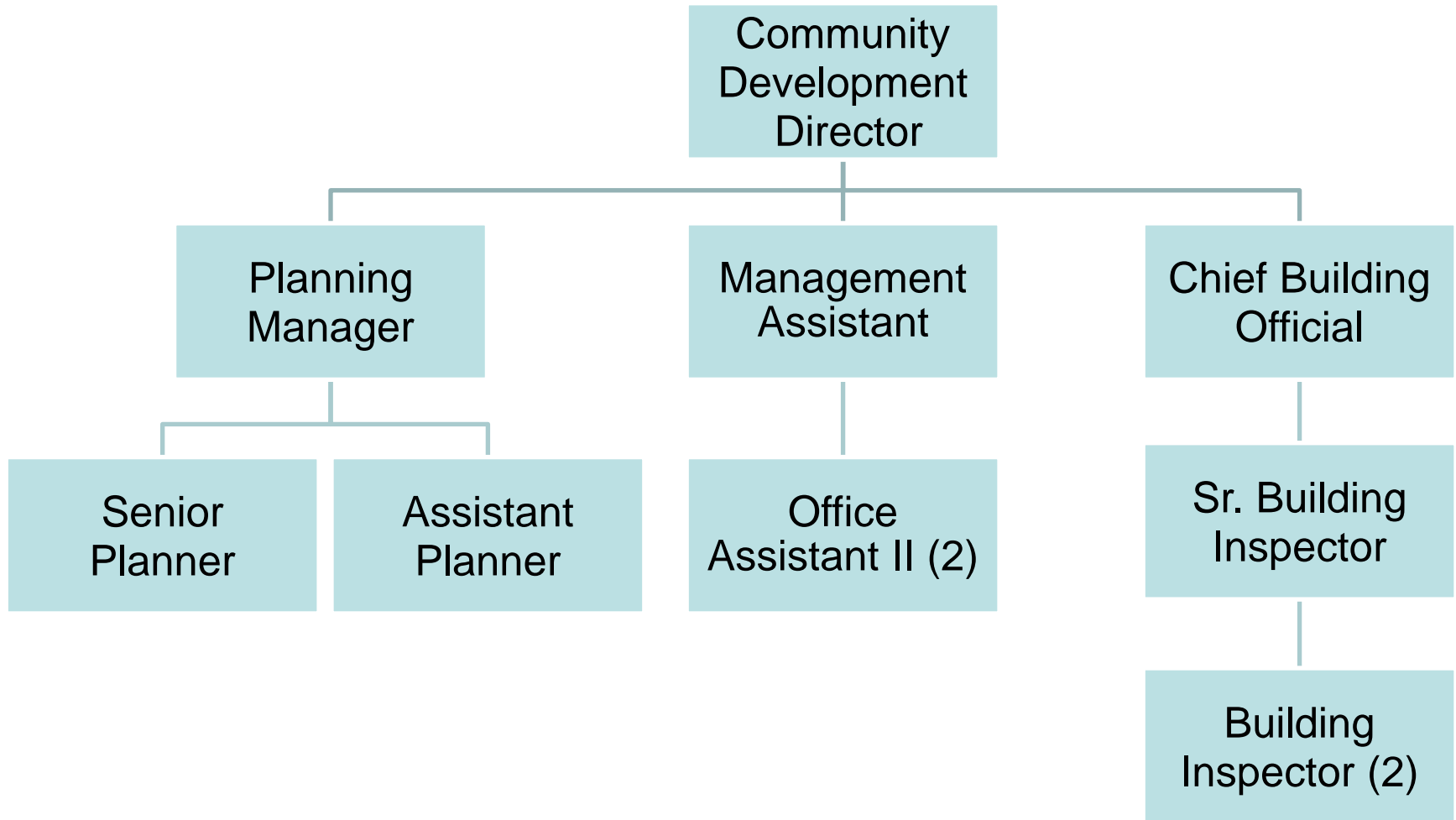
- Review plans for the second Gilead lab building. (NB 355 and NB355A) and provide inspections services once construction commences.
- Provide inspection services for the Gilead lab building and Pilgrim-Triton buildings under construction.
- Provide inspection services for all other construction projects.
- Adopt and enforce all State and locally adopted codes regulating the construction, alteration and use of buildings.
- Enforcement of State energy regulations
- Enforcement of the Federal Americans with Disabilities Act.
- Special State mandate/ensure the safety of automatic garage door openers.
- Special State mandate/ensure that asbestos is not being applied to new structures.
- Conduct inspection of buildings under construction to ensure code compliance with all relevant codes and ordinances.
- File and maintain approved construction plans for the life of a building.
- Review plans for the 135 room hotel and provide inspection services once construction commences.

## **CHANGES IN FINANCIAL RESOURCES REQUIRED**

### Services and Supplies

- Consultant services will continue to be used for the preparation of the required Environmental Impact Report for the General Plan Update.
- Consultant services are proposed to assist with updating the Housing Element. Funds will come from the General Plan Maintenance Fee that was established in FY 2011-2012.
- Continued use of consulting planners is anticipated for major projects. The cost for the consulting planners will be paid from the applicant's processing deposit.

# Community Development Department



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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
ADVANCE PLANNING	\$ 240,137	\$ 240,137	\$ 208,370
BUILDING SAFETY, CODE, PLAN CHECK	791,256	791,256	805,351
CURRENT PLANNING	264,066	384,066	320,775
ORDINANCE ENFORCEMENT	115,636	115,636	131,320
PLANNING ADMINISTRATION	408,637	408,637	406,668
<b>TOTAL FOR COMMUNITY DEVELOPMENT</b>	<b>\$ 1,819,732</b>	<b>\$ 1,939,732</b>	<b>\$ 1,872,484</b>



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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 1,482,100	\$ 1,482,100	\$ 1,541,300
SERVICES AND SUPPLIES	166,901	286,901	168,426
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	1,649,001	1,769,001	1,709,726
INTERNAL SERVICES	170,731	170,731	162,758
Subtotal (Total Department Expenses before Reallocations)	1,819,732	1,939,732	1,872,484
REALLOCATIONS	-	-	-
<b>TOTAL FOR COMMUNITY DEVELOPMENT</b>	<b>\$ 1,819,732</b>	<b>\$ 1,939,732</b>	<b>\$ 1,872,484</b>

## DETAIL LINE ITEM REPORT

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

GENERAL FUND

<i>Employee Services</i>		Approved 2012-2013	Requested 2013-2014
001-0810-419-4110	PERMANENT SALARIES	\$186,600.00	\$178,500.00
Subtotal		<b>\$186,600.00</b>	<b>\$178,500.00</b>
001-0810-419-4120	FRINGE BENEFITS	\$70,400.00	\$73,500.00
Subtotal		<b>\$70,400.00</b>	<b>\$73,500.00</b>
<b>Employee Services Total</b>		<b>\$257,000.00</b>	<b>\$252,000.00</b>
<i>Internal Services</i>		Approved 2012-2013	Requested 2013-2014
001-0810-419-4520	COMPENSATED ABSENCES	\$747.00	\$615.00
Subtotal		<b>\$747.00</b>	<b>\$615.00</b>
001-0810-419-4544	VEHICLE REPLACEMENT	\$15,320.00	\$16,631.00
Subtotal		<b>\$15,320.00</b>	<b>\$16,631.00</b>
001-0810-419-4557	INFORMATION TECHNOLOGY SERVICES	\$37,223.00	\$37,145.00
Subtotal		<b>\$37,223.00</b>	<b>\$37,145.00</b>
001-0810-419-4569	BUILDING MAINTENANCE	\$20,376.00	\$20,781.00
Subtotal		<b>\$20,376.00</b>	<b>\$20,781.00</b>
<b>Internal Services Total</b>		<b>\$73,666.00</b>	<b>\$75,172.00</b>
<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
001-0810-419-4241	COPY EXPENSE	\$10,000.00	\$10,000.00
Subtotal		<b>\$10,000.00</b>	<b>\$10,000.00</b>
001-0810-419-4242	POSTAGE EXPENSE	\$19,000.00	\$19,000.00
Subtotal		<b>\$19,000.00</b>	<b>\$19,000.00</b>
001-0810-419-4243	GENERAL OFFICE SUPPLIES	\$9,000.00	\$9,000.00
Subtotal		<b>\$9,000.00</b>	<b>\$9,000.00</b>

001-0810-419-4246	MAINTENANCE-ONE TRANSCRIBER	\$80.00	\$80.00
001-0810-419-4246	MAINTENANCE-THREE TYPEWRITERS	\$216.00	\$216.00
	Subtotal	<b>\$296.00</b>	<b>\$296.00</b>
001-0810-419-4249	ADVERTISING	\$35,000.00	\$35,000.00
	Subtotal	<b>\$35,000.00</b>	<b>\$35,000.00</b>
001-0810-419-4253	AMERICAN PLANNING ASSOC. (3 MEMBERSHIPS)	\$1,600.00	\$2,000.00
001-0810-419-4253	SUBSCRIPTIONS/MAGAZINES	\$200.00	\$200.00
	Subtotal	<b>\$1,800.00</b>	<b>\$2,200.00</b>
001-0810-419-4255	APA ANNUAL TECHNICAL TRAINING CONF.-STATE (2)	\$1,875.00	\$3,000.00
001-0810-419-4255	MISCELLANEOUS TECHNICAL TRAINING	\$1,000.00	\$1,000.00
	Subtotal	<b>\$2,875.00</b>	<b>\$4,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$77,971.00</b>	<b>\$79,496.00</b>
	<b>PLANNING ADMINISTRATION Total</b>	<b>\$408,637.00</b>	<b>\$406,668.00</b>

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

GENERAL FUND

<i>Employee Services</i>	Approved 2012-2013	Requested 2013-2014
001-0811-419-4110 PERMANENT SALARIES	\$134,300.00	\$108,500.00
	Subtotal	<b>\$134,300.00</b>
001-0811-419-4120 FRINGE BENEFITS	\$50,300.00	\$44,500.00
	Subtotal	<b>\$50,300.00</b>
	<b>Employee Services Total</b>	<b>\$184,600.00</b>
<i>Internal Services</i>	Approved 2012-2013	Requested 2013-2014
001-0811-419-4520 COMPENSATED ABSENCES	\$537.00	\$370.00
	Subtotal	<b>\$537.00</b>
	<b>Internal Services Total</b>	<b>\$537.00</b>
<i>Services and Supplies</i>	Approved 2012-2013	Requested 2013-2014

001-0811-419-4241	COPY EXPENSE-PRINTING OF GP ELEMENTS	\$5,000.00	\$5,000.00
	Subtotal	<b>\$5,000.00</b>	<b>\$5,000.00</b>
001-0811-419-4251	GENERAL PLAN IMPLEMENTATION	\$15,000.00	\$15,000.00
001-0811-419-4251	GENERAL PLAN UPDATE AND EIR	\$30,000.00	\$30,000.00
001-0811-419-4251	HTE Permit Modification	\$5,000.00	\$5,000.00
	Subtotal	<b>\$50,000.00</b>	<b>\$50,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$55,000.00</b>	<b>\$55,000.00</b>
	<b>ADVANCE PLANNING Total</b>	<b>\$240,137.00</b>	<b>\$208,370.00</b>
	<b>Less Offsetting Revenue</b>		<b>\$30,000.00</b>
	<b>ADVANCE PLANNING Net Operating Costs</b>	<b>\$240,137.00</b>	<b>\$178,370.00</b>

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

GENERAL FUND

<i>Employee Services</i>		Approved 2012-2013	Requested 2013-2014
001-0812-419-4110	PERMANENT SALARIES	\$191,600.00	\$227,000.00
	Subtotal	<b>\$191,600.00</b>	<b>\$227,000.00</b>
001-0812-419-4120	FRINGE BENEFITS	\$71,700.00	\$93,000.00
	Subtotal	<b>\$71,700.00</b>	<b>\$93,000.00</b>
	<b>Employee Services Total</b>	<b>\$263,300.00</b>	<b>\$320,000.00</b>
<i>Internal Services</i>		Approved 2012-2013	Requested 2013-2014
001-0812-419-4520	COMPENSATED ABSENCES	\$766.00	\$775.00
	Subtotal	<b>\$766.00</b>	<b>\$775.00</b>
	<b>Internal Services Total</b>	<b>\$766.00</b>	<b>\$775.00</b>
	<b>CURRENT PLANNING Total</b>	<b>\$264,066.00</b>	<b>\$320,775.00</b>

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

GENERAL FUND

<i>Employee Services</i>		Approved 2012-2013	Requested 2013-2014
001-0813-419-4110	PERMANENT SALARIES	\$83,900.00	\$93,000.00
	Subtotal	<b>\$83,900.00</b>	<b>\$93,000.00</b>
001-0813-419-4120	FRINGE BENEFITS	\$31,400.00	\$38,000.00
	Subtotal	<b>\$31,400.00</b>	<b>\$38,000.00</b>
<b>Employee Services Total</b>		<b>\$115,300.00</b>	<b>\$131,000.00</b>
<i>Internal Services</i>		Approved 2012-2013	Requested 2013-2014
001-0813-419-4520	COMPENSATED ABSENCES	\$336.00	\$320.00
	Subtotal	<b>\$336.00</b>	<b>\$320.00</b>
<b>Internal Services Total</b>		<b>\$336.00</b>	<b>\$320.00</b>
<b>ORDINANCE ENFORCEMENT Total</b>		<b>\$115,636.00</b>	<b>\$131,320.00</b>

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

<i>Employee Services</i>		Approved 2012-2013	Requested 2013-2014
001-0820-424-4110	PERMANENT SALARIES	\$474,000.00	\$476,000.00
	Subtotal	<b>\$474,000.00</b>	<b>\$476,000.00</b>
001-0820-424-4120	FRINGE BENEFIT -- BLDG INSP. CERT PAY	\$7,200.00	\$10,800.00
001-0820-424-4120	FRINGE BENEFITS	\$180,700.00	\$198,500.00
	Subtotal	<b>\$187,900.00</b>	<b>\$209,300.00</b>
<b>Employee Services Total</b>		<b>\$661,900.00</b>	<b>\$685,300.00</b>
<i>Internal Services</i>		Approved 2012-2013	Requested 2013-2014
001-0820-424-4520	COMPENSATED ABSENCES	\$1,900.00	\$1,655.00
	Subtotal	<b>\$1,900.00</b>	<b>\$1,655.00</b>
001-0820-424-4544	VEHICLE REPLACEMENT	\$35,927.00	\$26,540.00
	Subtotal	<b>\$35,927.00</b>	<b>\$26,540.00</b>

001-0820-424-4557	INFORMATION TECHNOLOGY SERVICES	\$37,223.00	\$37,145.00
	Subtotal	<b>\$37,223.00</b>	<b>\$37,145.00</b>
001-0820-424-4569	BUILDING MAINTENANCE	\$20,376.00	\$20,781.00
	Subtotal	<b>\$20,376.00</b>	<b>\$20,781.00</b>
	<b>Internal Services Total</b>	<b>\$95,426.00</b>	<b>\$86,121.00</b>

***Services and Supplies***

		Approved 2012-2013	Requested 2013-2014
001-0820-424-4241	COPY EXPENSE	\$200.00	\$200.00
	Subtotal	<b>\$200.00</b>	<b>\$200.00</b>
001-0820-424-4242	POSTAGE EXPENSE	\$250.00	\$250.00
	Subtotal	<b>\$250.00</b>	<b>\$250.00</b>
001-0820-424-4243*	GENERAL OFFICE SUPPLIES	\$3,700.00	\$3,700.00
	Subtotal	<b>\$3,700.00</b>	<b>\$3,700.00</b>
001-0820-424-4251	CREDIT CARD PROCESSING FEES - BLDG PERMITS	\$12,000.00	\$12,000.00
001-0820-424-4251	IMAGING - DOCUMENTS AND PLANS	\$4,000.00	\$4,000.00
	Subtotal	<b>\$16,000.00</b>	<b>\$16,000.00</b>
001-0820-424-4253	CALBO CODE LINK SUBSCRIPTION	\$400.00	\$400.00
001-0820-424-4253	CALIFORNIA BUILDING OFFICIALS	\$215.00	\$215.00
001-0820-424-4253	INTERNATIONAL ASSN. OF PLMB & HTG OFFICIALS	\$150.00	\$150.00
001-0820-424-4253	INTERNATIONAL CONFERENCE OF BUILDING OFFICIALS	\$300.00	\$300.00
001-0820-424-4253	MISCELLANEOUS PUBLICATIONS & SUBSCRIPTIONS	\$1,300.00	\$1,300.00
001-0820-424-4253	NATIONAL FIRE PROTECTION ASSN-PUBLICATIONS/AV	\$125.00	\$125.00
001-0820-424-4253	PENINSULA CHAPTER OF ICBO	\$80.00	\$80.00
001-0820-424-4253	STATE CODES AND AMENDMENTS	\$500.00	\$500.00
001-0820-424-4253	UNIFORM CODES & AMENDMENTS SUBSCRIPTION	\$1,800.00	\$1,800.00
	Subtotal	<b>\$4,870.00</b>	<b>\$4,870.00</b>
001-0820-424-4255	CALBIG (BUILDING INSPECTOR'S GROUP) TRAINING	\$410.00	\$410.00
001-0820-424-4255	CALBO ANNUAL TRAINING MEETINGS	\$1,750.00	\$1,750.00
001-0820-424-4255	ICBO ANNUAL TRAINING MEETINGS	\$2,250.00	\$2,250.00
001-0820-424-4255	PENINSULA BLDG INSPECTOR'S TRAINING (BLDG OFFL)	\$250.00	\$250.00

001-0820-424-4255	PENINSULA CHAPTER ICBO MONTHLY TRAINING	\$250.00	\$250.00
001-0820-424-4255	TRAINING FOR INSPECTORS	\$4,000.00	\$4,000.00
	Subtotal	<b>\$8,910.00</b>	<b>\$8,910.00</b>
	<b>Services and Supplies Total</b>	<b>\$33,930.00</b>	<b>\$33,930.00</b>
	<b>BLDG SAFETY, CODE, PLN CHK Total</b>	<b>\$791,256.00</b>	<b>\$805,351.00</b>
	Less Offsetting Revenue		\$5,000.00
	<b>BLDG SAFETY, CODE, PLN CHK Net Operating Costs</b>	<b>\$791,256.00</b>	<b>\$800,351.00</b>

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# Public Works Department

## DEPARTMENT DESCRIPTION

The Department of Public Works manages infrastructure construction, operations and maintenance programs for streets (including traffic signal system, street lighting and street sweeping), lagoon and levees, and drainage, water and sewer facilities. The Department also manages the City's Capital Improvement Program and reviews infrastructure improvements for private developments within the City.

## DEPARTMENT PERSONNEL SUMMARY

Position	11-12	12-13	13-14
<b>Full-Time Employees</b>			
Director of Public Works	1.0	1.0	1.0
Maintenance Manager	1.0	1.0	1.0
Senior Civil Engineer	1.0	1.0	1.0
Junior/Assistant/Associate Engineer	4.0	4.0	3.0
Management Assistant	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
Office Assistant I/II	1.0	1.0	1.0
PW Maintenance Superintendent	2.0	2.0	2.0
PW Maintenance Lead Worker	6.0	6.0	6.0
PW Maint Worker/ MW1/MW2*	16.0	15.0	14.0
Total Full-Time Employees	34.0	33.0	31.0
<b>Part-Time Employees</b>			
Public Works Interns (2)	1.0	1.0	1.0
Total Part-Time Employees (PTE)	1.0	1.0	1.0
<b>TOTAL EMPLOYEES</b>	<b>35.0</b>	<b>34.0</b>	<b>32.0</b>

## MISSION STATEMENT

The mission of Public Works is to maintain and improve the City/District infrastructure of roadways, sidewalks, utilities and facilities for the benefit of the community while providing a safe working environment for employees.

## VALUES

The Department's values are providing excellent service with integrity, leadership, and fiscal responsibility with emphasis on public safety, employee safety and infrastructure preservation.

## 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 – Provide administrative and engineering support services based on policies established by the City Council for the City’s capital and operational programs.

#### Objectives:

1. Ensure continued capacity and integrity of capital facilities necessary to effectively serve the community.
2. Ensure consistent, reliable, and high quality service.
3. Serve as repository for City infrastructure records.
4. Investigate, evaluate, and respond to traffic safety issues.
5. Optimize the use of public funds to further the City’s programs and objectives.

**Goal # 2** – Lagoon & Levees – Maintain the lagoon and levee systems for storm water control and recreational uses.

#### Objectives:

1. Maintain lagoon infrastructure to provide for storm water control, recreational uses and aesthetic qualities.

2. Maintain levee system to provide reliable protection against tidal storm water and safe recreational uses.

**Goal # 3** – Streets and Storm Drains – Provide safe and well maintained streets, sidewalks, and effective drainage of surface water runoff.

#### Objectives:

1. Provide safe and well maintained paths of travel for the public.
2. Provide effective surface drainage in compliance with regulatory requirements.
3. Maintain regulatory signs to required standards.
4. Improve street maintenance program through the implementation of crack sealing.
5. Implement an annual asphalt construction contract to provide expedited response to large areas of distressed pavement in need of repair.
6. Replace City sidewalk or curb and gutter that is damaged or has settled.

**Goal # 4** – Water – Provide safe, reliable and uninterrupted sources of water supply to District service area

#### Objectives:

1. Provide safe water supply that meets or exceeds Federal and State water standards.
2. Provide reliable and uninterrupted sources of water supply.

3. Promote and implement water conservation measures through programs and services.
4. Complete installation of replacement water meters throughout service area.
5. Maintenance of fire hydrants throughout service area
6. Ensure customers pay competitive rates for quality programs and services.

**Goal # 5** – Wastewater – Maintain a reliable wastewater collection and conveyance system to protect the environment and public health and safety.

Objectives:

1. Provide safe and reliable collection and conveyance of wastewater meeting current regulations.
2. Maintain collection system infrastructure.
3. Work cooperatively with wastewater treatment plant operations.
4. Ensure customers pay competitive rates for quality programs and services.

**Goal # 6** – Solid Waste Collection – Ensure that all municipal solid waste generated within the City is collected and transported in a manner that protects public health and safety and the environment.

Objectives:

1. Achieve and exceed State mandated diversion (recycling) goals of 50%.
2. Ensure customers pay competitive rates for quality programs and services.
3. Ensure consistent, reliable and high quality service.
4. Address climate change and other environmental needs through enhanced programs and services.

### **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.

#### *Wastewater*

1. Design and installation of full trash capture device at Corporation Yard Pump Station.
2. Completed customized emergency response plans for all 48 lift stations
3. Implemented rate smoothing policy to minimize rate spikes
4. Simplified payment process for online payment option

#### *Lagoon and Levees*

1. Completed the Squirrel Control Program

### *Water*

1. Implemented tiered water rates
2. Implemented rate smoothing policy to minimize rate spikes
3. Simplified payment process for online payment option

### *Solid Waste Collection*

1. Recommended amendments to current Franchise Agreement
2. Modernized programs to increase customer convenience and maximize recycling by single stream recycling, weekly recycling, automated collection, food waste collection, expanded collection of hard to dispose of materials (i.e. batteries, cell phones, household hazardous waste, sharps, U-waste, E-waste, etc.
3. Held community events—compost giveaways, e-waste events, shred events, etc.
4. Approved a fixed fee contract with agreed to adjustments
5. Decreased customer wait time by implementing use of phone trees
6. Simplified payment process for customers—automated and online
7. Improved directive signage at the transfer station
8. Achieved US Green Building Council LEED certification or equivalent for new Materials Recovery Facility and Transfer Station Facility

9. Developed an environmental education center at the Transfer Station Facility that offers tours to the public and schools
10. Closed out expired contracts with Allied Waste
11. Maintained solid waste rates at 2012 levels for 2013
12. Implemented a curbside household hazardous waste collection program

## ***INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2013-2014***

Key initiatives and service levels planned for FY 2013-2014 include the following:

### ***Division / Category***

#### ***Public Works Engineering***

- Continue to develop and implement Capital Improvement Program to maintain infrastructure
- Perform project management
- Perform construction inspection
- Coordinate and collaborate with other Departments and agencies for the successful completion of projects
- Issue and update City Engineering and Construction Standards
- Monitor and control use of Public Rights of Way
- Process and issue encroachment permits and transportation permits
- Review private development projects in a timely manner

- Develop and maintain GIS infrastructure record system (plan, mapping, records)
- Maintain and organize paper records consistent with the Records Retention Schedule
- Conduct Traffic Review Committee meetings
- Implement recommendations from the Traffic Review Committee
- Respond to public inquiries
- Pursue available Federal and State grants and monies
- Administer budgets
- Competitively bid all contracts

#### *Lagoon & Levees*

- Monitor lagoon water surface levels with seasonal needs
- Implement algae and widgeon weed control program
- Regulate water exchange
- Maintain and repair bulkheads, intakes and outfall
- Maintain lagoon pump station
- Provide flood control
- Maintain FEMA certification of levee
- Conduct quarterly inspection of levee
- Maintain pedway facility

#### *Streets and Storm Drains*

- Maintain and implement PMP (Pavement Management Program)
- Maintain and implement the public/private sidewalk policy

- Maintain street lights
- Maintain traffic signals
- Identify and replace out of compliance regulatory signs
- Maintain pavement striping and markings
- Maintain red curb
- Implement ADA improvements
- Perform annual storm drain and catch basin cleaning
- Monitor problem areas
- Participate and comply with NPDES (National Pollution Discharge Elimination System) program requirements
- Conduct quarterly inspection of City owned bridges
- Manage street sweeping contract
- Implement an improved street maintenance program through replacement of curb and gutter, crack sealing and repairs to distressed pavement.

#### *Water*

- Implement an on-line program enabling the public to read water meters in “real time”
- Test water supply (DHS, Regulations)
- Perform preventative maintenance: flushing, tank cleaning
- Certify back flow prevention devices
- Perform preventative maintenance: exercise valves, monitor corrosion protection system
- Perform condition assessment
- Maintain relationships with emergency water purveyors

- Review development plans for impacts
- Monitor regional desalination projects
- Enforce indoor/outdoor water conservation use ordinances
- Increase public awareness
- Administer rebate programs
- Install AMR meters
- Efficiently manage infrastructure
- Issue annual water quality report
- Comply with State mandated laws and regulations

#### *Wastewater*

- Abide by current regulations
- Implement and update Sewer System Management Plan (SSMP)
- Prevent sewer spills and overflows
- Inspect and assess condition of the collection system (CCTV, lift stations, MH's)
- Evaluate and implement cost effective technologies (protective coatings, chemical dosing & odor control)
- Maintain emergency response equipment (SCADA, standby generators)
- Attend meetings and review Capital maintenance programs
- Efficiently manage infrastructure

#### *Solid Waste Collection*

- Administer fixed fee solid waste, recyclable, and organics collection contract

- Implement a Multi-Family pilot program to increase recycling in apartments and condominiums
- Comply with requirements of AB341- Mandatory Commercial Recycling
- Perform outreach and education to the public
- Hold community events – compost giveaways, e-waste events, shred events, etc.
- Apply for grant funding
- Participate in the SBWMA Board and committees to represent the best interests of the community
- Provide collection contractor with incentives and disincentives in contract
- Support expansion of commercial recycling outreach and education efforts
- Minimize environmental impacts, and maximize environmental benefits
- Support enforcement of the Construction and Demolition Ordinance
- Monitor collection and operations contractor's performance
- Respond to customers concerns and inquiries
- Establish rates for 2014

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

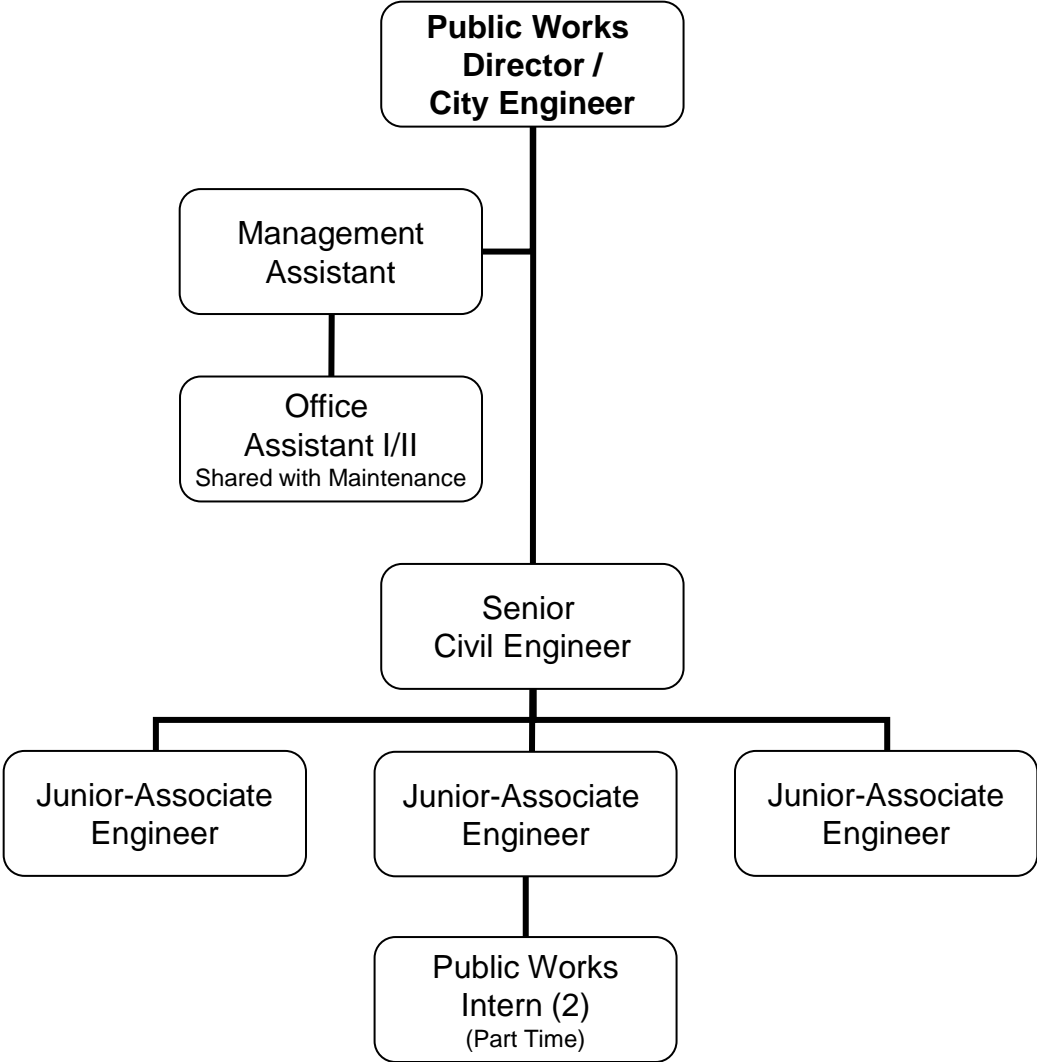
The City has had the good fortune of utilizing a variety of funding sources for its CIP's in the form of one-time revenues from capital asset sales, park-in-lieu fees, developer contributions, federal and state grants, and bond financing (e.g., EMID, Special Assessment District

and CDA). However, the City does not anticipate the magnitude of previous one-time revenues to be available in the future. Also, economic pressures at the federal and state levels are limiting future grant opportunities. In addition, the City is debt free and currently uses a “pay-as-you-go” approach to funding capital projects. Therefore, the City would prefer to not use debt financing for its capital projects unless it is necessary.

The Department has eliminated one (1) Public Works Engineering position and one (1) Public Works Maintenance position from the Streets and Lagoon Division.

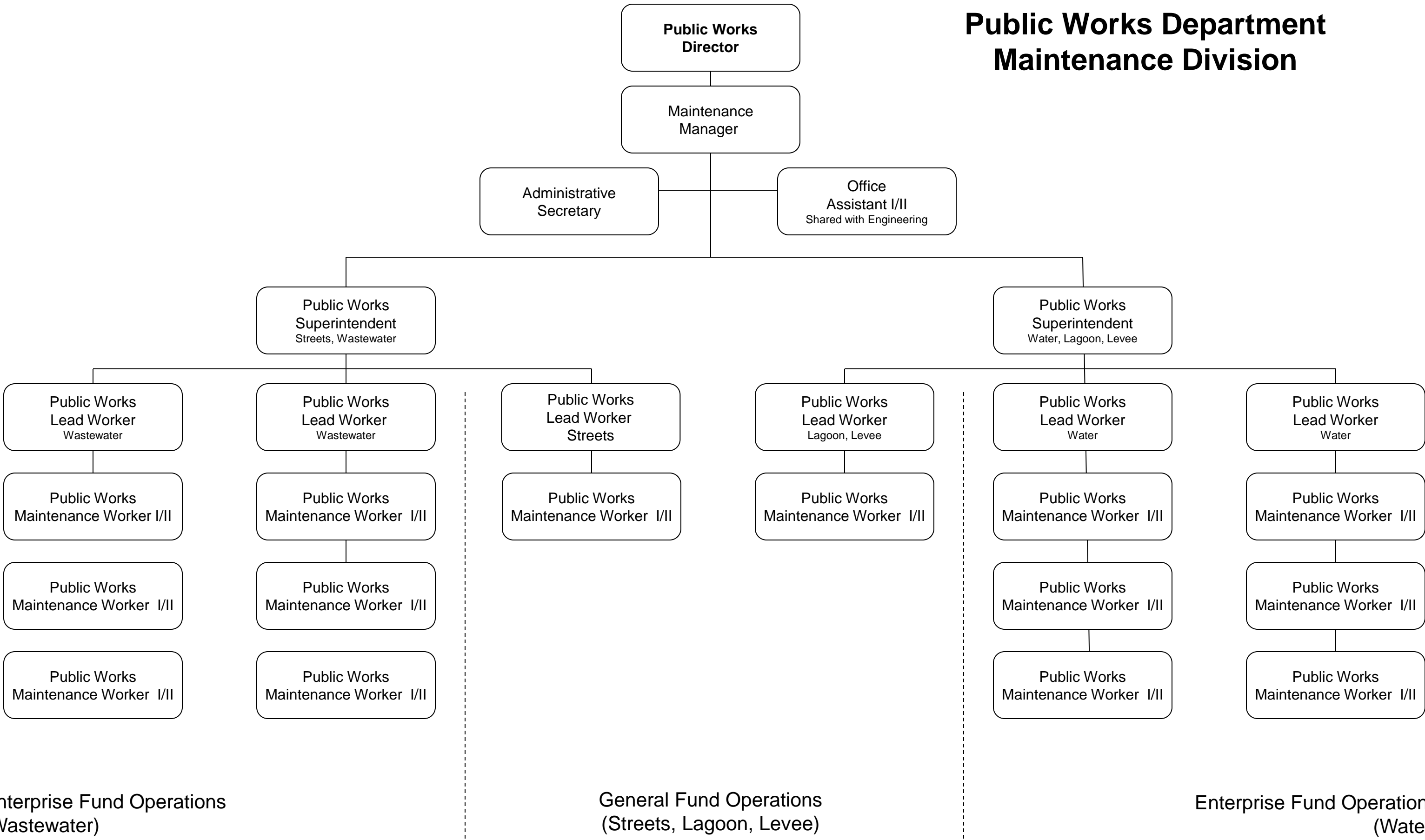
The Department has requested allocating the use of \$200,000 in Section 2103 Gas Tax Funds to improve the street maintenance program. These funds will be used to implement a crack seal program, replace areas of distressed pavement and repair City sidewalk, curb and gutter. There are sufficient funds within the Section 2103 account to implement these improved street maintenance programs.

# Public Works Department - Engineering Division





# Public Works Department Maintenance Division



Enterprise Fund Operations  
(Wastewater)

General Fund Operations  
(Streets, Lagoon, Levee)

Enterprise Fund Operations  
(Water)

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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
ADMINISTRATION & ENGINEERING	\$ 492,559	\$ 492,559	\$ 491,202
LAGOON & LEVEES	652,944	652,944	643,411
STREETS	270,540	270,540	555,320
<b>TOTAL FOR PUBLIC WORKS -- General Fund Divisions</b>	<b>\$ 1,416,043</b>	<b>\$ 1,416,043</b>	<b>\$ 1,689,933</b>

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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 1,091,000	\$ 1,091,000	\$ 1,151,500
SERVICES AND SUPPLIES	773,600	773,600	859,025
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	1,864,600	1,864,600	2,010,525
INTERNAL SERVICES	455,683	455,683	421,439
Subtotal (Total Department Expenses before Reallocations)	2,320,283	2,320,283	2,431,964
REALLOCATIONS	(904,240)	(904,240)	(742,031)
<b>TOTAL FOR PUBLIC WORKS -- General Fund Divisions</b>	<b>\$ 1,416,043</b>	<b>\$ 1,416,043</b>	<b>\$ 1,689,933</b>

## DETAIL LINE ITEM REPORT

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

GENERAL FUND

<i>Employee Services</i>		Approved 2012-2013	Requested 2013-2014
001-0910-431-4110	PERMANENT SALARY	\$252,000.00	\$252,000.00
Subtotal		<b>\$252,000.00</b>	<b>\$252,000.00</b>
001-0910-431-4111	PUBLIC WORKS INTERNS	\$12,000.00	\$12,000.00
Subtotal		<b>\$12,000.00</b>	<b>\$12,000.00</b>
001-0910-431-4120	FRINGE BENEFITS	\$116,000.00	\$127,500.00
Subtotal		<b>\$116,000.00</b>	<b>\$127,500.00</b>
<b>Employee Services Total</b>		<b>\$380,000.00</b>	<b>\$391,500.00</b>
<i>Internal Services</i>		Approved 2012-2013	Requested 2013-2014
001-0910-431-4520	COMPENSATED ABSENCES	\$1,010.00	\$860.00
Subtotal		<b>\$1,010.00</b>	<b>\$860.00</b>
001-0910-431-4544	VEHICLE REPLACEMENT - UNITS 2, 3, 4	\$53,961.00	\$35,665.00
Subtotal		<b>\$53,961.00</b>	<b>\$35,665.00</b>
001-0910-431-4557	INFORMATION TECHNOLOGY SERVICES	\$76,011.00	\$75,579.00
Subtotal		<b>\$76,011.00</b>	<b>\$75,579.00</b>
001-0910-431-4569	BUILDING MAINTENANCE	\$27,837.00	\$28,391.00
Subtotal		<b>\$27,837.00</b>	<b>\$28,391.00</b>
<b>Internal Services Total</b>		<b>\$158,819.00</b>	<b>\$140,495.00</b>
<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
001-0910-431-4240	ENGINEERING TOOLS AND SUPPLIES	\$0.00	\$1,350.00
001-0910-431-4240	FILM AND DEVELOPING	\$200.00	\$0.00
001-0910-431-4240	LARGE COPIER SUPPLIES	\$1,400.00	\$1,400.00
001-0910-431-4240	REPRODUCIBLE DRAWINGS	\$500.00	\$500.00

001-0910-431-4240	SMALL TOOLS	\$500.00	\$0.00
001-0910-431-4240	SURVEY SUPPLIES	\$150.00	\$0.00
001-0910-431-4240	TRAFFIC COUNTER MATERIALS	\$500.00	\$0.00
	Subtotal	<b>\$3,250.00</b>	<b>\$3,250.00</b>
001-0910-431-4241	COPY EXPENSE	\$4,000.00	\$6,000.00
	Subtotal	<b>\$4,000.00</b>	<b>\$6,000.00</b>
001-0910-431-4242	POSTAGE EXPENSE	\$3,000.00	\$3,000.00
	Subtotal	<b>\$3,000.00</b>	<b>\$3,000.00</b>
001-0910-431-4243	MISC. OFFICE SUPPLIES	\$5,000.00	\$5,000.00
	Subtotal	<b>\$5,000.00</b>	<b>\$5,000.00</b>
001-0910-431-4246	COPIER (DIGITAL)	\$3,900.00	\$0.00
001-0910-431-4246	LANIER EQUIPMENT	\$100.00	\$0.00
001-0910-431-4246	LARGE XEROX COPIER	\$1,000.00	\$0.00
001-0910-431-4246	MAINTENANCE CONTRACT, 2 TYPEWRITERS	\$50.00	\$0.00
001-0910-431-4246	SMALL EQUIPMENT - MAINTENANCE	\$0.00	\$2,000.00
	Subtotal	<b>\$5,050.00</b>	<b>\$2,000.00</b>
001-0910-431-4251	DOCUMENT IMAGING CONVERSION	\$1,000.00	\$2,000.00
001-0910-431-4251	GIS MAPPING UPDATES	\$1,500.00	\$1,500.00
001-0910-431-4251	MISCELLANEOUS CONSULTANT SERVICES	\$25,000.00	\$25,000.00
001-0910-431-4251	MONITORING / MITIGATION PLAN SEA CLOUD PARK Ph II	\$10,000.00	\$0.00
001-0910-431-4251	OBTAINING REPRODUCIBLE DRAWINGS	\$1,000.00	\$0.00
	Subtotal	<b>\$38,500.00</b>	<b>\$28,500.00</b>
001-0910-431-4253	PROFESSIONAL ASSOCIATIONS	\$1,800.00	\$1,800.00
001-0910-431-4253	PROFESSIONAL LICENSE RENEWAL (3)	\$0.00	\$375.00
001-0910-431-4253	PROFESSIONAL PUBLICATIONS	\$1,200.00	\$1,200.00
	Subtotal	<b>\$3,000.00</b>	<b>\$3,375.00</b>
001-0910-431-4254	APWA NATIONAL CONGRESS (DIRECTOR)	\$0.00	\$700.00
001-0910-431-4254	DEPARTMENT RETREAT	\$0.00	\$500.00
001-0910-431-4254	LOCAL MEETINGS	\$700.00	\$700.00
001-0910-431-4254	STATE CONFERENCE/WORKSHOP	\$800.00	\$800.00

	Subtotal	<b>\$1,500.00</b>	<b>\$2,700.00</b>
001-0910-431-4255	PROFESSIONAL TECHNICAL TRAINING	\$3,000.00	\$5,000.00
	Subtotal	<b>\$3,000.00</b>	<b>\$5,000.00</b>
<b>Services and Supplies Total</b>		<b>\$66,300.00</b>	<b>\$58,825.00</b>
<hr/>			
<b>Reallocation</b>		Approved 2012-2013	Requested 2013-2014
001-0910-431-4496	ALLOCATION OF EXPENSES TO WATER	(\$56,280.00)	(\$49,809.00)
	Subtotal	<b>(\$56,280.00)</b>	<b>(\$49,809.00)</b>
001-0910-431-4497	ALLOCATION OF EXPENSES TO SEWER	(\$56,280.00)	(\$49,809.00)
	Subtotal	<b>(\$56,280.00)</b>	<b>(\$49,809.00)</b>
	<b>Reallocation Total</b>	<b>(\$112,560.00)</b>	<b>(\$99,618.00)</b>
<hr/>			
<b>ADMIN &amp; ENGINEERING Total</b>		<b>\$492,559.00</b>	<b>\$491,202.00</b>

**PUBLIC WORKS - LAGOON & LEVEES** Account: 001-0920-431

GENERAL FUND

<hr/>			
<b>Employee Services</b>		Approved 2012-2013	Requested 2013-2014
001-0920-431-4110	PERMANENT SALARIES	\$238,000.00	\$239,500.00
	Subtotal	<b>\$238,000.00</b>	<b>\$239,500.00</b>
001-0920-431-4112	OVERTIME	\$5,000.00	\$5,000.00
	Subtotal	<b>\$5,000.00</b>	<b>\$5,000.00</b>
001-0920-431-4120	FRINGE BENEFITS	\$112,000.00	\$123,000.00
	Subtotal	<b>\$112,000.00</b>	<b>\$123,000.00</b>
	<b>Employee Services Total</b>	<b>\$355,000.00</b>	<b>\$367,500.00</b>
<hr/>			
<b>Internal Services</b>		Approved 2012-2013	Requested 2013-2014
001-0920-431-4520	COMPENSATED ABSENCES	\$952.00	\$835.00
	Subtotal	<b>\$952.00</b>	<b>\$835.00</b>
001-0920-431-4544	VEHICLE REPLACEMENT - UNIT 12	\$13,839.00	\$10,507.00
	Subtotal	<b>\$13,839.00</b>	<b>\$10,507.00</b>

001-0920-431-4556	EQUIPMENT REPLACEMENT	\$65,607.00	\$55,491.00
001-0920-431-4556	EQUIPMENT REPLACEMENT POOLED RADIOS	\$252.00	\$215.00
	Subtotal	<b>\$65,859.00</b>	<b>\$55,706.00</b>
001-0920-431-4557	INFORMATION TECHNOLOGY SERVICES	\$19,181.00	\$19,041.00
	Subtotal	<b>\$19,181.00</b>	<b>\$19,041.00</b>
001-0920-431-4569	BUILDING MAINTENANCE	\$31,013.00	\$31,622.00
	Subtotal	<b>\$31,013.00</b>	<b>\$31,622.00</b>
	<b>Internal Services Total</b>	<b>\$130,844.00</b>	<b>\$117,711.00</b>

***Services and Supplies***

		Approved 2012-2013	Requested 2013-2014
001-0920-431-4240	BOOTS/UNIFORMS/SAFETY GEAR	\$4,500.00	\$5,500.00
001-0920-431-4240	LAGOON MANAGEMENT PRODUCTS	\$40,000.00	\$35,000.00
001-0920-431-4240	SMALL TOOLS	\$1,000.00	\$100.00
	Subtotal	<b>\$45,500.00</b>	<b>\$40,600.00</b>
001-0920-431-4245	PORTABLE FIELD DATA UNITS	\$5,000.00	\$2,500.00
	Subtotal	<b>\$5,000.00</b>	<b>\$2,500.00</b>
001-0920-431-4246	BOAT MAINTENANCE	\$5,000.00	\$5,000.00
001-0920-431-4246	CRANE MAINTENANCE	\$3,000.00	\$3,000.00
001-0920-431-4246	HYDRAULIC FLUID	\$1,000.00	\$0.00
001-0920-431-4246	MAINTENANCE OF LEVEES, INCL. RIP-RAP	\$9,000.00	\$7,500.00
001-0920-431-4246	OIL FOR DIESEL ENGINES	\$1,500.00	\$2,000.00
001-0920-431-4246	REPAIR TO DIESEL ENGINES, PUMPS AND CONTROLS	\$5,000.00	\$5,000.00
	Subtotal	<b>\$24,500.00</b>	<b>\$22,500.00</b>
001-0920-431-4251	CATHODIC INSPECTION OF ALUMINUM BULKHEADS	\$4,000.00	\$4,000.00
001-0920-431-4251	LAB TESTS REQUIRED FOR NPDES	\$16,000.00	\$16,000.00
001-0920-431-4251	MOSQUITO ABATEMENT PROGRAM	\$42,000.00	\$43,000.00
001-0920-431-4251	NPDES PERMIT FEE	\$25,000.00	\$25,000.00
	Subtotal	<b>\$87,000.00</b>	<b>\$88,000.00</b>
001-0920-431-4253	VARIOUS WATERWAYS MANAGEMENT ASSOCIATIONS	\$350.00	\$350.00
	Subtotal	<b>\$350.00</b>	<b>\$350.00</b>

001-0920-431-4254	TRAVEL, CONFERENCES AND MEETINGS	\$750.00	\$750.00
	Subtotal	<b>\$750.00</b>	<b>\$750.00</b>
001-0920-431-4255	TRAINING AND CERTIFICATION	\$4,000.00	\$3,500.00
	Subtotal	<b>\$4,000.00</b>	<b>\$3,500.00</b>
	<b>Services and Supplies Total</b>	<b>\$167,100.00</b>	<b>\$158,200.00</b>
	<b>LAGOON &amp; LEVEES Total</b>	<b>\$652,944.00</b>	<b>\$643,411.00</b>

**PUBLIC WORKS - STREET** Account: 001-0930-431

GENERAL FUND

<i>Employee Services</i>		Approved 2012-2013	Requested 2013-2014
001-0930-431-4110	PERMANENT SALARIES	\$239,000.00	\$239,500.00
	Subtotal	<b>\$239,000.00</b>	<b>\$239,500.00</b>
001-0930-431-4111	TEMPORARY EMPLOYEES (GAS TAX 2103)	\$0.00	\$25,000.00
	Subtotal	<b>\$0.00</b>	<b>\$25,000.00</b>
001-0930-431-4112	4TH OF JULY OVERTIME -- PUBLIC WORKS	\$1,000.00	\$1,000.00
001-0930-431-4112	OVERTIME	\$4,000.00	\$4,000.00
	Subtotal	<b>\$5,000.00</b>	<b>\$5,000.00</b>
001-0930-431-4120	FRINGE BENEFITS	\$112,000.00	\$123,000.00
	Subtotal	<b>\$112,000.00</b>	<b>\$123,000.00</b>
	<b>Employee Services Total</b>	<b>\$356,000.00</b>	<b>\$392,500.00</b>

<i>Internal Services</i>		Approved 2012-2013	Requested 2013-2014
001-0930-431-4520	COMPENSATED ABSENCES	\$960.00	\$835.00
	Subtotal	<b>\$960.00</b>	<b>\$835.00</b>
001-0930-431-4544	VEHICLE REPLACEMENT - UNITS # 13,14,15,16,23	\$55,434.00	\$58,957.00
	Subtotal	<b>\$55,434.00</b>	<b>\$58,957.00</b>
001-0930-431-4556	EQUIPMENT REPLACEMENT	\$59,180.00	\$52,564.00
001-0930-431-4556	EQUIPMENT REPLACEMENT POOLED RADIOS	\$252.00	\$215.00
	Subtotal	<b>\$59,432.00</b>	<b>\$52,779.00</b>



001-0930-431-4557	INFORMATION TECHNOLOGY SERVICES	\$19,181.00	\$19,041.00
	Subtotal	<b>\$19,181.00</b>	<b>\$19,041.00</b>
001-0930-431-4569	BUILDING MAINTENANCE	\$31,013.00	\$31,621.00
	Subtotal	<b>\$31,013.00</b>	<b>\$31,621.00</b>
	<b>Internal Services Total</b>	<b>\$166,020.00</b>	<b>\$163,233.00</b>

***Services and Supplies***

		Approved 2012-2013	Requested 2013-2014
001-0930-431-4240	BARRICADES AND ACCESSORIES	\$1,500.00	\$1,500.00
001-0930-431-4240	BOOTS/UNIFORMS/SAFETY GEAR	\$6,000.00	\$7,000.00
001-0930-431-4240	CONCRETE SAW BLADES	\$1,500.00	\$0.00
001-0930-431-4240	CRACK SEAL (GAS TAX 2103)	\$0.00	\$25,000.00
001-0930-431-4240	MATERIALS FOR TRAFFIC MARKINGS	\$12,500.00	\$14,000.00
001-0930-431-4240	MISC. SUPPLIES	\$1,500.00	\$1,500.00
001-0930-431-4240	PAVEMENT MATERIALS (GAS TAX 2103)	\$0.00	\$25,000.00
001-0930-431-4240	SAND BAGS	\$1,000.00	\$1,000.00
001-0930-431-4240	SAND, ROCK, CEMENT	\$5,000.00	\$5,000.00
001-0930-431-4240	SEALER AND ASPHALT, CUT BACK	\$5,000.00	\$5,000.00
001-0930-431-4240	SIGN MOUNTING HARDWARE	\$2,000.00	\$2,000.00
001-0930-431-4240	SIGN REFURBISHING	\$5,000.00	\$5,000.00
001-0930-431-4240	STORM SEWER CLEANING, REPAIR AND INSTALLATION	\$15,000.00	\$10,000.00
001-0930-431-4240	STORM SEWER POLLUTION PREVENTION PRODUCTS	\$5,000.00	\$5,000.00
	Subtotal	<b>\$61,000.00</b>	<b>\$107,000.00</b>
001-0930-431-4243	MISC. OFFICE SUPPLIES	\$1,500.00	\$1,500.00
	Subtotal	<b>\$1,500.00</b>	<b>\$1,500.00</b>
001-0930-431-4246	LUBRICATING OIL AND GREASE	\$1,200.00	\$500.00
001-0930-431-4246	MAINTENANCE OF COPY MACHINE (1/3)	\$1,000.00	\$0.00
001-0930-431-4246	SMALL EQUIPMENT MAINTENANCE	\$2,000.00	\$2,000.00
001-0930-431-4246	TRAFFIC MARKING EQUIPMENT AND PARTS	\$2,500.00	\$2,500.00
	Subtotal	<b>\$6,700.00</b>	<b>\$5,000.00</b>
001-0930-431-4247	RENTAL EQUIPMENT	\$1,000.00	\$1,000.00

	Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
001-0930-431-4248	ELEC. COST FOR 2100 STREET LTS./25 TRAFFIC SIGNALS	\$220,000.00	\$156,000.00
	Subtotal	<b>\$220,000.00</b>	<b>\$156,000.00</b>
001-0930-431-4251	CONCRETE REPAIR (GAS TAX 2103)	\$0.00	\$50,000.00
001-0930-431-4251	CURB RAMP INSTALLATION / REPLACEMENT	\$25,000.00	\$25,000.00
001-0930-431-4251	MAINTENANCE AND REPAIR OF 2100 STREET LIGHTS	\$62,500.00	\$59,000.00
001-0930-431-4251	MAINTENANCE AND REPAIR OF 25 TRAFFIC SIGNALS	\$57,000.00	\$57,000.00
001-0930-431-4251	PAVEMENT REPAIR (GAS TAX 2103)	\$0.00	\$75,000.00
001-0930-431-4251	RECYCLE AND DISPOSAL OF HAZARDOUS WASTE	\$10,000.00	\$10,000.00
001-0930-431-4251	STREET SWEEPING	\$90,000.00	\$90,000.00
	Subtotal	<b>\$244,500.00</b>	<b>\$366,000.00</b>
001-0930-431-4253	VARIOUS STREET AND TRAFFIC ASSOCIATIONS	\$1,000.00	\$1,000.00
	Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
001-0930-431-4254	TRAVEL, CONFERENCES AND MEETINGS	\$1,500.00	\$1,500.00
	Subtotal	<b>\$1,500.00</b>	<b>\$1,500.00</b>
001-0930-431-4255	TRAINING AND CERTIFICATION	\$3,000.00	\$3,000.00
	Subtotal	<b>\$3,000.00</b>	<b>\$3,000.00</b>
<b>Services and Supplies Total</b>		<b>\$540,200.00</b>	<b>\$642,000.00</b>
<b>Reallocation</b>		Approved 2012-2013	Requested 2013-2014
001-0930-431-4498	REALLOCATION TO GAS TAX FUNDS (2103)	\$0.00	(\$200,000.00)
001-0930-431-4498	REALLOCATION TO GAS TAX FUNDS (2105-2107.5)	(\$523,680.00)	(\$312,413.00)
001-0930-431-4498	REALLOCATION TO TRAFFIC SAFETY FUND	(\$268,000.00)	(\$130,000.00)
	Subtotal	<b>(\$791,680.00)</b>	<b>(\$642,413.00)</b>
<b>Reallocation Total</b>		<b>(\$791,680.00)</b>	<b>(\$642,413.00)</b>
<b>STREET Total</b>		<b>\$270,540.00</b>	<b>\$555,320.00</b>

# 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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	-
INTERNAL SERVICES	223,858	223,858	231,551
Subtotal (Total Department Expenses before Reallocations)	223,858	223,858	231,551
REALLOCATIONS	-	-	-
<b>TOTAL FOR LIBRARY SERVICES</b>	<b>\$ 223,858</b>	<b>\$ 223,858</b>	<b>\$ 231,551</b>

## DETAIL LINE ITEM REPORT

LIBRARY SERVICES - LIBRARY SERVICES

Account: 001-1310-413

GENERAL FUND

<i>Internal Services</i>	Approved 2012-2013	Requested 2013-2014
001-1310-413-4569 BUILDING MAINTENANCE -- LIBRARY	\$223,858.00	\$231,551.00
Subtotal	<b>\$223,858.00</b>	<b>\$231,551.00</b>
<b>Internal Services Total</b>	<b>\$223,858.00</b>	<b>\$231,551.00</b>
<b>LIBRARY SERVICES Total</b>	<b>\$223,858.00</b>	<b>\$231,551.00</b>

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# Property Tax Administration



The property tax administration fee is charged by the County of San Mateo for services rendered in collecting the property taxes for the Estero Municipal Improvement District.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
PROPERTY TAX ADMINISTRATION  
GENERAL FUND -- DISTRICT  
Annual Budget Appropriation for Fiscal Year

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	150,000	150,000	150,000
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	150,000	150,000	150,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	150,000	150,000	150,000
REALLOCATIONS	-	-	-
<b>TOTAL FOR PROPERTY TAX ADMINISTRATION</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>



## DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - GENERAL ACCOUNTING

Account: 002-1120-415

GENERAL FUND-DISTRICT

<i>Services and Supplies</i>	Approved 2012-2013	Requested 2013-2014
002-1120-415-4251 PROPERTY TAX ADMINISTRATION FEE	\$150,000.00	\$150,000.00
Subtotal	<b>\$150,000.00</b>	<b>\$150,000.00</b>
<b>Services and Supplies Total</b>	<b>\$150,000.00</b>	<b>\$150,000.00</b>
<b>GENERAL ACCOUNTING Total</b>	<b>\$150,000.00</b>	<b>\$150,000.00</b>

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# Traffic Safety

Revenues are received by the City as its share of fines generated from violations of the State Motor Vehicle Code and expended for traffic safety programs. These funds are eligible to be spent on street and roadway improvements that facilitate traffic safety programs in Foster City.

A portion of the costs incurred in the Public Works – Streets Maintenance Division are charged to the Traffic Safety Fund as an expenditure reallocation.



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**PUBLIC WORKS**  
**TRAFFIC SAFETY FUND**  
Annual Budget Appropriation for Fiscal Year

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	-
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	-
REALLOCATIONS	268,000	268,000	130,000
<b>TOTAL FOR PUBLIC WORKS</b>	<b>\$ 268,000</b>	<b>\$ 268,000</b>	<b>\$ 130,000</b>

# DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - GENERAL ACCOUNTING

Account: 101-1120-415

TRAFFIC SAFETY

<i>Reallocation</i>		Approved 2012-2013	Requested 2013-2014
101-1120-415-4463	REALLOCATION FROM PW STREETS	\$268,000.00	\$130,000.00
Subtotal		<b>\$268,000.00</b>	<b>\$130,000.00</b>
<b>Reallocation Total</b>		<b>\$268,000.00</b>	<b>\$130,000.00</b>
<b>GENERAL ACCOUNTING Total</b>		<b>\$268,000.00</b>	<b>\$130,000.00</b>

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# Gas Tax



The State of California imposes excise taxes on various transportation fuels and apportions those taxes based upon state law to the City. There are two separate funds to account for these gas taxes.

## **Gas Tax (Section 2105-2107.5)**

Historically, Gas Taxes of 18 cents per gallon of fuel sold statewide were remitted to the City in accordance with the Streets and Highways Code under the four following sections:

- Section 2105(b) – Allocation of tax revenues above 9 cents per gallon based on city population.
- Section 2106 – Revenues equal to 1.04 cents per gallon subject to a flat amount of \$400 per month plus any residual based on registered vehicles in the county
- Section 2107 – allocations ranging from 1.315 cents per gallon of gasoline to 2.59 cents per gallon of LP Gas based on population
- Section 2107.5 – Flat allocation based on city size (\$6,000 for Foster City based on population between 25,000 and 50,000)

These funds are eligible to be spent for engineering, construction and maintenance of City streets. The City has chosen to allocate expenses related to the City / County Association of Governments Congestion Management and Relief Plans in the Council/Board division as eligible expenditures for reimbursement from these Gas Tax revenues, as well as all costs associated with Streets Maintenance under the Public Works – Streets Division in the General Fund up to the full amount of gas tax revenues expected in each budget year.

## **Gas Tax (Section 2103)**

As part of the State's attempt to solve its budgetary deficit in FY 2010-2011, the State passed legislation by creating a new section in the Streets and Highway Code:

- Section 2103 – Allocation of funds from a new motor vehicle fuel excise tax (17.3 cents per gallon) that replaces previous city and county allocations from the Proposition 42 sales tax on gasoline. Forty-four percent (44%) of the amount collected is allocated to cities and counties based on a pro-rata share of the total of the other gas taxes in Sections 2105-2107.5 above.

When the legislation was passed, Section 2103 revenues were intended for the same purposes as the Proposition 42 revenues, which were intended for streets and roadways infrastructure projects. However, clean-up legislation was signed by the Governor in light of the passage of Propositions 22 and 26 in November 2010 that changes the characterization of those revenues and allows them to be used for the same purposes as the other Gas Tax revenues (Sections 2105-2107.5).

The City has elected to retain the Gas Tax (Section 2103) revenues for purposes of funding streets and roadway capital improvement projects in future years. However, proposed in the FY 2013/14 Budget is the use of \$200,000 of this revenue for street maintenance activities within the Streets Division.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**PUBLIC WORKS**  
**GAS TAX FUND**  
Annual Budget Appropriation for Fiscal Year

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	-
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	-
REALLOCATIONS	630,500	630,500	619,700
<b>TOTAL FOR PUBLIC WORKS</b>	<b>\$ 630,500</b>	<b>\$ 630,500</b>	<b>\$ 619,700</b>



## DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - GENERAL ACCOUNTING

Account: 103-1120-415

GAS TAX

<i>Reallocation</i>		Approved 2012-2013	Requested 2013-2014
103-1120-415-4463	REALLOCATION FROM COUNCIL/BOARD	\$106,820.00	\$107,287.00
103-1120-415-4463	REALLOCATION FROM PW STREETS (2103)	\$0.00	\$200,000.00
103-1120-415-4463	REALLOCATION FROM PW STREETS (2105-2107.5)	\$523,680.00	\$312,413.00
	Subtotal	<b>\$630,500.00</b>	<b>\$619,700.00</b>
	<b>Reallocation Total</b>	<b>\$630,500.00</b>	<b>\$619,700.00</b>
	<b>GENERAL ACCOUNTING Total</b>	<b>\$630,500.00</b>	<b>\$619,700.00</b>

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## SLESF/COPS Grant



SLESF/COPS Grant Funding – In previous years, the City received \$100,000 from the State of California under the Citizens Option for Public Safety (COPS) program, a Special Revenue Fund. These funds have been the subject of intense debate during the last few State budget cycles. The current State budget proposal includes funding for FY 2013-2014. Based on this information, the City is projecting to receive this State funding of \$100,000 for FY 2013-2014.

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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 100,000	\$ 100,000	\$ 100,000
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	100,000	100,000	100,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	100,000	100,000	100,000
REALLOCATIONS	-	-	-
<b>TOTAL FOR SLESF / COPS GRANT</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>

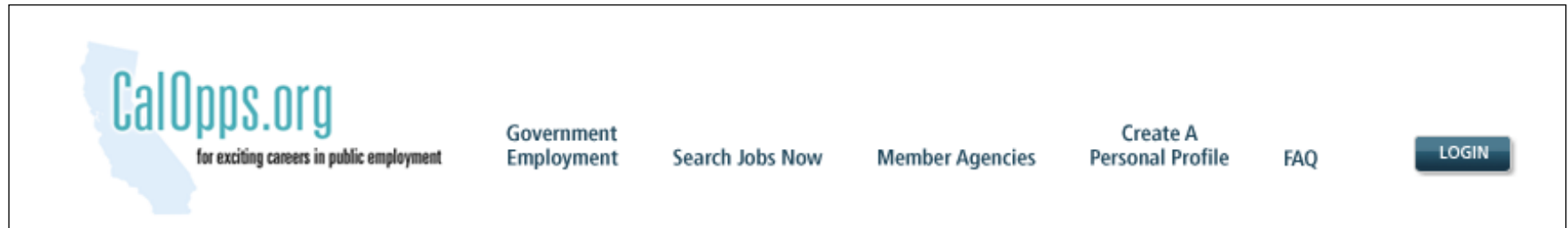
## DETAIL LINE ITEM REPORT

POLICE - FIELD OPERATIONS      Account: 108-0620-421

SLESF/COPS GRANT

<i>Employee Services</i>	Approved 2012-2013	Requested 2013-2014
108-0620-421-4110    ALLOCATION FR GEN'L FUND (POLICE) FOR 1 OFFICER	\$100,000.00	\$100,000.00
Subtotal	<b>\$100,000.00</b>	<b>\$100,000.00</b>
<b>Employee Services Total</b>	<b>\$100,000.00</b>	<b>\$100,000.00</b>
<b>FIELD OPERATIONS Total</b>	<b>\$100,000.00</b>	<b>\$100,000.00</b>

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In 2004, the City of Foster City took the initiative to create and launch a recruitment website for advertising public sector employment opportunities, which also functions as an applicant tracking and processing tool. The entrepreneurial endeavor was developed by the Human Resources Department in partnership with the Information Technology Division. The Human Resources Department administers the program, handling all aspects of marketing and relationships with employer clients. Job seekers can log on to one web site and search for career opportunities in the public sector, post their resumes, and apply for jobs that are open. Employers are charged an initiation fee of up to \$2,000 to join the program, a one-time \$750 training fee and then an annual maintenance fee of \$1,500 thereafter. For agencies who are only interested in posting summer internship positions, the fee is \$500. Agencies can also opt not to become members and pay \$150 per job announcement. A job seeker incurs no cost to submit applications or post resumes.

The City benefits from the creation and maintenance of this entrepreneurial endeavor. The Personnel Allocations greatly subsidize personnel that would otherwise be charged to the General Fund. The savings is approximately \$60,000 per year. Additionally, the City would otherwise be either processing all recruitments manually through paper applications and scoring. The use of web-based technology increases the quality of the applicant pool and decreases recruitment times by approximately 60% and has reduced Human Resources staff time spent on recruitments greatly, allowing capacity for more strategic City endeavors. If Foster City were to buy these services on the market, the cost could be approximately \$7,500 annually through another vendor. This is an expense that the City does not incur, but rather enjoys for free. Lastly, CalOpps signifies an important partnership of governmental entities to provide these services at an affordable cost.

## **RESOURCES REQUIRED**

This is a self-supporting initiative accounted for in the City's Special Revenue Funds (fund #114). Resources required include the following:

- Personnel Allocations – Allocations of 5% of the Human Resources Director and 20% of one Human Resources Analyst time are charged to the fund on an annual basis.
- Internal Services Charges – Support and hardware / software replacement charges from the Information Technology Internal Services Fund are allocated to the fund.
- Supplies – Miscellaneous supply and copy expense charges are necessary to account for such expenses borne by the City for the CalOpps program.

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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 24,000	\$ 24,000	\$ 36,600
SERVICES AND SUPPLIES	26,300	26,300	73,900
CAPITAL OUTLAY			
Subtotal (Total Department-Controlled Expenses)	50,300	50,300	110,500
INTERNAL SERVICES	9,695	9,695	9,720
Subtotal (Total Department Expenses before Reallocations)	59,995	59,995	120,220
REALLOCATIONS	-	-	-
<b>TOTAL FOR HUMAN RESOURCES</b>	<b>\$ 59,995</b>	<b>\$ 59,995</b>	<b>\$ 120,220</b>



# DETAIL LINE ITEM REPORT

HUMAN RESOURCES - ADMINISTRATION Account: 114-1210-415

CALOPPS.ORG

<i>Employee Services</i>		Approved 2012-2013	Requested 2013-2014
114-1210-415-4110	PERMANENT SALARIES	\$18,000.00	\$26,500.00
Subtotal		<b>\$18,000.00</b>	<b>\$26,500.00</b>
114-1210-415-4120	FRINGE BENEFITS	\$6,000.00	\$10,100.00
Subtotal		<b>\$6,000.00</b>	<b>\$10,100.00</b>
<b>Employee Services Total</b>		<b>\$24,000.00</b>	<b>\$36,600.00</b>
<i>Internal Services</i>		Approved 2012-2013	Requested 2013-2014
114-1210-415-4520	COMPENSATED ABSENCES	\$75.00	\$100.00
Subtotal		<b>\$75.00</b>	<b>\$100.00</b>
114-1210-415-4557	INFORMATION TECHNOLOGY SERVICES	\$9,620.00	\$9,620.00
Subtotal		<b>\$9,620.00</b>	<b>\$9,620.00</b>
<b>Internal Services Total</b>		<b>\$9,695.00</b>	<b>\$9,720.00</b>
<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
114-1210-415-4241	COPY EXPENSES	\$2,500.00	\$2,500.00
Subtotal		<b>\$2,500.00</b>	<b>\$2,500.00</b>
114-1210-415-4248	COMMUNICATION COSTS - WEBSITE HOSTING	\$0.00	\$10,000.00
Subtotal		<b>\$0.00</b>	<b>\$10,000.00</b>
114-1210-415-4249	MARKETING / TRADE SHOWS	\$6,400.00	\$6,400.00
Subtotal		<b>\$6,400.00</b>	<b>\$6,400.00</b>
114-1210-415-4251	CONSULTING FEES -- DOCUMENTATION / TRAINING	\$5,000.00	\$5,000.00
114-1210-415-4251	CONSULTING SERVICES - HR DIRECTOR (5%)	\$12,400.00	\$0.00
114-1210-415-4251	CONSULTING SERVICES- MIGRATION TO HOSTED DEVELOPER	\$0.00	\$50,000.00
Subtotal		<b>\$17,400.00</b>	<b>\$55,000.00</b>
<b>Services and Supplies Total</b>		<b>\$26,300.00</b>	<b>\$73,900.00</b>

**ADMINISTRATION Total**    **\$59,995.00**    **\$120,220.00**

# Foster City Community Development Agency Affordable Housing Reimbursement Agreement

On February 22, 2011, the Foster City Community Development Agency (“Agency”) and the City of Foster City (“City”) entered into an Affordable Housing Reimbursement Agreement (“AHRA”), under which the City would undertake certain high priority affordable housing projects to be paid for by a binding pledge of tax increment from the Agency. The Agency would provide net available tax increment and loan proceeds over the next 25 years to provide affordable housing to low- to moderate-income families in the City.



The enactment of ABx1 26 and AB 1484 dissolved redevelopment agencies in California. The former Agency was dissolved effective January 31, 2012. All of the assets under the AHRA that were not otherwise encumbered for affordable housing projects through enforceable obligations were remitted to the Successor Agency.

The only enforceable obligation under the former AHRA was an obligation through a Development and Disposition Agreement for an affordable housing subsidy to Northwestern Mutual, the developer of the Pilgrim-Triton Phase I project. The total obligation was for \$6.3 million that provided 60 affordable housing units in the Plaza at Triton Park project. The remaining subsidy payable to the developer of \$5,250,000 was approved by the California Department of Finance and was shown as an obligation in FY 2012-2013. There are no further funds held in the AHRA Fund in FY 2013-2014.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**COMMUNITY DEVELOPMENT**  
**FOSTER CITY CDA AFFORDABLE HOUSING REIMBURSEMENT AGREEMENT**  
**Annual Budget Appropriation for Fiscal Year**

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	5,250,000	5,250,000	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	5,250,000	5,250,000	-
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	5,250,000	5,250,000	-
REALLOCATIONS	-	-	-
<b>TOTAL FOR COMMUNITY DEVELOPMENT</b>	<b>\$ 5,250,000</b>	<b>\$ 5,250,000</b>	<b>\$ -</b>

# DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - HOUSING      Account: 120-0832-463

CDA AHRA

<i>Services and Supplies</i>	Approved 2012-2013	Requested 2013-2014
120-0832-463-4265    DEVELOPER PAYMENT - PILGRIM-TRITON	\$5,250,000.00	\$0.00
Subtotal	<b>\$5,250,000.00</b>	<b>\$0.00</b>
<b>Services and Supplies Total</b>	<b>\$5,250,000.00</b>	<b>\$0.00</b>
<b>HOUSING Total</b>	<b>\$5,250,000.00</b>	<b>\$0.00</b>

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# Foster City Community Development Agency Cooperative Services Agreement

On April 18, 2011, the Foster City Community Development Agency (“Agency”) and the City of Foster City (“City”) entered into Cooperative Services Agreement (“CSA”), under which the City would undertake responsibilities to make payments under a Stipulated Judgment and Mutual Release between the Agency and the San Mateo Union High School District (“SMUHSD”) dated June 27, 1991. Under the terms of the agreement, the Agency was responsible for making annual payments to SMUHSD through FY 2015-2016 out of Project Area One tax increment.



The enactment of ABx1 26 and AB 1484 dissolved redevelopment agencies in California. The former Agency was dissolved effective January 31, 2012. All of the assets under the CSA were remitted to the Successor Agency to liquidate the obligation to SMUHSD.

There are no further funds held in the CSA Fund in FY 2013-2014.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**COMMUNITY DEVELOPMENT**  
**FOSTER CITY CDA COOPERATIVE SERVICES AGREEMENT**  
**Annual Budget Appropriation for Fiscal Year**

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	484,000	484,000	
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	484,000	484,000	-
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	484,000	484,000	-
REALLOCATIONS	-	-	-
<b>TOTAL FOR COMMUNITY DEVELOPMENT</b>	<b>\$ 484,000</b>	<b>\$ 484,000</b>	<b>\$ -</b>



## DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - COMMUNITY DEVELOPMENT      Account: 121-0831-      CDA SMUHSD SVCS  
 463      AGMT

<i>Services and Supplies</i>	Approved 2012-2013	Requested 2013-2014
121-0831-463-4265    SMUHSD PAYMENT PER AGREEMENT	\$484,000.00	\$0.00
Subtotal	<b>\$484,000.00</b>	<b>\$0.00</b>
<b>Services and Supplies Total</b>	<b>\$484,000.00</b>	<b>\$0.00</b>
<b>COMMUNITY DEVELOPMENT Total</b>	<b>\$484,000.00</b>	<b>\$0.00</b>

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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.



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

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

The budget for FY 2013-2014 includes expenditures related to operating and maintaining the eight (8) affordable housing units, including property management services through the Human Investment Project, 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. Funding for these expenditures come from rental income and loan repayments. The City Council has also indicated it will consider sale of the two City-owned units that are subject to homeowner association dues if those units become vacant. Finally, the City Council directed that a nexus study for an affordable housing impact fee be completed for review and consideration.

The City Council has set a goal of maintaining a \$300,000 fund balance as a reserve for capital expenditures related to the eight affordable housing units owned by the City. See the Budget section containing the Five Year Financial Plan for a projection of the fund balance.

Also included in the Five Year Financial Plan are \$3.3 million of one-time "boomerang" funds that are 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. Pursuant to Resolution No. 2012-113, the City Council directed that these funds would be deposited into the City's Affordable Housing Fund. The City Council later directed that these funds would be used to assist with the provision of affordable housing in the 15-Acre project. The expenditure of these funds for the 15-acre project is not shown in the FY 2013-14 budget because it is anticipated that their expenditure would occur in FY 2014-15 or later.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**COMMUNITY DEVELOPMENT**  
**FOSTER CITY CDA AFFORDABLE HOUSING FUNDS**  
**Annual Budget Appropriation for Fiscal Year**

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	126,200	126,200	168,700
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	126,200	126,200	168,700
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	126,200	126,200	168,700
REALLOCATIONS	-	-	-
<b>TOTAL FOR COMMUNITY DEVELOPMENT</b>	<b>\$ 126,200</b>	<b>\$ 126,200</b>	<b>\$ 168,700</b>

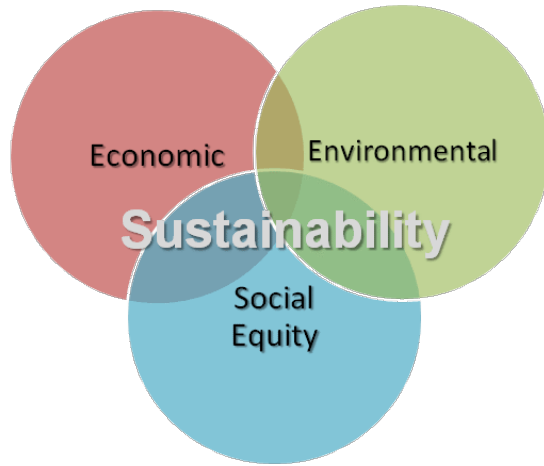
## DETAIL LINE ITEM REPORT

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

<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
124-0832-463-4246	CONTINGENCY FOR MAJOR REPAIRS	\$0.00	\$25,000.00
124-0832-463-4246	EXISTING UNIT ADMINISTRATION	\$0.00	\$20,000.00
124-0832-463-4246	EXISTING UNIT MAINTENANCE	\$60,000.00	\$25,000.00
	Subtotal	<b>\$60,000.00</b>	<b>\$70,000.00</b>
124-0832-463-4251	HOUSING STAFFING ADMINISTRATION	\$35,000.00	\$17,500.00
124-0832-463-4251	LEGAL SERVICES	\$20,000.00	\$0.00
124-0832-463-4251	NEXUS STUDY FOR AFFORDABLE HOUSING IMPACT FEE	\$0.00	\$70,000.00
	Subtotal	<b>\$55,000.00</b>	<b>\$87,500.00</b>
124-0832-463-4253	SAN MATEO COUNTY HEART DUES	\$11,200.00	\$11,200.00
	Subtotal	<b>\$11,200.00</b>	<b>\$11,200.00</b>
	<b>Services and Supplies Total</b>	<b>\$126,200.00</b>	<b>\$168,700.00</b>
	<b>HOUSING Total</b>	<b>\$126,200.00</b>	<b>\$168,700.00</b>

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# Sustainable Foster City Fund



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

The initial funding in the fund came from the distribution of unencumbered non-housing funds from the former Foster City Community Development Agency. The City Council dedicated those funds as “seed money” towards the initiatives of the Sustainable Foster City Plan.

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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES		100,000	98,000
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	100,000	98,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	100,000	98,000
REALLOCATIONS	-	-	-
<b>TOTAL FOR CITY/DISTRICT MANAGER - ADMINISTRATION</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 98,000</b>



## DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION  
0110-413

Account: 125-

SUSTAINABLE FOSTER CITY SPECIAL  
FUND

<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
125-0110-413-4249	SUSTAINABLE FOSTER CITY KICK-OFF EVENT	\$10,000.00	\$0.00
Subtotal		<b>\$10,000.00</b>	<b>\$0.00</b>
125-0110-413-4251	RETAIL ASSESSMENT STUDY	\$75,000.00	\$0.00
125-0110-413-4251	SUSTAINABLE FC INITIATIVES WORKING CAPITAL	\$0.00	\$90,000.00
Subtotal		<b>\$75,000.00</b>	<b>\$90,000.00</b>
125-0110-413-4253	ICLEI MEMBERSHIP	\$0.00	\$600.00
125-0110-413-4253	SVEDA MEMBERSHIP	\$5,000.00	\$5,000.00
Subtotal		<b>\$5,000.00</b>	<b>\$5,600.00</b>
125-0110-413-4254	FOR THE LOVE OF CITIES PUBLIC ENGAGEMENT PROJECT	\$7,500.00	\$0.00
125-0110-413-4254	MEETINGS AND SUPPLIES	\$2,500.00	\$2,400.00
Subtotal		<b>\$10,000.00</b>	<b>\$2,400.00</b>
<b>Services and Supplies Total</b>		<b>\$100,000.00</b>	<b>\$98,000.00</b>
<b>ADMINISTRATION Total</b>		<b>\$100,000.00</b>	<b>\$98,000.00</b>

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# Water Enterprise Fund

The Estero Municipal Improvement District (EMID) provides water utility services to customers in Foster City and the Mariner's Island area of the City of San Mateo (north of Highway 92 and East of Highway 101). Treated water is purchased exclusively from the San Francisco Water Department, a department of the San Francisco Public Utilities Commission (SFPUC). The water is delivered to EMID via the Hetch Hetchy Reservoir distribution system with approximately 120 pounds per square inch (PSI) of pressure. EMID reduces the pressure to approximately 60 PSI operating pressure for customers. The SFPUC treats and monitors the water quality to meet all drinking water standards. EMID also continually tests the water it distributes with dedicated sampling sites throughout our service area to assure compliance with State health standards.



EMID maintains and operates the distribution system within its boundaries. EMID maintains and operates four (4) water tanks with a total storage of 20 million gallons to provide supply storage in the event of system shutdowns or emergencies. EMID has three (3) natural gas engines with propane backup systems and two (2) electrical powered pumps that pump water from the storage tanks into the distribution system. The water storage tanks and the pumping station are located at the District's corporation yard. EMID also maintains and operates more than 110 miles of water lines, more than 4,800 water valves, over 8,600 Water Meters, more than 1,400 fire hydrants, two water pressure reduction stations, as well as the facilities at the corporation yard.

EMID customers are currently billed bi-monthly for the water services. There are two (2) components of charges in the customer bill. The customers are charged a water availability charge, which is often referred to as a meter charge because the charge is based on the size of the water meter at the property, and a consumption charge for the amount of water consumed. As a result of recent water conservation measures that have been implemented over the last few years, on average, EMID customers consumed approximately 4.4 million gallons of water per day (MGD) in 2012, a 15-20% reduction in water use over prior years. The Water Supply Assurance from the SFPUC is 5.9 MGD through June 30, 2034<sup>1</sup>. Water conservation efforts are underway to ensure that EMID maintains a sufficient amount of water for its customers. Conservation-based water rates and expanded rebated programs were implemented in an effort to provide incentives for customers to conserve. The City provides an online utility billing system option that allows customers to view and pay their utility bills online at no additional cost.

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

<sup>1</sup> The Water Supply Agreement has conditional provisions for two (2) five-year extensions through June 30, 2044.

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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 1,531,000	\$ 1,531,000	\$ 1,486,000
SERVICES AND SUPPLIES	6,393,717	6,393,717	6,448,052
CAPITAL OUTLAY	-	-	
Subtotal (Total Department-Controlled Expenses)	7,924,717	7,924,717	7,934,052
INTERNAL SERVICES	688,433	688,433	682,937
Subtotal (Total Department Expenses before Reallocations)	8,613,150	8,613,150	8,616,989
REALLOCATIONS	742,785	742,785	750,309
<b>TOTAL FOR WATER ENTERPRISE FUND</b>	<b>\$ 9,355,935</b>	<b>\$ 9,355,935</b>	<b>\$ 9,367,298</b>

## DETAIL LINE ITEM REPORT

PUBLIC WORKS - WATER Account: 401-0960-461

WATER REVENUE

<i>Employee Services</i>		Approved 2012-2013	Requested 2013-2014
401-0960-461-4110	PERMANENT SALARIES	\$1,029,000.00	\$967,500.00
Subtotal		<b>\$1,029,000.00</b>	<b>\$967,500.00</b>
401-0960-461-4111	PUBLIC WORKS INTERNS	\$6,000.00	\$6,000.00
Subtotal		<b>\$6,000.00</b>	<b>\$6,000.00</b>
401-0960-461-4112	OVERTIME	\$16,000.00	\$16,000.00
Subtotal		<b>\$16,000.00</b>	<b>\$16,000.00</b>
401-0960-461-4120	FRINGE BENEFITS	\$480,000.00	\$496,500.00
Subtotal		<b>\$480,000.00</b>	<b>\$496,500.00</b>
<b>Employee Services Total</b>		<b>\$1,531,000.00</b>	<b>\$1,486,000.00</b>
<i>Internal Services</i>		Approved 2012-2013	Requested 2013-2014
401-0960-461-4520	COMPENSATED ABSENCES	\$4,120.00	\$3,355.00
Subtotal		<b>\$4,120.00</b>	<b>\$3,355.00</b>
401-0960-461-4544	VEHICLE REPLACEMENT - UNITS 17,20,21,22,27,35,36	\$162,252.00	\$145,861.00
Subtotal		<b>\$162,252.00</b>	<b>\$145,861.00</b>
401-0960-461-4556	EQUIPMENT REPLACEMENT	\$195,823.00	\$210,822.00
401-0960-461-4556	EQUIPMENT REPLACEMENT POOLED RADIOS	\$252.00	\$215.00
Subtotal		<b>\$196,075.00</b>	<b>\$211,037.00</b>
401-0960-461-4557	INFORMATION TECHNOLOGY SERVICES	\$205,469.00	\$202,350.00
Subtotal		<b>\$205,469.00</b>	<b>\$202,350.00</b>
401-0960-461-4562	SELF INSURANCE FUND CHARGE	\$58,500.00	\$57,100.00
Subtotal		<b>\$58,500.00</b>	<b>\$57,100.00</b>
401-0960-461-4569	BUILDING MAINTENANCE	\$62,017.00	\$63,234.00
Subtotal		<b>\$62,017.00</b>	<b>\$63,234.00</b>

		<b>Internal Services Total</b>	<b>\$688,433.00</b>	<b>\$682,937.00</b>
<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014	
401-0960-461-4240	ANNUAL WATER QUALITY REPORT - PRINTING	\$7,150.00	\$2,500.00	
401-0960-461-4240	BOOTS AND UNIFORMS	\$5,300.00	\$10,300.00	
401-0960-461-4240	COMPRESSION FITTINGS	\$2,000.00	\$2,000.00	
401-0960-461-4240	HYDRANT FITTINGS AND PARTS	\$5,500.00	\$5,500.00	
401-0960-461-4240	METER PARTS	\$12,000.00	\$7,000.00	
401-0960-461-4240	PAINT FOR HYDRANTS AND MISC. JOBS	\$1,000.00	\$1,000.00	
401-0960-461-4240	PIPES, CLAMPS AND PARTS	\$14,000.00	\$9,000.00	
401-0960-461-4240	REPLACEMENT OF LARGE WATER METER VAULT LIDS	\$0.00	\$35,000.00	
401-0960-461-4240	SAFETY GEAR	\$1,500.00	\$1,500.00	
401-0960-461-4240	SMALL TOOLS	\$1,500.00	\$1,500.00	
401-0960-461-4240	STAINLESS STEEL NUTS AND BOLTS	\$2,300.00	\$1,500.00	
401-0960-461-4240	TRENCH EXCAVATION MATERIAL	\$6,000.00	\$6,000.00	
401-0960-461-4240	VALVES AND METER BOXES AND LIDS	\$16,000.00	\$11,000.00	
401-0960-461-4240	WATER VALVES AND OPERATION NUTS	\$3,500.00	\$3,500.00	
	Subtotal	<b>\$77,750.00</b>	<b>\$97,300.00</b>	
401-0960-461-4241	PRINTING FOR PROP 218 NOTIFICATION - WATER/SEWER	\$2,050.00	\$2,100.00	
	Subtotal	<b>\$2,050.00</b>	<b>\$2,100.00</b>	
401-0960-461-4242	POSTAGE FOR ANNUAL WATER QUALITY REPORT	\$3,100.00	\$1,000.00	
401-0960-461-4242	POSTAGE FOR PROP 218 NOTIFICATION - WATER/SEWER	\$2,050.00	\$2,100.00	
	Subtotal	<b>\$5,150.00</b>	<b>\$3,100.00</b>	
401-0960-461-4243	BOOKS, MANUALS & TAPES	\$1,000.00	\$1,000.00	
401-0960-461-4243	MISC. OFFICE SUPPLIES	\$1,500.00	\$1,500.00	
	Subtotal	<b>\$2,500.00</b>	<b>\$2,500.00</b>	
401-0960-461-4245	PORTABLE FIELD DATA UNITS	\$5,000.00	\$5,000.00	
	Subtotal	<b>\$5,000.00</b>	<b>\$5,000.00</b>	
401-0960-461-4246	AIR RELIEF VALVE REPAIR AND REPLACEMENT	\$1,000.00	\$1,000.00	
401-0960-461-4246	MAINTENANCE OF AUTOMATIC METER READING EQUIPMENT	\$3,000.00	\$3,000.00	

401-0960-461-4246	MAINTENANCE OF COPY MACHINE (1/3)	\$1,000.00	\$1,000.00
401-0960-461-4246	MAINTENANCE OF PRESSURE REDUCING VALVES	\$3,000.00	\$3,000.00
401-0960-461-4246	MAINTENANCE REPAIR TO WATER PUMPS/ENGINES	\$10,000.00	\$10,000.00
401-0960-461-4246	MAINTENANCE REPAIRS TO 5 PORTABLE PUMPS-HYDR EQUIP	\$1,000.00	\$1,000.00
401-0960-461-4246	REPAIRS/SERVICE CALLS-WATER/ELECTRICAL CONROL SYS	\$4,000.00	\$4,000.00
	Subtotal	<b>\$23,000.00</b>	<b>\$23,000.00</b>
401-0960-461-4247	RENTAL EQUIPMENT	\$2,000.00	\$2,000.00
	Subtotal	<b>\$2,000.00</b>	<b>\$2,000.00</b>
401-0960-461-4248	CA DEPARTMENT OF HEALTH SERVICES	\$15,000.00	\$15,000.00
401-0960-461-4248	ELECTRICITY FOR WATER PUMP PLANT	\$44,000.00	\$46,000.00
401-0960-461-4248	NATURAL GAS FOR WATER PUMP PLANT	\$21,000.00	\$22,000.00
401-0960-461-4248	SFPUC - BAWSCA BOND SURCHARGE	\$0.00	\$692,518.00
401-0960-461-4248	SFPUC WATER PURCHASE	\$6,014,750.00	\$5,299,884.00
	Subtotal	<b>\$6,094,750.00</b>	<b>\$6,075,402.00</b>
401-0960-461-4251	ANNUAL WATER QUALITY REPORT - GRAPHICS	\$1,000.00	\$0.00
401-0960-461-4251	BACKFLOW PREVENTION FEES, SAN MATEO COUNTY	\$25,000.00	\$26,000.00
401-0960-461-4251	CHLORINATE/INSPECT WATER TANKS	\$5,000.00	\$5,000.00
401-0960-461-4251	LEAD AND COPPER TESTING	\$5,000.00	\$0.00
401-0960-461-4251	MDM PORTAL	\$0.00	\$56,000.00
401-0960-461-4251	POTABLE WATER LAB TESTS	\$28,000.00	\$31,000.00
401-0960-461-4251	SPECIAL STUDIES	\$25,000.00	\$25,000.00
	Subtotal	<b>\$89,000.00</b>	<b>\$143,000.00</b>
401-0960-461-4253	AWWA DUES	\$1,500.00	\$1,500.00
401-0960-461-4253	BAWSCA DUES AND ASSESSMENT	\$84,767.00	\$85,700.00
	Subtotal	<b>\$86,267.00</b>	<b>\$87,200.00</b>
401-0960-461-4254	APWA NATIONAL CONGRESS (DIRECTOR)	\$0.00	\$700.00
401-0960-461-4254	DEPARTMENT RETREAT	\$0.00	\$500.00
401-0960-461-4254	TRAVEL, CONFERENCES AND MEETINGS	\$2,250.00	\$2,250.00
	Subtotal	<b>\$2,250.00</b>	<b>\$3,450.00</b>
401-0960-461-4255	TRAINING AND CERTIFICATION	\$4,000.00	\$4,000.00

Subtotal	<b>\$4,000.00</b>	<b>\$4,000.00</b>
<b>Services and Supplies Total</b>	<b>\$6,393,717.00</b>	<b>\$6,448,052.00</b>

***Reallocation***

		Approved 2012-2013	Requested 2013-2014
401-0960-461-4463	DISTRICT BOARD	\$26,380.00	\$26,850.00
401-0960-461-4463	DISTRICT LEGAL COUNSEL	\$59,037.00	\$58,613.00
401-0960-461-4463	DISTRICT MANAGER	\$167,570.00	\$156,036.00
401-0960-461-4463	DISTRICT SECRETARY	\$53,594.00	\$62,129.00
401-0960-461-4463	FINANCIAL SERVICES	\$306,111.00	\$307,452.00
401-0960-461-4463	HUMAN RESOURCES	\$73,813.00	\$89,420.00
401-0960-461-4463	PW ENGINEERING	\$56,280.00	\$49,809.00
Subtotal		<b>\$742,785.00</b>	<b>\$750,309.00</b>
<b>Reallocation Total</b>		<b>\$742,785.00</b>	<b>\$750,309.00</b>
<b>WATER Total</b>		<b>\$9,355,935.00</b>	<b>\$9,367,298.00</b>



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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	670,257	670,257	8,300
Subtotal (Total Department-Controlled Expenses)	670,257	670,257	8,300
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	670,257	670,257	8,300
REALLOCATIONS	-	-	-
<b>TOTAL FOR WATER EQUIPMENT REPLACEMENT FUND</b>	<b>\$ 670,257</b>	<b>\$ 670,257</b>	<b>\$ 8,300</b>

# DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION

Account: 405-0110-413

WATER ERF

<i>Capital Outlay</i>	Approved 2012-2013	Requested 2013-2014
405-0110-413-4385 EQUIPMENT REPLACEMENT -- WATER FUND	\$670,257.00	\$8,300.00
Subtotal	<b>\$670,257.00</b>	<b>\$8,300.00</b>
<b>Capital Outlay Total</b>	<b>\$670,257.00</b>	<b>\$8,300.00</b>
<b>ADMINISTRATION Total</b>	<b>\$670,257.00</b>	<b>\$8,300.00</b>

# Wastewater Collection System Enterprise Funds



The Estero Municipal Improvement District (EMID) collects all wastewater flows within Foster City. Collected wastewater is pumped to the jointly owned Wastewater Treatment Plant (WWTP) in San Mateo for treatment and disposal. The EMID staff with the cooperation of the San Mateo Treatment Plant staff strives to protect the health and safety of Foster City residents and to ensure the protection of the environment by effective treatment and disposal of all wastewater flows from commercial, industrial, and residential users.

The San Mateo Treatment Plant staff is currently working with a consultant to develop an updated Master Plan for the plant. The Master Plan will be updated to identify potential capital improvement projects to be implemented over the next ten years. Early indications are that some major improvements are needed to improve plant operations and bring the plant into compliance with the order and NPDES permits recently issued by the San Francisco Bay Regional Water Quality Control Board which become effective May 1, 2013.

EMID operates and maintains more than 63 miles of sewer pipe lines, more than 4.5 miles of sewer force mains, 48 pumping stations, 15 permanent standby generators, and four portable generators located within the collection system. Nearly 3 million gallons of wastewater is generated within Foster City each day and pumped to the EMID/ San Mateo Treatment Plant for treatment and disposal.

EMID customers are currently billed bi-monthly for the sewer services. The City provides an online utility billing system option that allows customers to view and pay their utility bills online at no additional cost. The residential customers are categorized by different classifications (Single Family, Townhouse, Duplex, Apartments). The customers within each classification pay the same flat rate. The commercial customers are charged based on classification and potable water usage. The wastewater rates are reviewed annually and updated accordingly.

For further information about the EMID Collection System (Wastewater) Enterprise Fund operations, please refer to the Public Works narrative included earlier in this Budget Document.

**DEPARTMENT SUMMARY BY DIVISION**  
**Estero Municipal Improvement District**  
**PUBLIC WORKS**  
**WASTEWATER COLLECTION SYSTEM FUND**  
Annual Budget Appropriation for Fiscal Year

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 1,593,200	\$ 1,593,200	\$ 1,558,500
SERVICES AND SUPPLIES	2,409,250	2,409,250	2,561,000
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	4,002,450	4,002,450	4,119,500
INTERNAL SERVICES	802,004	802,004	802,950
Subtotal (Total Department Expenses before Reallocations)	4,804,454	4,804,454	4,922,450
REALLOCATIONS	671,394	671,394	680,093
<b>TOTAL FOR WASTEWATER COLLECTION SYSTEM FUND</b>	<b>\$ 5,475,848</b>	<b>\$ 5,475,848</b>	<b>\$ 5,602,543</b>

## DETAIL LINE ITEM REPORT

PUBLIC WORKS - WASTEWATER Account: 451-0970-432

WASTEWATER REVENUE

<i>Employee Services</i>		Approved 2012-2013	Requested 2013-2014
451-0970-432-4110	PERMANENT SALARIES	\$1,034,000.00	\$979,000.00
	Subtotal	<b>\$1,034,000.00</b>	<b>\$979,000.00</b>
451-0970-432-4111	PUBLIC WORKS INTERNS	\$6,000.00	\$6,000.00
451-0970-432-4111	SUMMER TEMPORARY WORKER	\$25,000.00	\$25,000.00
	Subtotal	<b>\$31,000.00</b>	<b>\$31,000.00</b>
451-0970-432-4112	OVERTIME	\$24,000.00	\$24,000.00
	Subtotal	<b>\$24,000.00</b>	<b>\$24,000.00</b>
451-0970-432-4113	STANDBY PAY	\$21,200.00	\$22,000.00
	Subtotal	<b>\$21,200.00</b>	<b>\$22,000.00</b>
451-0970-432-4120	FRINGE BENEFITS	\$483,000.00	\$502,500.00
	Subtotal	<b>\$483,000.00</b>	<b>\$502,500.00</b>
	<b>Employee Services Total</b>	<b>\$1,593,200.00</b>	<b>\$1,558,500.00</b>
<i>Internal Services</i>		Approved 2012-2013	Requested 2013-2014
451-0970-432-4520	COMPENSATED ABSENCES	\$4,140.00	\$3,395.00
	Subtotal	<b>\$4,140.00</b>	<b>\$3,395.00</b>
451-0970-432-4544	VEHICLE REPLACEMENT - 11 Units	\$181,925.00	\$197,506.00
	Subtotal	<b>\$181,925.00</b>	<b>\$197,506.00</b>
451-0970-432-4556	EQUIPMENT REPLACEMENT	\$285,394.00	\$274,843.00
451-0970-432-4556	EQUIPMENT REPLACEMENT POOLED RADIOS	\$252.00	\$215.00
	Subtotal	<b>\$285,646.00</b>	<b>\$275,058.00</b>
451-0970-432-4557	INFORMATION TECHNOLOGY SERVICES	\$209,776.00	\$206,657.00
	Subtotal	<b>\$209,776.00</b>	<b>\$206,657.00</b>
451-0970-432-4562	SELF INSURANCE FUND CHARGE	\$58,500.00	\$57,100.00

	Subtotal	<b>\$58,500.00</b>	<b>\$57,100.00</b>
451-0970-432-4569	BUILDING MAINTENANCE	\$62,017.00	\$63,234.00
	Subtotal	<b>\$62,017.00</b>	<b>\$63,234.00</b>
	<b>Internal Services Total</b>	<b>\$802,004.00</b>	<b>\$802,950.00</b>

<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
451-0970-432-4240	BOOTS / UNIFORMS	\$6,400.00	\$11,400.00
451-0970-432-4240	CABLE/HOSES	\$2,500.00	\$2,500.00
451-0970-432-4240	COATINGS/EPOXIES	\$2,000.00	\$2,000.00
451-0970-432-4240	DISPOSAL FEES FOR SANITARY SOLIDS	\$2,000.00	\$2,000.00
451-0970-432-4240	FIRST AID AND SAFETY SUPPLIES	\$2,500.00	\$2,500.00
451-0970-432-4240	GREASE REMOVER	\$3,000.00	\$3,000.00
451-0970-432-4240	HYDROGEN PEROXIDE	\$75,000.00	\$0.00
451-0970-432-4240	L/S, CONTROLS AND PUMP COMPONENTS	\$19,000.00	\$19,000.00
451-0970-432-4240	LIFT STATION 59 PLC UPGRADE	\$0.00	\$50,000.00
451-0970-432-4240	MISC. MAINTENANCE SUPPLIES	\$5,500.00	\$5,500.00
451-0970-432-4240	OIL AND DIESEL FUEL	\$1,500.00	\$1,500.00
451-0970-432-4240	SEWER JET ACCESSORIES AND SUPPLIES	\$3,000.00	\$3,000.00
451-0970-432-4240	SMALL TOOLS	\$2,000.00	\$2,000.00
451-0970-432-4240	STAINLESS STEEL BOLTS/MATERIALS	\$2,000.00	\$2,000.00
451-0970-432-4240	WASTEWATER SOLIDS DISPOSAL LAB FEES	\$2,000.00	\$2,000.00
	Subtotal	<b>\$128,400.00</b>	<b>\$108,400.00</b>
451-0970-432-4241	PRINTING FOR PROP 218 NOTIFICATION - WATER/SEWER	\$750.00	\$750.00
	Subtotal	<b>\$750.00</b>	<b>\$750.00</b>
451-0970-432-4242	POSTAGE FOR PROP 218 NOTIFICATION - WATER/SEWER	\$2,050.00	\$2,100.00
	Subtotal	<b>\$2,050.00</b>	<b>\$2,100.00</b>
451-0970-432-4243	MISC. OFFICE SUPPLIES	\$2,500.00	\$2,500.00
	Subtotal	<b>\$2,500.00</b>	<b>\$2,500.00</b>
451-0970-432-4245	PORTABLE FIELD DATA UNITS	\$5,000.00	\$5,000.00
	Subtotal	<b>\$5,000.00</b>	<b>\$5,000.00</b>

451-0970-432-4246	ELECTRICAL REPAIRS	\$2,000.00	\$2,000.00
451-0970-432-4246	EXTENDED SUPPORT - SCADA SOFTWARE	\$1,300.00	\$1,300.00
451-0970-432-4246	HEAVY EQUIPMENT MAINTENANCE	\$5,000.00	\$5,000.00
451-0970-432-4246	LOAD BANK TESTING (9) UNITS	\$7,000.00	\$7,000.00
451-0970-432-4246	MAINTENANCE OF COPY MACHINE (1/3)	\$500.00	\$500.00
451-0970-432-4246	MAINTENANCE OF LS 59 PUMPS	\$20,000.00	\$20,000.00
451-0970-432-4246	MANHOLES/TRAFFIC STEEL FRAME/PLATE COVERS LS	\$2,000.00	\$2,000.00
451-0970-432-4246	MECHANICAL PARTS	\$8,000.00	\$8,000.00
451-0970-432-4246	REPAIRS TO L/S GENERATORS / ATS(s)	\$12,000.00	\$12,000.00
451-0970-432-4246	REPAIRS/MOD TO WASTEWATER CONVEYANCE SYS	\$10,000.00	\$10,000.00
451-0970-432-4246	SCADA MAINTENANCE	\$5,000.00	\$5,000.00
	Subtotal	<b>\$72,800.00</b>	<b>\$72,800.00</b>
451-0970-432-4247	RENTAL EQUIPMENT	\$1,000.00	\$1,000.00
	Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
451-0970-432-4248	ENERGY COSTS (ELECTRICITY)	\$250,000.00	\$270,000.00
451-0970-432-4248	MOBILE RADIO MAINTENANCE/SUPPLIES	\$1,000.00	\$1,000.00
	Subtotal	<b>\$251,000.00</b>	<b>\$271,000.00</b>
451-0970-432-4251	ALLOWANCE FOR MAJOR ELECTRICAL REPAIRS	\$12,000.00	\$12,000.00
451-0970-432-4251	BAY AREA AIR QUALITY MGMT DIST	\$4,500.00	\$5,000.00
451-0970-432-4251	CONTROL SYSTEM SERVICE CALLS FOR LS	\$10,000.00	\$10,000.00
451-0970-432-4251	HAZARDOUS MATERIAL DISPOSAL	\$4,000.00	\$4,000.00
451-0970-432-4251	LIFT STATION 59 PLC UPGRADE	\$0.00	\$50,000.00
451-0970-432-4251	LOAD BANK TESTING (LABOR)	\$7,000.00	\$7,000.00
451-0970-432-4251	MISC. REPAIRS TO L/S GENERATORS (LABOR)	\$10,000.00	\$10,000.00
451-0970-432-4251	SAN MATEO COUNTY HEALTH DEPARTMENT	\$2,500.00	\$2,500.00
451-0970-432-4251	SM WWTP - ANNUAL CIP PROGRAM	\$400,000.00	\$500,000.00
451-0970-432-4251*	SM WWTP - EMID SHARE OF O & M - (PC30)	\$1,456,000.00	\$1,456,000.00
451-0970-432-4251	SPECIAL STUDIES	\$25,000.00	\$25,000.00
451-0970-432-4251	STATE WATER RESOURCES CONTROL BOARD	\$1,500.00	\$1,500.00
451-0970-432-4251	UST COMPLIANCE -- LS #29	\$750.00	\$750.00

	Subtotal	<b>\$1,933,250.00</b>	<b>\$2,083,750.00</b>
451-0970-432-4253	MEMBERSHIP DUES AND SUBSCRIPTIONS	\$3,000.00	\$3,000.00
	Subtotal	<b>\$3,000.00</b>	<b>\$3,000.00</b>
451-0970-432-4254	APWA NATIONAL CONGRESS (DIRECTOR)	\$0.00	\$700.00
451-0970-432-4254	DEPARTMENT RETREAT	\$0.00	\$500.00
451-0970-432-4254	TRAVEL, CONFERENCES, MEETINGS & TECH TRAINING	\$4,500.00	\$4,500.00
	Subtotal	<b>\$4,500.00</b>	<b>\$5,700.00</b>
451-0970-432-4255	TRAINING AND CERTIFICATION	\$5,000.00	\$5,000.00
	Subtotal	<b>\$5,000.00</b>	<b>\$5,000.00</b>
<b>Services and Supplies Total</b>		<b>\$2,409,250.00</b>	<b>\$2,561,000.00</b>

***Reallocation***

		Approved 2012-2013	Requested 2013-2014
451-0970-432-4463	DISTRICT BOARD	\$26,380.00	\$26,850.00
451-0970-432-4463	DISTRICT LEGAL COUNSEL	\$59,037.00	\$58,613.00
451-0970-432-4463	DISTRICT MANAGER	\$167,570.00	\$156,036.00
451-0970-432-4463	DISTRICT SECRETARY	\$53,594.00	\$62,129.00
451-0970-432-4463	FINANCIAL SERVICES	\$234,720.00	\$237,236.00
451-0970-432-4463	HUMAN RESOURCES	\$73,813.00	\$89,420.00
451-0970-432-4463	PW ENGINEERING	\$56,280.00	\$49,809.00
	Subtotal	<b>\$671,394.00</b>	<b>\$680,093.00</b>
<b>Reallocation Total</b>		<b>\$671,394.00</b>	<b>\$680,093.00</b>
<b>WASTEWATER Total</b>		<b>\$5,475,848.00</b>	<b>\$5,602,543.00</b>



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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	94,205	94,205	753,205
Subtotal (Total Department-Controlled Expenses)	94,205	94,205	753,205
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	94,205	94,205	753,205
REALLOCATIONS	-	-	-
<b>TOTAL FOR WASTEWATER EQUIPMENT REPLACEMENT FUND</b>	<b>\$ 94,205</b>	<b>\$ 94,205</b>	<b>\$ 753,205</b>

## DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION

Account: 455-0110-413

WASTEWATER ERF

<i>Capital Outlay</i>		Approved 2012-2013	Requested 2013-2014
455-0110-413-4385	EQUIPMENT REPLACEMENT -- WASTEWATER COLLECTION FD	\$94,205.00	\$753,205.00
	Subtotal	<b>\$94,205.00</b>	<b>\$753,205.00</b>
	<b>Capital Outlay Total</b>	<b>\$94,205.00</b>	<b>\$753,205.00</b>
	<b>ADMINISTRATION Total</b>	<b>\$94,205.00</b>	<b>\$753,205.00</b>

# Vehicle Replacement Fund

The Mission of the Vehicle Replacement Fund, operated by the Vehicle Maintenance Division of the Parks and Recreation Department, is to provide management, maintenance, and inspection of all City/District vehicles and equipment. The Division continues to develop ongoing maintenance programs for City vehicles and works to develop a cost-effective inventory system. Providing an efficient and safe vehicle fleet is emphasized while the utilization of a biannual vehicle inspection program assists the Department in accomplishing this goal.



## ***PROPOSED SERVICE LEVELS***

The Vehicle Maintenance Division will supervise and conduct an ongoing maintenance program for City/District vehicles and equipment, and will manage the vehicle replacement schedule and fund. The Division staff reflects 15% of time from the Director of Parks and Recreation; 50% from the Building/Vehicle Manager; one Mechanic I; one Small Engine Mechanic; and one 50% time Building/Vehicle Maintenance Worker.

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

### Personnel

No changes

### Services and Supplies

No changes

### Capital Outlay

Existing vehicles scheduled for replacement are included in capital outlay. Seven new vehicles are recommended.



### Internal Services Charges

Vehicle replacement internal service charges were updated based on reassessment of the existing fleet as to useful life and replacement value, considering anticipated replacements of existing vehicles for FY 2013-2014.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**PARKS & RECREATION**  
**VEHICLE REPLACEMENT FUND (#501)**  
Annual Budget Appropriation for Fiscal Year

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 403,000	\$ 403,000	\$ 399,000
SERVICES AND SUPPLIES	497,850	497,850	497,850
CAPITAL OUTLAY	277,035	277,035	473,456
Subtotal (Total Department-Controlled Expenses)	1,177,885	1,177,885	1,370,306
INTERNAL SERVICES	83,009	83,009	72,513
Subtotal (Total Department Expenses before Reallocations)	1,260,894	1,260,894	1,442,819
REALLOCATIONS	-	-	-
<b>TOTAL FOR VEHICLE REPLACEMENT FUND (#501)</b>	<b>\$ 1,260,894</b>	<b>\$ 1,260,894</b>	<b>\$ 1,442,819</b>

## DETAIL LINE ITEM REPORT

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

<i>Capital Outlay</i>	Approved 2012-2013	Requested 2013-2014
501-0560-431-4384 VEHICLE REPLACEMENT CONTINGENCY	\$50,000.00	\$50,000.00
501-0560-431-4384 VEHICLES TO BE REPLACED	\$215,758.00	\$415,152.00
Subtotal	<b>\$265,758.00</b>	<b>\$465,152.00</b>
501-0560-431-4388 TIRE BALANCER AND CHANGER	\$11,277.00	\$8,304.00
Subtotal	<b>\$11,277.00</b>	<b>\$8,304.00</b>
<b>Capital Outlay Total</b>	<b>\$277,035.00</b>	<b>\$473,456.00</b>

<i>Employee Services</i>	Approved 2012-2013	Requested 2013-2014
501-0560-431-4110 PERMANENT SALARIES	\$279,000.00	\$277,000.00
Subtotal	<b>\$279,000.00</b>	<b>\$277,000.00</b>
501-0560-431-4112 OVERTIME	\$1,000.00	\$1,000.00
Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
501-0560-431-4120 FRINGE BENEFITS	\$123,000.00	\$121,000.00
Subtotal	<b>\$123,000.00</b>	<b>\$121,000.00</b>
<b>Employee Services Total</b>	<b>\$403,000.00</b>	<b>\$399,000.00</b>

<i>Internal Services</i>	Approved 2012-2013	Requested 2013-2014
501-0560-431-4520 COMPENSATED ABSENCES	\$1,120.00	\$960.00
Subtotal	<b>\$1,120.00</b>	<b>\$960.00</b>
501-0560-431-4556 EQUIPMENT REPLACEMENT	\$33,894.00	\$24,614.00
Subtotal	<b>\$33,894.00</b>	<b>\$24,614.00</b>
501-0560-431-4557 INFORMATION TECHNOLOGY SERVICES	\$10,195.00	\$10,039.00
Subtotal	<b>\$10,195.00</b>	<b>\$10,039.00</b>
501-0560-431-4562 INSURANCE	\$37,800.00	\$36,900.00

Subtotal	<b>\$37,800.00</b>	<b>\$36,900.00</b>
<b>Internal Services Total</b>	<b>\$83,009.00</b>	<b>\$72,513.00</b>

***Services and Supplies***

	Approved 2012-2013	Requested 2013-2014
501-0560-431-4243* BOOTS/UNIFORMS	\$600.00	\$600.00
501-0560-431-4243* OFFICE & JANITORIAL SUPPLIES	\$200.00	\$200.00
501-0560-431-4243* SMALL TOOLS	\$400.00	\$400.00
Subtotal	<b>\$1,200.00</b>	<b>\$1,200.00</b>
501-0560-431-4246* AUTO PARTS	\$30,000.00	\$30,000.00
501-0560-431-4246* DIESEL FUEL	\$56,000.00	\$56,000.00
501-0560-431-4246* FIRE APPARATUS - REPAIR/PM	\$57,500.00	\$57,500.00
501-0560-431-4246* GASOLINE	\$260,000.00	\$260,000.00
501-0560-431-4246* RECYCLING, TIRES DISPOSAL, BATTERIES, FILTERS	\$2,500.00	\$2,500.00
501-0560-431-4246 RETROFIT EXHAUST SYSTEMS ON DIESEL VEHICLES	\$10,000.00	\$10,000.00
501-0560-431-4246* TIRES (REPLACEMENT, REPAIR, FRONT END WORK)	\$20,000.00	\$20,000.00
501-0560-431-4246* VEHICLE REPAIRS	\$32,000.00	\$32,000.00
501-0560-431-4246* WASH, DETAIL, TOUCH UP STAFF VEHICLES	\$3,000.00	\$3,000.00
Subtotal	<b>\$471,000.00</b>	<b>\$471,000.00</b>
501-0560-431-4247 RENTAL OF MISCELLANEOUS EQUIPMENT	\$800.00	\$800.00
Subtotal	<b>\$800.00</b>	<b>\$800.00</b>
501-0560-431-4248 RADIO MAINTENANCE	\$4,000.00	\$4,000.00
Subtotal	<b>\$4,000.00</b>	<b>\$4,000.00</b>
501-0560-431-4251* BIENNIAL VEHICLE INSPECTION & SUPPLIES	\$3,500.00	\$3,500.00
501-0560-431-4251 FIRE VEHICLE PREVENTIVE MAINTENANCE	\$15,600.00	\$15,600.00
Subtotal	<b>\$19,100.00</b>	<b>\$19,100.00</b>
501-0560-431-4253 NATIONAL AUTOMOBILE FLEET ASSOCIATION (NAFA)	\$500.00	\$500.00
Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
501-0560-431-4254 FLEET MAINTENANCE/NOR CAL CONFERENCES	\$500.00	\$500.00
Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
501-0560-431-4255 FORD & TOYOTA DIAGNOSTIC CERT TRAINING	\$750.00	\$750.00

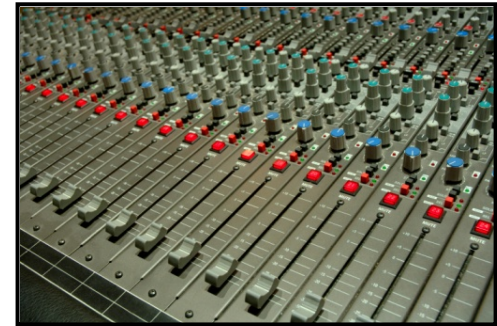
Subtotal	\$750.00	\$750.00
<b>Services and Supplies Total</b>	<b>\$497,850.00</b>	<b>\$497,850.00</b>
<b>VEHICLE MAINTENANCE &amp; REP Total</b>	<b>\$1,260,894.00</b>	<b>\$1,442,819.00</b>

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# Equipment Replacement Fund

This fund was established to provide for the timely and orderly replacement of equipment valued over \$1,000. This internal service fund allows the City to plan ahead for the replacement of its equipment. The expenditure figure represents the schedule of equipment to be replaced during the fiscal year and deemed to be in need of replacement.



A consistent methodology is used to capture replacement funds for operating department replacement needs. Individually significant assets (over \$1,000), or a pool of assets (which may be less than \$1,000 individually, but when pooled together exceed \$1,000) are assigned replacement values and estimated useful lives. Operating departments are then charged an annual replacement charge such that the replacement value is available upon expiration of the asset. Any changes to replacement values and/or estimated useful lives that occur subsequent to the asset being placed on the Equipment Replacement list are handled on a prospective (or “go-forward”) basis.



This Fund accounts for replacement of assets other than those assets related to Water Operations or Wastewater Operations (which are accounted for in those respective Enterprise funds), or those assets specifically relating to the activities of the Vehicle Replacement, Information Technology, and Building Maintenance.



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**FINANCIAL SERVICES**  
**EQUIPMENT REPLACEMENT FUND (#502)**  
**Annual Budget Appropriation for Fiscal Year**

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	53,300	53,300	126,066
CAPITAL OUTLAY	364,000	364,000	119,000
Subtotal (Total Department-Controlled Expenses)	417,300	417,300	245,066
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	417,300	417,300	245,066
REALLOCATIONS	-	-	-
<b>TOTAL FOR EQUIPMENT REPLACEMENT FUND (#502)</b>	<b>\$ 417,300</b>	<b>\$ 417,300</b>	<b>\$ 245,066</b>

## DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION Account: 502-0110-413

EQUIPMENT REPLACEMENT FD

<i>Capital Outlay</i>		Approved 2012-2013	Requested 2013-2014
502-0110-413-4385	EMERGENCY REPLACEMENT	\$50,000.00	\$50,000.00
502-0110-413-4385	EQUIPMENT REPLACEMENT -- GENERAL FUND	\$314,000.00	\$69,000.00
Subtotal		<b>\$364,000.00</b>	<b>\$119,000.00</b>
<b>Capital Outlay Total</b>		<b>\$364,000.00</b>	<b>\$119,000.00</b>
<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
502-0110-413-4245	EQUIPMENT REPLACEMENT - TOOLS & EQUIPMENT	\$53,300.00	\$126,066.00
Subtotal		<b>\$53,300.00</b>	<b>\$126,066.00</b>
<b>Services and Supplies Total</b>		<b>\$53,300.00</b>	<b>\$126,066.00</b>
<b>ADMINISTRATION Total</b>		<b>\$417,300.00</b>	<b>\$245,066.00</b>

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# Self Insurance Fund

The Self Insurance Fund was established many years ago as a cost savings tool to address the high cost of purchasing commercial liability insurance. The City/District currently has a self-insured retention of \$100,000, meaning that the City/District pays all expenses associated with a claim up to the first \$100,000.

The City of Foster City is a member of a self-insured insurance pool known as ABAG PLAN that provides general liability coverage from \$100,000 to \$25,000,000 per claim. Any claim over \$25,000,000 is the City's responsibility. The pool also jointly purchases all-risk (property) and public officials' bond insurance coverage for member agencies.

Expenditures in this fund represent the ABAG PLAN premium and an allowance for expenses that may be incurred below the \$100,000 liability self-insured retention and property and vehicle damage deductibles. ABAG PLAN premiums are largely based on the member's payroll.

Revenues are derived from assessments to the City General Fund, vehicle replacement fund, water fund and sewer fund; interest earnings; and any rebates of the ABAG PLAN premiums based on positive experience and ABAG PLAN policy.

The Self-Insurance Fund is funded to a target reserve level of \$1 million.



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
CITY MANAGER  
**SELF-INSURANCE FUND (#503)**  
Annual Budget Appropriation for Fiscal Year

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	328,730	328,730	341,630
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	328,730	328,730	341,630
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	328,730	328,730	341,630
REALLOCATIONS	-	-	-
<b>TOTAL FOR SELF-INSURANCE FUND (#503)</b>	<b>\$ 328,730</b>	<b>\$ 328,730</b>	<b>\$ 341,630</b>

## DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION

Account: 503-0110-415

SELF INSURANCE FUND

<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
503-0110-415-4241	COPIES	\$100.00	\$100.00
Subtotal		<b>\$100.00</b>	<b>\$100.00</b>
503-0110-415-4242	POSTAGE	\$100.00	\$100.00
Subtotal		<b>\$100.00</b>	<b>\$100.00</b>
503-0110-415-4251	CLAIM SETTLEMENTS, DEFENSE COSTS, OTHER EXPENSES	\$80,000.00	\$100,000.00
Subtotal		<b>\$80,000.00</b>	<b>\$100,000.00</b>
503-0110-415-4253	PARMA MEMBERSHIP DUES	\$110.00	\$110.00
503-0110-415-4253	PRIMA MEMBERSHIP DUES	\$420.00	\$420.00
Subtotal		<b>\$530.00</b>	<b>\$530.00</b>
503-0110-415-4262	ABAG PLAN PREMIUM	\$206,000.00	\$240,900.00
503-0110-415-4262	ALL RISK INSURANCE & PUBLIC OFFICIALS BOND	\$42,000.00	\$0.00
Subtotal		<b>\$248,000.00</b>	<b>\$240,900.00</b>
<b>Services and Supplies Total</b>		<b>\$328,730.00</b>	<b>\$341,630.00</b>
<b>ADMINISTRATION Total</b>		<b>\$328,730.00</b>	<b>\$341,630.00</b>

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# Information Technology Fund

The role of Information Technology is to provide responsive, secure and effective support of the City's network, applications and communication services by coordinating and overseeing the budgeting, planning, implementation, operation and maintenance of City-wide systems and ensure that systems development or implementation proceeds in a logical, integrated and cost-effective manner.

The Information Technology Fund is an Internal Services fund that accounts for the City's investment (both capital and people) in Information Technology. Operating departments are charged back for all of the expenses incurred in this fund based upon their utilization of such technology. Charge backs also include a charge for IT equipment replacement.



## ***PROPOSED SERVICE LEVELS***

The objective of the IT Division of the City Manager Department is to support and maintain the existing Information Technology infrastructures, enterprise-wide and department applications, systems and hardware. IT will continue to have as its highest priority the maintenance of existing network infrastructure, maintaining existing software solutions (of which public safety and financial applications will receive the highest priority of service), and providing desktop support for operating departments. IT will provide proactive assistance in helping departments review business processes, developing or acquiring new applications or revising existing applications and improving existing network infrastructure to support streamlined business processes.

- Support and maintain the existing infrastructures, enterprise-wide and department applications, systems and hardware.
- Maintain at all times the Public Safety applications and Financial Systems that have been identified as critical systems. High priority would be given to the services and systems that support the entire organization.
- Support and maintain the existing applications developed by the City. In addition, support and maintain new development on an as-needed basis.
- Support and maintain the existing 3<sup>rd</sup> party applications. Work with City departments to integrate new applications, systems or devices.
- Support and maintain network security, virus protection and network administration to protect the City's infrastructure.
- Maintain the City's data / voice communication systems and Internet presence.
- Provide staff training and support for maximum utilization of existing software applications and hardware.

The Information Technology Division's on-going goals, completed initiatives and anticipated initiatives are included in the City Manager Department budget narrative.

Total IT internal service charges for FY 2013-2014 will be \$1,355,618 which is \$18,954 (or ~ 1.4%) lower than internal service charges for FY 2012-2013 of \$1,374,572.

- Reallocation of Existing Funds in ISF: During the review process replacement costs for desktop computers, laptops and zero clients were reduced. Staff also determined monitors and projectors should no longer be funded via the IT ISF. The cost for the items and the interval for replacement do not match the rest of the IT ISF assets. The balance for these items was reallocated to the IT ISF.
- Changes to Replacement Value: Based on purchases in FY 2012-13 three department copier replacement values were lowered, one increased and replacement value of Mobile Data Computers for Police was lowered. The replacement value for the City's Municipal Software System (Financials, HR, Payroll, Permitting, Planning, and Land Management) was increased based on the cost to purchase and implement a municipal software system today.

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

- Department Copiers (City Hall, Finance)
- Recreation Registration/On-Line System
- Digital Archive for Trusted System
- Storage Expansion
- City E-Mail Archive System
- Department Laptops (Public Works and Community Development)

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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 624,000	\$ 624,000	\$ 635,000
SERVICES AND SUPPLIES	481,140	481,140	527,600
CAPITAL OUTLAY	471,000	471,000	224,000
Subtotal (Total Department-Controlled Expenses)	1,576,140	1,576,140	1,386,600
INTERNAL SERVICES	1,840	1,840	1,570
Subtotal (Total Department Expenses before Reallocations)	1,577,980	1,577,980	1,388,170
REALLOCATIONS	-	-	-
<b>TOTAL FOR INFORMATION TECHNOLOGY FUND (#504)</b>	<b>\$ 1,577,980</b>	<b>\$ 1,577,980</b>	<b>\$ 1,388,170</b>

## DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - IT Account: 504-0160-419

COMMUNICATION & INFO SVC

<i>Capital Outlay</i>		Approved 2012-2013	Requested 2013-2014
504-0160-419-4388	CITY HALL / POLICE WIFI EQUIPMENT REPLACEMENT	\$12,000.00	\$0.00
504-0160-419-4388	CITY-WIDE E-MAIL ARCHIVE SYSTEM	\$0.00	\$30,000.00
504-0160-419-4388	CITY-WIDE STORAGE (TIER 1, VIDEO/TIER 2)	\$0.00	\$60,500.00
504-0160-419-4388	COLOR COPIER / PRINTER (CITY HALL / POLICE)	\$37,000.00	\$0.00
504-0160-419-4388	COPIER REPLACEMENT (CITY HALL / FINANCE)	\$0.00	\$46,500.00
504-0160-419-4388	DEPARTMENT LAPTOPS (PW / CDD)	\$0.00	\$2,000.00
504-0160-419-4388	DEPARTMENT PRINTER / COPIER / FAX / SCANNER (3)	\$46,500.00	\$0.00
504-0160-419-4388	DIGITAL ARCHIVE FOR TRUSTED SYSTEM (INCL SERVICES)	\$0.00	\$33,000.00
504-0160-419-4388	MOBILE DATA COMPUTERS (FIRE)	\$4,000.00	\$0.00
504-0160-419-4388	PHONE SYSTEM - NETWORK SWITCH / WIRING UPGRADES	\$64,000.00	\$0.00
504-0160-419-4388	PHONE SYSTEM REPLACEMENT	\$275,000.00	\$0.00
504-0160-419-4388	POLICE DEPARTMENT FINGERPRINT SYSTEM	\$31,000.00	\$0.00
504-0160-419-4388	RECREATION REGISTRATION SYSTEM	\$0.00	\$52,000.00
504-0160-419-4388	TRAINING LAPTOP (FIRE)	\$1,500.00	\$0.00
	Subtotal	<b>\$471,000.00</b>	<b>\$224,000.00</b>
	<b>Capital Outlay Total</b>	<b>\$471,000.00</b>	<b>\$224,000.00</b>
<i>Employee Services</i>		Approved 2012-2013	Requested 2013-2014
504-0160-419-4110	PERMANENT SALARIES	\$460,000.00	\$460,000.00
	Subtotal	<b>\$460,000.00</b>	<b>\$460,000.00</b>
504-0160-419-4120	FRINGE BENEFITS (F/T Salaries)	\$164,000.00	\$175,000.00
	Subtotal	<b>\$164,000.00</b>	<b>\$175,000.00</b>
	<b>Employee Services Total</b>	<b>\$624,000.00</b>	<b>\$635,000.00</b>

<i>Internal Services</i>		Approved 2012-2013	Requested 2013-2014
504-0160-419-4520	COMPENSATED ABSENCES	\$1,840.00	\$1,570.00
Subtotal		<b>\$1,840.00</b>	<b>\$1,570.00</b>
<b>Internal Services Total</b>		<b>\$1,840.00</b>	<b>\$1,570.00</b>

<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014
504-0160-419-4240	CONTINGENCY / EMERGENCY EQUIPMENT REPLACEMENT	\$50,000.00	\$50,000.00
Subtotal		<b>\$50,000.00</b>	<b>\$50,000.00</b>
504-0160-419-4241	COPIES	\$250.00	\$250.00
Subtotal		<b>\$250.00</b>	<b>\$250.00</b>
504-0160-419-4242	POSTAGE FOR CORRESPONDENCE, PACKAGES, ETC.	\$350.00	\$300.00
Subtotal		<b>\$350.00</b>	<b>\$300.00</b>
504-0160-419-4243	OFFICE SUPPLIES	\$400.00	\$400.00
Subtotal		<b>\$400.00</b>	<b>\$400.00</b>
504-0160-419-4245	REPLACEMENT MONITORS & PROJECTORS (AS NEEDED)	\$0.00	\$7,000.00
Subtotal		<b>\$0.00</b>	<b>\$7,000.00</b>
504-0160-419-4246	(SIRE) DOCUMENT MANAGEMENT SOFTWARE MAINTENANCE	\$17,000.00	\$17,000.00
504-0160-419-4246	(SIRE)MINUTES/VIDEO STREAMING ANNUAL FEE	\$7,750.00	\$7,750.00
504-0160-419-4246	DEPT SPECIALIZED SOFTWARE	\$17,500.00	\$17,000.00
504-0160-419-4246	FIREWALL MAINTENANCE	\$9,100.00	\$9,500.00
504-0160-419-4246	GIS SOFTWARE MAINTENANCE	\$13,000.00	\$13,000.00
504-0160-419-4246	HTE SOFTWARE ANNUAL SUPPORT	\$70,000.00	\$70,000.00
504-0160-419-4246	ISeries (515) SOFTWARE & HARDWARE MAINTENANCE	\$5,800.00	\$6,200.00
504-0160-419-4246	MICROSOFT SERVER, OFFICE AND CAL LICENSES - EA	\$46,000.00	\$53,000.00
504-0160-419-4246	OTHER MISC MAINTENANCE AS REQUIRED	\$57,000.00	\$55,000.00
504-0160-419-4246	POLICE SOFTWARE MAINTENANCE (CAD/RMS, OTHERS)	\$32,000.00	\$32,000.00
504-0160-419-4246	PRINTER&SCANNER MAINT/TONER/REPAIR	\$5,000.00	\$8,000.00
504-0160-419-4246	TELEPHONE MAINTENANCE	\$12,500.00	\$14,000.00
504-0160-419-4246	VIRUS SOFTWARE MAINTENANCE	\$6,200.00	\$6,000.00

504-0160-419-4246	WEB CONTENT SOFTWARE MAINTENANCE	\$7,500.00	\$7,000.00
	Subtotal	<b>\$306,350.00</b>	<b>\$315,450.00</b>
504-0160-419-4248	CELL PHONE (CINGULAR/VERIZON)	\$19,000.00	\$16,000.00
504-0160-419-4248	DATA ACCESS IN VEHICLES (PD/IT)	\$6,000.00	\$6,000.00
504-0160-419-4248	INTERNET SERVICE PROVIDER	\$23,500.00	\$23,500.00
504-0160-419-4248	LONG DISTANCE TELEPHONE SERVICES	\$1,500.00	\$1,000.00
504-0160-419-4248	PACBELL CENTREX TELEPHONE SERVICES	\$38,000.00	\$38,000.00
	Subtotal	<b>\$88,000.00</b>	<b>\$84,500.00</b>
504-0160-419-4251	PCI SECURITY AUDIT / GAP ANALYSIS	\$0.00	\$15,000.00
504-0160-419-4251	RFP FOR PERMITTING/LAND MGMT SYSTEM	\$0.00	\$20,000.00
	Subtotal	<b>\$0.00</b>	<b>\$35,000.00</b>
504-0160-419-4253	IT - MEMBERSHIPS, DUES, SUBSCRIPTIONS	\$740.00	\$700.00
	Subtotal	<b>\$740.00</b>	<b>\$700.00</b>
504-0160-419-4254	HTE USER CONFERENCE (1)	\$1,550.00	\$1,500.00
504-0160-419-4254	IT STAFF CONFERENCES	\$1,500.00	\$1,500.00
	Subtotal	<b>\$3,050.00</b>	<b>\$3,000.00</b>
504-0160-419-4255	HTE END USER WEBINAR TRAININGS	\$1,500.00	\$1,500.00
504-0160-419-4255	IT TECHNICAL TRAINING	\$2,500.00	\$2,500.00
	Subtotal	<b>\$4,000.00</b>	<b>\$4,000.00</b>
504-0160-419-4259	CITY-WIDE HARDWARE & SOFTWARE (UNDER \$1,000)	\$14,500.00	\$14,000.00
504-0160-419-4259	IT - PC SOFTWARE & HARDWARE	\$5,000.00	\$5,000.00
504-0160-419-4259	MICROSOFT UPGRADE LICENSES - None EA	\$5,500.00	\$5,000.00
504-0160-419-4259	MISC DEPARTMENT PRINTER/SCANNER REPLACEMENTS	\$3,000.00	\$3,000.00
	Subtotal	<b>\$28,000.00</b>	<b>\$27,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$481,140.00</b>	<b>\$527,600.00</b>
	<b>IT Total</b>	<b>\$1,577,980.00</b>	<b>\$1,388,170.00</b>

# Building Maintenance Fund



**Mission:** To provide management, maintenance, and daily inspection of all City/District buildings and equipment.



The Building Maintenance Division will continue to develop ongoing maintenance systems and procedures for City-wide facilities. To maintain the diverse facilities and hours of operation, staff will provide efficient, timely and quality service to meet community needs and industry standards. The Division will continue to evaluate building maintenance functions and its service requirements.

## ***PROPOSED SERVICE LEVELS***

The Building Maintenance Division manages City facilities totaling 171,342 square feet. The Division staff includes the Director of Parks and Recreation (15% time); a 50% time Building/Vehicle Manager; three (3) Building Maintenance Worker II positions; and a 50% time Building/Vehicle Maintenance Worker. The standard of care includes ensuring that all City facilities are safe and clean by completing work requests, emergency and regular repairs in a timely manner with the support of outside contractors to assist with preventative maintenance tasks and special projects.



Building Maintenance Division Staff duties include but are not limited to:

- Emergency Repairs – such as a gas leak or a water pipe break
- Work Requests – such as an electrical outlet failure or carpet stain removal
- Regular Repairs – lighting ballast replacement or restroom plumbing
- Supplies/Inventory – order and organize regularly stocked supplies and materials, such as light bulbs
- Preventative Maintenance – within Industry Standards, such as inspecting fire extinguishers monthly
- Special Projects – such as painting a facility interior or exterior

## Janitorial Service

- Janitorial services are under City contract to complete all janitorial tasks.

### Outside Contractors

- Staff will continue to utilize contractors to complete work beyond the scope of their professional training and to assist in completing preventative maintenance work (such as elevator inspections, repairs, and monitoring; heating and air conditioning unit repair and regular maintenance).

### **ACCOMPLISHMENTS**

- Replaced HVAC units due for replacement at the Recreation Center.
- Replaced back-up generator at the Recreation Center.
- Replaced tar and gravel roof at Corporation Yard Administration Building with energy efficient “white” roof.
- Replaced bi-parting gate at Corporation Yard.
- Changed out interior lighting at the Community Center to energy efficient CFL’s.
- Installed new gas kiln in the Recreation Center ceramics room.

### **CHANGES IN RESOURCES REQUIRED**

This Division requires the staff adjustments outlined as part of the Department succession plan to protect public and employee safety and the City infrastructure.

#### Personnel

- No changes are recommended.

#### Service and Supplies

- No changes are recommended.

#### Capital Outlay

- Roof replacement at the Library and Community Center
- HVAC (heating/ventilation/air conditioning) replacement at the Library and Community Center
- Installation of electricity and pad for Electric Vehicle Charging Station at the Library / Community Center parking lot.

#### Equipment Replacement Charges

- The Division will continue to plan for equipment replacement costs for such items as roofing, carpets, painting, and HVAC (heating/ventilation/air conditioning) units by including them in the Building Maintenance internal service charges allocated to operating departments. This allows the City to proactively fund the replacement of these vital building improvements.



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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 479,160	\$ 479,160	\$ 478,160
SERVICES AND SUPPLIES	860,583	870,583	860,583
CAPITAL OUTLAY	168,750	168,750	316,900
Subtotal (Total Department-Controlled Expenses)	1,508,493	1,518,493	1,655,643
INTERNAL SERVICES	91,878	91,878	97,295
Subtotal (Total Department Expenses before Reallocations)	1,600,371	1,610,371	1,752,938
REALLOCATIONS	-	-	-
<b>TOTAL FOR BUILDING MAINTENANCE FUND (#505)</b>	<b>\$ 1,600,371</b>	<b>\$ 1,610,371</b>	<b>\$ 1,752,938</b>

## DETAIL LINE ITEM REPORT

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

BUILDING MAINTENANCE

<i>Capital Outlay</i>		Approved 2012-2013	Requested 2013-2014
505-0550-419-4385	BUILDING CONTINGENCY	\$50,000.00	\$50,000.00
505-0550-419-4385	CAPITAL OUTLAY	\$118,750.00	\$254,900.00
505-0550-419-4385	ELECTRIC VEHICLE CHARGING STATION - COMM CTR	\$0.00	\$12,000.00
	Subtotal	<b>\$168,750.00</b>	<b>\$316,900.00</b>
	<b>Capital Outlay Total</b>	<b>\$168,750.00</b>	<b>\$316,900.00</b>
<i>Employee Services</i>		Approved 2012-2013	Requested 2013-2014
505-0550-419-4110	PERMANENT SALARIES	\$331,000.00	\$331,000.00
	Subtotal	<b>\$331,000.00</b>	<b>\$331,000.00</b>
505-0550-419-4112	OVERTIME	\$2,160.00	\$2,160.00
	Subtotal	<b>\$2,160.00</b>	<b>\$2,160.00</b>
505-0550-419-4120	FRINGE BENEFITS	\$146,000.00	\$145,000.00
	Subtotal	<b>\$146,000.00</b>	<b>\$145,000.00</b>
	<b>Employee Services Total</b>	<b>\$479,160.00</b>	<b>\$478,160.00</b>
<i>Internal Services</i>		Approved 2012-2013	Requested 2013-2014
505-0550-419-4520	COMPENSATED ABSENCES	\$1,325.00	\$1,150.00
	Subtotal	<b>\$1,325.00</b>	<b>\$1,150.00</b>
505-0550-419-4544	VEHICLE REPLACEMENT	\$34,661.00	\$40,553.00
	Subtotal	<b>\$34,661.00</b>	<b>\$40,553.00</b>
505-0550-419-4556	EQUIPMENT REPLACEMENT	\$32,103.00	\$32,167.00
	Subtotal	<b>\$32,103.00</b>	<b>\$32,167.00</b>
505-0550-419-4557	INFORMATION TECHNOLOGY SERVICES	\$23,789.00	\$23,425.00
	Subtotal	<b>\$23,789.00</b>	<b>\$23,425.00</b>

		<b>Internal Services Total</b>	<b>\$91,878.00</b>	<b>\$97,295.00</b>
<i>Services and Supplies</i>		Approved 2012-2013	Requested 2013-2014	
505-0550-419-4243	DEPARTMENT SUPPLIES	\$3,000.00	\$3,000.00	
	Subtotal	<b>\$3,000.00</b>	<b>\$3,000.00</b>	
505-0550-419-4246	BLDG. MATERIAL - LUMBER, HARDWARE, PAINT, ETC.	\$20,000.00	\$20,000.00	
505-0550-419-4246	CARPET/WINDOW MAINTENANCE	\$14,000.00	\$14,000.00	
505-0550-419-4246	ELECTRICAL SUPPLIES AND REPAIRS	\$5,000.00	\$5,000.00	
505-0550-419-4246	FIRE DEPARTMENT AUTOMATIC DOOR MAINTENANCE	\$7,500.00	\$7,500.00	
505-0550-419-4246	GOVERNMENT CENTER FOUNTAIN MAINTENANCE	\$5,100.00	\$5,100.00	
505-0550-419-4246	GOVERNMENT CENTER MAINTENANCE	\$58,000.00	\$58,000.00	
505-0550-419-4246	HVAC REPAIR AND MAINTENANCE	\$27,025.00	\$27,025.00	
505-0550-419-4246	JANITORIAL SUPPLIES	\$36,000.00	\$36,000.00	
505-0550-419-4246	LOCKS AND KEYS	\$3,000.00	\$3,000.00	
505-0550-419-4246	PEST CONTROL FOR CITY BUILDINGS	\$8,700.00	\$8,700.00	
505-0550-419-4246	PLUMBING SUPPLIES	\$2,000.00	\$2,000.00	
505-0550-419-4246	STANDBY GENERATORS REPAIR	\$7,630.00	\$7,630.00	
505-0550-419-4246	VANDALISM REPAIRS	\$1,000.00	\$1,000.00	
	Subtotal	<b>\$194,955.00</b>	<b>\$194,955.00</b>	
505-0550-419-4248	UTILITIES FOR ALL CITY FACILITIES/JOINT USE	\$426,817.00	\$426,817.00	
	Subtotal	<b>\$426,817.00</b>	<b>\$426,817.00</b>	
505-0550-419-4251	DISPOSAL OF HAZARDOUS MATERIALS	\$4,600.00	\$4,600.00	
505-0550-419-4251	ELEVATOR MAINTENANCE CONTRACT	\$5,750.00	\$5,750.00	
505-0550-419-4251	ELEVATOR SMOKE GUARD MAINTENANCE	\$8,600.00	\$8,600.00	
505-0550-419-4251	FIRE EXTINGUISHER MAINTENANCE	\$4,025.00	\$4,025.00	
505-0550-419-4251	FIRE PROTECTION SYSTEM	\$12,650.00	\$12,650.00	
505-0550-419-4251	GOVERNMENT CENTER MAINTENANCE AND BUILDING REPAIRS	\$34,517.00	\$34,517.00	
505-0550-419-4251	JANITORIAL SERVICES	\$164,419.00	\$164,419.00	
	Subtotal	<b>\$234,561.00</b>	<b>\$234,561.00</b>	
505-0550-419-4254	MAINTENANCE MANAGEMENT SEMINAR	\$500.00	\$500.00	

	Subtotal	\$500.00	\$500.00
505-0550-419-4255 HVAC INSPECTION		\$750.00	\$750.00
	Subtotal	\$750.00	\$750.00
	<b>Services and Supplies Total</b>	<b>\$860,583.00</b>	<b>\$860,583.00</b>
	<b>BUILDING MAINTENANCE Total</b>	<b>\$1,600,371.00</b>	<b>\$1,752,938.00</b>

# 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 January 1, 2012 are no longer eligible to participate in the program.

This fund has been established as an internal services fund to capture the actuarially determined employer rate that needs to be invested to pay out the benefits. Based upon the 2013 actuarial evaluation and expected benefits payments, the fund was funded at 126% of the actuarial accrued liability at the end of FY 2012-2013. No contributions into the plan are necessary for FY 2013-2014. The Fund invests the monies in investment instruments allowed under the Plan's Investment Policy, and benefits are paid out of those earnings.

The expected benefits payments for FY 2013-2014 will total \$115,000.

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

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 120,000	\$ 120,000	\$ 115,000
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	120,000	120,000	115,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	120,000	120,000	115,000
REALLOCATIONS	-	-	-
<b>TOTAL FOR LONGEVITY RECOGNITION BENEFITS FUND (#507)</b>	<b>\$ 120,000</b>	<b>\$ 120,000</b>	<b>\$ 115,000</b>

## DETAIL LINE ITEM REPORT

ADMINISTRATIVE SERVICES - Account: 507-0460-499

LONGEVITY RECOGNITION BENEFITS FUND

<i>Employee Services</i>	Approved 2012-2013	Requested 2013-2014
507-0460-499-4120 LONGEVITY RECOGNITION BENEFITS PAYMENTS	\$120,000.00	\$115,000.00
Subtotal	<b>\$120,000.00</b>	<b>\$115,000.00</b>
<b>Employee Services Total</b>	<b>\$120,000.00</b>	<b>\$115,000.00</b>
<b>Total</b>	<b>\$120,000.00</b>	<b>\$115,000.00</b>

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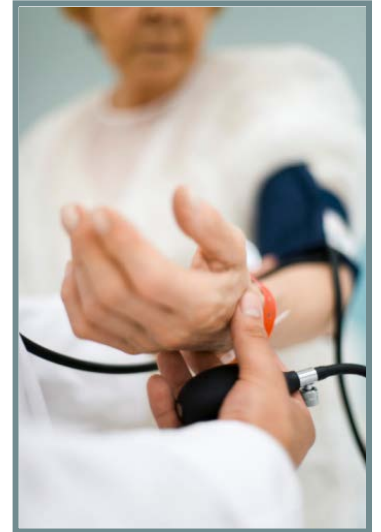


# PEMHCA Benefits Plan Fund

City / District employees participate in a medical benefits plan provided through CalPERS under the Public Employees' Medical and Hospital Care Act (PEMHCA) benefit plan. In accordance with the provisions of the state law, employers must contribute a minimum fixed monthly amount towards the medical benefits costs for current and retired employees participating in the plan. As of January 1, 2013, the minimum monthly employer contribution is \$115, and is subject to cost of living increases as determined by the State Legislature.

The PEMHCA Benefits Plan fund was established on June 30, 2010 through a transfer of reserves from other Internal Service Funds. The fund is established to pay for retiree benefit payments in accordance with the mandated minimum contribution as indicated above (current employee benefits are paid out of operating department expenditures). Based upon the 2013 actuarial evaluation and expected benefits payments, the fund was funded at 126% of the actuarial accrued liability at the end of FY 2012-2013. No contributions into the plan are necessary for FY 2013-2014. The Fund invests the monies in investment instruments allowed under the Plan's Investment Policy, and benefits are paid out of those earnings.

The expected benefits payments for FY 2013-2014 will total \$113,000.



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
HUMAN RESOURCES  
PEMHCA BENEFITS PLAN FUND (#508)  
Annual Budget Appropriation for Fiscal Year

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 113,000	\$ 113,000	\$ 113,000
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	113,000	113,000	113,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	113,000	113,000	113,000
REALLOCATIONS	-	-	-
<b>TOTAL FOR PEMHCA BENEFITS PLAN FUND (#508)</b>	<b>\$ 113,000</b>	<b>\$ 113,000</b>	<b>\$ 113,000</b>

## DETAIL LINE ITEM REPORT

ADMINISTRATIVE SERVICES - Account: 508-0460-999

PEMHCA BENEFITS PLAN

<i>Employee Services</i>	Approved 2012-2013	Requested 2013-2014
508-0460-999-4120 PEMHCA BENEFITS PAYMENTS	\$113,000.00	\$113,000.00
Subtotal	<b>\$113,000.00</b>	<b>\$113,000.00</b>
<b>Employee Services Total</b>	<b>\$113,000.00</b>	<b>\$113,000.00</b>
<b>Total</b>	<b>\$113,000.00</b>	<b>\$113,000.00</b>

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# Compensated Absences Fund

The Compensated Absences Fund was established in FY 2012-2013. The City / District provides vacation and sick leave benefits to its staff in the compensation and benefits plan for management employees and the various memoranda of understanding with bargaining groups. These compensated absences are payable to employees upon separation from employment. This fund was established as an internal services fund to capture the projected liability for compensated absences. The fund was initially funded at \$3 million through a transfer of existing reserves from the General Fund, the Water Revenue Fund, and the Wastewater Revenue Fund based upon their respective share of the projected liability as of July 1, 2012. It is funded on an ongoing basis through an internal service charge to each operating department based upon its respective permanent salaries budget. For FY 2013-2014, the assessment is 0.35% of permanent salaries. As employees separate service from the City, the payment of any compensated absences balances is paid out of this fund.



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**HUMAN RESOURCES**  
**COMPENSATED ABSENCES FUND (#509)**  
**Annual Budget Appropriation for Fiscal Year**

	2012-2013		2013-2014
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 300,000	\$ 300,000	\$ 300,000
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	300,000	300,000	300,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	300,000	300,000	300,000
REALLOCATIONS	-	-	-
<b>TOTAL FOR COMPENSATED ABSENCES FUND (#509)</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>

## DETAIL LINE ITEM REPORT

ADMINISTRATIVE SERVICES - Account: 509-0460-999

COMPENSATED ABSENCES

<i>Employee Services</i>	Approved 2012-2013	Requested 2013-2014
509-0460-999-4120 COMPENSATED ABSENCES PAYOUTS	\$300,000.00	\$300,000.00
Subtotal	<b>\$300,000.00</b>	<b>\$300,000.00</b>
<b>Employee Services Total</b>	<b>\$300,000.00</b>	<b>\$300,000.00</b>
<b>Total</b>	<b>\$300,000.00</b>	<b>\$300,000.00</b>

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## Capital Improvement Program



The Capital Improvement Program (CIP) consists of projects to maintain and enhance the City/District's infrastructure of roadways, sidewalks, utilities, structures, and facilities for the benefit of the community.

The primary objective of the CIP is to develop and implement projects to ensure continued, reliable delivery of service to meet the City/District's needs. The following is a summary of active projects to be managed during Fiscal Year 2013-2014.

### Ongoing Projects:

#### **(CIP 301-607, Budget \$2,200,000) Levee/Pedway Improvement and Repairs (2006-2007)**

This project addresses identified deficiencies along approximately eight miles of the levee pathway system from the City limits north of East Third Ave to portions of the levee pathway along the Marina Lagoon.

The levee pathway repair and preventive maintenance work include the following:

- Adjusting surface grades as needed
- Installing root barrier
- Removing and replacing failed asphalt
- Seal coating
- Crack sealing
- Asphalt top coating
- Refurbishing the walking track
- Re-striping

The total project is estimated to cost \$2,200,000. The project included performing a boundary survey to clearly identify the encroachment of any structures, trees, and/or landscape/hardscape within the City's easement.

A three-phase approach to construction of the repairs/improvements was implemented with Phase I beginning at the City limits north of East Third Avenue to the

intersection of Foster City Blvd and Beach Park Blvd. Phase II encompassed the levee pathway from the intersection of Foster City Blvd and Beach Park Blvd to the western limits of the Lantern Cove property, while Phase III continues from the southwestern property limits of Martinique Association to the northern property limits of Shell Cove Association. Phases I and Phase II have been completed. The design for Phase III was completed by Wilsey Ham Consultants. The contract award of the project is scheduled for City Council approval in April, followed by construction in the summer of 2013.

**(CIP 301-610, Available Funding \$5,072,000) Multi-Project Roadway Improvements**

Traffic related impacts from proposed development projects in Foster City were identified in an Engineering Feasibility Study Final Report dated May 2009 prepared by Fehr & Peers. Based on the traffic analysis performed for the traffic related impacts, various roadway improvements were identified to improve existing traffic operations and to accommodate the projected traffic from the new developments.

The traffic related impacts are associated with the following four (4) proposed development projects:

- Pilgrim-Triton Master Plan
- Gilead Sciences Corporate Campus Master Plan
- 15 – Acre Site
- Chess Drive Offices

Funding for the roadway improvements is collected from the various developers based on the terms of their Master Development Agreement.

**(CIP 610) Metro Center Boulevard Median and Triton Drive Widening Improvements Project:**

The City applied for Measure A Special Projects Funding from the Transportation Authority. Funding in the amount of \$650,000 was approved at the October 4, 2012 San Mateo County Transportation Authority Meeting as part of Measure A Highway Program Funds for County Supplemental Projects. This will be used to fund the Metro Center Boulevard Median and Triton Drive Widening Improvement Project, the first of the multi-project roadway improvements. The City Council awarded a contract in the amount of \$560,200 to Breneman, Inc. at the December 17, 2012 meeting. Construction is anticipated to start in April 2013.

The schedule for the remainder of the roadway improvements identified is dependent on the progress of the developments. A separate CIP will be established for each roadway project as required and shown in the Five-Year CIP Plan.

**(CIP 455-611, Budget \$150,000) Sewer System Rehabilitation**

This project will continue the District's program of performing repairs to the sanitary sewer collection system gravity mains. The repairs will be based on closed circuit television (CCTV) inspections completed by the District's Public Works Maintenance staff. Based on these inspections, repair and rehabilitation work will be completed at high priority locations. The first phase of the project was completed in

summer 2010. The next phase of the project will continue work to address localized pipe repair and manhole rehabilitation work identified by the CCTV inspections. Staff is continuing the video recording and identifying areas of repairs to extend the useful life of the sewer mains and manholes throughout the District's collection system. Staff is currently identifying and prioritizing areas for repair. Design and construction is anticipated in 2014.

**(CIP 301-615 & 616, Total Budget \$3,187,700) Sea Cloud Park S-4 (CIP 615, Budget \$1,536,000) and Port Royal Park (CIP 616, Budget \$1,651,700) - Synthetic Turf and Park Improvements**

This project included installation of approximately 75,000 square feet of synthetic turf athletic field surface at Sea Cloud Park on the S-4 Soccer and B-3, B-4 baseball fields and the installation of an approximately 75,000 square feet synthetic soccer field with perimeter walking track at Port Royal park. Also included are park improvements to Port Royal Park, such as landscaping and site furniture replacements.

This construction of two new synthetic soccer and baseball fields that benefit the Foster City community by:

- Providing more usable field time for Foster City residents.
- Eliminating costs of annual field refurbishment.
- Saving an estimated 2,000,000 gallons of water on an annual basis.
- Improving the appearance and safety of the remaining natural grass athletic fields in the city.

- Providing a safe environment for walkers at Port Royal Park.

City Council appropriated funding for these projects at the February 7, 2011 meeting. RFP's for design were sent out, and interviews were held in April 2011. In May 2011, City Council authorized a contract with Verde Design, who in conjunction with staff, developed plans and specifications for bidding. Nine (9) competitive bids were received on December 6, 2011. Staff awarded a construction contract to "Top Grade" Construction Company in January 2012. Construction started on March 5, 2012 with substantial completion and Ribbon Cutting on September 8, 2012. Top Grade Construction is finalizing punch-list items. The project was completed in January 2013. Acceptance of work and filing of Notice of Completion is anticipated by April 2013.

**(CIP 455-617, Budget \$75,000) Auxiliary Pump for Lift Station 59**

This project will provide a third redundancy of pumping for Lift Station 59 (LS 59). LS 59 is the last stop for the wastewater collected from Foster City before it is pumped to the San Mateo Wastewater Treatment Plant. LS 59 is equipped with two (2) 215 HP and three (3) 35 HP pumps with variable-frequency drive electric motors. Combined pumping capacity of all five (5) pumps is 10 million gallons per day (MGD). PG&E supplies electrical power to the pumps with emergency backup power available via a 1,000 KW diesel generator located at the Corporation Yard. The objective of this project is to provide a third level of redundancy when both PG&E power and generator power are not available.

Funding in the amount of \$75,000 has been approved. Staff is in the process of soliciting proposals from electrical contractors to provide for a portable generator receptacle hook-up directly into the Lift Station. Based on the review of the proposals, a recommendation will be made to the District Board for award of the project.

**(CIP 405-618, Budget \$100,000) Seismic Evaluation of Water Tanks 1, 2, and 3**

The District maintains three (3) welded steel tanks and one (1) pre-stressed concrete tank. The steel tanks hold 4 million gallons each and the concrete tank holds 8 million gallons, for a total storage capacity of 20 million gallons. All four (4) tanks are located in the District Corporation Yard. These tanks provide emergency supply storage, as well as storage for peak use and firefighting demands. Steel tanks 1, 2 and 3 were constructed in 1965, 1974, and 1993, respectively. The concrete tank was constructed in 2005. This project provides for a seismic engineering study of the steel tanks (the concrete tank meets current standards), including structural and operational evaluations to minimize damage from a seismic event.

This project was combined with the CIP 619 and CIP 623 and at the meeting on September 24, 2012, the City Council and the Board of Directors awarded the engineering contract to G&E Engineering Systems, Inc. to perform a seismic evaluation for all three projects. A report with findings and recommendations for improvements is anticipated in April, 2013. Based on the report, a construction budget will be

identified for future improvements and a funding request will be brought to the District Board for consideration.

**(CIP 405-619, Budget \$55,000) Seismic Evaluation of Water Booster Pump Station**

The existing building that houses six (6) pumps to distribute water from the storage tanks into Foster City community was constructed approximately 50 years ago. This project will evaluate the building based on the current seismic standards. The evaluation will most likely result in the need for building improvements. Preparation of the design documents and construction would be dependent on the outcome of the inspection and assessment.

This project was combined with the CIP 618 and CIP 623 and at the meeting on September 24, 2012, the City Council and the Board of Directors awarded the engineering contract to G&E Engineering Systems, Inc. to perform a seismic evaluation for all three projects. A report with findings and recommendations for improvements is anticipated in April, 2013. Based on the report, a construction budget will be identified for future improvements and a funding request will be brought to the District Board for consideration.

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

To correct the settlement at the approaches to the Vintage Park Overcrossing, a Request for Proposal is scheduled to be issued in Spring 2013 for a structural analysis and evaluation of the existing conditions and recommended repair options. A budget of \$150,000 is anticipated for the

analysis and design effort with \$2 million to be budgeted for construction. Depending on the recommended repair option, the funding may need to be adjusted.

**(CIP 301-623, Budget \$75,000) Seismic Evaluation of Lagoon Pump Station**

The existing lagoon pump station was constructed in 1964. Currently, the building houses two (2) storm water pumps and diesel engines capable of pumping 125,000 gallons per minute. This building is an essential facility as the storm water pumps are critical in maintaining the water level in the lagoon during winter storms. This project will evaluate the building based on the current seismic standards. The evaluation will most likely result in the need for building improvements. Preparation of the design documents and construction would be dependent on the outcome of the inspection and assessment.

This project was combined with the CIP 618 and CIP 619 and at the meeting on September 24, 2012, the City Council and the Board of Directors awarded the engineering contract to G&E Engineering Systems, Inc. to perform a seismic evaluation for all three projects. A report with findings and recommendations for improvements is anticipated in April, 2013. Based on the report, a construction budget will be identified for future improvements and a funding request will be brought to the City Council for consideration.

**(CIP 455-626, Budget \$150,000) Sanitary Sewer Lift Station Improvements Phase 5** This project continues the District's program of maintaining sanitary sewer lift stations

and addressing preventative maintenance and upgrades to extend the useful life of the lift stations. The rehabilitated lift stations will also provide a safer working environment for the operational staff. The improvements generally include items of work such as: repairing interior wet wells; installing new pumps, motors, and valves; replacing electrical and telemetry control systems; installing by-pass piping and connections; and replacing corroded components with non-corrosive stainless steel materials. Since the program started in 2000, 23 lift stations have been fully or partially rehabilitated.

Staff is currently prioritizing lift stations to be included in the CIP 626. Funding of \$150,000 in the current fiscal year with funding request of \$350,000 in FY 2013-14 will allow preparation of construction documents in 2014. An additional funding request of \$5,500,000 is included in FY 2015-16 to allow improvements to 5 or 6 lift stations. Bidding, award, and construction are anticipated in 2015.

**(CIP 301-627, Budget \$845,000) Residential Street Resurfacing and Repair Project (FY 2012-2013)**

This project is part of the City's ongoing maintenance program for the public street system. To implement the street maintenance and rehabilitation program in the most cost-effective manner, a Pavement Management Program (PMP) analysis program is utilized. An inspection of selected streets was completed in 2011 and the data was used to update the PMP street condition database. The updating of the street inspection database is completed approximately every two years. The streets selected for each year's project are determined primarily through the

PMP computer-modeling program analyses and neighborhood approach. The program also helps determine the most cost-effective treatment to extend the life of a section of roadway.

The project consists of repairing and resurfacing the pavement of various streets in the City. The project was approved for a State grant as part of the State Local Partnership Program (SLPP) in lieu of federal Surface Transportation Program (STP) funds as allowed in the funding exchange per the OneBayArea Grant (OBAG) - Cycle 2 Local Streets and Roads. The approved SLPP funding amount is \$507,874 and will be available on a reimbursable basis. Funding will be provided by the budget established for (CIP 627) and the SLPP grant fund.

The Plans and Specifications for the Residential Street Resurfacing and Repair Project were complete and the bids were opened on February 21, 2013. The contract award of the project is scheduled for the City Council approval in their meeting of March 18, 2013 followed by construction in the summer of 2013.

**(CIP 301-628, Budget \$150,000) LED Street Light Replacement (2012-2013)**

In September 2012, Energy Efficiency and Conservation Block Grant (EECBG) funding for LED replacement was approved by the California Energy Commission (CEC) in the amount of \$747,939. At the November 19<sup>th</sup>, 2012 City Council meeting, the Council authorized participation in the zero percent interest loan program called On-Bill Financing (OBF) offered by PG&E. With grant funding, \$150,000 of

approved funding in the City's 2012/2013 budget for (CIP 628) LED Streetlight Replacement Project, and approximately \$196,000 of PG&E's OBF loan, every City streetlight has been converted to LED.

The City is partnering with PG&E for the entire project in order to take advantage of their LED turnkey streetlight replacement service. The City is expected to save approximately \$90,000 annually; \$80,000 on energy costs and \$10,000 in avoided maintenance expenses. The retrofits were completed in February 2013 and project closeout is anticipated in Spring 2013.

**(CIP 301-629, Budget \$150,000) Dredging at the Lagoon Intake Structure (2012-2013)**

The water level in the City's lagoon is controlled by allowing bay water in 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 flow into the lagoon except during periods of high tides. In addition, at times, the sediment also blocks the Bay Level Transducer, compromising water level readings. This initial phase of the project would seek proposals from qualified firms to evaluate and analyze the most economical and feasible options for dredging the Belmont Slough by the intake structure and possibly building a concrete culvert to prevent this problem in the future. Future funding needs will be dependent on the results of the analysis and options identified.

**(CIP 301-630, Budget \$400,000) Park Infrastructure Improvements (2012-2013)**

**1. Parking Lot Resurfacing - \$260,000.** 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.

<u>Locations Include:</u>	<u>Last Resurfacing:</u>
1. Boat Park	(2005)
2. Boothbay Park	(2005)
3. Civic Center and South Drive	(2002)
4. Library/Community Center	(2005)
5. Police Station	(2002)
6. Port Royal (some repairs in 2012)	(2003)
7. Rec. Center and South lot	(2005)
8. Sea Cloud Park large lot	(2005)
9. Sea Cloud Park small lot	(2007)
10. Senior Center lot	(2005)
11. Added Alternate - Corporation Yard	(2004)

Projected Timeline:

Finalize Plans & Specs	April 8, 2013
Approval of Plans & Specs and Authorize call for bids (CC meeting)	April 15, 2013
Solicit Bids	April 24-May 1, 2013
Bid Opening	May 9, 2013
Contract Award (CC meeting)	June 3, 2013
Execute a contract (6-8 weeks)	Jun 4-July 12, 2013

Issue Notice to Proceed	Aug-Sept 2013
Completion of Construction	September 2013

**2. Boothbay Park – Turf Renovation - \$140,000.**  
 The grass turf at the northeast side of the park is in poor condition. The turf on this field is marginal at best and in serious need of renovation. Extensive turf repair will be performed with the installation of new sod, about 60,000 sq. ft. This will include “contracted out” and Parks’ staff “in-house” work.

- Scope of work includes:
- Grading/Demolition – Grading the “field” to level (12” or more)
  - Drainage – Correcting drainage flow, relocating drains; new irrigation
  - New Top soil – Top soil with specified amendments
  - Sod – Premium sports turf blend of “large roll” sod

Projected Timeline:

Plans and Specs to Contractors	March 2013
Award Contract	May 2013
Construction	Aug – Dec 2013
Open for Play	2014

**(CIP 301-631, Budget \$50,000) Veterans Honor Wall (2012-2013)**

A Veterans Honor Wall will be constructed behind the Amphitheatre at Leo J. Ryan Memorial Park to acknowledge veterans who have served in the United States Armed Forces and who are current or former residents of Foster

City. The installation will include a 4 foot tall by 40 foot long cement wall, with 5 foot returns at each end, similar in style as the sections at the Meadow Stage also in Leo J. Ryan Park. The project will also include an approximately 30 foot tall flagpole. Site construction will include electrical modifications, with a spotlight for the flagpole and outlets mounted on the back side of the Veterans Honor Wall. The individual wall nameplates will be purchased by either the veterans or someone on their behalf.

Staff is currently accepting applications for the Wall as well as donations for the construction.

Projected Timeline

Design process	July - December 2012
Award Construction Contract	April 2013
Construction	April – June 2013
Dedication	July 4, 2013

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

There is one lighted sports softball field for adult City league play in Foster City. The perimeter area on the outside of the outfield is currently used for “Drop-in” adult soccer play and youth soccer practice. The installation of synthetic turf on the softball infield and grass outfield and soccer areas will eliminate maintenance on the softball infield and maintenance and mowing of softball outfield and grass turf areas. Also, the installation of synthetic turf will create a more consistent and level playing surface for softball play and a nighttime field for soccer play.

The project design will include a multi-purpose softball - and soccer fields, which will be utilized by both youth and adult sports groups.

Staff entered into contract negotiations with Verde Design. Award of a design contract is scheduled for the City Council meeting of March 18, 2013. Construction and design documents will be completed by September 2013, with the project bid in October. Staff anticipates the project to begin in March 2014 and be completed by September 2014.

**(CIP 301-633, Budget \$25,000) Werder Park Public Input/Conceptual Design Process (2012-2013)**

On November 5, 2012, the City acquired property that includes a picnic area, restroom and parking lot, consisting of 2.6 acres adjacent to Werder Pier that was formerly owned by the County of San Mateo. This area is now being referred to as “Werder Park”. The County will still own the Pier, but the City now owns the “Werder Park” portion. Staff is working with landscape architectural firm, Callander & Associates, for assistance in engaging the community and identifying viable options for the use of this area.

Options for consideration that have been suggested to date include:

- Passive open space/landscaping with natural vegetation
- Installation of picnic tables and benches
- Community garden
- Refurbishing the Restroom
- Interpretive signage for birds, wildlife, etc.



- Potential construction material lay down area for City projects
- Bike or other concession/vendor opportunities
- Ice rink and concession stands

Projected Timeline and Public Input Meetings:

Letters sent to residents near Werder Park	January 2013
Parks & Rec Committee Mtg	Feb 6*, Apr 3, Aug 7, 2013
Planning Commission Meeting	May 2013
City Council Meeting –Study and preliminary conceptual design presented to the City Council for review, comment, and policy direction	September 2013

\*This meeting has been held

**(CIP 301-634, Budget \$25,000) “Destination Park” Public Input/Conceptual Design Process (2012-2013)**

Foster City maintains approximately 8 miles of pedway along the Bay and Belmont Slough. Most of the pedway has been designated as a link in the Bay Trail that encircles the San Francisco Bay. The Foster City pedway is one of the most popular recreation facilities in the region. Developing the vacant 4 acres located between the levee pedway and Beach Park Boulevard at the Halibut Street intersection would be an attractive addition to the neighborhood and “destination” or stopping point along the Bay Trail for shoreline recreation, use of restroom, picnics, resting, dog walking, and enjoying the Bay views.

Staff is working with landscape architectural firm, Callander & Associates, to assist us in engaging our community to identify viable options for the use of this area.

Options for consideration that have been suggested to date include:

- Passive open space/landscaping with natural vegetation
- Installation of picnic tables and benches
- Community garden
- Single stall restroom
- Interpretive signage for birds, wildlife, etc.

Projected Timeline and Public Input Meetings:

Letters sent out to residents near “Destination Park”	January 2013
Parks & Recreation Committee Meetings	Feb 6*, Apr 3, Aug 7, 2013
Planning Commission Meeting	May 2013
City Council Meeting—Study and preliminary conceptual design presented to the City Council for review, comment, and policy direction.	September 2013

\*This meeting has been held.

Projects Completed and Closed out in FY 2012-2013:

- CIP 455-603 – Sanitary Sewer Lift Station Improvements Phase 4 (2008-2009)
- CIP 405-612 – Water Main Condition Survey Project (2010-2011)
- CIP 301-622 – Arterial and Collector Overlay Project

# THE CAPITAL IMPROVEMENT PROJECT BUDGETING PROCESS

As part of the City's Annual Budget and Five Year Financial Plan process, the City prepares a Five Year Capital Improvement Project plan. A Capital Improvement Project (or "CIP") is a plan for capital expenditures to provide for the acquisition, expansion or rehabilitation of an element of the City's physical plant to be incurred over a fixed period of several future years. Examples of such projects include:

- Street pavement projects
- City facilities construction / refurbishment
- Park infrastructure improvements (e.g., paving basketball courts, walkway construction or rehabilitation)
- Water valve or pipe replacement
- Sewer Lift Station refurbishment

Because the costs of such improvements are usually significant, the City prepares a Five Year Capital Improvement Project Plan so that it can anticipate future costs and funding strategies for projects.

## ***CIP Planning Process***

### **Identifying CIP Projects**

Throughout the fiscal year, City staff members continually monitor the functional status and performance of all of the City's physical plant. Maintenance activities supporting City infrastructure are documented and analyzed to determine if rehabilitation or replacement is necessary. In addition, throughout the year, policy direction from the City Council may be received to construct, enhance or rehabilitate City facilities. Staff makes note of these

projects and begins to define the scope, nature and extent of projects as may be required.

In December of each year, under the direction of the City Manager, staff members assemble to kick-off the Five Year CIP planning process. Updates on CIP projects currently underway are prepared for City Council review in a January study session. Existing projects on the previous year's Five Year CIP Plan are reviewed and updated. Staff also begins the process of formally identifying, for consideration by the City Council, any new CIP's which were not on the list in the previous year.

### **Cost Estimates**

Over the next few months, staff develops a draft CIP Plan. Upon identifying the scope and nature of each project, staff begins to prepare cost estimates of the projects. Projects which come up within the next 1-2 years have detailed engineers' cost estimates prepared for purposes of determining the total cost of the project. Projects which are 3-5 years out have less-detailed cost estimates prepared, but are sufficient in detail to give an overall order-of-magnitude cost estimate for planning purposes. This is performed for both newly identified projects and projects that are being updated from the previous year's Five Year CIP Plan.

The City builds in an inflation factor to cost estimates that are 2-5 years out. Inflation factors can range anywhere from 2% to 10% per year. Assumptions are made based upon the historical trends and future expectations of raw material and labor costs for each project. For example, projects that have significant amounts of steel or oil products may have a high inflationary factor due to the price increases experienced and forecast for those raw materials. On the other hand, projects which entail dirt and sod may yield lower inflationary factors.

Cost estimates also include contingency factors that can range from 10% to 25% based upon historical experience of similar projects and relative uncertainty with respect to the project itself. For example, a construction project built upon ground that is suspected to have hazardous materials may yield a higher contingency factor than a relatively simple replacement of walkways in a park. Staff exercises significant judgment based upon its professional experience in determining both inflationary factors and contingency factors.

### **Cost Components**

Staff develops separate cost components for the design phase and the construction phase of a project, where necessary. For larger projects, the construction phase may also be split into separate components for project identification and manageability. In this way, the costs can be identified based upon the timing for each phase of the project. Cost estimates are then prepared and time-activated based upon each component of the project and as described above.

### **Funding Sources**

Once the costs have been identified and projected, a financial analysis is prepared to determine whether or not the projects can be funded. Consideration is given to a variety of sources of funds, including:

- Grant funds
- Revenues dedicated for such purposes (e.g., Measure A funds for street improvements)
- Park In-lieu fees
- Water and Wastewater revenue rate projections
- Interest earnings
- Existing undesignated funds

### **Development of Five Year Plan**

Funding sources are then compared to project cost estimates to develop the Five Year CIP Plan. The timing of the various projects is taken into consideration given the status of the existing infrastructure, risk management considerations, Council Policy Calendar initiatives, bidding environment, and available funding.

Once the draft plan is created, it is presented to the City Council in a Study Session that is typically held in late March. Council then provides direction on each of the projects within the plan and any changes are incorporated into a revised Five Year CIP Plan. Any updates requiring further discussion are provided once again to the City Council at its May Budget Study Session.

The Council then holds a Public Hearing on the budget, which includes the Five Year CIP Plan, normally the first Monday in June. Subject to any public testimony and final Council direction, the final Five Year CIP Plan is prepared, and the project costs associated with any projects which are funded in the next fiscal year are appropriated by the City Council as part of the adoption of the Annual Budget.

**FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FISCAL YEAR 2013-2014 TO 2017-2018)**

Category	NO.	PROJECT NAME	Funding Source*	TOTAL - Not Including Prior Years	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
<b>WATER PROJECTS</b>										
A	1	(NEW CIP) WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2013-2014)	CW	\$375,000	\$375,000					
A	2	(NEW CIP) WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2017-2018)	CW	\$420,000					\$420,000	
<b>TOTAL WATER PROJECTS</b>			<b>2</b>	<b>\$795,000</b>	<b>\$375,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$420,000</b>	
<b>WASTEWATER PROJECTS</b>										
A	3	(NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (2014-2015)	CS	\$300,000		\$300,000				
A	4	(CIP 626) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 5 (2013-2014, 2015-2016)	CS	\$5,850,000	\$350,000		\$5,500,000			
A	5	(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 6 (2017-2018)	CS	\$500,000					\$500,000	
<b>TOTAL WASTEWATER COLLECTION SYSTEM PROJECTS</b>			<b>3</b>	<b>\$6,650,000</b>	<b>\$350,000</b>	<b>\$300,000</b>	<b>\$5,500,000</b>	<b>\$0</b>	<b>\$500,000</b>	
<b>STREETS/TRAFFIC PROJECTS</b>										
A	6	(NEW CIP) MEDIAN MODIFICATIONS - FOSTER CITY BLVD AT CHESS DRIVE - MP#3 (2013-2014, 2014-2015)	DD	\$190,000	\$57,000	\$133,000				
A	7	(NEW CIP) ROAD WIDENING - FOSTER CITY BLVD AT CHESS DRIVE - MP#7 (2013-2014, 2015-2016)	DD	\$590,000	\$175,000		\$415,000			
A	8	(NEW CIP) ROAD WIDENING - SR92 WESTBOUND OFF-RAMP AT CHESS DRIVE - MP#11 (2013-2014, 2015-2016)	DD	\$1,200,000	\$360,000		\$840,000			
A	9	(NEW CIP) ROAD WIDENING - CHESS DRIVE AT FOSTER CITY BLVD - MP#4 & MP#8 (2015-2016, 2016-2017)	DD	\$2,100,000			\$630,000	\$1,470,000		
A	10	(NEW CIP) STREET RESURFACING - ARTERIAL AND COLLECTOR (2013-2014)	MA / MM	\$915,000	\$915,000					
A	11	(NEW CIP) STREET RESURFACING - RESIDENTIAL (2014-2015)	MA / MM	\$950,000		\$950,000				
A	12	(NEW CIP) STREET RESURFACING - ARTERIAL AND COLLECTOR (2015-2016)	MA / MM	\$890,000			\$890,000			
A	13	(NEW CIP) STREET RESURFACING - RESIDENTIAL (2016-2017)	MA / MM	\$890,000				\$890,000		
A	14	(NEW CIP) STREET RESURFACING - ARTERIAL AND COLLECTOR (2017-2018)	MA / MM	\$890,000					\$890,000	
<b>TOTAL STREETS/TRAFFIC PROJECTS</b>			<b>9</b>	<b>\$8,615,000</b>	<b>\$1,507,000</b>	<b>\$1,083,000</b>	<b>\$2,775,000</b>	<b>\$2,360,000</b>	<b>\$890,000</b>	
<b>STORMWATER/LAGOON PROJECTS</b>										
<b>NONE</b>										
<b>TOTAL STORMWATER/LAGOON PROJECTS</b>			<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>PARKS PROJECTS</b>										
C	15	(NEW CIP) SITE IMPROVEMENTS - EAST THIRD AVENUE (2013-2014)	PG / PIL	\$362,000	\$362,000					
C	16	(CIP 633) WERDER PARK SITE DEVELOPMENT (2013-2014)	PIL	\$100,000	\$100,000					
C	17	(CIP 634) DESTINATION PARK DEVELOPMENT (2013-2014)	PIL	\$100,000	\$100,000					
C	18	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2013-2014)	CC	\$286,000	\$286,000					
C	19	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2014-2015)	CC	\$260,000		\$260,000				
C	20	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2015-2016)	CC	\$205,000			\$205,000			
C	21	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2016-2017)	CC	\$470,000				\$470,000		
C	22	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2017-2018)	CC	\$695,000					\$695,000	
<b>TOTAL PARKS PROJECTS</b>			<b>8</b>	<b>\$2,478,000</b>	<b>\$848,000</b>	<b>\$260,000</b>	<b>\$205,000</b>	<b>\$470,000</b>	<b>\$695,000</b>	
<b>BUILDING PROJECTS</b>										
<b>NONE</b>										
<b>TOTAL BUILDING PROJECTS</b>			<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>GRAND TOTAL</b>				<b>22</b>	<b>\$18,538,000</b>	<b>\$3,080,000</b>	<b>\$1,643,000</b>	<b>\$8,480,000</b>	<b>\$2,830,000</b>	<b>\$2,505,000</b>

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

**TABLE A  
FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FISCAL YEAR 2013-2014 TO 2017-2018)**

<b>Project No.</b>	<b>PROJECT DESCRIPTION</b>	<b>TOTAL</b>
<b>CATEGORY A PROJECTS</b>		
1	(NEW CIP) WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2013-2014)	\$375,000
2	(NEW CIP) WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2017-2018)	\$420,000
3	(NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (2014-2015)	\$300,000
4	(CIP 626) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 5 (2013-2014, 2015-2016)	\$5,850,000
5	(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 6 (2017-2018)	\$500,000
6	(NEW CIP) MEDIAN MODIFICATIONS - FOSTER CITY BLVD AT CHESS DRIVE - MP#3 (2013-2014, 2014-2015)	\$190,000
7	(NEW CIP) ROAD WIDENING - FOSTER CITY BLVD AT CHESS DRIVE - MP#7 (2013-2014, 2015-2016)	\$590,000
8	(NEW CIP) ROAD WIDENING - SR92 WESTBOUND OFF-RAMP AT CHESS DRIVE - MP#11 (2013-2014, 2015-2016)	\$1,200,000
9	(NEW CIP) ROAD WIDENING - CHESS DRIVE AT FOSTER CITY BLVD - MP#4 & MP#8 (2015-2016, 2016-2017)	\$2,100,000
10	(NEW CIP) STREET RESURFACING - ARTERIAL AND COLLECTOR (2013-2014)	\$915,000
11	(NEW CIP) STREET RESURFACING - RESIDENTIAL (2014-2015)	\$950,000
12	(NEW CIP) STREET RESURFACING - ARTERIAL AND COLLECTOR (2015-2016)	\$890,000
13	(NEW CIP) STREET RESURFACING - RESIDENTIAL (2016-2017)	\$890,000
14	(NEW CIP) STREET RESURFACING - ARTERIAL AND COLLECTOR (2017-2018)	\$890,000
		<b>Subtotal for Category A Projects</b>
		<b>\$16,060,000</b>
<b>CATEGORY B PROJECTS</b>		
<b>NONE</b>		
		<b>Subtotal for Category B Projects</b>
		<b>\$0</b>
<b>CATEGORY C PROJECTS</b>		
15	(NEW CIP) SITE IMPROVEMENTS - EAST THIRD AVENUE (2013-2014)	\$362,000
16	(CIP 633) WERDER PARK SITE DEVELOPMENT (2013-2014)	\$100,000
17	(CIP 634) DESTINATION PARK DEVELOPMENT (2013-2014)	\$100,000
18	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2013-2014)	\$286,000
19	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2014-2015)	\$260,000
20	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2015-2016)	\$205,000
21	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2016-2017)	\$470,000
22	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2017-2018)	\$695,000
		<b>Subtotal for Category C Projects</b>
		<b>\$2,478,000</b>
<b>GRAND TOTAL</b>		<b>\$18,538,000</b>

**TABLE B  
FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FISCAL YEAR 2013-2014 TO 2017-2018)**

No.	DESCRIPTION	CIP City	Capital Asset Acquisition & Replacement	Developer Deposits (5)	Foster City Foundation	Measure A	Gas Tax (2103)	Measure M	Park-In-Lieu Fees	Water Capital Investment	Wastewater Capital Investment	TOTAL	No.
	Funds Available for CIP Projects (1)	\$1,350,000	\$1,542,000	\$7,762,000	\$176,000	\$2,090,000	\$829,500	\$31,500	\$0	\$3,945,000	\$7,394,000	\$25,120,000	
	Long-Term CIP Funding Program (2)	\$3,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000,000	\$5,875,000	\$9,875,000	
	Revenue Projections (3)	\$836,250	\$5,756,500	\$0	\$226,000	\$3,068,000	\$1,046,100	\$478,000	\$2,774,500	\$0	\$0	\$14,185,350	
	Fund Transfers (4)	\$2,377,100	\$0	\$0	(\$226,000)	\$0	\$0	\$0	(\$2,151,100)	\$0	\$0	\$0	
	<b>Total Available</b>	<b>\$7,563,350</b>	<b>\$7,298,500</b>	<b>\$7,762,000</b>	<b>\$176,000</b>	<b>\$5,158,000</b>	<b>\$1,875,600</b>	<b>\$509,500</b>	<b>\$623,400</b>	<b>\$4,945,000</b>	<b>\$13,269,000</b>	<b>\$49,180,350</b>	
<b>CATEGORY A PROJECTS</b>													
1	(NEW CIP) WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2013-2014)									\$375,000		\$375,000	1
2	(NEW CIP) WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2017-2018)									\$420,000		\$420,000	2
3	(NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (2014-2015)										\$300,000	\$300,000	3
4	(CIP 626) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 5 (2013-2014, 2015-2016)										\$5,850,000	\$5,850,000	4
5	(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 6 (2017-2018)										\$500,000	\$500,000	5
6	(NEW CIP) MEDIAN MODIFICATIONS - FOSTER CITY BLVD AT CHESS DRIVE - MP#3 (2013-2014, 2014-2015)			\$190,000								\$190,000	6
7	(NEW CIP) ROAD WIDENING - FOSTER CITY BLVD AT CHESS DRIVE - MP#7 (2013-2014, 2015-2016)			\$590,000								\$590,000	7
8	(NEW CIP) ROAD WIDENING - SR92 WESTBOUND OFF-RAMP AT CHESS DRIVE - MP#11 (2013-2014, 2015-2016)			\$1,200,000								\$1,200,000	8
9	(NEW CIP) ROAD WIDENING - CHESS DRIVE AT FOSTER CITY BLVD - MP#4 & MP#8 (2015-2016, 2016-2017)			\$2,100,000								\$2,100,000	9
10	(NEW CIP) STREET RESURFACING - ARTERIAL AND COLLECTOR (2013-2014)					\$787,900		\$127,100				\$915,000	10
11	(NEW CIP) STREET RESURFACING - RESIDENTIAL (2014-2015)					\$854,400		\$95,600				\$950,000	11
12	(NEW CIP) STREET RESURFACING - ARTERIAL AND COLLECTOR (2015-2016)					\$794,400		\$95,600				\$890,000	12
13	(NEW CIP) STREET RESURFACING - RESIDENTIAL (2016-2017)					\$794,400		\$95,600				\$890,000	13
14	(NEW CIP) STREET RESURFACING - ARTERIAL AND COLLECTOR (2017-2018)					\$794,400		\$95,600				\$890,000	14
	<b>SUB TOTAL OF CATEGORY A PROJECTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,080,000</b>	<b>\$0</b>	<b>\$4,025,500</b>	<b>\$0</b>	<b>\$509,500</b>	<b>\$0</b>	<b>\$795,000</b>	<b>\$6,650,000</b>	<b>\$16,060,000</b>	
	<b>FUNDS AVAIL. (LESS CATEGORY A PROJECTS)</b>	<b>\$7,563,350</b>	<b>\$7,298,500</b>	<b>\$3,682,000</b>	<b>\$176,000</b>	<b>\$1,132,500</b>	<b>\$1,875,600</b>	<b>\$0</b>	<b>\$623,400</b>	<b>\$4,150,000</b>	<b>\$6,619,000</b>	<b>\$33,120,350</b>	
<b>CATEGORY B PROJECTS</b>													
<b>NONE</b>													
	<b>SUB TOTAL OF CATEGORY B PROJECTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
	<b>FUNDS AVAIL. (LESS CATEGORY A AND B PROJECTS)</b>	<b>\$7,563,350</b>	<b>\$7,298,500</b>	<b>\$3,682,000</b>	<b>\$176,000</b>	<b>\$1,132,500</b>	<b>\$1,875,600</b>	<b>\$0</b>	<b>\$623,400</b>	<b>\$4,150,000</b>	<b>\$6,619,000</b>	<b>\$33,120,350</b>	
<b>CATEGORY C PROJECTS</b>													
15	(NEW CIP) SITE IMPROVEMENTS - EAST THIRD AVENUE (2013-2014)				\$176,000				\$186,000			\$362,000	15
16	(CIP 633) WERDER PARK SITE DEVELOPMENT (2013-2014)								\$100,000			\$100,000	16
17	(CIP 634) DESTINATION PARK DEVELOPMENT (2013-2014)								\$100,000			\$100,000	17
18	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2013-2014)	\$286,000										\$286,000	18
19	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2014-2015)	\$260,000										\$260,000	19
20	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2015-2016)	\$205,000										\$205,000	20
21	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2016-2017)	\$470,000										\$470,000	21
22	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2017-2018)	\$695,000										\$695,000	22
	<b>SUB TOTAL OF CATEGORY C PROJECTS</b>	<b>\$1,916,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$176,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$386,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,478,000</b>	
	<b>FUNDS AVAIL. (LESS CATEGORY A, B, AND C PROJECTS)</b>	<b>\$5,647,350</b>	<b>\$7,298,500</b>	<b>\$3,682,000</b>	<b>\$0</b>	<b>\$1,132,500</b>	<b>\$1,875,600</b>	<b>\$0</b>	<b>\$237,400</b>	<b>\$4,150,000</b>	<b>\$6,619,000</b>	<b>\$30,642,350</b>	

(1) Funds Available include \$2.0M Emerg. Reserve for CIP City, CIP Water and CIP Wastewater. The \$176,000 in the Foster City Foundation represents a grant received for the windsurfing site improvements at East Third Avenue.  
(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 the 5-Year Financial Plan forecast and the Long-Term CIP Funding Analysis. Gas Tax 2103 revenues are reduced by \$200,000 per year for maintenance activities.  
(4) Transfers from the Foster City Foundation and Park-In-Lieu Fees are as follows:  
- Grants totalling \$106,000 expected to be received from the Foster City AYSO and PYSC youth soccer league organizations towards the Port Royal Park Synthetic Turf Project completed in FY 2012-2013.  
- Advances from the CIP City Fund to the Park In-Lieu Fund for various parks projects (e.g., synthetic turf projects at Sea Cloud Park, Port Royal Park, and Edgewater Park) made in anticipation of future PIL Fee revenues from the Triton Pointe project that will reimburse the City CIP Fund.  
(5) Funds represent the deposits made by the developers of the following projects: Gilead Sciences; Chess Drive Offices; Pilgrim-Triton; and, 15-acre site. An advance from the City CIP Fund may be necessary in anticipation of subsequent reimbursement from the Chess Drive Offices and 15-acre site developments that are planned but have not yet commenced construction.

**TABLE C  
CAPITAL IMPROVEMENT PROJECT (CIP) PLAN (FISCAL YEAR 2013-2014)**

PROJECT NAME	Funding Source*	Total Project Cost	Prior Years' Funding	FY 2013-2014 Funding	City Capital Investment	Developer Deposits	Foster City Foundation	Measure A	Measure M	Park-In-Lieu	Water Capital Investment	Wastewater Capital Investment
<b>WATER PROJECTS</b>												
(NEW CIP) WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2013-2014)	CW	\$ 375,000	\$ -	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375,000	\$ -
<b>TOTAL WATER PROJECTS</b>	<b>1</b>	<b>\$ 375,000</b>	<b>\$ -</b>	<b>\$ 375,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 375,000</b>	<b>\$ -</b>
<b>WASTEWATER PROJECTS</b>												
(CIP 626) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 5 (2013-2014, 2015-2016)	CS	\$ 500,000	\$ 150,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000
<b>TOTAL WASTEWATER PROJECTS</b>	<b>1</b>	<b>\$ 500,000</b>	<b>\$ 150,000</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 350,000</b>
<b>STREETS/TRAFFIC PROJECTS</b>												
(NEW CIP) MEDIAN MODIFICATIONS - FOSTER CITY BLVD AT CHESS DRIVE - MP#3 (2013-2014, 2014-2015)	DD	\$ 57,000	\$ -	\$ 57,000	\$ -	\$ 57,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(NEW CIP) ROAD WIDENING - FOSTER CITY BLVD AT CHESS DRIVE - MP#7 (2013-2014, 2015-2016)	DD	\$ 175,000	\$ -	\$ 175,000	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(NEW CIP) ROAD WIDENING - SR92 WESTBOUND OFF-RAMP AT CHESS DRIVE - MP#11 (2013-2014, 2015-2016)	DD	\$ 360,000	\$ -	\$ 360,000	\$ -	\$ 360,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(NEW CIP) STREET RESURFACING - ARTERIAL AND COLLECTOR (2013-2014)	MA / MM	\$ 915,000	\$ -	\$ 915,000	\$ -	\$ -	\$ -	\$ 787,900	\$ 127,100	\$ -	\$ -	\$ -
<b>TOTAL STREETS/TRAFFIC PROJECTS</b>	<b>4</b>	<b>\$ 1,507,000</b>	<b>\$ -</b>	<b>\$ 1,507,000</b>	<b>\$ -</b>	<b>\$ 592,000</b>	<b>\$ -</b>	<b>\$ 787,900</b>	<b>\$ 127,100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>STORMWATER/LAGOON PROJECTS</b>												
<b>NONE</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL STORMWATER/LAGOON PROJECTS</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>PARKS PROJECTS</b>												
(NEW CIP) SITE IMPROVEMENTS - EAST THIRD AVENUE (2013-2014)	PG / PIL	\$ 362,000	\$ -	\$ 362,000	\$ -	\$ -	\$ 176,000	\$ -	\$ -	\$ 186,000	\$ -	\$ -
(CIP 633) WERDER PARK SITE DEVELOPMENT (2013-2014)	PIL	\$ 125,000	\$ 25,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
(CIP 634) DESTINATION PARK DEVELOPMENT (2013-2014)	PIL	\$ 125,000	\$ 25,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2013-2014)	CC	\$ 286,000	\$ -	\$ 286,000	\$ 286,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL PARKS PROJECTS</b>	<b>4</b>	<b>\$ 898,000</b>	<b>\$ 50,000</b>	<b>\$ 848,000</b>	<b>\$ 286,000</b>	<b>\$ -</b>	<b>\$ 176,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 386,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>BUILDING PROJECTS</b>												
<b>NONE</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL BUILDING PROJECTS</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>10</b>	<b>\$ 3,280,000</b>	<b>\$ 200,000</b>	<b>\$ 3,080,000</b>	<b>\$ 286,000</b>	<b>\$ 592,000</b>	<b>\$ 176,000</b>	<b>\$ 787,900</b>	<b>\$ 127,100</b>	<b>\$ 386,000</b>	<b>\$ 375,000</b>	<b>\$ 350,000</b>

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



**TABLE D  
ACTIVE AND PROPOSED CIP'S THROUGH FY 2017-2018**

ACTIVE PROJECT	DESCRIPTION	FY AUTH	PRIOR YEARS BUDGET AND ADJUSTMENT	CURRENT YEAR BUDGET AND ADJUSTMENT (2012-2013)	TOTAL APPROVED BUDGET AND ADJUSTMENT	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	ESTIMATED TOTAL PROJECT BUDGET
301-607	LEVEE/PEDWAY IMPROVEMENT AND REPAIRS	06/07	\$ 2,200,000	\$ -	\$ 2,200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,200,000
301-610	STREET SYSTEM-MULTI-PROJECT ROADWAY IMPROVEMENTS (2011-2012)	11/12	\$ 5,072,000	\$ -	\$ 5,072,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,072,000
455-611	SEWER SYSTEM REHABILITATION-FORCE MAINS, GRAVITY MAINS AND MANHOLES (10/11 TO 11/12)	10/11	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
301-615	SEA CLOUD PARK SYNTHETIC TURF SOCCER AND BASEBALL FIELDS (S-4, B-4, B-3)	10/11	\$ 1,536,000	\$ -	\$ 1,536,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,536,000
301-616	PORT ROYAL PARK SYNTHETIC TURF SOCCER FIELD AND WALKING TRACK	10/11	\$ 1,651,700	\$ -	\$ 1,651,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,651,700
455-617	WASTEWATER SYSTEM-AUXILIARY PUMP FOR LIFT STATION 59 (2011-2012)	11/12	\$ 75,000	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
405-618	SEISMIC EVALUATION OF WATER TANKS 1, 2 AND 3 (2011-2012)	11/12	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
405-619	WATER SYSTEM-BOILER PUMP BUILDING (2011-2012)	11/12	\$ 55,000	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000
301-621	VINTAGE PARK OVERCROSSING PROJECT (2011-2012 TO 2012-2013)	11/12	\$ 150,000	\$ 2,000,000	\$ 2,150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,150,000
301-623	SEISMIC EVALUATION OF LAGOON PUMP STATION	12/13	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
455-626	SANITARY SEWER LIFT STATION IMPROVEMENTS PROJECT-PHASE 5	12/13	\$ -	\$ 150,000	\$ 150,000	\$ 350,000	\$ -	\$ 5,500,000	\$ -	\$ -	\$ 6,000,000
301-627	RESIDENTIAL STREET RESURFACING AND REPAIR (2012-2013)	12/13	\$ -	\$ 845,000	\$ 845,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 845,000
301-628	LED STREET LIGHT REPLACEMENT (2012-2013)	12/13	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
301-629	DREDGING AT THE LAGOON INTAKE STRUCTURE (2012-2013)	12/13	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
301-630	PARK INFRASTRUCTURE IMPROVEMENTS (2012-2013)	12/13	\$ -	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000
301-631	VETERANS HONOR WALL (2012-2013)	12/13	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
301-632	SYNTHETIC SURFACE-EDGEWATER PARK (2012-2013)	12/13	\$ -	\$ 1,760,000	\$ 1,760,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,760,000
301-633	WERDER PARK SITE DEVELOPMENT (2012-2013)	12/13	\$ -	\$ 25,000	\$ 25,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000
301-634	DESTINATION PARK DEVELOPMENT (2012-2013)	12/13	\$ -	\$ 25,000	\$ 25,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000
NEW	(NEW CIP) WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2013-2014)	13/14	\$ -	\$ -	\$ -	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ 375,000
NEW	(NEW CIP) WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2017-2018)	17/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 420,000	\$ 420,000
NEW	(NEW CIP) SANITARY SEWER SYSTEM IMPROVEMENTS (2014-2015)	14/15	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000
NEW	(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 6 (2017-2018)	17/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000
NEW	(NEW CIP) MEDIAN MODIFICATIONS - FOSTER CITY BLVD AT CHESS DRIVE - MP#3 (2013-2014, 2014-2015)	13/14	\$ -	\$ -	\$ -	\$ 57,000	\$ 133,000	\$ -	\$ -	\$ -	\$ 190,000
NEW	(NEW CIP) ROAD WIDENING - FOSTER CITY BLVD AT CHESS DRIVE - MP#7 (2013-2014, 2015-2016)	13/14	\$ -	\$ -	\$ -	\$ 175,000	\$ -	\$ 415,000	\$ -	\$ -	\$ 590,000
NEW	(NEW CIP) ROAD WIDENING - SR92 WESTBOUND OFF-RAMP AT CHESS DRIVE - MP#11 (2013-2014, 2015-2016)	13/14	\$ -	\$ -	\$ -	\$ 360,000	\$ -	\$ 840,000	\$ -	\$ -	\$ 1,200,000
NEW	(NEW CIP) ROAD WIDENING - CHESS DRIVE AT FOSTER CITY BLVD - MP#4 & MP#8 (2015-2016, 2016-2017)	15/16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 630,000	\$ 1,470,000	\$ -	\$ 2,100,000
NEW	(NEW CIP) STREET RESURFACING - ARTERIAL AND COLLECTOR (2013-2014)	13/14	\$ -	\$ -	\$ -	\$ 915,000	\$ -	\$ -	\$ -	\$ -	\$ 915,000
NEW	(NEW CIP) STREET RESURFACING - RESIDENTIAL (2014-2015)	14/15	\$ -	\$ -	\$ -	\$ -	\$ 950,000	\$ -	\$ -	\$ -	\$ 950,000
NEW	(NEW CIP) STREET RESURFACING - ARTERIAL AND COLLECTOR (2015-2016)	15/16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 890,000	\$ -	\$ -	\$ 890,000
NEW	(NEW CIP) STREET RESURFACING - RESIDENTIAL (2016-2017)	16/17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 890,000	\$ -	\$ 890,000
NEW	(NEW CIP) STREET RESURFACING - ARTERIAL AND COLLECTOR (2017-2018)	17/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 890,000	\$ 890,000
NEW	(NEW CIP) SITE IMPROVEMENTS - EAST THIRD AVENUE (2013-2014)	13/14	\$ -	\$ -	\$ -	\$ 362,000	\$ -	\$ -	\$ -	\$ -	\$ 362,000
NEW	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2013-2014)	13/14	\$ -	\$ -	\$ -	\$ 286,000	\$ -	\$ -	\$ -	\$ -	\$ 286,000
NEW	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2014-2015)	14/15	\$ -	\$ -	\$ -	\$ -	\$ 260,000	\$ -	\$ -	\$ -	\$ 260,000
NEW	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2015-2016)	15/16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 205,000	\$ -	\$ -	\$ 205,000
NEW	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2016-2017)	16/17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 470,000	\$ -	\$ 470,000
NEW	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2017-2018)	17/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 695,000	\$ 695,000
	<b>TOTAL</b>		<b>\$ 10,989,700</b>	<b>\$ 5,630,000</b>	<b>\$ 16,619,700</b>	<b>\$ 3,080,000</b>	<b>\$ 1,643,000</b>	<b>\$ 8,480,000</b>	<b>\$ 2,830,000</b>	<b>\$ 2,505,000</b>	<b>\$ 35,157,700</b>

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2013-2014)

Funding	Funding Sources	
	CIP Water	Total
2013-2014	375,000	375,000
2014-2015	-	-
2015-2016	-	-
2016-2017	-	-
2017-2018	-	-
<b>Total</b>	<b>375,000</b>	<b>375,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2013-2014	300,000	-	-	300,000
2014-2015	-	3%	-	-
2015-2016	-	6%	-	-
2016-2017	-	9%	-	-
2017-2018	-	12%	-	-
Subtotal	300,000	-	-	300,000
Contingency 25%	75,000	-	-	75,000
<b>Totals</b>	<b>375,000</b>	-	-	<b>375,000</b>

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

This project is part of the District's ongoing program of maintaining and upgrading the water system through the installation of new valves, replacement of existing valves and various improvements to the water system to improve reliability and minimize service impacts to customers.

Valves included on the current replacement list either are leaking or no longer function properly.

The initial list of valves for this project include: the replacing of an 18" gate valve in the intersection of Mariner's Island Bl. & Fashion Island Bl., the replacing of a 6" valve on Altair Ave., the installation of a 100 ft. segment of 6" water main and the addition of five 6" valves in the Altair Ave./Leo Dr. area, the replacement of a 16" butterfly valve near the NE corner of the intersection of E. Hillsdale Blvd. and Edgewater Blvd that is broken in the shut position, and the installation of two 18" valves and by-pass "tees" on the District's 24" transmission main, that will allow the District to by-pass water into the water storage tank should the almost 100 year old original Seal Slough Bridge fail. The District's 24" steel transmission main is attached to the old bridge structure.

Project plans and specifications will be prepared in-house by winter 2013. Construction will take place in summer 2014. Funding is provided every four years to fund this ongoing program.

ESTIMATED PROJECT SCHEDULE:

This project includes several valves and water system improvements in order to put together a project sizeable enough to attract competitive bids.

Design (In-house)/Construction      FY 2013-2014

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2017-2018)

Funding	Funding Sources	
	CIP Water	Total
2013-2014	-	-
2014-2015	-	-
2015-2016	-	-
2016-2017	-	-
2017-2018	420,000	420,000
<b>Total</b>	<b>420,000</b>	<b>420,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2013-2014			-	-
2014-2015	-	3%	-	-
2015-2016		6%	-	-
2016-2017		9%	-	-
2017-2018	300,000	12%	36,000	336,000
Subtotal	300,000		36,000	336,000
Contingency 25%	75,000		9,000	84,000
<b>Totals</b>	<b>375,000</b>		<b>45,000</b>	<b>420,000</b>

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

This project is part of the District's ongoing program of maintaining and upgrading the water system through the installation of new valves, replacement of existing valves and various improvements to the water system to improve reliability and minimize service impacts to customers.

Valves included on the replacement list either are leaking or no longer function properly. The valves are discovered primarily through testing during the annual water main / fire hydrant flushing program. Additional valves are added to the project by examining the system and identifying the need for installing additional isolation valves to provide more reliable service to customers.

This on-going program helps keep the water distribution system in good condition allowing the provision of reliable service to the community. The program may include strategic use of line-stop technologies to minimize water service interruptions to large blocks of customers during the construction period.

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

ESTIMATED PROJECT SCHEDULE:

Design (In-house)/Construction

FY 2017-2018

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## SANITARY SEWER SYSTEM IMPROVEMENTS – (2014-2015)

Funding Sources		
Funding	CIP Wastewater	Total
2013-2014	-	-
2014-2015	300,000	300,000
2015-2016	-	-
2016-2017	-	-
2017-2018	-	-
<b>Total</b>	<b>300,000</b>	<b>300,000</b>

Expenditure Categories				
Expenditures	Estimated	Inflation		Total
	Project Cost	Inflation %	Escalation	
2013-2014	-	-	-	-
2014-2015	232,000	3%	7,000	239,000
2015-2016	-	6%	-	-
2016-2017	-	9%	-	-
2017-2018	-	12%	-	-
Subtotal	232,000		7,000	239,000
Contingency 25%	58,000		1,800	59,800
<b>Totals</b>	<b>290,000</b>		<b>8,800</b>	<b>298,800</b>

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

This project is a continuation of a multi-phase program to assess the condition and perform repairs to the sanitary collection system. Public Works Maintenance staff has completed the television inspection of the gravity collection mains throughout the District. The inspections show that the

system is in generally good condition although corrosion damage and repair/rehabilitation work is required at some locations. The first phase of the project addressed some localized pipe repair and manhole rehabilitation work. This project continues that effort and will repair additional locations that were not repaired with the previous project.

Video recording of the system will continue to be collected and project reports prepared to identify repair and rehabilitation projects to extend the useful life of the sewer mains and manholes throughout the District's collection system. Problem areas to be evaluated and addressed by this project include:

- Areas of the gravity collection system where differential settlement has caused grade variations or sags within the pipelines. These sags exacerbate the deposit of grease and debris resulting in the need for more frequent maintenance.
- Manholes that have severe infiltration or deterioration from hydrogen sulfide.

ESTIMATED PROJECT SCHEDULE:

Preliminary Design and Compiling of Repair/Rehabilitation Locations	FY 2013-2014
Project Design (in-house)	Fall/Winter 2014
Construction	Spring 2015

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## SANITARY SEWER LIFT STATION IMPROVEMENTS – PHASE 5

Funding	Funding Sources	
	CIP Wastewater	Total
2013-2014	350,000	350,000
2014-2015	-	-
2015-2016	5,500,000	5,500,000
2016-2017	-	-
2017-2018	-	-
<b>Total</b>	<b>5,850,000</b>	<b>5,850,000</b>

Expenditures	Expenditure Categories			Total
	Estimated Project Cost	Inflation %	Inflation Escalation	
2013-2014	350,000	0%	-	350,000
2014-2015	-	3%	-	-
2015-2016	4,085,000	6%	245,100	4,330,100
2016-2017	-	9%	-	-
2017-2018	-	12%	-	-
Subtotal	4,435,000		245,100	4,680,100
Contingency 25%	1,108,800		61,300	1,170,100
<b>Totals</b>	<b>5,543,800</b>		<b>306,400</b>	<b>5,850,200</b>

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

This project is part of a multi-phase program to rehabilitate the sewer system lift stations by performing preventative maintenance and upgrades to ensure reliable operation of the lift stations. The program provides for a project to be constructed every 3 to 4 years to achieve economies of scale. Over a 30-year period, all of the District's 48 lift stations will be repaired and rehabilitated.

Repairs have been completed for 23 of the District's 48 lift stations (Phase 1 through 4). Phase 4 was completed in February 2012 and included improvements to six (6) lift stations. Phase 4 also included replacing the City-Wide Supervisory and Data Acquisition (SCADA) system. Total project budget for Phase 4 was approximately \$5.2 million. A Lift Station Priority List will be developed for use in determining the next group of stations for rehabilitation.

Lift Station improvements generally include items of work such as: repairing interior wet wells; installing new pumps, motors and valves; replacing electrical control cabinets and components; installing by-pass piping and connections; replacing corroded components; replacing manhole covers with lighter hatches; and installing control monitoring equipment.

Funding in the amount of \$500,000 (\$150,000 in FY 2012-2013 and \$350,000 in FY 2013-2014) is recommended for developing the construction documents. Depending on the priority list, the amount of funding requested for construction in 2015-2016 will be adjusted.

ESTIMATED PROJECT SCHEDULE:

Project Report and Design	FY 2012-2013 & FY 2013-2014
Project Construction	FY 2015-2016
Project Closeout	FY 2016-2017

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## SANITARY SEWER LIFT STATION IMPROVEMENTS – PHASE 6

Funding	Funding Sources	
	CIP Wastewater	Total
2013-2014	-	-
2014-2015	-	-
2015-2016	-	-
2016-2017	-	-
2017-2018	500,000	500,000
<b>Total</b>	<b>500,000</b>	<b>500,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2013-2014	-	0%	-	-
2014-2015	-	3%	-	-
2015-2016	-	6%	-	-
2016-2017	-	9%	-	-
2017-2018	365,000	12%	43,800	408,800
Subtotal	365,000		-	408,800
Contingency 25%	91,300		-	91,300
<b>Totals</b>	<b>456,300</b>		<b>-</b>	<b>500,100</b>

Repairs have been completed for 23 of the District's 48 lift stations (Phase 1 through 4). Phase 4 was completed in February 2012 and included improvements to 6 lift stations. Phase 5 will include 5 or 6 more lift stations and it is anticipated to be complete in FY 2017. This funding is for Phase 6 and it will include 5 or 6 more lift stations.

Lift Station improvements generally include items of work such as: repairing interior wet wells; installing new pumps, motors and valves; replacing electrical control cabinets and components; installing by-pass piping and connections; replacing corroded components; replacing manhole covers with lighter hatches; and installing control monitoring equipment.

Funding of \$500,000 in FY 2017-2018 is recommended for developing the construction documents for Phase 6. Depending on the priority list, the amount of funding requested for construction will be adjusted.

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

This project is part of a multi-phase program to rehabilitate the sewer system lift stations by performing preventative maintenance and upgrades to ensure reliable operation of the lift stations. The program provides for a project to be constructed every 3 to 4 years to achieve economies of scale. Over a 30-year period, all of the District's 48 lift stations will be repaired and rehabilitated.

ESTIMATED PROJECT SCHEDULE:

Project Report and Design	FY 2017-2018 & FY 2018-2019
Project Construction	FY 2019-2020
Project Closeout	FY 2020-2021

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## MEDIAN MODIFICATIONS – FOSTER CITY BOULEVARD AT CHESS DRIVE (MP#3)

Funding	Funding Sources	
	Developer Deposits (1)	Total
2013-2014	57,000	57,000
2014-2015	133,000	133,000
2015-2016	-	-
2016-2017	-	-
2017-2018	-	-
<b>Total</b>	<b>190,000</b>	<b>190,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2013-2014	57,000	0%	-	57,000
2014-2015	98,000	3%	2,900	100,900
2015-2016	-	6%	-	-
2016-2017	-	9%	-	-
2017-2018	-	12%	-	-
Subtotal	155,000		2,900	157,900
Contingency 20%	31,000		600	31,600
<b>Totals</b>	<b>186,000</b>		<b>3,500</b>	<b>189,500</b>

(1) – An advance from City funds may be necessary in anticipation of subsequent reimbursement from the developments.

**PROJECT PRIORITY CATEGORY: A****PROJECT DESCRIPTION:**

Traffic related impacts from proposed development projects in Foster City were identified in an Engineering Feasibility Study Final Report dated May 2009 prepared by Fehr & Peers. Based on the traffic analysis performed for the traffic related

impacts, various roadway improvements were identified to improve existing traffic operations and to accommodate the projected traffic from the new developments.

The traffic related impacts are associated with the following four (4) proposed development projects:

- Pilgrim-Triton Master Plan
- Gilead Sciences Corporate Campus Master Plan
- 15 – Acre Site
- Chess Drive Offices

The following project is one of the improvements required as a result of the above four developments:

- Lengthen northbound left-turn lane on Foster City Boulevard at Chess Drive (MP #3)

Increasing the length of the existing 525-foot northbound left-turn lanes from Foster City Boulevard at Chess Drive to 650-feet will prevent queues from extending out of the turn lanes and blocking through traffic on Foster City Boulevard.

Funding for the roadway improvements is collected from the various developers based on the terms of their Master Development Agreement.

**ESTIMATED PROJECT SCHEDULE:**

Project Design	FY 2013-2014
Construction	FY 2014-2015

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## ROAD WIDENING – FOSTER CITY BOULEVARD AT CHESS DRIVE (MP #7)

Funding	Funding Sources	
	Developer Deposits (1)	Total
2013-2014	-	-
2014-2015	175,000	175,000
2015-2016	-	-
2016-2017	415,000	415,000
2017-2018	-	-
<b>Total</b>	<b>590,000</b>	<b>590,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2013-2014	-	0%	-	-
2014-2015	110,000	3%	3,300	113,300
2015-2016	-	6%	-	-
2016-2017	347,000	9%	31,200	378,200
2017-2018	-	12%	-	-
Subtotal	457,000		34,500	491,500
Contingency 20%	91,400		6,900	98,300
<b>Totals</b>	<b>548,400</b>		<b>41,400</b>	<b>589,800</b>

(1) – An advance from City funds may be necessary in anticipation of subsequent reimbursement from the developments.

**PROJECT PRIORITY CATEGORY: A****PROJECT DESCRIPTION:**

Traffic related impacts from proposed development projects in Foster City were identified in an Engineering Feasibility Study Final Report dated May 2009 prepared by Fehr & Peers. Based on the traffic analysis performed for the traffic related

impacts, various roadway improvements were identified to improve existing traffic operations and to accommodate the projected traffic from the new developments.

The traffic related impacts are associated with the following four (4) proposed development projects:

- Pilgrim-Triton Master Plan
- Gilead Sciences Corporate Campus Master Plan
- 15 – Acre Site
- Chess Drive Offices

The following project is one of the improvements required as a result of the above four developments:

- Lengthen northbound right-turn lane on Foster City Boulevard at Chess Drive (MP #7)

The median, northbound travel lanes and sidewalk widths will be reduced for approximately 200-feet leading up to the Chess Drive intersection in order to add a right-turn lane.

Funding for this roadway improvement project is collected from the Chess Drive Offices developers based on the terms of their Master Development Agreement.

**ESTIMATED PROJECT SCHEDULE:**

Project Design	FY 2014-2015
Construction	FY 2016-2017



## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## ROAD WIDENING – SR92 WESTBOUND OFF-RAMP AT CHESS DRIVE (MP #11)

Funding	Funding Sources	
	Developer Deposits (1)	Total
2013-2014	360,000	360,000
2014-2015	-	-
2015-2016	840,000	840,000
2016-2017	-	-
2017-2018	-	-
<b>Total</b>	<b>1,200,000</b>	<b>1,200,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2013-2014	247,000	0%	-	247,000
2014-2015	-	3%	-	-
2015-2016	710,000	6%	42,600	752,600
2016-2017	-	9%	-	-
2017-2018	-	12%	-	-
Subtotal	957,000		42,600	999,600
Contingency 20%	191,400		8,500	199,900
<b>Totals</b>	<b>1,148,400</b>		<b>51,100</b>	<b>1,199,500</b>

(1) – An advance from City funds may be necessary in anticipation of subsequent reimbursement from the developments.

**PROJECT PRIORITY CATEGORY: A****PROJECT DESCRIPTION:**

Traffic related impacts from proposed development projects in Foster City were identified in an Engineering Feasibility Study Final Report dated May 2009 prepared by Fehr & Peers. Based on the traffic analysis performed for the traffic related

impacts, various roadway improvements were identified to improve existing traffic operations and to accommodate the projected traffic from the new developments.

The traffic related impacts are associated with the following four (4) proposed development projects:

- Pilgrim-Triton Master Plan
- Gilead Sciences Corporate Campus Master Plan
- 15 – Acre Site
- Chess Drive Offices

The following project is one of the improvements required as a result of the above four developments:

- Widen SR92 westbound off-ramp at Chess Drive (MP #11)

This project will add a right-turn lane to provide two right-turn lanes from westbound SR 92 off-ramp onto eastbound Chess Drive. The traffic signal will be modified to signalize the right-turn movement.

Funding for the roadway improvements is collected from the various developers based on the terms of their Master Development Agreement.

**ESTIMATED PROJECT SCHEDULE:**

Project Design	FY 2016-2017
Construction	FY 2018-2019

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## ROAD WIDENING – CHESS DRIVE AT FOSTER CITY BOULEVARD (MP #4 &amp; #8)

Funding	Funding Sources	
	Developer Deposits (1)	Total
2013-2014	-	-
2014-2015	-	-
2015-2016	630,000	630,000
2016-2017	1,470,000	1,470,000
2017-2018	-	-
<b>Total</b>	<b>2,100,000</b>	<b>2,100,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2013-2014	-	0%	-	-
2014-2015	-	3%	-	-
2015-2016	417,000	6%	25,000	442,000
2016-2017	1,200,000	9%	108,000	1,308,000
2017-2018	-	12%	-	-
Subtotal	1,617,000		133,000	1,750,000
Contingency 20%	323,400		26,600	350,000
<b>Totals</b>	<b>1,940,400</b>		<b>159,600</b>	<b>2,100,000</b>

(1) – An advance from City funds may be necessary in anticipation of subsequent reimbursement from the developments.

**PROJECT PRIORITY CATEGORY: A****PROJECT DESCRIPTION:**

Traffic related impacts from proposed development projects in Foster City were identified in an Engineering Feasibility Study Final Report dated May 2009 prepared by Fehr & Peers. Based on the traffic analysis performed for the traffic related

impacts, various roadway improvements were identified to improve existing traffic operations and to accommodate the projected traffic from the new developments.

The traffic related impacts are associated with the following four (4) proposed development projects:

- Pilgrim-Triton Master Plan
- Gilead Sciences Corporate Campus Master Plan
- 15 – Acre Site
- Chess Drive Offices

The following projects are two of the improvements required as a result of the above four developments:

- Lengthen westbound left-turn on Chess Drive at Foster City Boulevard (MP #4)
- Add westbound lane on Chess Drive east of Foster City Boulevard (MP #8)

Lengthening the westbound left-turn lane at Foster City Boulevard to 300-feet will accommodate the vehicle queues within the turn pocket, allowing for more efficient roadway and signal operations. Chess Drive will be widened to include a second through lane for at least 500 feet east of the intersection. Funding for these improvements is collected from the Chess Drive Offices developers based on the terms of their Master Development Agreement.

**ESTIMATED PROJECT SCHEDULE:**

Project Design	FY 2015-2016
Construction	FY 2016-2017

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## STREET RESURFACING – ARTERIAL AND COLLECTOR (2013-2014)

Funding	Funding Sources		
	Measure A	Measure M	Total
2013-2014	787,900	127,100	915,000
2014-2015	-	-	-
2015-2016	-	-	-
2016-2017	-	-	-
2017-2018	-	-	-
<b>Total</b>	<b>787,900</b>	<b>127,100</b>	<b>915,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2013-2014	732,000	0%	-	732,000
2014-2015	-	3%	-	-
2015-2016	-	6%	-	-
2016-2017	-	9%	-	-
2017-2018	-	12%	-	-
Subtotal	732,000		-	732,000
Contingency	25%	183,000	-	183,000
<b>Totals</b>	<b>915,000</b>		<b>-</b>	<b>915,000</b>

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

As part of the City's ongoing maintenance program for the public street system, resurfacing and repair of public arterial and collector streets is essential. This project complements the Residential Street Resurfacing and Repair project, which targets primarily residential streets and focuses on slurry seals.

The intent of this project is to maximize the use of available federal and state transportation grant funding to address the resurfacing needs of arterial and collector streets. Future multi-year funding is proposed to assure availability of local matching funds to maximize grant eligibilities. If grant funding is available, matching funds for the local share of the Arterial Overlay Project will be provided from Measure A and Measure M revenues.

ESTIMATED PROJECT SCHEDULE:

Project Design – In-house  
Construction

Fall/Winter 2013-2014  
Summer 2014

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## STREET RESURFACING - RESIDENTIAL (2014-2015)

Funding	Funding Sources		
	Measure A	Measure M	Total
2013-2014	-	-	-
2014-2015	854,400	95,600	950,000
2015-2016	-	-	-
2016-2017	-	-	-
2017-2018	-	-	-
<b>Total</b>	<b>854,400</b>	<b>95,600</b>	<b>950,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2013-2014	-	0%	-	-
2014-2015	737,900	3%	22,100	760,000
2015-2016	-	6%	-	-
2016-2017	-	9%	-	-
2017-2018	-	12%	-	-
Subtotal	737,900		22,100	760,000
Contingency 25%	184,500		5,500	190,000
<b>Totals</b>	<b>922,400</b>		<b>27,600</b>	<b>950,000</b>

the PMP street condition database. The updating of the street inspection database is completed approximately every two years. The streets selected for each year's project are determined primarily through the PMP computer-modeling program analyses. The program also helps determine the most cost-effective treatment to extend the life of the roadway.

This project will provide for the repair of identified streets within residential areas. Funding available for each year's project will be used to address deficiencies in the pavement, curb & gutter, and sidewalk in select areas throughout the City. The normal repair methods employed, in order of ascending costs, are: crack seal; slurry seal; dig-out repairs and surface overlays. Funding for this project will be provided by Measure A and Measure M funds.

ESTIMATED PROJECT SCHEDULE:

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

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

This project is part of the City's ongoing maintenance program for the public street system. To implement the street maintenance and rehabilitation program in the most cost-effective manner, a Pavement Management Program (PMP) analysis program is utilized. An Inspection of select streets will be completed in December 2013 and the data used to update

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## STREET RESURFACING – ARTERIAL AND COLLECTOR (2015-2016)

Funding	Funding Sources		
	Measure A	Measure M	Total
2013-2014	-	-	-
2014-2015	-	-	-
2015-2016	794,400	95,600	890,000
2016-2017	-	-	-
2017-2018	-	-	-
<b>Total</b>	<b>794,400</b>	<b>95,600</b>	<b>890,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2013-2014	-	0%	-	-
2014-2015	-	3%	-	-
2015-2016	671,700	6%	40,300	712,000
2016-2017	-	9%	-	-
2017-2018	-	12%	-	-
Subtotal	671,700		40,300	712,000
Contingency 25%	167,900		10,100	178,000
<b>Totals</b>	<b>839,600</b>		<b>50,400</b>	<b>890,000</b>

PROJECT DESCRIPTION:

As part of the City's ongoing maintenance program for the public street system, resurfacing and repair of public arterial and collector streets is essential. This project complements the Residential Street Resurfacing and Repair project, which targets primarily residential streets and focuses on slurry seals.

The intent of this project is to maximize the use of available federal and state transportation grant funding to address the resurfacing needs of arterial and collector streets. Future multi-year funding is proposed to assure availability of local matching funds to maximize grant eligibilities. Funding for the local share of the Arterial Overlay Project will be provided by Measure A and Measure M funds.

ESTIMATED PROJECT SCHEDULE:

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

PROJECT PRIORITY CATEGORY: A

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## STREET RESURFACING – RESIDENTIAL (2016-2017)

	Funding Sources		
	Measure A	Measure M	Total
2013-2014	-	-	-
2014-2015	-	-	-
2015-2016	-	-	-
2016-2017	794,400	95,600	890,000
2017-2018	-	-	-
<b>Total</b>	<b>794,400</b>	<b>95,600</b>	<b>890,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2013-2014	-	0%	-	-
2014-2015	-	3%	-	-
2015-2016	-	6%	-	-
2016-2017	653,200	9%	58,800	712,000
2017-2018	-	12%	-	-
Subtotal	653,200		58,800	712,000
Contingency 25%	163,300		14,700	178,000
<b>Totals</b>	<b>816,500</b>		<b>73,500</b>	<b>890,000</b>

the PMP street condition database. The updating of the street inspection database is completed approximately every two years. The streets selected for each year's project are determined primarily through the PMP computer-modeling program analyses. The program also helps determine the most cost-effective treatment to extend the life of the roadway.

This project will provide for the repair of identified streets in residential areas. Funding available for each year's project will be used to address deficiencies in the pavement, curb & gutter, and sidewalk in select areas throughout the City. The normal repair methods employed, in order of ascending costs, are: crack seal; slurry seal; dig-out repairs and surface overlays. Funding for this project will be provided by Measure A and Measure M funds.

ESTIMATED PROJECT SCHEDULE:

Project Design – In-house	FY 2016-2017
Construction	Summer 2017

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

This project is part of the City's ongoing maintenance program for the public street system. To implement the street maintenance and rehabilitation program in the most cost-effective manner, a Pavement Management Program (PMP) analysis program is utilized. An inspection of select streets will be completed in December 2015 and the data used to update

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## STREET RESURFACING – ARTERIAL AND COLLECTOR (2017-2018)

Funding	Funding Sources		
	Measure A	Measure M	Total
2013-2014	-	-	-
2014-2015	-	-	-
2015-2016	-	-	-
2016-2017	-	-	-
2017-2018	794,400	95,600	890,000
<b>Total</b>	<b>794,400</b>	<b>95,600</b>	<b>890,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2013-2014	-	0%	-	-
2014-2015	-	3%	-	-
2015-2016	-	6%	-	-
2016-2017	-	9%	-	-
2017-2018	635,700	12%	76,300	712,000
Subtotal	635,700		76,300	712,000
Contingency 25%	158,900		19,100	178,000
<b>Totals</b>	<b>794,600</b>		<b>95,400</b>	<b>890,000</b>

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

As part of the City's ongoing maintenance program for the public street system, resurfacing and repair of public arterial and collector streets is essential. This project complements the Residential Street Resurfacing and Repair project, which targets primarily residential streets and focuses on slurry seals.

The intent of this project is to maximize the use of available federal and state transportation grant funding to address the resurfacing needs of arterial and collector streets. Future multi-year funding is proposed to assure availability of local matching funds to maximize grant eligibilities. Funding for the local share of the Arterial Overlay Project will be provided by Measure A and Measure M funds.

ESTIMATED PROJECT SCHEDULE:

Project Design – In-house  
Construction

Fall/Winter 2017-2018  
Summer 2018

## CIP PROJECT DESCRIPTION

## SITE IMPROVEMENTS – EAST THIRD AVENUE (2013-2014)

Funding	Funding Sources			Total
	Grant	Park-In-Lieu		
2013-2014	176,000	186,000		362,000
2014-2015	-	-		-
2015-2016	-	-		-
2016-2017	-	-		-
2017-2018	-	-		-
<b>Total</b>	<b>176,000</b>	<b>186,000</b>		<b>362,000</b>
Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2013-2014	328,600	0%	-	328,600
2014-2015	-	3%	-	-
2015-2016	-	6%	-	-
2016-2017	-	9%	-	-
2017-2018	-	12%	-	-
Subtotal	328,600		-	328,600
Contingency 10%	32,860		-	32,860
<b>Totals</b>	<b>361,460</b>		-	<b>361,460</b>

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Grants
  - Smart Family Foundation
  - National Fish and Wildlife Foundation (NFWF)
2. Park-In-Lieu
3. East Third Avenue Community Donations

Note: The City has received grant funding from the Smart Family Foundation in the amount of \$175,602 which is currently in the Foundation.

PROJECT DESCRIPTION

1. **Project Site Development and Design Consultant - \$10,000.** The City would enter a contract with a consultant to identify the feasibility of several utility issues and develop a project site plan. Utility issues to be identified include: how and where to run water, sewage, and electrical lines, PG&E accessibility, solar power alternatives, and water run off issues and constraints. The project site plan to be developed would include the layout of all amenities to be considered for the site with the intent that any necessary permitting and approvals would be secured based off of this plan. Funding for all of the different amenities would be prioritized to ensure the most urgent needs are addressed. Finally, the consultant would also identify any necessary permits through the Army Corps, CalTrans, and BCDC.
2. **Synthetic Surface – \$200,000.** Approximately 100,000 square feet of synthetic turf will be installed at two existing “rigging” areas which are currently designated with deteriorating carpet scraps. Installation of synthetic turf would include grading the site and adding a drain rock base to ensure proper drainage. Durability is a design consideration as public safety vehicles access the Bay and concessionaires park their trailers on the rigging site.
3. **Shower Tower - \$5,000.** A 2-head shower tower with a hose bib will be installed. Water access is currently provided by Mariner’s Golf Course. Identifying a water source separate from the Golf Course would be ideal. Improvements would



include a shower tower and surrounding concrete pad, creating a safe rinse area for Bay users.

4. **Bathroom - \$100,000.** A 2-stall bathroom with changing area will be installed to provide facilities for site users and Bay Trail passers-by. The bathroom will be maintained by City staff and the East Third Avenue community. Additional research of utilities and sewer would have to be completed to determine the full scope of the bathroom installation.
5. **Striping \$3,000.** Additional paint striping on the Bay Trail for a distance of approximately .75 mile between the East Third Avenue parking lot and Mariner's Golf Course parking lot will be done to enhance safety around the highly congested and active Bay Trail area. Striping will reflect a reduced bike speed limit and caution for crossing and congestion ahead.
6. **Signage - \$6,000.** A wooden park sign will be installed to clearly mark/name the park. Additional signage improvements would be made along the Bay Trail for safety precautions, ex. mph, fishing line safety, additional emergency phone number postings pertaining to the high use area that stretches approximately .75 mile between the East Third Avenue parking lot and Mariner's Golf Course parking lot.
7. **Fencing/Seating - \$4,000.** Chain-link fencing will be removed and replaced with a combination of boulders and concrete benches for additional seating. Removal of the chain-link fencing will make the area more aesthetically pleasing while also creating more areas for participants and passers-by to enjoy the Bay and Bay Trail.
8. **Dog Bag Dispensers - \$600.** Two dog bag dispensers will be installed at the site along the .75 mile stretch between the East Third Avenue parking lot and Mariner's Golf Course parking lot.

## PROJECT OVERVIEW

The Parks and Recreation Department has operated concessions at East Third Avenue as a seasonal windsurf and kiteboard lesson and equipment retail and rental service for approximately 13 years. East Third Avenue has become known as a premier location among the kiteboarding community. The Parks and Recreation Department recognizes this location as a community asset.

Improving the rigging area, in particular, will increase the safety and security of the site. The installation of synthetic turf will provide for a more sanitary environment with proper drainage that does not occur with the carpeted rigging area. Synthetic turf will also enable Parks Division staff to better maintain the site including weed control and turf maintenance. Well-kept park space is a deterrent for public nuisance, fostering a safe environment for all shoreline recreation users.

The project urgency stems not only from the sense of responsibility to appropriately serve the public with safe and suitable facilities but also from an interest in working cooperatively with an existing community of shoreline recreation users and organizations such as San Francisco Boardsailing Association (SFBA). There is wide community support among East Third Avenue users for this project. The East Third Avenue community has been engaged in communicating potential site improvements for the past five years and has been an integral component in developing the scope of work for the final CIP project.

The benefits of the site improvements will impact many by enhancing their recreation experience. Those that will benefit directly include: kiteboarders; windsurfers; stand-up paddle boarders; and concessionaires and their students. The public that will benefit less directly include the passers-by such as the walkers, bikers, and fishers, and those who stop to rest such as the individual stopped in the parking lot on their lunch break or sitting at the park bench. On the surface, the Parks and Recreation Department proposes the installation of synthetic turf and the addition of a few other amenities, however, the positive

impacts will be far-reaching and go a long way to enhance the sense of place for all users.

Any unused grant funding or additionally secured grant funding would be kept in the Foundation for future site improvements, replacement, and/or maintenance. Long-term maintenance and/or replacement of site improvements would require items such as the synthetic turf be added to the equipment replacement fund.

### RESOURCE REQUIREMENTS

East Third Avenue will be maintained with existing Parks staff. The concessionaires are responsible for being “ambassadors of the park” by communicating safety and maintenance issues to the Parks and Recreation Department as well as organizing beach clean-up days.

Scope of work and site design will be a product of staff and Ad Hoc Committee visions with the necessary input from a site development and design consultant. Architects with prior experience in synthetic turf design and installation will be needed as an element of the design and construction process.

The kiteboard/windsurf season is April 1 through September 30. Staff will work to coordinate project construction around this schedule to create as little impact as possible; however the project completion will be facilitated more rapidly with a complete site shutdown during construction.

### ESTIMATED PROJECT SCHEDULE

Based on the windsurf/kiteboard season April to September and the scope of the project given available funding, Parks and Recreation Department staff recommends the project timeline outlined below.

August 2013

Develop scope of work for site development and design consultant; approve agreement for basic site design and utility layouts

November 2013

Authorization of plans and specifications

February 2014

Award construction contract

March – May 2014

Construction and site improvements

June 2014

Open site / project closeout; resume kiteboard/windsurf season

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WERDER PARK SITE DEVELOPMENT (2013-2014)

		Funding Sources			
Funding		Park In-lieu		Total	
2013-2014		100,000		100,000	
2014-2015		-		-	
2015-2016		-		-	
2016-2017		-		-	
2017-2018		-		-	
Total		100,000		100,000	
		Expenditure Categories			
Expenditures		Estimated Project Cost	Inflation %	Inflation Escalation	Total
2013-2014		91,000	0%	-	91,000
2014-2015		-	3%	-	-
2015-2016		-	6%	-	-
2016-2017		-	9%	-	-
2017-2018		-	12%	-	-
Subtotal		91,000		-	91,000
Contingency	10%	9,100		-	9,100
Totals		100,100		-	100,100

PROJECT DESCRIPTION

**Werder Park Site Conceptual Design – (2012/13) \$ 25,000**  
**Werder Park Site Development Design – (2013/14) \$ 100,000**  
(Final Budget to be adjusted based on the design)

**Phase I** – This is the Study-Phase that includes conceptual design and development of plans and specifications for Werder Park Site, including public meetings, RFP, etc. In FY 2012/13, \$25,000 was approved for the conceptual design phase and staff is currently working with the landscape architectural firm, Callander & Associates, to assist in engaging our community identifying viable options for the use of this area. In FY 2013/14, Phase I will also include funding for architectural and design services to prepare construction plans and specifications and any special legal services that may be needed for discussions in regard to wetlands mitigation or any regulatory agency permits, if required.

Options for consideration that have been suggested to date include:

- Passive open space/landscaping with natural vegetation
- Installation of picnic tables and benches
- Community garden
- Refurbishing the restroom
- Interpretive signage for birds, wildlife, etc.
- Potential construction material lay down area for City projects
- Bike or other concession/vendor opportunities
- Ice rink

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Park In-lieu
2. Capital Investment – City Fund
3. Grant funding may be available through L.W.C.F. (Land and Water Conservation Fund).

Projected Timeline and Public Input Meetings:

February 6, 2013: P & R Public Input Meeting  
April 3, 2013: P & R Public Input Meeting  
August 7, 2013: P & R Public Input Meeting  
May 2013: Planning Commission Meeting  
September 2013: City Council Meeting:  
Study and preliminary conceptual design presented to the  
City Council for review, comment, and policy direction.

**Phase II** – Site Development – Cost for development may change depending on the design process.

RESOURCE REQUIREMENTS:

No additional staff is anticipated after development of this site. Ongoing maintenance after development is anticipated.

Projected Annual Cost

Restroom Maintenance:	\$10,000
Landscape Maintenance*:	\$10,000

\*Maintenance cost will vary depending on the final design and development of the area.

Projected Timeline

Design:	2013 - 2014
Construction:	2014 - 2015



Projected Timeline and Public Input Meetings:

February 6, 2013: P & R Public Input Meeting  
April 3, 2013: P & R Public Input Meeting  
August 7, 2013: P & R Public Input Meeting  
May 2013: Planning Commission Meeting  
September 2013: City Council Meeting:  
Study and preliminary conceptual design presented to the  
City Council for review, comment, and policy direction.

**Phase II** – Development of “Destination Park”. Cost for development may change through the design process.

RESOURCE REQUIREMENTS:

No additional staff is anticipated after development. Ongoing maintenance after development is anticipated.

Projected Annual Cost:

Restroom Maintenance*:	\$10,000
Landscape Maintenance*:	\$10,000

\*Maintenance cost will vary depending on the final design and development of the area.

Projected Timeline:

Design:	2013 - 2014
Construction:	2014 - 2015

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## PARK INFRASTRUCTURE IMPROVEMENTS (2013 -2014)

Funding	Funding Sources		
	CIP City	Total	
2013-2014	286,000	286,000	
2014-2015	-	-	
2015-2016	-	-	
2016-2017	-	-	
2017-2018	-	-	
<b>Total</b>	<b>286,000</b>	<b>286,000</b>	

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2013-2014	260,000	0%	-	260,000
2014-2015	-	3%	-	-
2015-2016	-	6%	-	-
2016-2017	-	9%	-	-
2017-2018	-	12%	-	-
Subtotal	260,000	-	-	260,000
Contingency 10%	26,000	-	-	26,000
<b>Totals</b>	<b>286,000</b>	-	-	<b>286,000</b>

PROJECT DESCRIPTION**1. Basketball and Tennis Court Resurfacing - \$210,000.**

The basketball courts and tennis courts listed below will be in need of repairs. The majority of surfaces show considerable signs of wear and cracking. Court surfaces are re-surfaced to ensure that they are safe to play on and aesthetically pleasing. By using an overlay system, the courts are level and smoother to play on. Basketball and tennis court resurfacing is typically performed every five to seven years based on an evaluation of the condition of each court. The total costs include all resurfacing and painting of lines. Two (2) basketball courts and five (5) tennis courts are anticipated to be in need of repairs (date of previous resurfacing is shown below):

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

**2. Wood Park Signs – Phase I - \$50,000**

We have approximately thirteen (13) large monument wooden park signs. Nine (9) of these are the distinguished blue park signs w/Foster City logo that the community has come to enjoy which identify the name of the park. Several of them are showing signs of severe wood-rot and weather deterioration and replacement of five (5) existing wood signs is urgently needed. This CIP would cover Phase I which would include replacement of the following signs:

PROJECT PRIORITY CATEGORY: CPOSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

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

Estimated costs for this work include concrete base work, wood support posts, and fabrication and installation of the signs. The large wooden Park signs have been in place for about 20 years and were last refurbished in 2005.

Phase II is listed as CIP in FY 2017-2018. This would include replacement of these four signs:

- Edgewater Park
- Boothbay Park
- Port Royal Park
- Erckenbrack Park

It would also include adding seven more park signs in these parks that do not currently have signs to identify the park:

- Turnstone Park
- Killdeer Park
- Pompano Park
- Sunfish Park
- Shad Park
- Arcturus Park

Phase III would be the replacement of the four “natural” wood finished signs - (3) at Recreation Center Complex and (1) at Ketch Park – which we would anticipate adding as a

future CIP as the deterioration of these signs become prevalent.



## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## PARK IMPROVEMENTS (2014-2015)

Funding	Funding Sources			Total
	CIP City			
2013-2014	-			-
2014-2015	260,000			260,000
2015-2016	-			-
2016-2017	-			-
2017-2018	-			-
<b>Total</b>	<b>260,000</b>			<b>260,000</b>
Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2013-2014	-	0%	-	-
2014-2015	230,000	3%	6,900	236,900
2015-2016	-	6%	-	-
2016-2017	-	9%	-	-
2017-2018	-	12%	-	-
Subtotal	230,000		6,900	236,900
Contingency 10%	23,000		700	23,700
<b>Totals</b>	<b>253,000</b>		<b>7,600</b>	<b>260,600</b>

PROJECT DESCRIPTION**1. Easement Improvements - \$110,000**

City maintained easements at four (4) locations are in need of comprehensive improvements. Work on these easements will include design of easement improvement plan, tree replacements, shrub replacements, existing tree trimming, ground cover installation, and irrigation installation or modifications. Work will include the following for specific areas:

Sea Cloud Park – This easement is located on the water side of the fence facing Plum Island. This area contains a large number of diseased trees and bushes that will need to be replaced. The proximity to the lagoon will limit the landscape that can be installed in that area, due to the salt water intrusion. Some of the ground cover and landscape components will remain as a result of that and to maintain an adequate screen between the Plum Island residents and the park.

Estimated Cost:

\$25,000

Gateshead Park – This easement is across the street from the adjacent easement to Gateshead Park. Recently there were five trees removed from this easement due to being diseased. Currently there is no irrigation to that easement. The mature trees were able to survive, but due to the lack of irrigation new trees were not planted and the only groundcover remaining is ice plant. This improvement project will

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund
2. Park In-lieu
3. Equipment Replacement Fund (Play Structures)

include connecting irrigation to the easement, removing current groundcover, adding shrubs and planting new trees.

Estimated Cost: \$20,000

Corporation Yard – Large Ceonothus shrubs along East Third Avenue on the outside of the City Corporation Yard are dead or dying due to shrub maturity, salt damage, and heavy infestation of scale. Work will include removal of old plant material and surface material (bark etc), spraying the surface and remaining plant material to eradicate the presence of scale; irrigation adjustments; and replacement of plant material.

Estimated Cost: \$20,000

Boat Park – 15 dying Myoporum trees need to be removed, areas improved, and replaced with new trees and shrubs. This project will include removal and stump-grinding of 15 dying Myoporums, removal of weed-infested grass areas under the existing Myoporums; irrigation modifications; drainage; installation of “Boat Park” sign in island near Boat Park entrance; soil preparation and planting of approximately 15 new 24” box trees (Strawberry and Pepper trees), approximately 115 each of 5 gal. shrubs; approximately 95 each of 1 gal. perennials. Mulch for weed barrier and water conservation. Boulders for accent.

Estimated Cost: \$45,000

**2. ADA upgrades with retaining wall and Synthetic Surfacing for Catamaran Park Playground - \$120,000**

The play-structure at Ketch Park is up for replacement in 2014/15. The play-structure at Catamaran is due for

replacement in 2016, however, due to issues with the slope of Catamaran playground, staff is recommending upgrading this play-ground at the same time as Ketch. Staff is recommending installing a concrete retaining wall and Synthetic surfacing material in the playground at Catamaran to allow for ADA access. The play-structure itself is funded through Equipment Replacement Fund. Staff is also recommending to retain “Fibar” (engineered wood fiber) as surfacing material at Ketch playground, as there is already an ADA access in place and the playground is fairly level. Installing synthetic surfacing at Ketch playground could have a negative impact on the trees and drainage in relation to the close proximity to the neighbors.

In FY 14/15 there would be \$131,000 available in Equipment Replacement Fund for replacement of Play-structures at Ketch and Catamaran Parks combined. Staff is recommending \$120,000 in CIP funding for the following improvements:

Catamaran:

Retaining Wall replacement: \$40,000  
“Pour-in-Place” synthetic surfacing: \$60,000

Ketch:

Replacement of “Fibar”:  
Total: \$20,000  
\$120,000

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## PARK INFRASTRUCTURE IMPROVEMENTS (2015-2016)

Funding	Funding Sources	
	CIP City	Total
2013-2014	-	-
2014-2015	-	-
2015-2016	205,000	205,000
2016-2017	-	-
2017-2018	-	-
<b>Total</b>	<b>205,000</b>	<b>205,000</b>

Expenditures	Expenditure Categories			
	Estimated	Inflation		Total
	Project Cost	Inflation %	Escalation	
2013-2014	-	0%	-	-
2014-2015	-	3%	-	-
2015-2016	160,000	6%	9,600	169,600
2016-2017	-	9%	-	-
2017-2018	-	12%	-	-
Subtotal	160,000		9,600	169,600
Contingency 20%	32,000		1,900	33,900
<b>Totals</b>	<b>192,000</b>		<b>11,500</b>	<b>203,500</b>

PROJECT DESCRIPTION**1. Boardwalk Re-finishing and Re-sealing - \$35,000**

Re-finishing and re-sealing of the wooden boardwalk and chain-rail support poles at Leo J. Ryan Park should be done every three to five years. This was last done in 2010.

**2. Dog Park Synthetic Turf Replacement - \$125,000**

The synthetic turf inside the dog park needs replacement every 7-8 years. This project includes replacement of turf and some drainage improvement for efficient clean-out purposes. Last replacement of turf was done in FY 08/09.

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## PARK INFRASTRUCTURE IMPROVEMENTS (2016-2017)

Funding	Funding Sources	
	CIP City	Total
2013-2014	-	-
2014-2015	-	-
2015-2016	-	-
2016-2017	470,000	470,000
2017-2018	-	-
<b>Total</b>	<b>470,000</b>	<b>470,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2013-2014	-	0%	-	-
2014-2015	-	3%	-	-
2015-2016	-	6%	-	-
2016-2017	375,000	9%	33,800	408,800
2017-2018	-	12%	-	-
Subtotal	375,000		33,800	408,800
Contingency 15%	56,300		5,100	61,400
<b>Totals</b>	<b>431,300</b>		<b>38,900</b>	<b>470,200</b>

PROJECT PRIORITY CATEGORY: CPOSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund
2. Park In-lieu
3. Equipment Replacement Fund (Play Structures)

PROJECT DESCRIPTION**1. Street Median Enhancements - \$75,000**

Several street medians need landscaping upgrades and irrigation renovation. The majority of groundcover material has outlasted its use and needs to be replenished. Within the past year, several old shrubs have been attacked by insects and disease. Areas for proposed enhancement include: 1) East Hillsdale Blvd.; 2) Edgewater Blvd.; 3) Shell Blvd.; 4) Foster City Blvd.; and 5) Vintage Park Drive. Work in these areas will be performed in stages and during minimal traffic flow periods.

**2. Playground Americans with Disabilities Act Upgrades - \$300,000**

There are a total of seven (7) play-areas at Erckenbrack, Gull, Marlin, and Sea Cloud Parks that are due for replacement in FY 2016-2017. ADA accessibility requirements have changed since last time these playgrounds were replaced. Staff recommends use of a consultant to design anticipated modifications to elevations for accessibility compliance at these playgrounds as well as installation of Synthetic surfacing in playgrounds at Erckenbrack, Gull, and Marlin Parks. Staff recommends continuing to use “Fibar” (Engineered wood fiber) as surfacing material at Sea Cloud playground.

Funding for replacement of the actual Play-structures will be available in the City’s Equipment Replacement Fund.

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## PARK INFRASTRUCTURE IMPROVEMENTS (2017-2018)

Funding	Funding Sources	
	CIP City	Total
2013-2014	-	-
2014-2015	-	-
2015-2016	-	-
2016-2017	-	-
2017-2018	695,000	695,000
<b>Total</b>	<b>695,000</b>	<b>695,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2013-2014	-	0%	-	-
2014-2015	-	3%	-	-
2015-2016	-	6%	-	-
2016-2017	-	9%	-	-
2017-2018	540,000	12%	64,800	604,800
Subtotal	540,000		64,800	604,800
Contingency 15%	81,000		9,700	90,700
<b>Totals</b>	<b>621,000</b>		<b>74,500</b>	<b>695,500</b>

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund
2. Park In-lieu

PROJECT DESCRIPTION

**1. Arcturus Park Renovation - \$220,000.** The turf, shrubs, hardscape, and trees are over 25 years old and in poor and declining condition. Park benches, pathway and other hardscape features need to be replaced. A complete renovation to expand the capacity , amenitites, and use of the park by the community would include:

- a. Demolition - Removal of old turf, soils, pathway, and designated trees.
- b. Grading – Grading turf areas to level (12” or more)
- c. Drainage – Correcting drainage as needed
- d. Irrigation – Installing new irrigation system
- e. Top soil – Installing new top soil
- f. Pathway – Asphalt pathway installation
- g. Landscape - Installation of new trees, shrubs and sod.

**2. Wood Park Signs – Phase II - \$120,000.** We have approximately thirteen (13) large monument wooden park signs. Nine (9) of these are the distinguished blue park signs w/Foster City logo that the community has come to enjoy which identify the name of the park. Estimated costs for this work include concrete base work, wood support posts, and fabrication and installation of the signs. The large wooden Park signs have been in place for about 20 years and were last refurbished in 2005.

Phase II includes replacement of these four signs:

- Edgewater Park
- Boothbay Park
- Port Royal Park
- Erckenbrack Park

It also includes adding seven more park signs in these parks that do not currently have signs to identify the park:

- Turnstone Park
- Killdeer Park
- Pompano Park
- Sunfish Park
- Shad Park
- Arcturus Park

Phase III would be the replacement of the four “natural” wood finished signs - (3) at Recreation Center Complex and (1) at Ketch Park – which we would anticipate adding as a future CIP as the deterioration of these signs become prevalent.

**3. Synthetic Surfaces Replacements - \$200,000.** The synthetic turf surfaces at the following locations have been in place since about 2005 and will be in need of replacement:

- Amphitheatre
- Bocce Ball courts
- Recreation Center to the Boat House along the boardwalk
- Boat Park along the boardwalk

The project will consist of removal and disposal of old synthetic turf, and installation of new synthetic turf as appropriate for each area.