

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

Preliminary BUDGET Fiscal Year 2018-2019



CITY COUNCIL/DISTRICT BOARD

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SUBMITTED BY THE CITY/DISTRICT MANAGER

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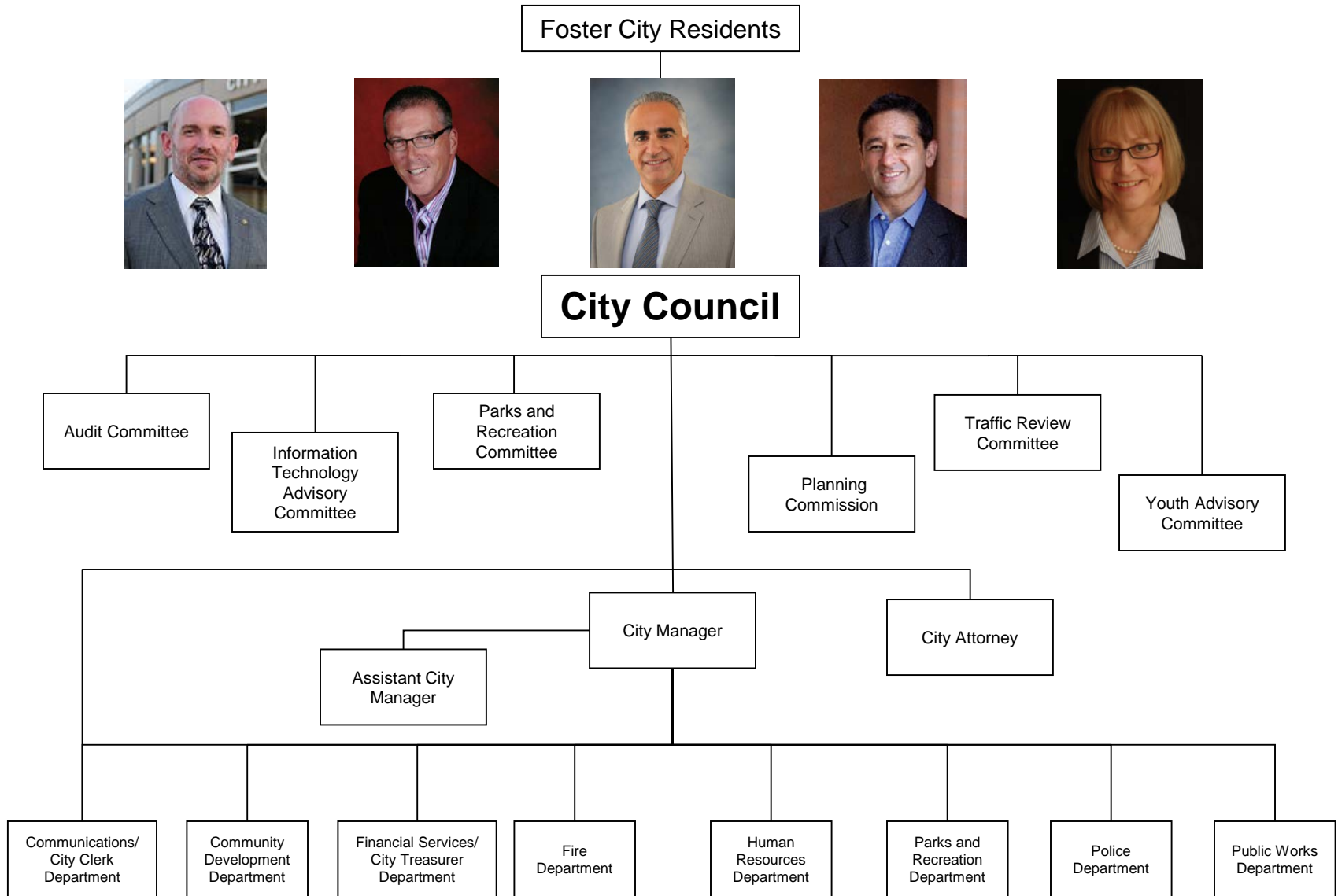
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Foster City Organization Chart



CITY COUNCIL PRIORITY FOCUS AREAS FOR CALENDAR YEAR 2018

1

LAND USE

Maintain Foster City's commitment to enabling a balanced community approach to addressing workforce housing, circulation/mobility, and commercial retail in a manner that is consistent with community values

- Protect the supply of workforce housing
- Look at ways to connect the business located North of Highway 92 with commercial centers South of Highway 92
- Maintain current levels of service, infrastructure, and resources to support all planned future growth
- Assess use and feasibility of Sea Cloud Phase II

2

TRAFFIC and TRANSPORTATION

Ensure that the City's transportation and circulation system meets the needs of the community and provides the community with alternative ways to move easily around the City

- Perform a comprehensive Citywide technical study of the roadway network to determine the capacity to support future need
- Implement Bicycle Master Plan
- Develop strategy to better address commuter congestion
- Through the 92 Corridor Alliance, develop a public-private partnerships strategy to address local and regional traffic concerns

3

INFRASTRUCTURE AT 50

Maintain the condition of the City's infrastructure to sufficiently address current and future needs

- Continue to work with the City of San Mateo to improve the Wastewater Treatment Plant
- Continue to work towards improving the Levee Protection System
- Develop a Parks System Master Plan to address aging parks system and bring park structures into compliance with new state mandates
- Develop and Implement a Recreation Center Master Plan

4

SUSTAINABLE FOSTER CITY

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

- Develop and Implement the next phase of the Sustainable Foster City Plan
- Develop and Implement the next phase of a City economic development strategic plan with emphasis on business improvement, façade improvement and business promotion
- Explore opportunities for public-private partnerships
- Implement the Climate Action Plan (CAP) to reduce greenhouse gas (GHG) emissions and to adapt to changing conditions caused by climate change
- Develop a strategy to build a stronger and more vibrant community by connecting and engaging local government, residents and other stakeholders in mutually beneficial ways
- Explore revenue models such as Transient Occupancy Tax (TOT) as a potential ballot measure in November 2018

5

QUALITY SCHOOLS

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

- Continue the Foster City – San Mateo-Foster City School District Board Subcommittee (in conjunction with the Ad Hoc Citizens Education Facilities Committee) to discuss and monitor the construction of the school at Charter Square in accordance
- Support the High School District’s Afterschool Bus Program to help address student transportation issues

6

CITIZEN ENGAGEMENT

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

- Launch new City website
- Continue to develop and implement City E-Newsletter
- Continue to develop and implement social media communication strategy
- Continue City Manager blogs
- Support City Council Town Hall meetings
- Conduct two Community Dialogue Series meetings on City Finance, and policy recommendations related to workforce housing, transportation, and commercial retail
- Explore Citizen Volunteer Program

Foster City City Council

Mission

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

Values

Engagement

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

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

Leadership

Integrity

Demonstrate that integrity underpins every decision and action taken by the Foster City City Council by promoting transparency that creates a relationship of trust and respect with all stakeholders, both internal and external.

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

Innovation

Teamwork

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

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

Excellence

BUDGET MESSAGE

FISCAL YEAR 2018-2019

May 2018

Honorable Mayor and Members of the City Council:

INTRODUCTION

On behalf of the entire Executive Management Team and the employees of the City of Foster City, it is my pleasure to submit the Annual Budget for Fiscal Year 2018-2019 (“Budget”) and the Five-Year Financial Plan. The City’s Budget and Five-Year Financial Plan has evolved over an extensive development process which included hours of preparation and several public meetings that have led to the City Council approval of the budget presented in this document.

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

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

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

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

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

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

As we prepare to embark on excellent service delivery for the citizens of Foster City in Fiscal Year 2018-2019, the City will continue to monitor and evaluate revenues and expenditures to ensure we maintain our targets as established and approved by the City Council. We will continue providing Quarterly Reports to the City Council on the performance of all City Funds. These reports will be delivered to keep you apprised and up to date on revenues and expenditures as approved in the Budget. In adopting the Annual Budget, the City Council will approve one of the most important policy documents considered by the City Council each year.

ELEMENTS OF THE BUDGET

The budget document is organized as follows:

1. **Introductory Items**

Table of Contents
Mission Statement
Foster City Organization Chart

2. **Budget Message:** Includes the letter of transmittal from the City Manager submitting the recommended budget to the City Council, major initiatives/issues, organizational changes addressed in the budget, and the City's current and projected financial position.
3. **Budget Guide:** Includes a description of the annual budget process, a glossary of budget terminology and the structure of the City's finances.
4. **Five-Year Financial Plan:** Includes a City-wide look at expenditure and revenue trends affecting the City over the course of the next five years.
5. **Financial and Personnel Summaries:** Includes financial information on projected revenues, expenditures, fund balances and reserves, personnel resources, and a summary of funds as well as fund descriptions and information on all revenue sources and expenditure projections.
6. **Department Operating Budgets:** Operating department sections include the departmental mission statement, personnel summaries, strategic plan (including values, goals and objectives) of the organization, key initiatives completed, initiatives and service level expectations for FY 2018-2019, 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, Internal Service 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, debt service, enterprise, internal service,

or agency fund budgets.

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

FINANCIAL OVERVIEW

The City/District is fiscally strong with an expected General Fund Balance of \$43.7 million at the end of the June 30, 2018. However, there are fiscal challenges ahead, including a reduction of new development projects over the next 5-years that will diminish one-time building and permit revenues and the escalation of the City's unfunded accrued liability (UAL) with CalPERS which drives up the City's annual employer pension payments. In the upcoming 5 years, staff projects that ongoing General Fund revenues will not be adequate to pay for ongoing expenditures, inclusive of the funding of the City's Capital Improvement Program which will increase from \$1.9 million to \$3.5 million annually due to the City's aging infrastructure, "Infrastructure at 50". As directed by the City Council at the March 26, 2018 budget study session, the City will seek voter approval of a Transient Occupancy Tax ballot measure on the November 6, 2018 municipal election to help alleviate, but not eliminate the imbalance. The budget for FY 2018-2019 anticipates a General Fund (001-003) deficit (expenditures and transfers out exceeding revenues) of \$1.54 million even after counting the revenues associated with the passage of the November 2018 TOT revenue measure. In addition, the budget has earmarked a supplemental payment of \$2.07 million to pay down the City's growing UAL (\$75.36 million) to CalPERS. Combined, the total draw on General Fund reserves in FY 2018-2019 is projected at \$3.61 million. As authorized by the City Council at the March 26, 2018

budget study session, the City will use the FY 2016-2017 General Fund surplus of \$5.5 million to supplement its revenues in order to balance its FY 2018-2019 General Fund budget. The remaining \$1.89 million (\$5.5 million less \$3.61 million) will remain in reserves and can be used for other City Council priorities. Beyond FY 2018-2019, staff is forecasting structural deficits for years two to five of the 5-year Financial Plan of \$631,000; \$757,000, \$622,000 and \$632,000 respectively. This condition may prompt the City Council to consider additional revenues measures such as a sales tax or a business license tax increase as well as exploring other cost containment/reduction alternatives in order to continue to provide its current high level of service to the Foster City Community. Notwithstanding the fiscal concerns associated with the forecasted structural deficits, General Fund reserves are expected to remain healthy throughout the entire 5-year financial plan, with a projected \$40.10 million or 89.1% reserve level at the end of FY 2018-2019 and a projected \$37.46 million or 75.9% reserve level by the end of FY 2022-2023. In addition, the City has a Capital Asset Acquisition and Replacement Fund that is projected to grow from \$38.0 million at the end of the current fiscal year to \$46.6 million by June 30, 2023.

Revenues (building, planning, and property tax) from potentially significant projects such as Costco's plans to add a gas station and to demolish its existing store and rebuild a larger one, Gilead Sciences' campus built out and Chess Hatch redevelopment could materialize within this 5-year time horizon and improve the City's General Fund revenue picture. The City will continue to fully fund its Internal Service Funds and provide \$3.5 million annually to its CIP program. The \$3.5 million is an increase of \$1.6 million from the current year due to the expansion of infrastructure replacements. These

budgeted expenditures ensure the continued high level of services provided to the Foster City community.

A potential use of the General Fund and/or Capital Asset Acquisition and Replacement Fund Reserves/Unassigned Fund Balance could include the replacement of the Recreation Center.

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

- Development Projects – “New” projects included in the 5-year financial plan are Gilead South Campus parking garage and campus wide annual tenant improvements and the Family Dental expansion. The developer for Pilgrim-Triton Phase C has requested a general development plan amendment to allow 68 for-sale condominiums. Since the amendment has not been approved by the City Council, it is excluded from the 5-year financial plan.
- Pension Costs – In December 2016, CalPERS reduced its discount rate (estimated rate of return on its investments) from 7.5% to 7.0%. As a result, employer contribution rates and expenditures will increase significantly in the upcoming years. The City's non-safety and safety (for classic members) employer rates will jump from the current FY 2017-2018 level of 27.908% to approximately 40.800% and from 45.150% to 70.400% of payroll respectively by FY 2022-2023. While the provisions of the Public Employees' Pension Reform Act of 2012 (PEPRA) will not have a large impact on the City's budget for several more years (the most significant cost-savings provisions of the Act apply primarily to new employees hired after January 1, 2013), public safety retirements have provided
- Bargaining Units – Much of the City's workforce falls under collective bargaining agreements that are in place through June 30, 2019. This includes a 4% wage adjustment for safety, and 3.5% wage adjustment for non-safety and management employees. Thereafter, a 1% annual compensation adjustment is used for FY 2019-2010 to FY 2022-2023 for all bargaining units.
- Long-Term Capital Improvements Funding – Per City Council Policy, the City funds much of its capital improvement projects with annual transfers from the General Fund to the City Capital Investment Fund. The 5-year financial plan includes an annual transfer of \$3.5 million. This is an increase of \$1.6 million from the current year and is due primarily to the City's aging infrastructure and based on an annual assessment of fund balance reserves and the projected timing and level of capital improvement projects resources needed over the next 10 years.
- Water and Wastewater Rates – In March 2018, Bartle Wells, the District's rate consultant, updated its water and wastewater rate models. Based on those results, a water rate increase of 8% is needed for FY 2018-2019. Wastewater rates increases of 14.25% are needed from FY 2018-2019 through FY 2022-2023 and include debt financing for the Wastewater Treatment Plant (WWTP) project that is jointly owned through a Joint Powers Agreement between the Estero Municipal Improvement District and the City of San Mateo (approximately 25% for the District and 75% for San Mateo). Initial costs for the District's apportioned share of the WWTP project has been advanced by the Wastewater Enterprise,

supplemented by a loan from the General Fund of up to \$14.86 million. The District is anticipating an issuance of revenue bonds in the 2nd quarter of FY 2018-2019 as permanent financing to fund the WWTP project. At such time, the bond proceeds will be used to repay the General Fund for the full amount loan outstanding. Based on the latest cost estimates provided by the City of San Mateo (who is the project manager for the WWTP project), the District share of the total WWTP project is \$155 million.

- State Budget Assumptions – The Governor’s FY 2018-2019 budget is balanced and appears to have no direct impact on the City’s budget at this time. Senate Bill 1, the Road Repair and Accountability Act, which was passed just a year ago and raised gas tax and vehicle registration fees is being challenged with a repeal initiative under consideration for November 2018. A repeal of SB1 would have an adverse financial impact, as the City would lose approximately \$562,000 of annual funding for its street and transportation projects. The current budget proposal retains State provided SLESF/COPS grant funding of \$100,000 per year to fund one partial Police Officer position.

HIGHLIGHTS FOR FY 2017-2018

The City’s General Fund is expected to end FY 2017-2018 with a small surplus of \$290,000. Property tax revenues are on a trajectory to beat estimates by \$800,000 and reach \$25.3 million. Although delayed, Towneplace Suites opened at the end of August 2017 and will generate ongoing revenues for the City. Recreation fees and rentals, helped by fee increases that took effect on July 1, 2018 are projected to reach \$1.835 million or \$282,000 better than budgeted estimates. General Fund operating expenditures are expected to be within the

adopted budget of \$41.3 million.

On March 5, 2018, the Council authorized a \$90 million General Obligation (GO) Bond ballot measure for the June 5, 2018 municipal election (Measure P) to finance the Levee Protection Planning and Improvements project (CIP 301-657), needed to meet Federal Emergency Management Agency (FEMA) flood protection accreditation and standards. If approved by the voters, GO bonds are anticipated to be issued in December 2018/January 2019 and a tax levy on property owners will begin in FY 2019-2020. On November 22, 2017, the City, along with Belmont, and San Mateo executed a Joint Powers Authority (JPA) Agreement and formed San Mateo Consolidated Fire (SMC), to provide shared fire protection and prevention services for the three agencies. Commencement of SMC operations is anticipated to occur in mid FY 2018-2019.

On the development front, the Triton (220 multi-family units and 5,000 sq. ft. of retail) and Biomed’s construction of office/lab buildings for its tenant Illumina were both completed during the year. Lennar has complete the first two phases of its market rate for sale senior townhomes in Foster Square, with Phases III through V to follow.

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

Overall

To effectively maintain an excellent level of core service to the community and meet Council’s strategic directives, the proposed FY 2018-2019 Annual Budget includes various staffing adjustments. There is an expansion of a ¾ time Communications Coordinator/Manager to a full-time position,

the conversion of two over-hire police officers and one dispatcher over-hire to permanent staff in order to address the increase in service calls associated with the City's population growth since 2010, and the addition of a limited duration building inspector to provide expedited inspection services for Gilead Science's campus expansion projects. Such costs are reimbursable by Gilead to the City. Net full-time staffing levels will increase by two employee from last year's level of 196 to 198 for FY 2018-2019 as the Police Department's three limited duration positions were already included in the current year's personnel count of 196.

Employee Services

- Compensation increases associated with specific employees eligible for merit increases in accordance with the City's Pay Plan and Personnel Rules have been factored into salary projections.
- Benefits for each department have been evaluated separately based upon historical trends and have been adjusted accordingly, including increases in CalPERS employer contribution rates.
- Starting in FY 2018-2019, City staff has tightened up the assumptions used in calculating employees' benefits options and costs. As a result, annual expenditure savings assumptions for the 5-year financial forecast has been reduced from 2 percent to 1 percent for FY 2019-2020 to FY 2022-2023 to reflect a more realistic picture of the City's anticipated expenditure savings in those future years. An expenditure savings is not included in FY 2018-2019 as a way of preserving the City's conservative budgeting philosophy relative to the adopted budget year.

General Fund

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

- The City Manager's office will continue supporting key City Council priorities in the upcoming fiscal year, including the administration of the Community Benefits Program and together with the Human Resources Department, the Employee Rental Assistance Program (ERAP).
- In FY 2015-2016, a new Communications/City Clerk Department was created for the implementation of a public engagement plan. As such, the Communications Director/City Clerk position was developed to oversee the operations of the Department. In November 2017, the Communications Director/City Clerk retired and the City Council appointed the incumbent Deputy City Clerk as the new Communications Director/City Clerk. Due to the heighten need for public engagement in light of the Levee project (CIP 301-657) and the corresponding June 2018 General Obligation ballot measure (Measure P), the part time (30 hour per week) Communications Coordinator/Manger was expanded to a full time position at an estimated cost of \$52,400 and is included (along the elimination of the part-time position) in the FY 2018-2019 proposed budget. A municipal elections budget of \$57,000 is requested for the November 2018 election, as there will be two open City Council seats and very likely a Transient Occupancy Tax rate increase ballot measure.
- In the Financial Services Department, based on direction from the City Council on cost containment

initiatives, the City will be using a 3rd party credit card processor who will assess “convenience fees” directly to cardholders in lieu of the City having to incur the merchant fees. This is expected to generate a savings of approximately \$126,000 in FY 2018-2019.

- There is essentially no change in the Human Resources Department budget as increases in employee service costs (due to contractual wage and benefit adjustments) are substantially offset by an increase in indirect cost allocations to other departments.
- A modest 2% or \$7,466 increase in the City Attorney’s Department is requested to provide legal support to the City/District.
- An addition of \$3,600 for the City Council reorganization reception from internal staff preparation to catering and an increase in City Council /EMID Board membership dues of approximately \$3,000 are requested for FY 2018-2019. Non-profit agency funding of \$75,000 is also included in the City Council’s budget as a placeholder.

Parks & Recreation

Budget increases requested in the Parks and Recreation Department include:

- \$4,000 for parks maintenance overtime.
- \$3,100 for street medians maintenance.
- \$6,900, \$1,600, \$5,000 for additional surveillance cameras, wall partitions, and a new outdoor barbeque for the Recreation Center

- \$45,000 for the expansion of pickle ball and bocce league programs.
- \$1,800 increase for the production of the Summer Concert series.
- \$3,000 for professional graphic art services to enhance outreach for major special events flyers.
- \$1,500 for an iMac or MacBook computer to do video creation and editing.
- A \$12,180 savings in credit card fees by utilizing a third party credit card processor who will directly assess “convenience fees” to cardholders in lieu of the City incurring merchant fees.

Police Department

- The Department currently has three 3-year limited duration over-hires consisting of two police officers and one dispatcher that is scheduled to end on June 30, 2018. Over the past 5 years ending 2017, calls for service to the Police Department has increased 38%, due largely to an increase the City’s population and an increase in criminal population throughout the San Mateo region as a result of the implementation of Public Safety Realignment and Propositions 47 and 57. City staff recommends the incorporation of all three over-hire positions into permanent staff in FY 2018-2019. This puts the total staffing at a level proportionate to the increase in calls for service, increase in City population, the increase in traffic on roadways, and the increase in criminal activity and offenders. The proposed budget also includes POST training for \$50,000 and \$30,175 for crisis intervention

and gang resistance and education training from a California Board State and Community Corrections grant that the City received in FY 2017-2018. A \$22,175 use of asset seizure funds is budgeted for FY 2018-2019.

Fire Department

- Continued implementation of the Fire Command Shared Services Model with the cities of San Mateo and Belmont. In FY 2017-2018, the three cities also formed a Joint Powers Authority (San Mateo Consolidated Fire) with the goal of transferring all fire personnel to the new JPA. Under the new JPA, Foster City, Belmont, and San Mateo will apportion cost of operating the JPA at ratio of 20%/20%/60% respectively. Implementation is anticipated to occur in mid FY 2018-2019 and is contingent on the approval of a retirement benefits agreement between the new JPA and CalPERS. Increase of \$7,277, \$3,158, \$3,000 and \$1,500 are requested for contractual training with Central County's Fire Training Division, OES/Emergency Services JPA, special operations equipments and ALS rolling stock.

Community Development

- A 3-year limited duration building inspector is included in the FY 2018-2019 budget to provide expedited inspection services for Gilead Science's campus expansion projects. Wages and benefits for this position will be fully reimbursed by Gilead to the City.
- Biennial subscription of Building Uniform and State Codes totaling \$13,499 have been added to the FY 2018-2019 proposed budget.

Public Works Department

Proposed increases for the Department include:

- \$15,000 for City benchmark recertification.
- \$20,000 for battery back-up system for traffic signals.
- \$30,000 for a traffic signal detection camera system.

Non-Department

- Maintenance of the library building is budgeted for \$373,603 in FY 2018-2019.
- Property Tax Administration Fees charged by the County for the collection of the District's property taxes are budgeted for \$203,845.

Special Revenue Fund

Traffic Safety Fund

- Projected \$81,000 of revenue from fines generated from Motor Vehicle Code violations are used to fund Public Works Department's street maintenance program.

Gas Tax Fund

- Projected \$784,770 of revenues from gas excise tax allocated to Foster City from the State are used to fund Public Works Department's street maintenance program.

SLESF Fund

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

CalOpps.Org Fund

- \$31,900 for the addition of part-time staff for responding to customer inquiries.
- \$69,500 for technical support of website/program.
- \$40,000 reduction in consultant costs that was needed in FY 2017-2018 for website and program upgrade.
- \$15,470 increase base on annual update of cost allocation plan.

Low- and Moderate-Income Housing Fund

- \$153,200 to operate and maintain the City's six affordable housing units and to fund the payment of annual dues to the San Mateo County Housing Endowment and Regional Trust (HEART) to support affordable housing.

City Affordable Housing Fund

- No expenditures are planned for FY 2018-2019.

Sustainable Foster City Fund

- The Sustainable Foster City Fund includes an amount of \$93,700 to implement economic development and environmental sustainability initiatives and other administrative and membership costs totaling \$8,100. Funding for these activities is provided by Fund Balance.

Bay Area Employee Relations Services (BAERS) Fund

- Budget for FY 2018-2019 is \$289,420 is essentially unchanged from the \$289,849 in FY 2017-2018

General Plan Maintenance Fund

- Budget of \$41,300 is unchanged from FY 2017-2018.

Construction and Demolition Fund

- Budget of \$22,200 includes a \$3,500 increase in solid waste reduction programs.

Technology Maintenance Fund

- Budget of \$76,818 includes a \$6,000 increase in internal service fund assessment from the IT Internal Service Fund and \$2,968 in permitting system annual maintenance fees.

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

- There is no change in the FY 2018-2019 budget of \$1,300, which is utilized for training programs mandated by the State for disability access, earthquake data collection, beverage container recycling, and code enforcement of State building standards. Funding is provided by fees collected from each of the respective mandates.

Debt Service Fund

Levee Protection and Improvements General Obligation (GO) Bonds

- Budget for FY 2018-2019 is \$35 million. Funding is from GO Bond proceeds for the levee project and is used to repay the City's Capital Projects Fund for advances incurred for planning and design costs as well as construction costs for the Levee in FY 2018-2019.

Enterprise Funds

Water Enterprise Operations

- An increase in water rates of approximately 8% is need to fund an increase operating costs, include an anticipated normalized water loss of 11.5 percent.
- \$200,000 is allocated for Water Sustainability Rebate programs.
- There is a \$205,000 annual transfer to the Water Capital Projects Fund.

Wastewater Enterprise Operations

- In FY 2014-2015, the Estero Improvement District and the City of San Mateo initiated work on its 10-year rehabilitation and upgrade of its jointly owned Wastewater Treatment Plant. In FY 2017-2018, the Wastewater enterprise borrowed monies from the General Fund to fund WWTP project to date planning and design costs. Repayment to the General Fund will be made upon the issuance of revenue bonds, which is anticipated in the 2nd quarter of FY 2018-2019. The District's apportioned WWTP costs are also included in the FY 2018-2019 budget. On March 26, 2018, the District Board authorized a 14.25% increase in FY 2022-2023 as part of a rolling 5-year wastewater rate adjustment program. The rate increase is subject to a Proposition 218 Public Hearing process.
- There is a \$1,080,000 annual transfer to the Wastewater Capital Projects Fund.

Internal Service Funds

Vehicle Replacement Fund

- Total budget is \$1,494,611, including capital outlay of \$265,491. There are seven vehicle replacements and deferral of 16 vehicles based on assessments of vehicle performance and maintenance history. Replacement charges to City departments are \$1,705,634.

Equipment Replacement Fund

- Budget is \$600,950 and includes the replacement of playground equipment in Boothbay, Gull, and Marlin parks, Council Chambers A/V equipment, fire department turnouts, furniture, and equipment, Recreation/Community Center sound and video equipment, furniture, and kitchen equipment are included in the recommended budget. Replacement charges to City departments are \$605,268.

Self-Insurance Fund

- The total budget requested for FY 2018-2019 is \$518,271. Assessments to City departments are \$280,410 with a projected June 30, 2019 Fund Balance of \$1 million.

Information Technology Fund

- Total budget is \$1,688,785, including capital outlay of \$195,500 for copier, computer replacements, phone system upgrades, server backup replacement, and storage for police body-worn video cameras. Assessments to City departments are \$1,758,857.

Building Maintenance Fund

- Total budget is \$2,750,931. Capital outlay costs for FY 2018-2019 include carpet and HVAC replacement in the Corporation and a \$100,000 contingency for repairing the Recreation Center roof. There is an increase of \$522,201 of assessments to City departments to \$2,814,016 to adjust for prior years under funding and omission of various assets.

Longevity Recognition Benefits Plan

- The FY 2018-2019 budget is \$233,220 for benefit payments and includes an anticipated increase in retirements. Funding is from investment interest and Fund Balance.

Public Employees' Medical and Hospital Care Act (PEMHCA) Benefits Plan

- The FY 2018-2019 budget is \$179,500 for benefit payments. Funding is from investment interest and Fund Balance.

Compensated Absences Fund

- The FY 2018-2019 budget is \$423,662 for benefit payments. Assessments to City departments are \$503,887.

Agency Funds

Foster City Successor Agency Fund

- Enforceable obligations totaling \$392,000 is projected for FY 2018-2019.

Capital Improvement Projects

Approximately \$47.3 million in budgeted capital improvement project costs are slated for FY 2018-2019; the most significant of which include:

- Removal and Recoating of three water tanks – The District's three water storage tanks (4 million gallons each) is beginning to show signs of failure and localized corrosion. As a result, the tanks' coating will need to be refurbished and/or replaced at a budgeted cost of \$2.5 million.
- Wastewater Treatment Plant Master Plan Improvements – The District's share of Wastewater Treatment Plant rehabilitation and upgrade costs for its jointly owned Wastewater Treatment Plant with the City of San Mateo is budgeted for \$8.7 million in FY 2018-2019.
- Street Rehabilitation – Part of the annual street improvement program of \$1.9 million from Gas Tax, Measure A, Measure M, SB 1, and grant funds to maintain the City's roadways that rank among the highest in the Bay Area in terms of pavement condition. Another \$1.25 million is budgeted for traffic signal and crosswalk systems.
- Levee Protection Planning and Improvements – this project will eventually raise the City's levee elevation to meet the new FEMA accreditation standards. In March 2018, the Council authorized a \$90 million General Obligation (GO) Bond ballot measure for the June 5, 2018 municipal election (Measure P) to finance this project. If approved, GO bonds are anticipated to be issued in December 2018/January

2019 and a tax levy on property owners will begin in FY 2019-2020. Proceeds of the GO bonds will be used to repay monies advanced from the City CIP Fund for planning and design as well as for Levee construction. A budget of \$31.8 million is needed for FY 2018-2019.

- Parks Projects – The City’s system of 24 parks, 8 miles of levee pedway, and open space total over 160 acres. Several of these parks are approaching 50 years old. A parks system master plan study is budgeted for \$257,500 to help identify future maintenance, sustainability, and water conservation opportunities. Parks staff estimates that over the next 15-years, total Parks CIP may reach over \$55 million. This would pose a very significant fiscal challenge for the City. The City received a \$10,000 grant from National Fitness Campaign and will supplement those monies with \$177,500 of City funds to add a fitness court and related equipment to Shorebird Park.
- Building Maintenance Projects – Three new projects totaling \$690,000 are budgeted for FY 2018-2019 including exterior painting of the police station, HVAC replacement at the Corporation Yard, and installation of a rear security gate in the Civic Center.

CONCLUSION

The City of Foster City/Estero Municipal Improvement District have been well managed and are in sound financial condition. I want to take the opportunity to thank all of our City employees for their active participation in, and valuable contributions to, the development of the Budget. As a City team focused on providing exceptional services to the

community, our employees remain the City’s most critical resource. I believe the Budget will provide us the resources necessary to maintain vital City services and move forward with a strategy to ensure a positive sustainable future for the community of Foster City. I continue to be confident that the City Council’s vision will ensure an outstanding quality of life for the residents of this great city.

Sincerely,

Kevin M. Miller
City/District Manager

FISCAL YEAR 2018-2019 ANNUAL BUDGET FIVE YEAR FINANCIAL PLAN BUDGET CALENDAR

January 3, 2018 (Wednesday) Regular City Council Meeting at 6:30 p.m.

- Review of Comprehensive Annual Financial Report (CAFR) for FY 2016-2017

January 29, 2018 (Monday) Study Session at 5:30 p.m.

- City Council Vision and Policy Summit
 - Establish Foster City Council Policy Priorities for 2018
 - Revenue Enhancement Evaluation and Analysis
 - Sustainability Initiatives and Priorities FY 2018-2019
 - Establish 2018 City Council meeting schedule and calendar for FY 2018-2019 budget

February 12, 2018 (Monday) Study Session at 6:30 p.m.

- Mid-year Financial Review for FY 2017-2018
- Policy Direction on the Preparation of FY 2018-2019 Annual Budget and Five-Year Financial Plan

March 26, 2018 (Monday) Study Session at 6:30 p.m.

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

May 7, 2018 (Monday) Special City Council Meeting at 5:30 p.m.

- Review Non-Profit Agencies Funding Requests

May 14, 2018 (Monday) Study Session at 6:30 p.m.

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

June 4, 2018 (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 (TBD)
- Public Hearing and Adoption of Master Fee Schedule
- Approval of Funding Requests from Non-profit Agencies

June 18, 2018 (Monday) Regular City Council Meeting at 6:30 p.m.

- Adoption of Annual Budget

June 29, 2018 (Friday)

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

(Note: all items above relate to the preparation of the FY 2018-2019 Budget except where otherwise noted.)

GLOSSARY OF BUDGET TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Debt Service Fund – A fund used to account for the payment of debt service.

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 and Wastewater Utility operations.

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.

General Obligation Bonds – Bonds issued by a government entity with a tax levy on property located within the governmental boundaries in an amount sufficient to pay annual debt service on the bonds.

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

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

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

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

Interest - The amount paid for the use of money.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

STRUCTURE OF THE CITY'S AND DISTRICT'S FINANCES

Funds are the basic accounting and reporting entities in governmental accounting. The fund types that comprise the FY 2018-2019 budget are grouped into three major categories, Governmental Funds, Proprietary Funds, and Account Groups. The purpose of the various funds within each category is described below:

GOVERNMENTAL FUNDS

GENERAL FUND

The General Fund is used to account for all revenue and expenditures necessary to carry out basic governmental activities of the City/District that are not accounted for through other funds. For the City/District, the General Fund includes such activities as police, fire protection, planning, building inspection, engineering, recreation and community services, public works operation and maintenance, legal and administrative services and local maintenance districts. The fund balance includes a minimum reserve equal to 50% of annual budgeted operating expenditures as dictated by City Council / Estero Municipal Improvement District Board policy.

SPECIAL REVENUE FUNDS

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

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

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

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

Gas Tax Funds (Streets and Highways Code Section 2030, 2103, 2105-2107.5): Revenues apportioned to the City from State-collected gasoline taxes. Expenditure of these funds is restricted to engineering, construction and maintenance of City streets.

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

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

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

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

Foster City Foundation: From time to time, the City receives donations from individuals and organizations. The City is the administrator of those funds, which are donated for specific purposes by donors to fund various City programs, services, and/or improvement projects.

SB1 Road Maintenance and Rehabilitation Fund: In April 2017, Senate Bill (SB) 1, the Road Repair and Accountability Act of 2017, was enacted to provide funding to jurisdictions for road maintenance and rehabilitation and other types of transportation improvement projects.

Low- and Moderate-Income Housing Funds (LMIHF): Created in recognition of the City's decision to become the successor housing agency to the former Foster City Community Development Agency that was dissolved on January 31, 2012 by the State's passage of ABx1 26 and subsequent ruling by the California Supreme Court upholding it. Revenues and expenditures associated with the rental and maintenance of the remaining City-owned six (6) affordable housing units, and loan repayments from the Metro Center Senior Housing project and the 1st Time Homebuyer Loan program are included in this Fund. Any other funds which are enacted through legislation

and which are considered legally enforceable to be used exclusively for the provision of affordable housing in the community (e.g., affordable housing fees if enacted by the City Council, State legislation that may provide ongoing revenue sources for affordable housing) are also deposited into this fund.

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

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

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

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

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

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

Technology Maintenance Fund: The City established a system wide fee in FY 2015-2016. Fees are collected to recover the costs and ongoing expenses of the City's new permitting system.

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

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

CRV Grant Fund: The State's Beverage Container Recycling Payment Program offers grants to Cities and Counties to assist in the implementation of beverage container recycling and litter abatement projects.

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

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

DEBT SERVICE FUNDS

Debt Service Funds are used to account for payment of debt service of Governmental Funds. The City/District's has one Debt Service Fund as listed below:

Levee Protection Planning and Improvements General Obligation Bond Fund: The Levee Protection Planning and Improvements General Obligation Bond Fund accounts for the payment of debt service (principal and interest) on the City's general obligation bond debt used for financing an estimated \$90 million cost of levee improvements.

CAPITAL PROJECTS FUNDS

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

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

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

PROPRIETARY FUND TYPES

ENTERPRISE FUNDS

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

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

Water Enterprise Funds: Activities associated with providing water services including construction and maintenance of water distribution systems. There are two 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.
- *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. It also holds equipment replacement, acquisition and funding from water revenues for replacement of equipment supporting water operations. The fund balance includes a \$2 million emergency reserve.

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 three 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 Revenue Bond Fund* - The Wastewater Collection System Revenue Bond Fund accounts for the payment of principal and interest on revenue debt used for financing improvements for EMID's share of WWTP costs.
- *Capital Investment Wastewater Collection System (Sewer)* – Captures funds that are spent towards capital improvements to the Wastewater Collection (sewer) system, funded through monies collected from ratepayers that go toward current or future capital improvement projects. It includes 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. It also holds Equipment replacement, acquisition and funding from wastewater revenues for replacement of equipment supporting wastewater operations. The fund balance includes a \$2 million emergency reserve.

INTERNAL SERVICE FUNDS

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

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

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

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

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

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

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

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

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

AGENCY FUNDS

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

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

CITY OF FOSTER CITY
ESTERO MUNICIPAL IMPROVEMENT DISTRICT

FIVE YEAR FINANCIAL PLAN

For the Five Years ended June 30, 2023



CITY COUNCIL/DISTRICT BOARD

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

SUBMITTED BY THE CITY/DISTRICT MANAGER

Kevin M. Miller

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FOSTER CITY COMMUNITY PROFILE

Location

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

History

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

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

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

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



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

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

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

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

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

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

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

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

Government Services

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

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



Figure 2: Foster City Government Center

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

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

City of Foster City

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

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

Estero Municipal Improvement District

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

Cultural

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

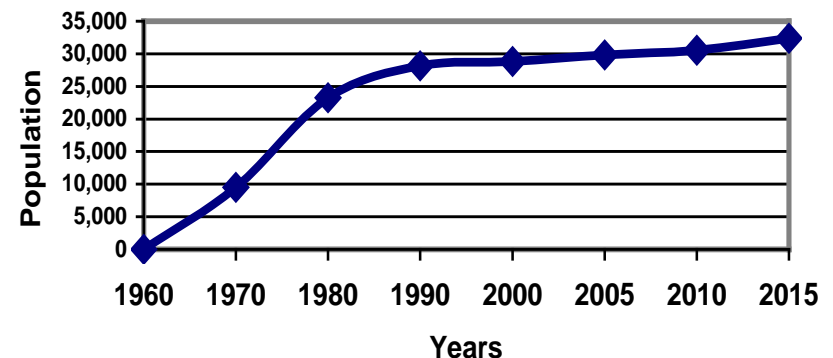
The Foster City Library, a branch of the San Mateo County Library, is located in the Civic Center complex at 1000 East Hillside Boulevard. This library building includes 18,500 sq. ft. of library space and a 9,000 sq. ft. Community Center.

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

Population

Foster City was virtually undeveloped in 1961 but experienced major growth in the 1970's and grew at a slower pace during the 1980's and 1990's. The original Master Plan estimated a population at buildout of 35,000. The City's population was determined to be 30,567 by the 2010 US Census. The most recent estimate by the California Department of Finance is 33,225 as of January 1, 2017.

Population Growth



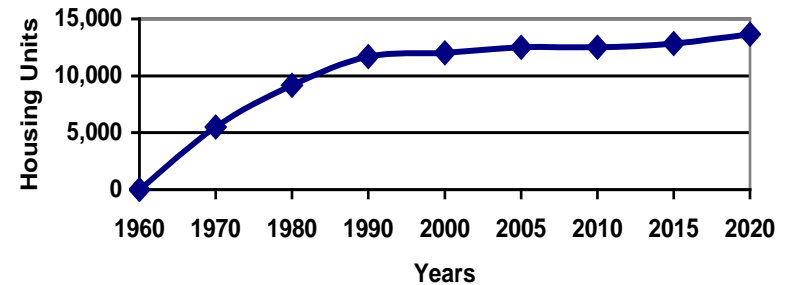
Housing

As of March 31, 2018, the City has 13,234 housing units with an additional 220 units to be completed as part of the Triton in the Spring of 2018.

The Pilgrim Triton Master Plan was approved in 2008 to allow 730 housing units and 296,000 square feet of commercial/industrial office replacing approximately 295,000 square feet of industrial/office buildings. The construction of One Hundred Grand (formerly Triton Pointe) with 166 housing units was completed in 2016. Construction of The Triton (formerly The Waverly) with 220 units is nearly complete. When The Triton Apartments are complete, all but 37 of 730 units approved as part of the Pilgrim Triton Master Plan will be completed.

The General Development Plan, Disposition and Development Agreement and Development Agreement was approved in December 2013 for city-owned 15-acre site adjacent to City Hall. The site is now known as Foster Square. The project includes 155 assisted living units (including 24 memory care units), 66 below market rate apartments and 200 for-sale units along with up to 35,000 sq. ft. of commercial. Alma Point by Midpen Housing, which consists of 66 affordable housing units for seniors, opened in June 2016. Atria, which consists of 155 assisted and independent living units, including 24 memory care units opened in December 2016. Lennar Homes, which consists of 200 for-sale residential condominiums for seniors, is under construction. Construction was completed on 50 of the Lennar units in 2017-2018 with the remainder expected to be completed in 2019.

Historic & Projected Housing Unit Growth

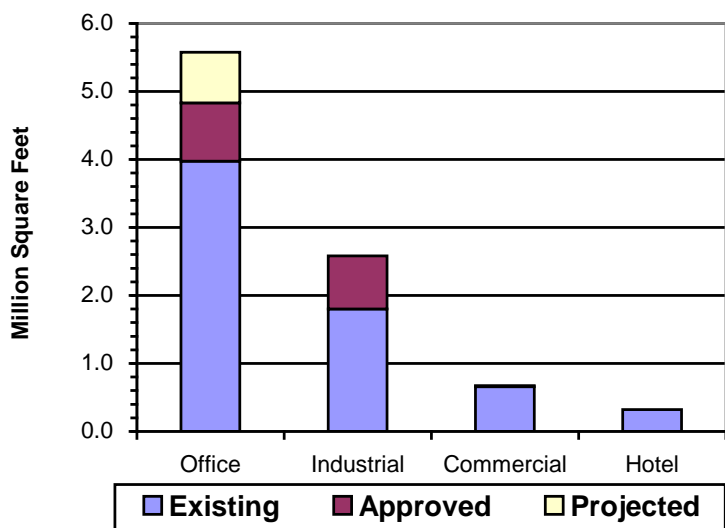


Land Use

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

Existing non-residential building stock includes 3.9 million sq. ft. of office, 1.8 million sq. ft. of industrial/research and development, and 0.6 million sq. ft. of commercial and 630 hotel rooms.

Non-Residential Uses (million sq. ft.)



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

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

manufacturing spaces, meeting spaces and a pilot lab. Two office & lab buildings (309 Velocity Way and 355 Lakeside Drive) and two parking garages within the approved integrated Master Plan have been completed since 2013. Additionally, two lab buildings, 324 and 357 Lakeside Drive, are under construction.

On September 16, 2013, an application was approved to redevelop the site formerly occupied by the Black Angus Restaurant in the Vintage Park Master Plan to develop an extended stay hotel with 121 rooms. The hotel was completed in 2017.

On May 18, 2015, an application was approved to redevelop the site formerly occupied by the Harrys Hofbrau Restaurant in the Vintage Park Master Plan with an approximately 12,000 sq. ft. restaurant and retail building. This building was completed in 2017.

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

Foster Square adjacent to City Hall also includes 35,000 sq. ft. of retail. In addition to the 66 affordable housing units discussed above, Alma Point by MidPen Housing was approved for 10,560 sq. ft. of retail was approved. On June 15, 2015 the City Council approved a Retail Agreement with BVCCP who will own and operate the commercial/retail component of the project. Tenants Starbucks, Happy Lemon and Falafel Tazah are currently operating their business. Boiling Hot Pot, India Cash and Carry, Pastries and Chaat, Shiki Sushi Restaurant are currently processing tenant improvements or in plan check and are likely to open in 2018.

In October 2015, the City Council approved the General Plan Amendment, General Development Plan, Environmental Assessment (including certification of the Environmental Impact Report) Specific Development Plan/Use Permit and Development Agreement for a 595,000 square foot office and laboratory development for BioMed Realty on Lincoln Centre Drive. This campus replaces the 280,000 square foot one story buildings that were previously located at the site. A portion of the campus, consisting of 350,000 square feet of lab/office was completed in 2018.

If all the projected development occurs, this would result in approximately 5.6 million sq. ft. of office, 2.5 million sq. ft. of industrial/research & development, and 0.6 million sq. ft. of commercial and 630 hotel rooms.

Shopping

Foster City has five retail shopping areas: three neighborhood commercial centers (Edgewater Place, Marlin Cove, and Beach Park Plaza) and two regional-serving areas: The

Marketplace along East Hillsdale Boulevard and the area along Metro Center Boulevard that includes Costco Wholesale and Orchard Supply Hardware.

Approximately 19,000 square feet of ground floor commercial has been constructed in the Pilgrim Triton Master Plan area. As previously mentioned, an additional 35,000 sq. ft. of retail is included at Foster Square. An additional 6,000 sq. ft. of retail is included at One Hundred Grand and 5,000 sq. ft. at The Triton.

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

On November 3, 2016, the San Mateo-Foster City School District (District) entered into a School Conveyance Agreement (Agreement) to purchase Charter Square Shopping Center from the Chang Income Property Partnership, LP (Owner) once a school facility is built on the property by Westlake Urban, LLC (Developer). The school would consist of 23 classrooms (including four (4) classrooms for future enrollment), education and administration-related indoor spaces, as well as outdoor physical education, instructional and recreational components.

Jobs

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

daytime work force population to the City and providing employment opportunities to Foster City residents. The largest employers as of December 2017 (latest data available) are indicated in the accompanying table.

<u>Largest Employers</u>	<u>No. of Employees</u>
Gilead Sciences	3,916
VISA USA INC.	1,535
Inovant LLC	1,000
Guidewire Software Inc.	578
IBM Corporation	388
Cybersource Corporation	341
Sledgehammer Games, Inc.	313
CSG Consultants, Inc.	286
Qualys, Inc.	284

Source: Foster City Business License Data

Based on the Foster City 2017 record of business licenses, businesses in Foster City employ approximately 16,288 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 18,865 persons. In comparison, Projections 2013 by the Association of Bay Area Governments (the latest forecast by an independent source) projected employment in Foster City at just over 15,920 persons by 2020. The accelerated development occurring in Foster City the past 5 years has allowed the local job market to grow beyond expectations.

Source: Projections 2013, Association of Bay Area Governments



Education

The community is served by various private and public educational facilities. From a public education perspective, Foster City is served by the San Mateo-Foster City School District (elementary), the San Mateo Union High School District (high school), and the San Mateo Community College District (community college). There are eight private preschools, three public and three private elementary schools, one private and one public middle (junior high) school in the city limits. The San Mateo-Foster City School District has purchased Charter Square Shopping Center to build a new elementary school. High school students are assigned to one of the public high schools in the District, or may choose from a variety of private high school institutions in the nearby area. The elementary schools and high schools serving Foster City youth continue to be highly ranked in educational achievement

statewide. Finally, there are a variety of public and private colleges and universities within 40 miles of Foster City.

Recreation

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

The City's Parks and Recreation Department offers a wide variety of classes year-round – from 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. Active sports enthusiasts can join any number of organized team sports, including basketball, softball, soccer and volleyball which are programmed in collaboration with the City of San Mateo. Finally, the City offers over 25,000 sq. ft. of meeting space at its Recreation Center and Community Center that is available for lease to the public.

Foster City maintains the levee along the Bayfront. The Levee provides protection from flood hazards and storms. It also provides recreational uses for the community and serves as a main link to the Bay Trail. The Federal Emergency Management Agency (FEMA) conducted a coastal flood hazard study in 2014, which determined that roughly 85% of the City's levee system does not meet FEMA requirements. FEMA granted Foster City a temporary "seclusion mapping" designation in 2015 to remain classified as Zone X, so long as progress was made to address the deficiencies of the levee. The City has spent the last 3 years extensively exploring all improvement and funding options so the levee once again meets FEMA standards. An Environmental Impact Report for the Levee Project was adopted on May 8, 2017. In order to maintain FEMA accreditation and keep Foster City properties out of the flood zone, the City Council placed Measure P, a bond measure to fund levee improvements, on the June 5, 2018 ballot. The measure would provide funds to strengthen the levee to meet FEMA standards, keeping Foster City properties out of the flood zone and allowing residents to avoid mandatory expensive flood insurance. Levee improvements would not only allow Foster City to maintain FEMA accreditation, but also protect essential city services during storms and from earthquake damage.

FIVE-YEAR FINANCIAL FORECAST (FY 2018-2019 to FY 2022-2023)

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

Economic growth in the Bay Area is expected to exceed the nation and the rest of the State, fueled by positive trends in Silicon Valley. Unemployment rates continue to dwindle, especially in San Mateo County where the unemployment rate was 2.4% as of February 2018, much lower than the State total of 4.3%. Business investments in research, products, and operations remain strong. Rents are at or near all-time highs due strong employment in the region and the lack of available, affordable for-sale homes. Real estate demand is exceeding supply as homes listed for sale continue to be at low levels. Consumer confidence remains healthy and governmental revenues in the form of property taxes are generally strong across the state and the region.

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

identified in early 2010 even amidst rising pension costs and the loss of the City’s largest sales tax generator at the end of 2012. FY 2013-2014 was the first year since 2010 that the City’s General Fund showed a balanced budget and that has been the case through FY 2016-2017.

The five-year forecast for the General Fund is a financial planning tool to understand the future impacts in the context of planned and potential development, revenue changes, compensation adjustments, and Capital Improvement Program (CIP) funding. Property tax, real property transfer tax, sale tax, transient occupancy tax, building and planning permits, and charges for services are all included in the five-year forecast. Although the City has seen many new development projects break ground over the past several years (e.g. Pilgrim Triton, 100 Grand, The Triton, Foster Square, various Gilead Sciences campus expansions, Towneplace Suites hotel, etc.), only three new projects are included in the 5-year financial plan. They consist of Gilead’s campus-wide office and laboratory tenant improvements, Gilead’s construction of a new parking garage (PG 324), and an expansion of the Family Dental facilities. While they not included in the 5-year financial plan, several potential development projects, including a Costco store expansion and gas station, Gilead Sciences’ campus built out and Chess Hatch development and Pilgrim-Triton Phase C could move forward over the next few years. The County has indicated a high probability of Excess ERAF refunds for next year. As a

result, the City has budgeted a full excess ERAF refund of an estimated \$1.695 million for FY 2018-2019. Due to the inherent uncertainty of potential State takeaways, ERAF refunds are conservatively budgeted at \$847,500 annually after FY 2018-2019. In anticipation of multi-year General Fund structural deficits, on March 26, 2018, the City Council gave direction to City staff to plan and budget for a Transient Occupancy Tax (TOT) ballot measure for November 2018 that could increase the TOT rate from the current 9.5% to 11% effective January 1, 2019 and then to 12% effective July 1, 2019. Staff estimates that the successful passage of the TOT ballot measure would yield additional TOT revenues of \$271,800, \$924,100, \$943,000, \$962,000, and \$981,000 for FY 2018-2019 to FY 2022-2023 respectively.

The financial forecast incorporates compensation adjustments based on non-safety and public safety labor agreements in place through FY 2018-2019, including a 3.5% annual wage increase for the non-safety bargaining units and 4.0% annual wage increase for the safety bargaining units in FY 2018-2019. Thereafter, a 1% annual compensation adjustment is used in FY 2019-2020 to FY 2022-2023 for all bargaining units. The City's retirement benefit costs are expected to rise significantly over the course of the next several years as CalPERS acted in December 2016 to lower its Discount Rate (return of investment) assumption from 7.5% to 7.0% phased-in over 3 years (FY 2017-2018: 7.375%; FY 2018-2019: 7.25%; FY 2019-2020: 7.00%).

Another significant cost increase for the General Fund is funding the City Capital Projects Fund to address the City's aging infrastructure, "Infrastructure at 50". Based on the City's 10-year Capital Improvement Program analysis that was presented to the City Council on March 26, 2018 the annual

transfer from the General Fund will increase by \$1.6 million to \$3.5 million.

Even with an assumption of the placement and passage of a TOT revenue measure in November 2018 and the corresponding addition of TOT revenues to the City, staff is projecting General Fund structural deficits in each of the upcoming five years of \$1.54 million, \$631,000; \$757,000, \$622,000 and \$632,000 respectively. As directed by the City Council at the March 26, 2018 budget study session, the City may use the \$5.5 million General Fund surplus from FY 2016-2017 to supplement operating revenues to balance the FY 2018-2019 General Fund budget and to make a \$2,069,351 supplemental payment to pay down the City's pension liability. This will leave a remainder balance of approximately \$1.89 million in the FY 2016-2017 General Fund surplus for other priorities, including a reconsideration of funding for an employee home-loan program that was deferred in FY 2017-2018. Notwithstanding, the General Fund balance is projected to be \$40.1 million by June 30, 2019. At 89.1 percent of budgeted operating expenditures, it is well above the City Council's reserve policy minimum of 33 1/3 percent to 50 percent.

The City's Internal Service funds are generally well funded. The projected FY 2018-2019 benefit payments for the Longevity Recognition Benefits Plan and Public Employees' Medical and Hospital Care Act (PEMHCA) Benefits Plan are \$233,220 and \$179,500 and well within the reserve balances of each plan (\$2.603 million and \$5.926 million respectively as of June 30, 2017). However, these assets do fall short when measured against the actuarial accrued liability (AAL) amounts of \$4.108 million and \$13.113 million respectively as of June 30, 2017.

The City's other funds have sufficient reserves to accomplish their respective objectives, including proactive funding and maintenance of the City's infrastructure, funding for the replacement of capital equipment to support the provision of services, and a reliable water and wastewater system. The District is undertaking the expansion and upgrade of the Wastewater Treatment Plant owned through the Joint Powers Agreement between the Estero Municipal Improvement District and the City of San Mateo. This Wastewater Treatment Plant Master Plan Improvement project (CIP 455-652) is currently estimated at \$578 million over 10 years (with the District's portion estimated to be \$155 million). The District and San Mateo are jointly refining the capital improvement plans, projected costs, and financing options to ensure the treatment plant meets regulatory requirements and future demands. Initial costs for the District's share of the WWTP project has been advanced by the Wastewater Enterprise, supplemented by an upcoming General Fund Loan of up to \$14.86 million. The District is anticipating an issuance of revenue bonds in the 2nd quarter of FY 2018-2019 as permanent financing to fund the WWTP project. At such time, a portion of the total bond proceeds will be used to repay the General Fund in full. A rolling 5-year annual wastewater rate increase of 14.25% was authorized by the District Board on March 26, 2018, which added an additional 14.25% rate increase to FY 2022-2023. A 5-year 14.25% annual rate increase was previously approved for FY 2017-2018 to FY 2021-2022. Once approved through a proposition 218 process, estimated wastewater revenues over the next 5 years will be sufficient for the District to borrow the necessary funds to finance this major project.

The City is also doing a Levee Protection Planning and Improvements project (CIP 301-657) to address FEMA finding

that the City's levee system is no longer compliant with new FEMA requirements for flood hazard protection. Unless upgrades are made to the levee system, the entire city will be placed in a flood zone designation, which will require property owners with Federally-backed loans obtain flood insurance and owners selling property in Foster City will also be required to disclose the flood zone designation as part of the sale. In March 2018, the City Council authorized a June 5, 2018 ballot measure (Measure P) to issue General Obligation (GO) Bonds to fund the cost of this \$90 million project. If approved, GO Bonds are anticipated to be issued in December 2018 or January 2019. Lastly, the City Council has authorized a Recreation Center Master Plan study and a Parks Master Plan study. Information from these two studies will lead to further discussions for a potentially new recreation center as well as priorities for the City's aging park system.

City of Foster City

Summary of Key Assumptions Used in Preparation of the Five-Year Financial Plan for the Five Years Ended June 30, 2023

The City of Foster City Five-Year Financial Plan covers the five-year period ending June 30, 2023. The analysis makes key assumptions that, based on historical trends and current information received from various sources, are considered most likely to be incurred. The key assumptions made in the preparation of the Plan are listed here. The sources used in preparing these assumptions were:

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

Overall Economic Forecast

The City is projecting mild growth in most of its recurring revenue streams with property tax revenues anticipated to be its highest revenue generator. According to Zillow, as of February 2018, the median home value in Foster City was \$1,713,300, an increase of 17.5% over the past year. San Mateo County Association of Realtors reported that the median sales price of a Foster City single-family residence (SFR) was \$1.77 million in 2017 and there were 116 SFR sales. As of February 2018, Unemployment rates for the U.S. and California were 4.1% and 4.3% respectively. This level represented a 0.6% and 0.9% decline from the prior year. San Mateo County's unemployment stood at 2.4% and Foster City was even lower at 2.2%. Most economists consider these levels as "full employment". The overriding assumption used in the City's five-year revenue forecast is modest annual growth rates in most revenue categories of 2% to 3%.

Revenue Assumptions

Assumptions made in determining significant revenue amounts are listed below:

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

The following ongoing projects have been included in the forecast:

- *Gilead Sciences* – two office and laboratory buildings are under construction (357 Lakeside Drive and 324

Lakeside Drive) with an estimated completion in FY 2018-2019.

- *Pilgrim-Triton – The Triton* – 220 apartment units and 5,000 sq. ft. of retail are under construction and expected to be completed in FY 2017-2018. This phase of Pilgrim Triton also includes 20 townhomes that are expected to commence construction in FY 2018-2019 and be completed in FY 2019-2020.
- *Foster Square Development (Former 15 Acre Site)* – This project includes affordable senior housing (Alma Point), assisted and independent living (Atria), and market rate for-sale senior housing. Construction of Alma Point, Atria, and Phase I (12 units) of the Lennar market rate senior housing began in FY 2015-2016 and have been completed. Phases II (54 units) of the Lennar project is expected to be completed in FY 2017-2018. Phases III (50 units), IV (48 units), and V (36 units) will follow thereafter.
- *Illumina (BioMed Realty Lincoln Centre Life Sciences Research Campus)* – Illumina, a biotech company plans to occupy three office/lab buildings and an amenities building totaling 595,000 square feet and three parking garages from Biomed Realty. The campus is expected to be completed in May/June 2018.

The following new projects have been included in the forecast:

- *Gilead Campus Wide Office and Laboratory Tenant Improvements* – Gilead plans to do approximately \$4 million of annual tenant improvements in its campus.
- *Gilead South Campus parking garage* – Construction of a Gilead parking garage (PG 324) is planned to

start in FY 2018-2019 with a projected completion date in the 3rd quarter of 2019.

- *Family Dental* – An expansion of Family Dental is anticipated to commence in FY 2018-2019 with a completion timeframe of early 2020.

The following projects have not been included in the revenue forecast:

- *Costco* – Costco has expressed an interest in adding a gas station and demolishing its existing store and replacing it with a larger one. This project has not been approved by the City and is not included in the 5-year forecast. Notwithstanding, if the project were to occur, the City would lose approximately 1.5 to 2 years of sales tax revenues until the new store and gas station are constructed. Thereafter the incremental sale tax gain is estimated to be \$200,000 to \$230,000.
- *Pilgrim-Triton Phase C* – Current entitlements allow the construction of 172,943 sq. ft. of retail/commercial space and 17 townhouse units. The developer has requested a General Development Plan amendment to allow 68 for-sale townhouses. This project is not included in the 5-year forecast.
- *Gilead Sciences Proposed Campus Build out* – the master plan for Gilead includes a North Campus with 600,000 square feet of office space and a parking garage. Other than the buildings at 357 Lakeside Drive and 324 Lakeside Drive (along with a parking garage), the North Campus built out has not been assumed in the 5-year forecast.
- *Chess Hatch* – this project would entail the redevelopment of the existing single-story

commercial properties along Chess Dr. near Hatch Dr. This property was acquired by Gilead in FY 2015-2016. The redevelopment of this site has not been assumed in the 5-year forecast.

- *Edgewater Place Redevelopment* – the property owner for Edgewater Place Shopping Center has discussed a mixed-use development on the site. The redevelopment of this site has not been assumed in the 5-year forecast.

Property Taxes

- Over the past year, home values have continued to reach historic highs. Commercial property values have also participated in the gains, but several commercial property owners have filed assessment appeals. Approximately \$179 million in assessed value is at risk based on AV appeals with the County Assessor's Office as of March 19, 2018 compared to \$84 million in March 2017. Over the past ten years, property taxes have grown annually in the range of 3-10%, but during the recession, property taxes grew at less than 2%. Under the provisions of Proposition 13, County Assessors make increases to their assessment rolls based on an inflation factor, the California Consumer Price Index (CCPI), not to exceed 2 percent. The inflation factor for FY 2018-2019 will be the maximum 2%. The Assessor's Office is projecting an increase in FY 2018-2019 assessed valuation in Foster City of approximately 5.28% as of March 19, 2018. This has been incorporated into the revenue projections, less a \$209,000 reduction from potential lost revenue from assessment appeals in progress. Future property tax revenue increases are estimated at 3% per year, based on a moderation in the real estate market over the next several years. The other assumptions for property taxes include the following developments: Gilead Sciences

buildings on 357 Lakeside Drive and 324 Lakeside Drive (including a parking garage); anticipated annual Gilead campus-wide tenant improvements; the 20 townhomes at the Triton; the Biomed Realty/Illumina campus; and the Family Dental expansion project.

- Based on indications from the County, revenue projections assume a full excess Education Revenue Augmentation Fund (ERAF) refund of \$1.695 million in FY 2018-2019. However, the City has conservatively budgeted only \$847,500 annually after FY 2018-2019 due to the inherent uncertainty of potential State takeaways beyond that year.

Sales & Use Tax

- The City suffered a \$1 million annual loss in its sales tax revenues in FY 2012-2013 when the largest sales tax producer shifted its sales operations to its other corporate facilities. Since then, sales tax revenue growth has been marginal. Staff is projecting a revenue increase of \$134,400 to \$3,214,000 in FY 2018-2019 due primary to one-time tax allocation reductions in FY 2017-2018 that pushed down sales tax revenues for that year. Thereafter, annual revenue growth is projected to a marginal 1.4%. No assumptions have been made for sales tax revenues with respect to any additional retail sales from the current vacant retail spaces at the Pilgrim-Triton and Foster Square projects. However, the projections do incorporate a loss of sales tax revenues from the replacement of Charter Square shopping center with a new elementary school.

Transient Occupancy Tax (TOT)

- The City imposes a transient occupancy tax of 9.5% on temporary guests staying at the City's three hotels -- Crowne Plaza, Marriott Courtyard, and Towneplace

Suites. In March 2018, the City Council directed staff to plan for a TOT revenue measure (increasing the current rate from 9.5% to 11% effective January 1, 2019 and then to 12% effective July 1, 2019) in November 2018 to help address the City's projected structural deficits. The five-year financial plan assumes the passage of this revenue measure with estimated additional annual TOT revenues of \$271,800, 924,100, 943,000, 962,000, and 981,000 in FY 2018-2019 to FY 2022-2023 respectively.

Business License Tax

- The Business License Tax Ordinance was updated in November 2013 based on voter approval. The increased minimum tax rates and maximum revenue caps upon which the tax is calculated was phased in over a 3-year period from calendar year 2014 to 2016. An annual growth of 2% per year is assumed throughout the forecast.

Investment Earnings

- The average yield on the City's investment portfolio is expected to reach 1.5 percent by the end of the FY 2017-2018. As of March 22, 2018, the Federal Reserve's Fed Funds Rate target range was 1.50 percent to 1.75 percent, an increase of 0.75 percent from March 16, 2017. In December 2017, Congress passed major changes and reductions to federal taxes. U.S. economic indicators continue to show strength and most economist are forecasting a continuation of economic expansion, although the fear of a trade war with China may dampen both interest rates and economic growth. Investment yields are conservatively projected to remain at 1.50% for the five-year period.

Water and Wastewater Revenues

- Water Rates -- The City currently serves over 8,100 utility customers. Through its membership in the Bay Area Water Supply and Conservation Agency (BAWSCA), the District participated in the issuance of bonds by BAWSCA to prepay the obligation to fund the City and County of San Francisco's capital improvements related to the Hetch Hetchy System. The District hired a rate consultant to update its rate model, and combined with the District's analysis of existing reserves and projected future costs, the water rates proposed for FY 2018-2019 will increase by 8.0%.
- Wastewater Rates – Wastewater rates are increasing 14.25% annually from FY 2017-2018 through FY 2021-2022. On March 26, 2018, the District Board authorized an additional 14.25% rate increase for FY 2022-2023 subject to a Proposition 218 process. This additional increase was necessitated by a projected increase in the District's apportioned share of the Wastewater Treatment Project cost from \$119 million to \$155 million. The Wastewater Treatment Plant is jointly owned between the Estero Municipal Improvement District and the City of San Mateo.
- State Budget
The Governor's proposed State Budget issued in January 2018 does not appear to have any direct impact (positive or negative) to Foster City at the present time. However, Senate Bill 1, the Road Repair and Accountability Act, which was passed just a year ago and raised gas tax and vehicle registration fees is already under attack with a repeal initiative under consideration for November 2018. A repeal of SB1 would have an adverse financial impact as the City would need to replace approximately

\$562,000 of annual funding for its street and transportation projects.

Expenditure Assumptions

Assumptions made in determining significant expenditures are listed below:

Service Levels and Capital Improvement Projects

- Current service levels are planned to be maintained for the budget period. The proposed FY 2018-2019 Annual Budget includes various staffing adjustments. There is an expansion of a ¾ time Communications Coordinator/Manger to a full-time position, the conversion of two over-hire police officers and one dispatcher over-hire to permanent staff in order to address the increase in service calls associated with the City's population growth since 2010, and the addition of a limited duration building inspector to provide expedited inspection services for Gilead Science's campus expansion projects. The Building Inspector costs are reimbursable by Gilead to the City. Net full-time staffing levels will increase by two employee from last year's level of 196 to 198 for FY 2018-2019 as the Police Department's three limited duration positions were already included in the current year's personnel count of 196.
- The City implemented a long-term funding of Capital Improvement Projects on FY 2010-2011. Proposed Capital Improvement Projects in the five-year forecast are shown and incorporated in the five-year forecast for the City's General Fund and the Water and Wastewater Enterprise Funds. The funding for the City Capital Investment Fund assumes a transfer of \$3.5 million per year to fund potential Capital Improvement Projects over a 10-year horizon, and takes into consideration the availability of current reserves above the \$2 million

emergency reserve in the City CIP fund. The \$3.5 million represents a \$1.6 million increase from FY 2017-2018 as the City's infrastructure is aging and "Foster City at 50" approaches. The forecast does not include any capital improvement projects that could be charged to the Capital Asset Acquisition and Replacement Fund, the reserves of which is expected to surpass \$46.6 million by the end of the five-year forecast.

Employee Services

- A net increase of 2.0 full-time FTE's is included in FY 2018-2019 as indicated in the Service Levels section above.
- In December 2016, CalPERS announced a reduction in its Discount Rate (rate of return on its investment portfolio) from 7.5% to 7.0%. Employer contribution rates for non-safety employees and safety "classic" employees are projected to increase from the current FY 2017-2018 level of 27.908% to approximately 40.800% and from 45.150% to 70.400% of payroll respectively by FY 2022-2023. In February 2018, CalPERS also modified its amortization policy for prospective investment gains and losses from 30 years to 20 years effective FY 2021-2022. The Discount Rate and amortization period changes is expected to add significant costs to most government agencies and is likely to prompt many of them, including Foster City, to look for employee cost sharing as an option to help mitigate the escalation of retiree benefit costs.
- Much of the City's workforce falls under collective bargaining agreements. The contracts for all bargaining groups and management employees will expire on June 30, 2019. This includes a 4% increase for police and fire (safety) personnel and 3.5% wage adjustment for non-

safety and management employees. Thereafter, a 1% annual compensation adjustment is used from FY 2019-2010 to FY 2022-2023 for all bargaining units.

- In FY 2017-2018, the City Council approved budgets for a \$60,000 employee rental assistance program and a \$2 million employee home loan program with the goal to incentivize staff to live in or near Foster City for 1) emergency response; 2) attract and retain a committed workforce; and 3) enhance work/life balance by reducing commute time. The rental assistance program was implemented in FY 2017-2018 while the home loan assistance program has been postponed for a future discussion. If the City Council does reconsider an employee home loan program in FY 2018-2019, a separate appropriation will be needed at that time, as no funding has been included in the FY 2018-2019 proposed budget.

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

- In order to pare down the General Fund structural deficit, the City will continue to contain its services and supplies costs. A modest 1% increase is included in these annual expenditures.

Realistic Expenditure Savings Forecast

- In the General Fund, each year the City realizes budgetary expenditure savings ranging from 2% to 5% due to a variety of factors, the most significant being salary savings generated from the retirement or separation from employment of employees and those positions are then vacant during the recruitment process. In addition, the City has had a culture of budgeting its expenditures conservatively to ensure that budgetary resources are available to achieve the

City's objectives and deliver services on a timely basis. This included conservative assumptions on employee benefits options and costs. Starting in FY 2018-2019, City staff has tightened up the assumptions for employee services. As a result, the annual expenditure savings assumption for the 5-year financial forecast has been reduced from 2 percent to 1 percent for FY 2019-2020 to FY 2022-2023 to reflect a more realistic picture of the City's anticipated expenditure savings in those future years. An expenditure savings is not included in FY 2018-2019 as a way of preserving the City's conservative budgeting philosophy relative to adopted budget year.

General Fund Loan to Wastewater Enterprise Fund

- In FY 2017-2018, the City Council authorized a temporary loan of up to \$14.86 million from the General Fund to the Wastewater Enterprise Fund for the Wastewater Treatment Plant (WWTP) project (CIP 455-652). The repayment of this loan is anticipated to occur in the 2nd quarter of FY 2018-2019 when permanent financing for the project is expected to materialize.

General Fund Reserves

- Based on the revenue and expenditure assumptions articulated in this proposed budget, staff is projecting a General Fund deficit of \$1.54 million in FY 2018-2019 (inclusive of an increase in the transfer to the City Capital Projects Fund from \$1.9 million to \$3.5 million). In addition, a supplemental pay down of \$2,069,351 for the City's CalPERS pension liability is budgeted for FY 2018-2019. As directed by the City Council at the March 26, 2018 budget study session,

the City will use the \$5.5 million operating surplus from FY 2016-2017 to fund the General Fund deficit and pension pay down. This will still leave a remainder balance of approximately \$1.89 million in the FY 2016-2017 General Fund surplus for other City Council priorities.

Notwithstanding the fiscal concerns associated the forecasted structural deficits, General Fund reserves are expected to remain healthy throughout the entire 5-year financial plan, with a projected \$40.10 million or 89.1% reserve level at the end of FY 2018-2019 and a projected \$37.46 million or 75.9% reserve level by the end of FY 2022-2023. In addition, the City has a Capital Asset Acquisition and Replacement Fund that is projected to grow from \$38.0 million at the end of the current fiscal year to \$46.6 million by June 30, 2023.

City of Foster City, California
 Summary -- All Funds
 Five Year Financial Plan for the Years Ended June 30, 2023

Revenues by Source:	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Governmental Fund Type Revenues						
Property taxes	\$ 25,399,000	\$ 26,576,300	\$ 31,754,900	\$ 32,717,600	\$ 33,608,700	\$ 34,532,500
Property tax in-lieu of Vehicle License Fee	\$ 3,660,000	\$ 3,770,000	\$ 3,883,000	\$ 3,999,000	\$ 4,119,000	\$ 4,243,000
Sales taxes	\$ 3,079,600	\$ 3,214,000	\$ 3,259,600	\$ 3,305,200	\$ 3,351,500	\$ 3,398,400
Transient occupancy taxes	\$ 3,367,000	\$ 3,443,000	\$ 3,511,000	\$ 3,582,000	\$ 3,654,000	\$ 3,727,000
Transient occupancy tax Ballot Measure (TOT)*	\$ -	\$ 271,800	\$ 924,100	\$ 943,000	\$ 962,000	\$ 981,000
Business Licenses Tax	\$ 1,728,900	\$ 1,763,500	\$ 1,798,800	\$ 1,834,800	\$ 1,871,500	\$ 1,908,900
Franchise taxes	\$ 1,220,500	\$ 1,244,900	\$ 1,269,800	\$ 1,295,200	\$ 1,321,100	\$ 1,347,500
Other taxes	\$ 1,904,866	\$ 2,275,583	\$ 2,278,189	\$ 2,312,777	\$ 2,339,300	\$ 2,374,400
Permits	\$ 743,014	\$ 1,001,300	\$ 789,500	\$ 800,200	\$ 811,300	\$ 822,600
Intergovernmental	\$ 1,942,836	\$ 441,200	\$ 445,400	\$ 449,700	\$ 454,000	\$ 458,400
Charges for current services	\$ 3,649,488	\$ 3,123,605	\$ 2,996,055	\$ 2,989,855	\$ 3,309,555	\$ 3,097,855
Interest and rentals	\$ 1,982,504	\$ 2,390,400	\$ 2,416,230	\$ 2,458,430	\$ 2,331,130	\$ 2,067,030
Bond and Other Financing Proceeds	\$ -	\$ 90,000,000	\$ -	\$ -	\$ -	\$ -
Other	\$ 3,561,450	\$ 1,866,680	\$ 1,876,680	\$ 1,886,880	\$ 1,897,080	\$ 1,907,480
Proprietary Fund Type Revenues						
Sales & service charges	\$ 22,619,000	\$ 26,227,000	\$ 29,151,000	\$ 31,696,000	\$ 34,527,000	\$ 37,695,000
Connection fees	\$ 59,390	\$ 195,100	\$ -	\$ -	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ 7,673,085	\$ 8,127,281	\$ 8,331,500	\$ 8,557,000	\$ 8,795,500	\$ 9,041,100
Interest and rentals	\$ 343,600	\$ 549,700	\$ 546,200	\$ 528,000	\$ 521,100	\$ 512,500
Bond and Other Financing Proceeds	\$ -	\$ 36,456,213	\$ 15,176,857	\$ 30,827,252	\$ 46,739,071	\$ 14,288,570
Other	\$ 216,700	\$ 224,715	\$ 224,715	\$ 224,715	\$ 224,715	\$ 224,715
Agency Fund Type Revenues						
Sales & service charges	\$ 513,000	\$ 513,000	\$ 392,000	\$ 399,800	\$ 407,800	\$ 416,000
Interest and rentals	\$ 1,600	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Total Revenues	\$ 83,665,533	\$ 213,678,277	\$ 111,028,526	\$ 130,810,409	\$ 151,248,351	\$ 123,046,950
Expenditures (see attached)**	\$ 120,965,477	\$ 146,722,077	\$ 147,562,780	\$ 134,801,426	\$ 149,579,404	\$ 125,924,131
Net revenues over (under) expenditures before transfers	\$ (37,299,944)	\$ 66,956,200	\$ (36,534,254)	\$ (3,991,017)	\$ 1,668,947	\$ (2,877,181)
Net Transfers In (Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Increase (Decrease) in Fund Balance	\$ (37,299,944)	\$ 66,956,200	\$ (36,534,254)	\$ (3,991,017)	\$ 1,668,947	\$ (2,877,181)
Opening Fund Balance	\$ 160,291,695	\$ 122,991,751	\$ 189,947,951	\$ 153,413,697	\$ 149,422,680	\$ 151,091,627
Ending Fund Balance	\$ 122,991,751	\$ 189,947,951	\$ 153,413,697	\$ 149,422,680	\$ 151,091,627	\$ 148,214,446

* Assumes passage of TOT Revenue Measure in November 2018. 11% effective January 1, 2019, then 12% effective July 1, 2019.

** FY 2018-2019 Expenditures includes a supplemental payment of \$2,069,351 to CALPERS to reduce the City's Pension Liability

City of Foster City, California
 Expenditure Summary -- All Funds
 Five Year Financial Plan for the Years Ended June 30, 2023

<u>Total By Expenditure</u>	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Department Expenses						
<i>Employee Services</i>	\$ 38,946,227	\$ 40,989,596	\$ 42,904,054	\$ 44,420,706	\$ 45,527,194	\$ 46,701,084
<i>Supplies and other</i>	\$ 27,862,903	\$ 31,445,056	\$ 31,853,885	\$ 33,379,195	\$ 35,789,133	\$ 39,708,006
<i>Capital Improvement Projects</i>	\$ 43,334,570	\$ 61,671,572	\$ 62,125,057	\$ 46,186,487	\$ 57,310,671	\$ 28,423,170
<i>Capital Outlay</i>	\$ 3,123,821	\$ 2,253,441	\$ 2,276,385	\$ 2,299,556	\$ 2,322,942	\$ 2,346,585
Total department expenses	\$ 113,267,521	\$ 136,359,665	\$ 139,159,381	\$ 126,285,944	\$ 140,949,940	\$ 117,178,845
Internal Services Charges	\$ 7,697,956	\$ 8,293,061	\$ 8,403,399	\$ 8,515,482	\$ 8,629,464	\$ 8,745,286
Reallocations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenditures	\$ 120,965,477	\$ 144,652,726	\$ 147,562,780	\$ 134,801,426	\$ 149,579,404	\$ 125,924,131

City of Foster City, California
 General Fund 001 to 003
 Five Year Financial Plan for the Years Ended June 30, 2023

Revenues by Source:	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Property tax	\$ 25,399,000	\$ 26,576,300	\$ 27,851,900	\$ 28,732,600	\$ 29,543,700	\$ 30,378,500
Property tax in-lieu of Vehicle License Fee	\$ 3,660,000	\$ 3,770,000	\$ 3,883,000	\$ 3,999,000	\$ 4,119,000	\$ 4,243,000
Sales tax	\$ 3,079,600	\$ 3,214,000	\$ 3,259,600	\$ 3,305,200	\$ 3,351,500	\$ 3,398,400
Transient occupancy tax	\$ 3,367,000	\$ 3,443,000	\$ 3,511,000	\$ 3,582,000	\$ 3,654,000	\$ 3,727,000
Transient occupancy tax Ballot Measure (TOT)*	\$ -	\$ 271,800	\$ 924,100	\$ 943,000	\$ 962,000	\$ 981,000
Business License Tax	\$ 1,728,900	\$ 1,763,500	\$ 1,798,800	\$ 1,834,800	\$ 1,871,500	\$ 1,908,900
Franchise tax	\$ 1,220,500	\$ 1,244,900	\$ 1,269,800	\$ 1,295,200	\$ 1,321,100	\$ 1,347,500
Other taxes	\$ 332,800	\$ 302,213	\$ 304,889	\$ 311,577	\$ 309,700	\$ 315,900
Permits (recurring)	\$ 479,200	\$ 529,400	\$ 539,900	\$ 550,600	\$ 561,700	\$ 573,000
Permits (one-time / significant)	\$ 263,814	\$ 471,900	\$ 249,600	\$ 249,600	\$ 249,600	\$ 249,600
Intergovernmental (SB90, Grants, etc.)	\$ 144,000	\$ 144,000	\$ 144,000	\$ 144,000	\$ 144,000	\$ 144,000
Charges for current services (recurring)	\$ 2,419,228	\$ 1,958,250	\$ 1,953,500	\$ 1,991,300	\$ 2,030,200	\$ 2,070,300
Charges for current services (one-time / significant)	\$ -	\$ 147,000	\$ 81,400	\$ 81,400	\$ 81,400	\$ 81,400
Interest and rentals	\$ 1,241,024	\$ 1,511,670	\$ 1,519,900	\$ 1,527,900	\$ 1,360,900	\$ 1,193,900
Other (Fines, Shared Services, Street Sweeping, Other)	\$ 577,450	\$ 592,680	\$ 602,680	\$ 612,880	\$ 623,080	\$ 633,480
Total Revenues	\$ 43,912,516	\$ 45,940,613	\$ 47,894,069	\$ 49,161,057	\$ 50,183,380	\$ 51,245,880
Projected Expenditures (see attached) (1)	\$ 41,324,829	\$ 43,984,093	\$ 45,024,686	\$ 46,418,507	\$ 47,305,390	\$ 48,377,482
Net revenues over (under) expenditures before transfers	\$ 2,587,687	\$ 1,956,520	\$ 2,869,384	\$ 2,742,550	\$ 2,877,990	\$ 2,868,398
Net Transfers In (Out)	\$ (2,297,839)	\$ (3,500,000)	\$ (3,500,000)	\$ (3,500,000)	\$ (3,500,000)	\$ (3,500,000)
Net Increase (Decrease) in Fund Balance	\$ 289,848	\$ (1,543,480)	\$ (630,617)	\$ (757,450)	\$ (622,010)	\$ (631,602)
Opening Fund Balance	\$ 43,425,686	\$ 43,715,534	\$ 40,102,703	\$ 39,472,087	\$ 38,714,636	\$ 38,092,626
Ending Fund Balance from Operations	\$ 43,715,534	\$ 42,172,054	\$ 39,472,087	\$ 38,714,636	\$ 38,092,626	\$ 37,461,024
Supplemental Payment to CalPERS to reduce Pension Liability	\$ -	\$ (2,069,351)	\$ -	\$ -	\$ -	\$ -
Reserve Balance (2)	\$ 43,715,534	\$ 40,102,703	\$ 39,472,087	\$ 38,714,636	\$ 38,092,626	\$ 37,461,024
Reserve Balance as % of Next Year's Operating Expenditures	99.4%	89.1%	85.0%	81.8%	78.7%	75.9%

* Assumes passage of TOT Revenue Measure in November 2018. 11% effective January 1, 2019, then 12% effective July 1, 2019.

(1) - Expenditures for FY 2018-2019 represent budgeted appropriations; expenditures for FY 2019-2020 to FY 2022-2023 are projections.

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

City of Foster City, California
 General Fund Expenditures Detail Fund 001 to 003
 Five Year Financial Plan for the Years Ended June 30, 2023

	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Department Expenses						
<i>Employee Services</i>	\$ 32,364,173	\$ 33,899,239	\$ 35,539,896	\$ 36,791,146	\$ 37,643,203	\$ 38,567,565
<i>Supplies and other</i>	\$ 6,860,846	\$ 6,924,980	\$ 6,798,830	\$ 6,924,130	\$ 6,936,090	\$ 7,062,650
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total department expenses	\$ 39,225,019	\$ 40,824,219	\$ 42,338,726	\$ 43,715,276	\$ 44,579,293	\$ 45,630,215
Internal Services Charges	\$ 5,548,063	\$ 6,219,293	\$ 6,281,500	\$ 6,344,270	\$ 6,407,760	\$ 6,471,860
Reallocation	\$ (3,448,253)	\$ (3,059,419)	\$ (3,140,740)	\$ (3,172,139)	\$ (3,203,863)	\$ (3,235,893)
Net Expenditures	\$ 41,324,829	\$ 43,984,093	\$ 45,479,486	\$ 46,887,407	\$ 47,783,190	\$ 48,866,182
Less: Expected Expenditure Savings (1%)	\$ -	\$ -	\$ (454,800)	\$ (468,900)	\$ (477,800)	\$ (488,700)
Projected Expenditures	\$ 41,324,829	\$ 43,984,093	\$ 45,024,686	\$ 46,418,507	\$ 47,305,390	\$ 48,377,482

City of Foster City, California
 General Fund 005 to 009
 Five Year Financial Plan for the Years Ended June 30, 2023

	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Revenues by Source:						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transient occupancy taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and permits (recurring)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and permits (one-time / significant)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ 14,100	\$ 4,800	\$ 4,800	\$ 4,800	\$ 4,800	\$ 4,800
Charges for current services (recurring)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Charges for current services (one-time / significant)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ 23,080	\$ 20,980	\$ 10,480	\$ 180	\$ 180	\$ 180
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 37,180	\$ 25,780	\$ 15,280	\$ 4,980	\$ 4,980	\$ 4,980
Projected Expenditures (see attached) (1)	\$ 63,800	\$ 1,968,975	\$ 50,600	\$ 39,859	\$ 600	\$ 600
Net revenues over (under) expenditures before transfers	\$ (26,620)	\$ (1,943,195)	\$ (35,320)	\$ (34,879)	\$ 4,380	\$ 4,380
Net Transfers In (Out)	\$ 360,000	\$ -	\$ -	\$ -	\$ -	\$ -
Net Increase (Decrease) in Fund Balance	\$ 333,380	\$ (1,943,195)	\$ (35,320)	\$ (34,879)	\$ 4,380	\$ 4,380
Opening Fund Balance	\$ 1,760,195	\$ 2,093,575	\$ 150,380	\$ 115,060	\$ 80,181	\$ 84,561
Ending Fund Balance	\$ 2,093,575	\$ 150,380	\$ 115,060	\$ 80,181	\$ 84,561	\$ 88,941

City of Foster City, California
 General Fund Expenditures Detail Fund 005 to 009
 Five Year Financial Plan for the Years Ended June 30, 2023

	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Department Expenses						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ 63,800	\$ 1,968,975	\$ 50,600	\$ 39,859	\$ 600	\$ 600
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total department expenses	\$ 63,800	\$ 1,968,975	\$ 50,600	\$ 39,859	\$ 600	\$ 600
Internal Services Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reallocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenditures	\$ 63,800	\$ 1,968,975	\$ 50,600	\$ 39,859	\$ 600	\$ 600
Less: Expected Expenditure Savings (2%)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Projected Expenditures	\$ 63,800	\$ 1,968,975	\$ 50,600	\$ 39,859	\$ 600	\$ 600

City of Foster City, California
Special Revenue Funds
Five Year Financial Plan for the Years Ended June 30, 2023

	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Revenues by Source:						
Property taxes	\$ -		\$ -	\$ -	\$ -	\$ -
Other taxes	\$ 1,572,066	\$ 1,973,370	\$ 1,973,300	\$ 2,001,200	\$ 2,029,600	\$ 2,058,500
Licenses and permits			\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ 288,800	\$ 292,400	\$ 296,600	\$ 300,900	\$ 305,200	\$ 309,600
Charges for current services (Recurring)	\$ 733,700	\$ 894,155	\$ 905,455	\$ 917,155	\$ 931,455	\$ 946,155
Charges for current services (One-time)	\$ 496,560	\$ 124,200	\$ 55,700	\$ -	\$ 266,500	\$ -
Special assessments			\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ 203,700	\$ 192,450	\$ 192,950	\$ 193,450	\$ 193,950	\$ 194,250
Other	\$ 1,873,000	\$ 163,000	\$ 163,000	\$ 163,000	\$ 163,000	\$ 163,000
Total Revenues	\$ 5,167,826	\$ 3,639,575	\$ 3,587,005	\$ 3,575,705	\$ 3,889,705	\$ 3,671,505
Expenditures (see attached)	\$ 7,417,179	\$ 4,101,312	\$ 3,178,450	\$ 3,199,260	\$ 3,163,320	\$ 3,184,590
Net revenues over (under) expenditures before transfers	\$ (2,249,353)	\$ (461,737)	\$ 408,555	\$ 376,445	\$ 726,385	\$ 486,915
Net Transfers In (Out)	\$ 37,839	\$ -	\$ -	\$ -	\$ -	\$ -
Net Increase (Decrease) in Fund Balance	\$ (2,211,514)	\$ (461,737)	\$ 408,555	\$ 376,445	\$ 726,385	\$ 486,915
Opening Fund Balance	\$ 8,865,708	\$ 6,654,194	\$ 6,192,457	\$ 6,601,012	\$ 6,977,457	\$ 7,703,842
Ending Fund Balance	\$ 6,654,194	\$ 6,192,457	\$ 6,601,012	\$ 6,977,457	\$ 7,703,842	\$ 8,190,757

City of Foster City, California
Special Revenue Fund Expenditures Detail
Five Year Financial Plan for the Years Ended June 30, 2023

	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Department Expenses						
<i>Employee Services</i>	\$ 392,933	\$ 415,550	\$ 425,400	\$ 432,200	\$ 442,100	\$ 449,100
<i>Supplies and other</i>	\$ 4,024,138	\$ 708,418	\$ 544,820	\$ 550,250	\$ 555,750	\$ 561,280
<i>Capital Improvement Projects</i>	\$ 1,961,327	\$ 2,127,612	\$ 1,350,000	\$ 1,350,000	\$ 1,290,000	\$ 1,290,000
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total department expenses	\$ 6,378,398	\$ 3,251,580	\$ 2,320,220	\$ 2,332,450	\$ 2,287,850	\$ 2,300,380
Internal Services Charges	\$ 48,920	\$ 61,732	\$ 62,350	\$ 62,970	\$ 63,590	\$ 64,220
Reallocation	\$ 989,861	\$ 788,000	\$ 795,880	\$ 803,840	\$ 811,880	\$ 819,990
Net Expenditures	\$ 7,417,179	\$ 4,101,312	\$ 3,178,450	\$ 3,199,260	\$ 3,163,320	\$ 3,184,590

City of Foster City, California
 Debt Service Funds
 Five Year Financial Plan for the Years Ended June 30, 2023

	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Revenues by Source:						
Property taxes	\$ -	\$ -	\$ 3,903,000	\$ 3,985,000	\$ 4,065,000	\$ 4,154,000
Other taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Charges for current services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bond and Other Financing Proceeds	\$ -	\$ 90,000,000	\$ -	\$ -	\$ -	\$ -
Special assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ 90,000,000	\$ 3,903,000	\$ 3,985,000	\$ 4,065,000	\$ 4,154,000
Expenditures (see attached)	\$ -	\$ 35,000,000	\$ 42,903,000	\$ 13,907,535	\$ 4,065,000	\$ 4,154,000
Net revenues over (under) expenditures before transfers	\$ -	\$ 55,000,000	\$ (39,000,000)	\$ (9,922,535)	\$ -	\$ -
Net Transfers In (Out)	\$ -	\$ (6,077,465)	\$ -	\$ -	\$ -	\$ -
Net Increase (Decrease) in Fund Balance	\$ -	\$ 48,922,535	\$ (39,000,000)	\$ (9,922,535)	\$ -	\$ -
Opening Fund Balance	\$ -	\$ -	\$ 48,922,535	\$ 9,922,535	\$ -	\$ -
Ending Fund Balance	\$ -	\$ 48,922,535	\$ 9,922,535	\$ -	\$ -	\$ -

City of Foster City, California
 Debt Service Funds Expenditures Detail
 Five Year Financial Plan for the Years Ended June 30, 2023

	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Department Expenses						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Debt Service Payments</i>	\$ -	\$ 3,209,670	\$ 3,903,000	\$ 3,985,000	\$ 4,065,000	\$ 4,154,000
<i>Capital Improvement Projects</i>	\$ -	\$ 31,790,330	\$ 39,000,000	\$ 9,922,535	\$ -	\$ -
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total department expenses	\$ -	\$ 35,000,000	\$ 42,903,000	\$ 13,907,535	\$ 4,065,000	\$ 4,154,000
Internal Services Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reallocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenditures	\$ -	\$ 35,000,000	\$ 42,903,000	\$ 13,907,535	\$ 4,065,000	\$ 4,154,000

City of Foster City, California
Capital Improvements (City) Fund
Five Year Financial Plan for the Years Ended June 30, 2023

	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Revenues by Source:						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ 1,495,936	\$ -	\$ -	\$ -	\$ -	\$ -
Charges for current services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ 148,000	\$ 95,000	\$ 97,400	\$ 115,800	\$ 129,000	\$ 5,300
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 1,643,936	\$ 95,000	\$ 97,400	\$ 115,800	\$ 129,000	\$ 5,300
Expenditures (see attached)	\$ 6,001,851	\$ 2,086,238	\$ 4,458,000	\$ 1,917,000	\$ 2,439,500	\$ 10,937,500
Net revenues over (under) expenditures before transfers	\$ (4,357,915)	\$ (1,991,238)	\$ (4,360,600)	\$ (1,801,200)	\$ (2,310,500)	\$ (10,932,200)
Net Transfers In (Out)	\$ 1,900,000	\$ 9,577,465	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000
Net Increase (Decrease) in Fund Balance	\$ (2,457,915)	\$ 7,586,227	\$ (860,600)	\$ 1,698,800	\$ 1,189,500	\$ (7,432,200)
Opening Fund Balance (Deficit)	\$ 2,586,176	\$ 128,261	\$ 7,714,488	\$ 6,853,888	\$ 8,552,688	\$ 9,742,188
Ending Fund Balance (Deficit)	\$ 128,261	\$ 7,714,488	\$ 6,853,888	\$ 8,552,688	\$ 9,742,188	\$ 2,309,988

City of Foster City, California
 Capital Improvement (City) Fund Expenditures Detail
 Five Year Financial Plan for the Years Ended June 30, 2023

	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Department Expenses						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Improvement Projects</i>	\$ 6,001,851	\$ 2,086,238	\$ 4,458,000	\$ 1,917,000	\$ 2,439,500	\$ 10,937,500
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total department expenses	\$ 6,001,851	\$ 2,086,238	\$ 4,458,000	\$ 1,917,000	\$ 2,439,500	\$ 10,937,500
Internal Services Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reallocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenditures	\$ 6,001,851	\$ 2,086,238	\$ 4,458,000	\$ 1,917,000	\$ 2,439,500	\$ 10,937,500

City of Foster City, California
Capital Asset Acquisition and Replacement Fund
Five Year Financial Plan for the Years Ended June 30, 2023

	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Revenues by Source:						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Charges for current services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ 366,700	\$ 570,300	\$ 595,500	\$ 621,100	\$ 647,100	\$ 673,400
Other	\$ 1,111,000	\$ 1,111,000	\$ 1,111,000	\$ 1,111,000	\$ 1,111,000	\$ 1,111,000
Total Revenues	\$ 1,477,700	\$ 1,681,300	\$ 1,706,500	\$ 1,732,100	\$ 1,758,100	\$ 1,784,400
Expenditures (see attached)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net revenues over (under) expenditures before transfers	\$ 1,477,700	\$ 1,681,300	\$ 1,706,500	\$ 1,732,100	\$ 1,758,100	\$ 1,784,400
Net Transfers In (Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Increase (Decrease) in Fund Balance	\$ 1,477,700	\$ 1,681,300	\$ 1,706,500	\$ 1,732,100	\$ 1,758,100	\$ 1,784,400
Opening Fund Balance (Deficit)	\$ 36,540,340	\$ 38,018,040	\$ 39,699,340	\$ 41,405,840	\$ 43,137,940	\$ 44,896,040
Ending Fund Balance (Deficit)	\$ 38,018,040	\$ 39,699,340	\$ 41,405,840	\$ 43,137,940	\$ 44,896,040	\$ 46,680,440

City of Foster City, California
Capital Asset Acquisition and Replacement Fund Expenditures Detail
Five Year Financial Plan for the Years Ended June 30, 2023

	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Department Expenses						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total department expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reallocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Foster City, California
Water Operating Funds (excluding CIP)
Five Year Financial Plan for the Years Ended June 30, 2023

	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Revenues by Source:						
Sales & service charges	\$ 12,851,000	\$ 15,018,000	\$ 16,289,000	\$ 16,937,000	\$ 17,591,000	\$ 18,261,000
Connection fees	\$ 33,140	\$ 149,600	\$ -	\$ -	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ 82,000	\$ 79,000	\$ 89,000	\$ 115,000	\$ 149,000	\$ 190,000
Interest and rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
Total Revenues	\$ 13,166,140	\$ 15,446,600	\$ 16,578,000	\$ 17,252,000	\$ 17,940,000	\$ 18,651,000
Expenditures (see attached)	\$ 12,834,137	\$ 14,161,475	\$ 14,412,962	\$ 14,588,882	\$ 14,768,122	\$ 15,744,839
Net revenues over (under) expenditures before transfers	\$ 332,003	\$ 1,285,125	\$ 2,165,038	\$ 2,663,118	\$ 3,171,878	\$ 2,906,161
Net Transfers In (Out)	\$ (205,000)	\$ (205,000)	\$ (205,000)	\$ (205,000)	\$ (205,000)	\$ (205,000)
Net Increase (Decrease) in Fund Balance	\$ 127,003	\$ 1,080,125	\$ 1,960,038	\$ 2,458,118	\$ 2,966,878	\$ 2,701,161
Opening Fund Balance	\$ 483,791	\$ 610,794	\$ 1,690,919	\$ 3,650,957	\$ 6,109,075	\$ 9,075,952
Ending Fund Balance	\$ 610,794	\$ 1,690,919	\$ 3,650,957	\$ 6,109,075	\$ 9,075,952	\$ 11,777,113

City of Foster City, California

Water Operating Funds Expenditure Detail (excluding CIP)

Five Year Financial Plan for the Years Ended June 30, 2023

	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Department Expenses						
<i>Employee Services</i>	\$ 1,865,400	\$ 1,960,700	\$ 2,039,128	\$ 2,120,693	\$ 2,205,521	\$ 2,293,742
<i>Supplies and other</i>	\$ 8,987,600	\$ 10,331,046	\$10,420,814	\$10,481,434	\$10,541,420	\$11,394,780
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ 25,000	\$ 25,000	\$ 25,625	\$ 26,266	\$ 26,922	\$ 27,595
Total department expenses	\$ 10,878,000	\$ 12,316,746	\$ 12,485,567	\$ 12,628,393	\$ 12,773,863	\$ 13,716,117
Internal Services Charges	\$ 886,680	\$ 898,875	\$ 921,347	\$ 944,381	\$ 967,990	\$ 992,190
Reallocation	\$ 1,069,457	\$ 945,854	\$ 1,006,048	\$ 1,016,108	\$ 1,026,269	\$ 1,036,532
Net Expenditures	\$ 12,834,137	\$ 14,161,475	\$ 14,412,962	\$ 14,588,882	\$ 14,768,122	\$ 15,744,839

City of Foster City, California
Water Capital Improvement Project Funds
Five Year Financial Plan for the Years Ended June 30, 2023

	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Revenues by Source:						
Sales & service charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connection fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures (see attached)	\$ 1,663,446	\$ 2,500,000	\$ 400,000	\$ -	\$ -	\$ -
Net revenues over (under) expenditures before transfers	\$ (1,663,446)	\$ (2,500,000)	\$ (400,000)	\$ -	\$ -	\$ -
Net Transfers In (Out)	\$ 205,000	\$ 205,000	\$ 205,000	\$ 205,000	\$ 205,000	\$ 205,000
Net Increase (Decrease) in Fund Balance	\$ (1,458,446)	\$ (2,295,000)	\$ (195,000)	\$ 205,000	\$ 205,000	\$ 205,000
Opening Fund Balance	\$ 7,821,793	\$ 6,363,347	\$ 4,068,347	\$ 3,873,347	\$ 4,078,347	\$ 4,283,347
Ending Fund Balance	\$ 6,363,347	\$ 4,068,347	\$ 3,873,347	\$ 4,078,347	\$ 4,283,347	\$ 4,488,347

City of Foster City, California

Water Capital Improvement Project Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2023

	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Department Expenses						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Improvement Projects</i>	\$ 1,663,446	\$ 2,500,000	\$ 400,000	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total department expenses	\$ 1,663,446	\$ 2,500,000	\$ 400,000	\$ -	\$ -	\$ -
Internal Services Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reallocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenditures	\$ 1,663,446	\$ 2,500,000	\$ 400,000	\$ -	\$ -	\$ -

City of Foster City, California
Water Equipment Replacement Funds
Five Year Financial Plan for the Years Ended June 30, 2023

	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Revenues by Source:						
Sales & service charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connection fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ 322,593	\$ 316,580	\$ 324,500	\$ 333,000	\$ 341,300	\$ 349,800
Interest and rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 322,593	\$ 316,580	\$ 324,500	\$ 333,000	\$ 341,300	\$ 349,800
Expenditures (see attached)	\$ 10,000	\$ 32,500	\$ 32,830	\$ 33,160	\$ 33,490	\$ 33,820
Net revenues over (under) expenditures before transfers	\$ 312,593	\$ 284,080	\$ 291,670	\$ 299,840	\$ 307,810	\$ 315,980
Net Transfers In (Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Increase (Decrease) in Fund Balance	\$ 312,593	\$ 284,080	\$ 291,670	\$ 299,840	\$ 307,810	\$ 315,980
Opening Fund Balance	\$ 1,765,744	\$ 2,078,337	\$ 2,362,417	\$ 2,654,087	\$ 2,953,927	\$ 3,261,737
Ending Fund Balance	\$ 2,078,337	\$ 2,362,417	\$ 2,654,087	\$ 2,953,927	\$ 3,261,737	\$ 3,577,717

City of Foster City, California

Water Equipment Replacement Funds Expenditure Detail
Five Year Financial Plan for the Years Ended June 30, 2023

	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Department Expenses						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ 10,000	\$ 32,500	\$ 32,830	\$ 33,160	\$ 33,490	\$ 33,820
Total department expenses	\$ 10,000	\$ 32,500	\$ 32,830	\$ 33,160	\$ 33,490	\$ 33,820
Internal Services Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reallocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenditures	\$ 10,000	\$ 32,500	\$ 32,830	\$ 33,160	\$ 33,490	\$ 33,820

City of Foster City, California
Wastewater Collection System Operating Funds (excluding CIP)
Five Year Financial Plan for the Years Ended June 30, 2023

	Five Year Financial Plan					
	Projected 2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Revenues by Source:						
Sales & service charges	\$ 9,768,000	\$ 11,209,000	\$ 12,862,000	\$ 14,759,000	\$ 16,936,000	\$ 19,434,000
Connection fees	\$ 26,250	\$ 45,500	\$ -	\$ -	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ 34,000	\$ 93,000	\$ 95,000	\$ 82,000	\$ 80,000	\$ 76,000
Other	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700
Total Revenues	\$ 9,829,950	\$ 11,349,200	\$ 12,958,700	\$ 14,842,700	\$ 17,017,700	\$ 19,511,700
Expenditures (see attached)	\$ 8,144,364	\$ 8,049,265	\$ 8,258,145	\$ 8,473,760	\$ 8,696,340	\$ 8,926,120
Net revenues over (under) expenditures before transfers	\$ 1,685,586	\$ 3,299,935	\$ 4,700,555	\$ 6,368,940	\$ 8,321,360	\$ 10,585,580
Net Transfers In (Out)	\$ (780,000)	\$ (3,080,000)	\$ (5,451,500)	\$ (6,438,800)	\$ (8,444,200)	\$ (11,484,600)
Net Increase (Decrease) in Fund Balance	\$ 905,586	\$ 219,935	\$ (750,945)	\$ (69,860)	\$ (122,840)	\$ (899,020)
Opening Fund Balance	\$ 5,354,861	\$ 6,260,447	\$ 6,480,382	\$ 5,729,437	\$ 5,659,577	\$ 5,536,736
Ending Fund Balance	\$ 6,260,447	\$ 6,480,382	\$ 5,729,437	\$ 5,659,577	\$ 5,536,736	\$ 4,637,716

City of Foster City, California

Wastewater Collection System Operating Funds Expenditure Detail (excluding CIP)

Five Year Financial Plan for the Years Ended June 30, 2023

	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Department Expenses						
<i>Employee Services</i>	\$ 1,983,475	\$ 2,082,625	\$ 2,165,930	\$ 2,252,567	\$ 2,342,670	\$ 2,436,377
<i>Supplies and other</i>	\$ 4,424,700	\$ 4,299,650	\$ 4,394,641	\$ 4,492,382	\$ 4,592,953	\$ 4,696,436
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total department expenses	\$ 6,408,175	\$ 6,382,275	\$ 6,560,571	\$ 6,744,949	\$ 6,935,623	\$ 7,132,813
Internal Services Charges	\$ 1,019,816	\$ 927,572	\$ 950,762	\$ 974,531	\$ 998,894	\$ 1,023,866
Reallocation	\$ 716,373	\$ 739,418	\$ 746,812	\$ 754,280	\$ 761,823	\$ 769,441
Net Expenditures	\$ 8,144,364	\$ 8,049,265	\$ 8,258,145	\$ 8,473,760	\$ 8,696,340	\$ 8,926,120

City of Foster City, California
Wastewater Collection System Revenue Bond Fund
Five Year Financial Plan for the Years Ended June 30, 2023

	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Revenues by Source:						
Sales & service charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connection fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Improvement Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Proceeds	\$ -	\$ 36,456,213	\$ 15,176,857	\$ 30,827,252	\$ 46,739,071	\$ 14,288,570
Total Revenues	\$ -	\$ 36,456,213	\$ 15,176,857	\$ 30,827,252	\$ 46,739,071	\$ 14,288,570
Expenditures (see attached)	\$ 14,862,371	\$ 23,593,842	\$ 19,548,357	\$ 36,186,052	\$ 54,103,271	\$ 24,693,170
Net revenues over (under) expenditures before transfers	\$ (14,862,371)	\$ 12,862,371	\$ (4,371,500)	\$ (5,358,800)	\$ (7,364,200)	\$ (10,404,600)
Net Transfers In (Out)	\$ -	\$ 2,000,000	\$ 4,371,500	\$ 5,358,800	\$ 7,364,200	\$ 10,404,600
Net Increase (Decrease) in Fund Balance	\$ (14,862,371)	\$ 14,862,371	\$ -	\$ -	\$ -	\$ -
Opening Fund Balance	\$ -	\$ (14,862,371)	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance*	\$ (14,862,371)	\$ -	\$ -	\$ -	\$ -	\$ -

*Memo only, FY 2017-2018 Ending Fund Balance represents cumulative WWTP project cost through 6/30/2018 to be financed by Revenue Bonds in FY 2018-2019

City of Foster City, California

Wastewater Collection System Revenue Bond Fund

Five Year Financial Plan for the Years Ended June 30, 2023

	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Department Expenses						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ -	\$ 514,600	\$ 2,673,300	\$ 3,817,100	\$ 5,981,600	\$ 8,697,500
<i>Capital Improvement Projects*</i>	\$ 14,862,371	\$ 23,079,242	\$ 16,875,057	\$ 32,368,952	\$ 48,121,671	\$ 15,995,670
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total department expenses	\$ 14,862,371	\$ 23,593,842	\$ 19,548,357	\$ 36,186,052	\$ 54,103,271	\$ 24,693,170
Internal Services Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reallocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenditures	\$ 14,862,371	\$ 23,593,842	\$ 19,548,357	\$ 36,186,052	\$ 54,103,271	\$ 24,693,170

*FY 2017-2018 - Cumulative WWTP Project Cost from inception to 6/30/2018

City of Foster City, California
Wastewater Capital Improvement Project Funds
Five Year Financial Plan for the Years Ended June 30, 2023

	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Revenues by Source:						
Sales & service charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connection fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures (see attached)	\$ 18,845,575	\$ -	\$ -	\$ 600,000	\$ 5,400,000	\$ -
Net revenues over (under) expenditures before transfers	\$ (18,845,575)	\$ -	\$ -	\$ (600,000)	\$ (5,400,000)	\$ -
Loan from General Fund for WWTP Project	\$ 14,862,371			\$ -	\$ -	\$ -
Net Transfers In (Out)	\$ 780,000	\$ 1,080,000	\$ 1,080,000	\$ 1,080,000	\$ 1,080,000	\$ 1,080,000
Net Increase (Decrease) in Fund Balance	\$ (3,203,204)	\$ 1,080,000	\$ 1,080,000	\$ 480,000	\$ (4,320,000)	\$ 1,080,000
Opening Fund Balance	\$ 7,993,445	\$ 4,790,241	\$ 5,870,241	\$ 6,950,241	\$ 7,430,241	\$ 3,110,241
Ending Fund Balance	\$ 4,790,241	\$ 5,870,241	\$ 6,950,241	\$ 7,430,241	\$ 3,110,241	\$ 4,190,241

City of Foster City, California

Wastewater Capital Improvement Project Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2023

	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Department Expenses						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Improvement Projects</i>	\$ 18,845,575	\$ -	\$ -	\$ 600,000	\$ 5,400,000	\$ -
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total department expenses	\$ 18,845,575	\$ -	\$ -	\$ 600,000	\$ 5,400,000	\$ -
Internal Services Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reallocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenditures	\$ 18,845,575	\$ -	\$ -	\$ 600,000	\$ 5,400,000	\$ -

City of Foster City, California
Wastewater Equipment Replacement Funds
Five Year Financial Plan for the Years Ended June 30, 2023

	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Revenues by Source:						
Sales & service charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connection fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ 350,140	\$ 261,950	\$ 268,500	\$ 275,200	\$ 282,100	\$ 289,200
Interest and rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 350,140	\$ 261,950	\$ 268,500	\$ 275,200	\$ 282,100	\$ 289,200
Expenditures (see attached)	\$ 314,995	\$ 755,000	\$ 762,550	\$ 770,180	\$ 777,880	\$ 785,660
Net revenues over (under) expenditures before transfers	\$ 35,145	\$ (493,050)	\$ (494,050)	\$ (494,980)	\$ (495,780)	\$ (496,460)
Net Transfers In (Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Increase (Decrease) in Fund Balance	\$ 35,145	\$ (493,050)	\$ (494,050)	\$ (494,980)	\$ (495,780)	\$ (496,460)
Opening Fund Balance	\$ 2,825,246	\$ 2,860,391	\$ 2,367,341	\$ 1,873,291	\$ 1,378,311	\$ 882,531
Ending Fund Balance	\$ 2,860,391	\$ 2,367,341	\$ 1,873,291	\$ 1,378,311	\$ 882,531	\$ 386,071

City of Foster City, California

Wastewater Equipment Replacement Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2023

	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Department Expenses						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ 314,995	\$ 755,000	\$ 762,550	\$ 770,180	\$ 777,880	\$ 785,660
Total department expenses	\$ 314,995	\$ 755,000	\$ 762,550	\$ 770,180	\$ 777,880	\$ 785,660
Internal Services Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reallocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenditures	\$ 314,995	\$ 755,000	\$ 762,550	\$ 770,180	\$ 777,880	\$ 785,660

City of Foster City, California
Internal Service Funds
Five Year Financial Plan for the Years Ended June 30, 2023

	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Revenues by Source:						
Sales & service charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connection fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ 6,918,352	\$ 7,469,751	\$ 7,649,500	\$ 7,833,800	\$ 8,023,100	\$ 8,212,100
Interest and rentals	\$ 309,600	\$ 456,700	\$ 451,200	\$ 446,000	\$ 441,100	\$ 436,500
Other	\$ 15,000	\$ 23,015	\$ 23,015	\$ 23,015	\$ 23,015	\$ 23,015
Total Revenues	\$ 7,242,952	\$ 7,949,466	\$ 8,123,715	\$ 8,302,815	\$ 8,487,215	\$ 8,671,615
Expenditures (see attached)	\$ 8,969,930	\$ 8,028,026	\$ 8,137,280	\$ 8,267,350	\$ 8,422,610	\$ 8,678,430
Net revenues over (under) expenditures before transfers	\$ (1,726,978)	\$ (78,560)	\$ (13,565)	\$ 35,465	\$ 64,605	\$ (6,815)
Net Transfers In (Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Increase (Decrease) in Fund Balance	\$ (1,726,978)	\$ (78,560)	\$ (13,565)	\$ 35,465	\$ 64,605	\$ (6,815)
Opening Fund Balance	\$ 26,991,772	\$ 25,264,794	\$ 25,186,234	\$ 25,172,669	\$ 25,208,134	\$ 25,272,739
Ending Fund Balance	\$ 25,264,794	\$ 25,186,234	\$ 25,172,669	\$ 25,208,134	\$ 25,272,739	\$ 25,265,924

City of Foster City, California
Internal Service Funds Expenditures Detail
Five Year Financial Plan for the Years Ended June 30, 2023

	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Department Expenses						
<i>Employee Services</i>	\$ 2,340,246	\$ 2,631,482	\$ 2,733,700	\$ 2,824,100	\$ 2,893,700	\$ 2,954,300
<i>Supplies and other</i>	\$ 2,988,819	\$ 3,095,717	\$ 3,126,760	\$ 3,158,060	\$ 3,189,640	\$ 3,221,540
<i>Capital Improvement Projects</i>	\$ -	\$ 88,150	\$ 42,000	\$ 28,000	\$ 59,500	\$ 200,000
<i>Capital Outlay</i>	\$ 2,773,826	\$ 1,440,941	\$ 1,455,380	\$ 1,469,950	\$ 1,484,650	\$ 1,499,510
Total department expenses	\$ 8,102,891	\$ 7,256,290	\$ 7,357,840	\$ 7,480,110	\$ 7,627,490	\$ 7,875,350
Internal Services Charges	\$ 194,477	\$ 185,589	\$ 187,440	\$ 189,330	\$ 191,230	\$ 193,150
Reallocation	\$ 672,562	\$ 586,147	\$ 592,000	\$ 597,910	\$ 603,890	\$ 609,930
Net Expenditures	\$ 8,969,930	\$ 8,028,026	\$ 8,137,280	\$ 8,267,350	\$ 8,422,610	\$ 8,678,430

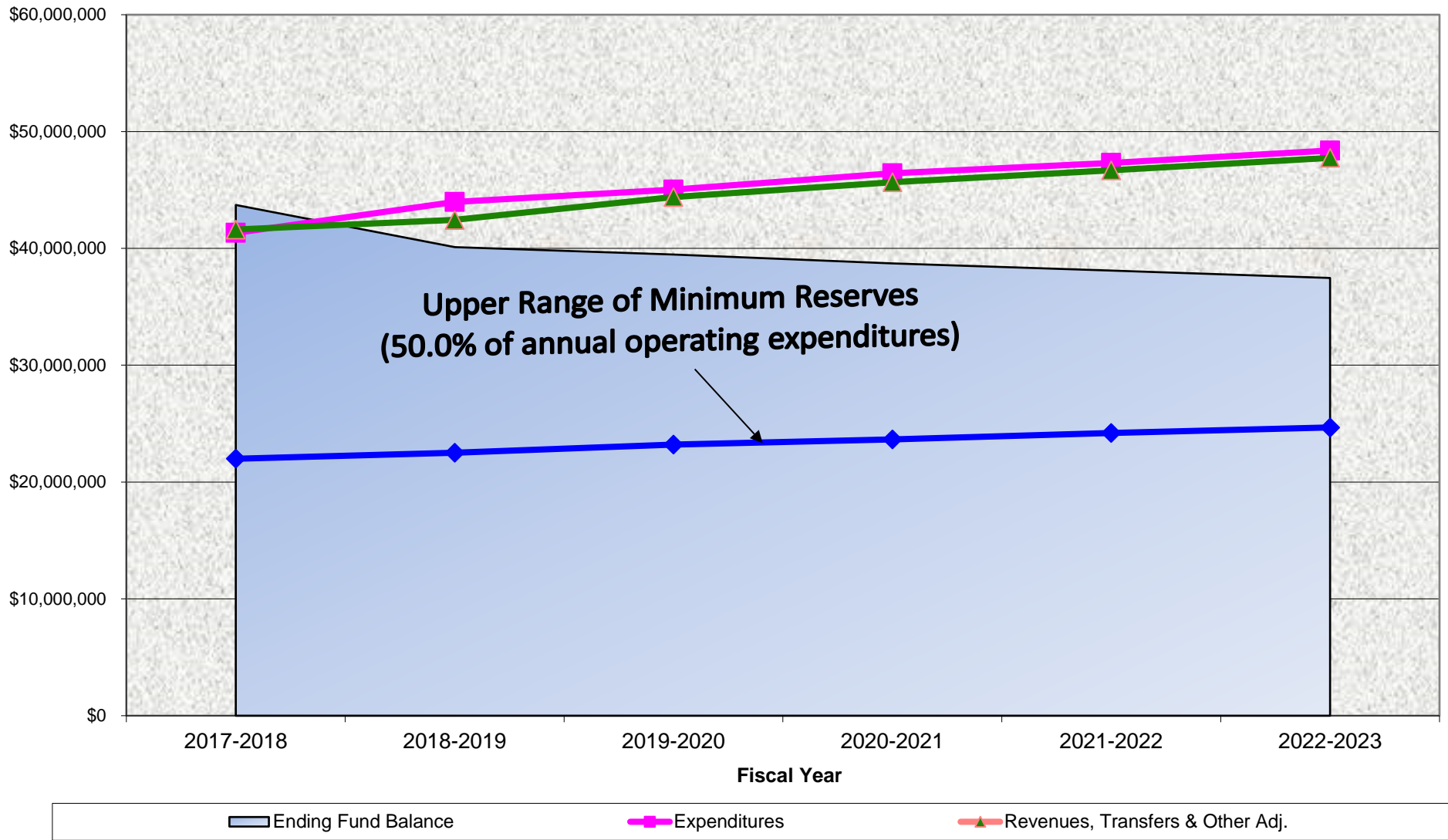
City of Foster City, California
Agency Funds
Five Year Financial Plan for the Years Ended June 30, 2023

	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Revenues by Source:						
Sales & service charges	\$ 513,000	\$ 513,000	\$ 392,000	\$ 399,800	\$ 407,800	\$ 416,000
Connection fees	\$ -		\$ -	\$ -	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ -		\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ 1,600	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 514,600	\$ 516,000	\$ 395,000	\$ 402,800	\$ 410,800	\$ 419,000
Expenditures (see attached)	\$ 513,000	\$ 392,000	\$ 395,920	\$ 399,880	\$ 403,880	\$ 407,920
Net revenues over (under) expenditures before transfers	\$ 1,600	\$ 124,000	\$ (920)	\$ 2,920	\$ 6,920	\$ 11,080
Net Transfers In (Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Increase (Decrease) in Fund Balance	\$ 1,600	\$ 124,000	\$ (920)	\$ 2,920	\$ 6,920	\$ 11,080
Opening Fund Balance	\$ (985,433)	\$ (983,833)	\$ (859,833)	\$ (860,753)	\$ (857,833)	\$ (850,913)
Ending Fund Balance	\$ (983,833)	\$ (859,833)	\$ (860,753)	\$ (857,833)	\$ (850,913)	\$ (839,833)

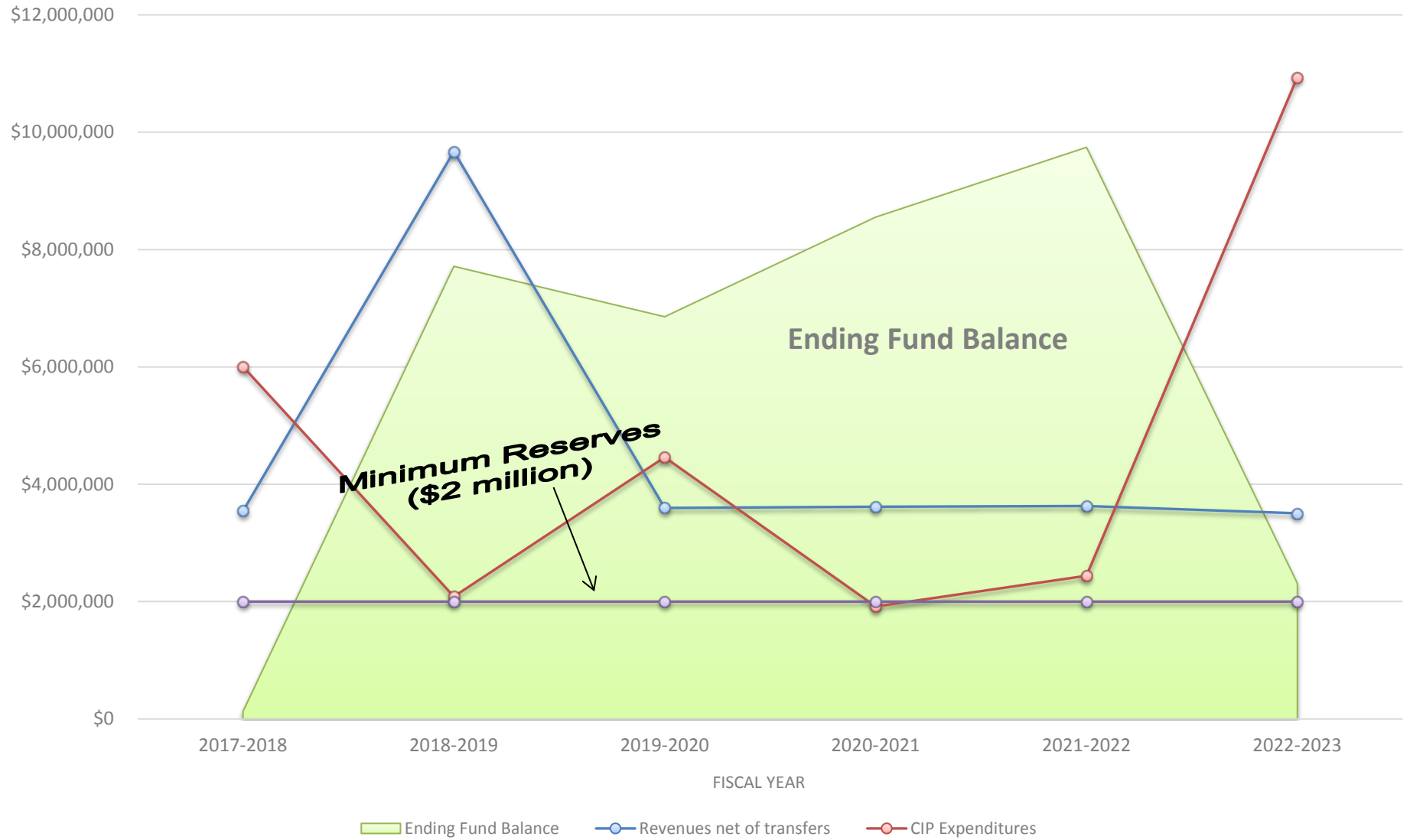
City of Foster City, California
 Agency Funds Expenditures Detail
 Five Year Financial Plan for the Years Ended June 30, 2023

	Projected	Five Year Financial Plan				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Department Expenses						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ 513,000	\$ 392,000	\$ 395,920	\$ 399,880	\$ 403,880	\$ 407,920
<i>Capital Improvement Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total department expenses	\$ 513,000	\$ 392,000	\$ 395,920	\$ 399,880	\$ 403,880	\$ 407,920
Internal Services Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reallocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenditures	\$ 513,000	\$ 392,000	\$ 395,920	\$ 399,880	\$ 403,880	\$ 407,920

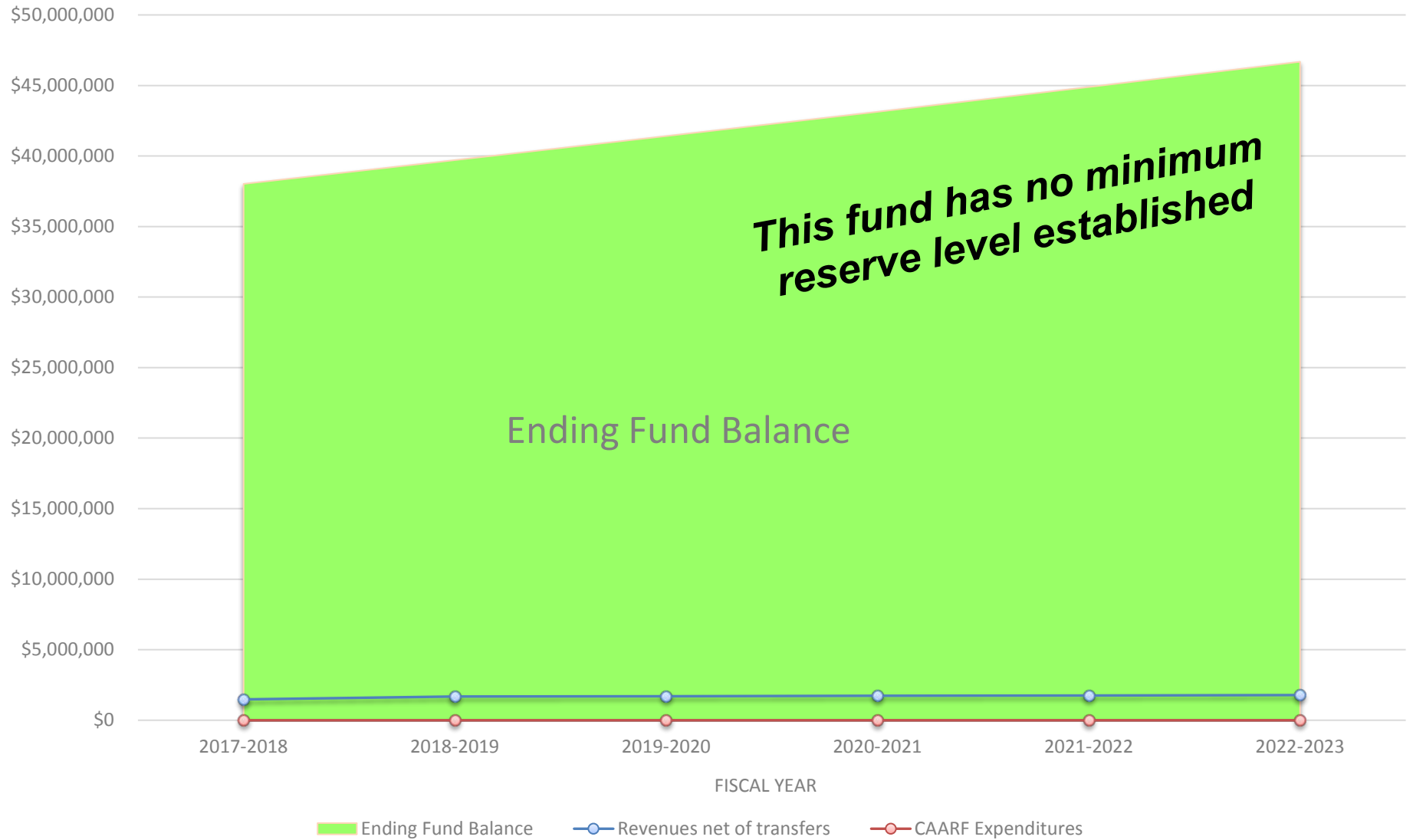
City of Foster City General Fund (Forecast Based on Budgeted Revenues / Expenditures)



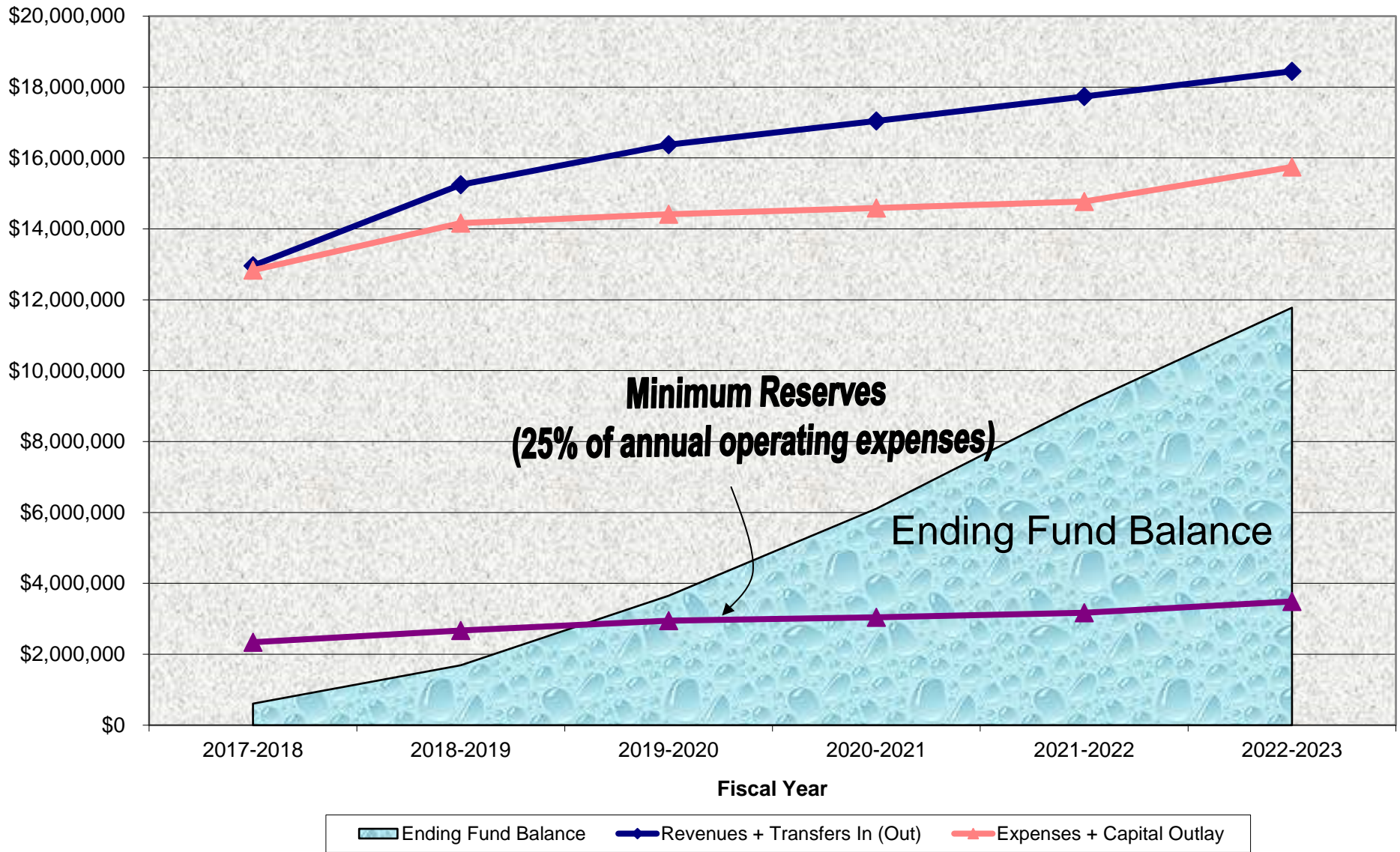
City of Foster City Capital Improvement Fund



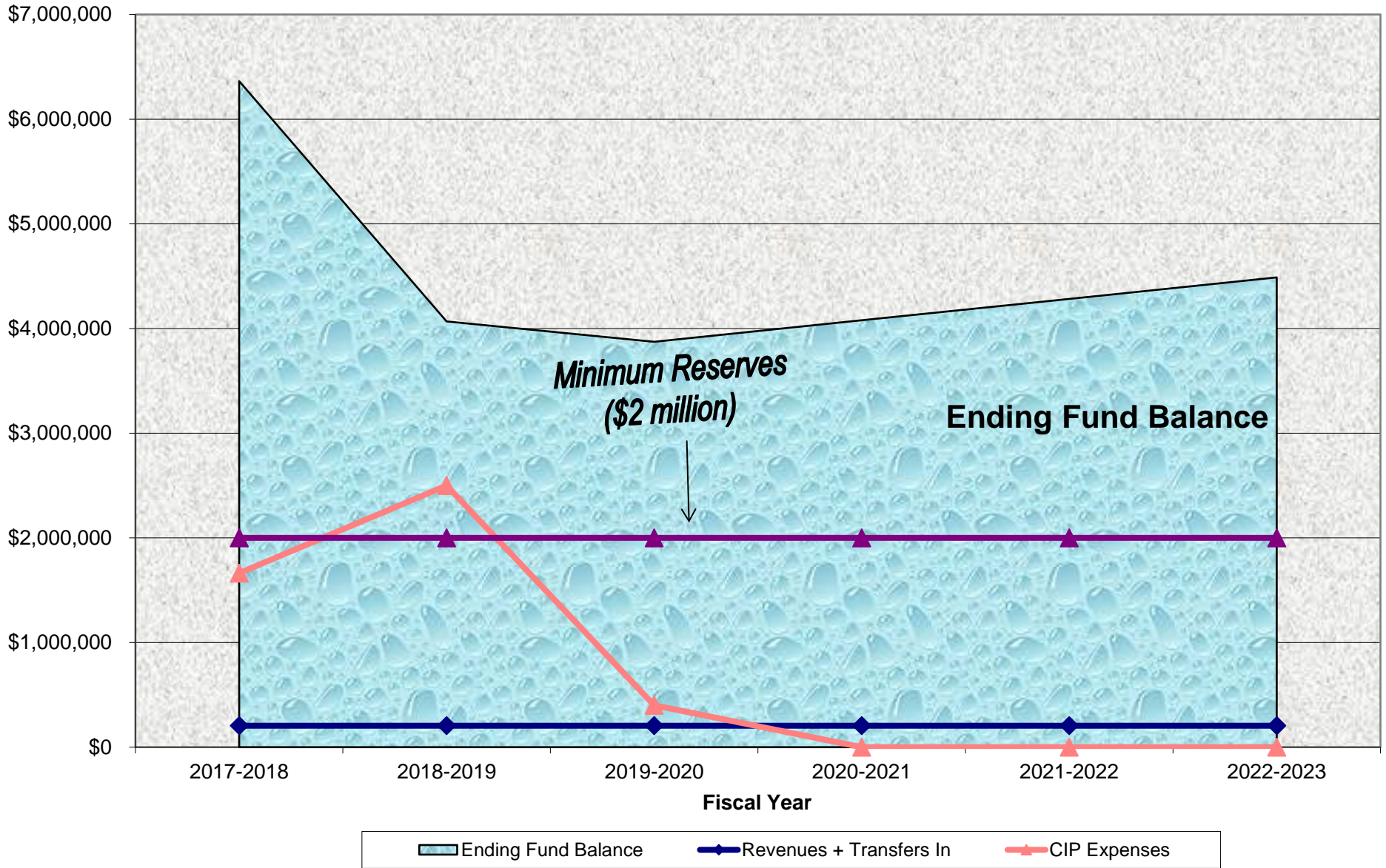
City of Foster City Capital Asset Acquisition and Replacement Funds



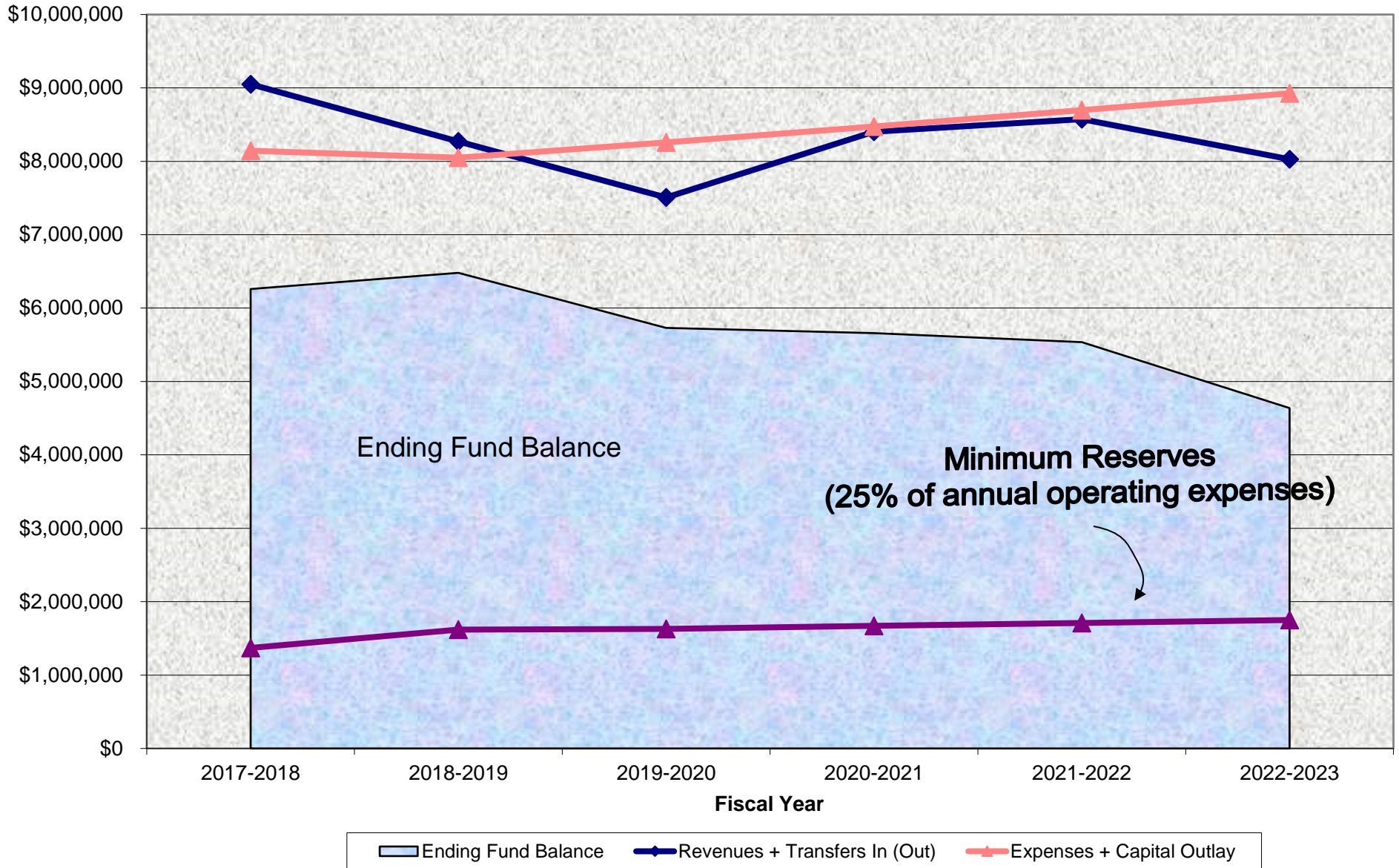
Estero Municipal Improvement District Water Operating Funds



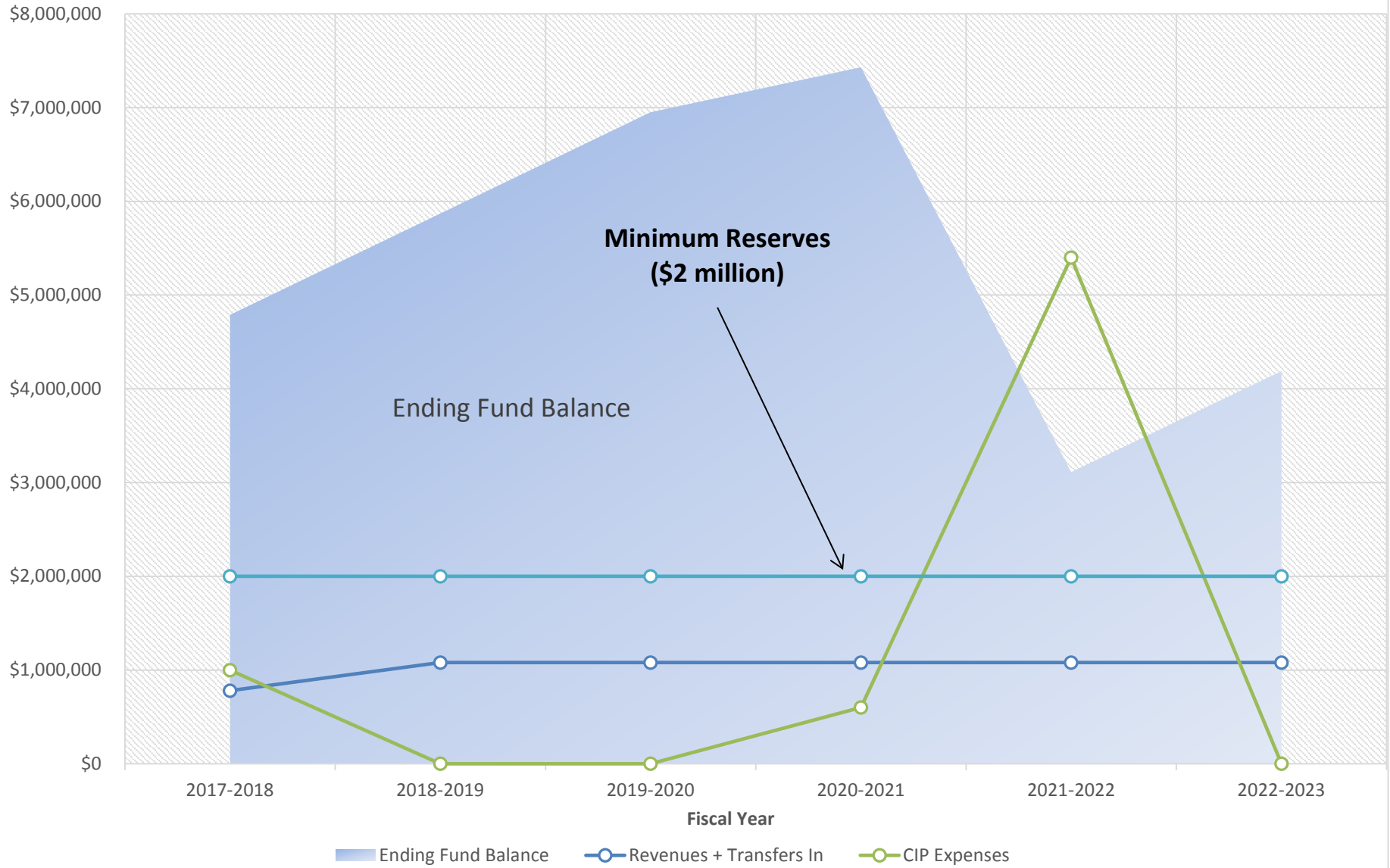
Estero Municipal Improvement District Water Capital Improvement Project Funds



Estero Municipal Improvement District Wastewater Operating Funds



Estero Municipal Improvement District Wastewater Capital Improvement Project Funds



CITY OF FOSTER CITY / EMID
 Summary of Resources and Requirements by Funds
 For the Fiscal Year Ended June 30, 2019

										PRELIMINARY BUDGET	
Fund	Available July 1, 2018	Estimated Revenues	Transfers In	Transfers Out	Total Available	Operating Expenditures	Capital Expenditures	Total Requirements	Net Increase (Decrease) in Reserves	Available June 30, 2019	
General Funds											
001 General Fund Reserve	\$ 43,715,534	\$ 16,779,893	\$ -	\$ 5,875,880	\$ 54,619,547	\$ 14,516,844	\$ -	\$ 14,516,844	\$ (3,612,831)	\$ 40,102,703	
001A Repayment of Loan Made to WWTP CIP Project	\$ -	\$ -	\$ 14,862,371	\$ -	\$ 14,862,371	\$ -	\$ -	\$ -	\$ 14,862,371	\$ 14,862,371	
001B Liquidation of Loan Receivable for WWTP CIP Project	\$ -	\$ -	\$ -	\$ 14,862,371	\$ (14,862,371)	\$ -	\$ -	\$ -	\$ (14,862,371)	\$ (14,862,371)	
001C Supplemental Pension Payment	\$ -	\$ -	\$ 2,069,351	\$ -	\$ 2,069,351	\$ 2,069,351	\$ -	\$ 2,069,351	\$ -	\$ -	
002 General Fund-District	\$ -	\$ 27,326,200	\$ -	\$ -	\$ 27,326,200	\$ 27,326,200	\$ -	\$ 27,326,200	\$ -	\$ -	
003 General Fund-Special Recreation	\$ -	\$ 1,834,520	\$ 306,529	\$ -	\$ 2,141,049	\$ 2,141,049	\$ -	\$ 2,141,049	\$ -	\$ -	
005 Community Benefits Program Fund	\$ 1,876,061	\$ 18,900	\$ -	\$ -	\$ 1,894,961	\$ 1,836,200	\$ -	\$ 1,836,200	\$ (1,817,300)	\$ 58,761	
006 DARE	\$ 1,877	\$ 600	\$ -	\$ -	\$ 2,477	\$ 600	\$ -	\$ 600	\$ -	\$ 1,877	
007 Solar Incentive Grant Program	\$ 137,559	\$ 1,700	\$ -	\$ -	\$ 139,259	\$ 50,000	\$ -	\$ 50,000	\$ (48,300)	\$ 89,259	
008 Employee Rental Assistance Program	\$ 60,000	\$ 200	\$ -	\$ -	\$ 60,200	\$ 60,000	\$ -	\$ 60,000	\$ (59,800)	\$ 200	
009 Asset Seizure	\$ 18,078	\$ 4,380	\$ -	\$ -	\$ 22,458	\$ 22,175	\$ -	\$ 22,175	\$ (17,795)	\$ 283	
Subtotal General Funds	\$ 45,809,109	\$ 45,966,393	\$ 17,238,251	\$ 20,738,251	\$ 88,275,502	\$ 48,022,419	\$ -	\$ 48,022,419	\$ (5,556,026)	\$ 40,253,083	
Special Revenue Funds											
101 Traffic Safety	\$ 10,171	\$ 81,000	\$ -	\$ -	\$ 91,171	\$ 81,000	\$ -	\$ 81,000	\$ -	\$ 10,171	
102 Measure A	\$ 40,382	\$ 668,600	\$ -	\$ -	\$ 708,982	\$ -	\$ 680,982	\$ 680,982	\$ (12,382)	\$ 28,000	
103 Gas Tax (2103, 2105-2107.5)	\$ 671,903	\$ 784,770	\$ -	\$ -	\$ 1,456,673	\$ 571,000	\$ 772,530	\$ 1,343,530	\$ (558,760)	\$ 113,143	
104 Park In-Lieu Fees	\$ 914,046	\$ 13,700	\$ -	\$ -	\$ 927,746	\$ -	\$ -	\$ -	\$ 13,700	\$ 927,746	
105 Measure M	\$ -	\$ 111,400	\$ -	\$ -	\$ 111,400	\$ -	\$ 111,400	\$ 111,400	\$ -	\$ -	
108 SLESF/COPS Grant	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	
114 CalOpps.org	\$ 223,931	\$ 436,200	\$ -	\$ -	\$ 660,131	\$ 359,562	\$ -	\$ 359,562	\$ 76,638	\$ 300,569	
116 Foster City Foundation	\$ 256,611	\$ 148,000	\$ -	\$ -	\$ 404,611	\$ 145,000	\$ -	\$ 145,000	\$ 3,000	\$ 259,611	
119 SB1 Road Maintenance and Rehabilitation	\$ 1,901	\$ 562,700	\$ -	\$ -	\$ 564,601	\$ -	\$ 562,700	\$ 562,700	\$ -	\$ 1,901	
122 Low- and Moderate-Income Housing Fund	\$ 1,726,647	\$ 102,000	\$ -	\$ -	\$ 1,828,647	\$ 153,200	\$ -	\$ 153,200	\$ (51,200)	\$ 1,675,447	
124 City Affordable Housing Fund	\$ 25,637	\$ 5,220	\$ -	\$ -	\$ 30,857	\$ -	\$ -	\$ -	\$ 5,220	\$ 30,857	
125 Sustainable Foster City Fund	\$ 98,181	\$ 1,500	\$ -	\$ -	\$ 99,681	\$ 93,700	\$ -	\$ 93,700	\$ (92,200)	\$ 5,981	
127 BAERS	\$ 450,642	\$ 292,855	\$ -	\$ -	\$ 743,497	\$ 289,420	\$ -	\$ 289,420	\$ 3,435	\$ 454,077	
128 General Plan Maintenance Fund	\$ 1,270,448	\$ 177,500	\$ -	\$ -	\$ 1,447,948	\$ 41,300	\$ -	\$ 41,300	\$ 136,200	\$ 1,406,648	
129 Construction & Demolition Recycling Fund	\$ 618,621	\$ 37,700	\$ -	\$ -	\$ 656,321	\$ 22,200	\$ -	\$ 22,200	\$ 15,500	\$ 634,121	
130 Technology Maintenance Fund	\$ 204,443	\$ 81,200	\$ -	\$ -	\$ 285,643	\$ 76,818	\$ -	\$ 76,818	\$ 4,382	\$ 208,825	
131 SB 1186 Fund	\$ 5,139	\$ 1,530	\$ -	\$ -	\$ 6,669	\$ 1,300	\$ -	\$ 1,300	\$ 230	\$ 5,369	
132 SMIP Fee Fund	\$ 2,120	\$ 1,610	\$ -	\$ -	\$ 3,730	\$ 500	\$ -	\$ 500	\$ 1,110	\$ 3,230	
133 CRV Grant Fund	\$ 8,788	\$ 8,650	\$ -	\$ -	\$ 17,438	\$ 13,200	\$ -	\$ 13,200	\$ (4,550)	\$ 4,238	
134 Curbside Recycling Fee Fund	\$ 116,044	\$ 22,000	\$ -	\$ -	\$ 138,044	\$ 25,000	\$ -	\$ 25,000	\$ (3,000)	\$ 113,044	
135 Green Building Fee Fund	\$ 8,539	\$ 1,440	\$ -	\$ -	\$ 9,979	\$ 500	\$ -	\$ 500	\$ 940	\$ 9,479	
Subtotal Special Revenue Funds	\$ 6,654,194	\$ 3,639,575	\$ -	\$ -	\$ 10,293,769	\$ 1,973,700	\$ 2,127,612	\$ 4,101,312	\$ (461,737)	\$ 6,192,457	

(Continued on next page)

CITY OF FOSTER CITY / EMID
 Summary of Resources and Requirements by Funds
 For the Fiscal Year Ended June 30, 2019

(Continued from previous page)

										PRELIMINARY BUDGET	
Fund	Available July 1, 2018	Estimated Revenues	Transfers In	Transfers Out	Total Available	Operating Expenditures	Capital Expenditures	Total Requirements	Net Increase (Decrease) in Reserves	Available June 30, 2019	
Debt Service Fund											
230 Levee Protection Plannings/Improvements	\$ -	\$ 90,000,000	\$ -	\$ 6,077,465	\$ 83,922,535	\$ 3,209,670	\$ 31,790,330	\$ 35,000,000	\$ 48,922,535	\$ 48,922,535	
Subtotal Capital Projects Funds	\$ -	\$ 90,000,000	\$ -	\$ 6,077,465	\$ 83,922,535	\$ 3,209,670	\$ 31,790,330	\$ 35,000,000	\$ 48,922,535	\$ 48,922,535	
Capital Projects Funds											
301 Capital Investment - City	\$ 128,261	\$ 95,000	\$ 3,500,000	\$ -	\$ 3,723,261	\$ -	\$ 2,086,238	\$ 2,086,238	\$ 1,508,762	\$ 1,637,023	
301A Repayment of Levee Advance	\$ -	\$ -	\$ 6,077,465	\$ -	\$ 6,077,465	\$ -	\$ -	\$ -	\$ 6,077,465	\$ 6,077,465	
326 Capital Asset Acquisition and Replacement Fund	\$ 38,018,040	\$ 1,681,300	\$ -	\$ -	\$ 39,699,340	\$ -	\$ -	\$ -	\$ 1,681,300	\$ 39,699,340	
Subtotal Capital Projects Funds	\$ 38,146,301	\$ 1,776,300	\$ 9,577,465	\$ -	\$ 49,500,066	\$ -	\$ 2,086,238	\$ 2,086,238	\$ 9,267,527	\$ 47,413,828	
Enterprise Funds											
Water Funds											
401 Water Revenue	\$ 610,794	\$ 15,446,600	\$ -	\$ 205,000	\$ 15,852,394	\$ 14,161,475	\$ -	\$ 14,161,475	\$ 1,080,125	\$ 1,690,919	
405 Capital Investment - Water	\$ 4,363,347	\$ -	\$ 205,000	\$ -	\$ 4,568,347	\$ -	\$ 2,500,000	\$ 2,500,000	\$ (2,295,000)	\$ 2,068,347	
405A Water CIP Reserve	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	
405B Water Equipment Replacement	\$ 2,078,337	\$ 316,580	\$ -	\$ -	\$ 2,394,917	\$ 32,500	\$ -	\$ 32,500	\$ 284,080	\$ 2,362,417	
Subtotal Water Funds	\$ 9,052,478	\$ 15,763,180	\$ 205,000	\$ 205,000	\$ 24,815,658	\$ 14,193,975	\$ 2,500,000	\$ 16,693,975	\$ (930,795)	\$ 8,121,683	
Wastewater Funds											
451 Wastewater Revenue	\$ 6,232,411	\$ 11,348,500	\$ 28,736	\$ 3,080,000	\$ 14,529,647	\$ 8,049,265	\$ -	\$ 8,049,265	\$ 247,971	\$ 6,480,382	
451A Wastewater Expansion	\$ 28,036	\$ 700	\$ -	\$ 28,736	\$ -	\$ -	\$ -	\$ -	\$ (28,036)	\$ -	
454 Wastewater Revenue Bond	\$ -	\$ 36,456,213	\$ 2,000,000	\$ -	\$ 38,456,213	\$ 514,600	\$ 23,079,242	\$ 23,593,842	\$ 14,862,371	\$ 14,862,371	
454A Use of Bond Proceeds to Repay General Fund	\$ -	\$ -	\$ -	\$ 14,862,371	\$ (14,862,371)	\$ -	\$ -	\$ -	\$ (14,862,371)	\$ (14,862,371)	
454B Liquidation of Loan from General Fund	\$ (14,862,371)	\$ -	\$ 14,862,371	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,862,371	\$ -	
455 Capital Investment - Wastewater	\$ 2,790,241	\$ -	\$ 1,080,000	\$ -	\$ 3,870,241	\$ -	\$ -	\$ -	\$ 1,080,000	\$ 3,870,241	
455A Wastewater CIP Reserve	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	
455B Wastewater Equipment Replacement	\$ 2,860,391	\$ 261,950	\$ -	\$ -	\$ 3,122,341	\$ 755,000	\$ -	\$ 755,000	\$ (493,050)	\$ 2,367,341	
Subtotal Wastewater Funds	\$ (951,292)	\$ 48,067,363	\$ 17,971,107	\$ 17,971,107	\$ 47,116,071	\$ 9,318,865	\$ 23,079,242	\$ 32,398,107	\$ 15,669,256	\$ 14,717,964	
Subtotal Enterprise Funds	\$ 8,101,186	\$ 63,830,543	\$ 18,176,107	\$ 18,176,107	\$ 71,931,729	\$ 23,512,840	\$ 25,579,242	\$ 49,092,082	\$ 14,738,461	\$ 22,839,647	
Internal Service Funds											
501 Vehicle Replacement	\$ 3,585,636	\$ 1,675,515	\$ -	\$ -	\$ 5,261,151	\$ 1,494,611	\$ -	\$ 1,494,611	\$ 180,904	\$ 3,766,540	
502 Equipment Replacement	\$ 5,271,932	\$ 702,768	\$ -	\$ -	\$ 5,974,700	\$ 650,950	\$ -	\$ 650,950	\$ 51,818	\$ 5,323,750	
503 Self-Insurance	\$ 1,227,862	\$ 305,010	\$ -	\$ -	\$ 1,532,872	\$ 518,217	\$ -	\$ 518,217	\$ (213,207)	\$ 1,014,655	
504 Information Technology	\$ 3,234,833	\$ 1,820,957	\$ -	\$ -	\$ 5,055,790	\$ 1,688,785	\$ -	\$ 1,688,785	\$ 132,172	\$ 3,367,005	
505 Building Maintenance	\$ 1,394,792	\$ 2,876,116	\$ -	\$ -	\$ 4,270,908	\$ 2,750,931	\$ 88,150	\$ 2,839,081	\$ 37,035	\$ 1,431,827	
507 Longevity Recognition Benefits	\$ 2,434,431	\$ 33,800	\$ -	\$ -	\$ 2,468,231	\$ 233,220	\$ -	\$ 233,220	\$ (199,420)	\$ 2,235,011	
508 PEMHCA Benefits Plan	\$ 5,829,998	\$ 75,600	\$ -	\$ -	\$ 5,905,598	\$ 179,500	\$ -	\$ 179,500	\$ (103,900)	\$ 5,726,098	
509 Compensated Absences	\$ 2,285,310	\$ 459,700	\$ -	\$ -	\$ 2,745,010	\$ 423,662	\$ -	\$ 423,662	\$ 36,038	\$ 2,321,348	
Subtotal Internal Service Funds	\$ 25,264,794	\$ 7,949,466	\$ -	\$ -	\$ 33,214,260	\$ 7,939,876	\$ 88,150	\$ 8,028,026	\$ (78,560)	\$ 25,186,234	
Agency Fund											
604 Successor Agency of CDA	\$ (983,833)	\$ 516,000	\$ -	\$ -	\$ (467,833)	\$ 392,000	\$ -	\$ 392,000	\$ 124,000	\$ (859,833)	
Subtotal Agency Fund	\$ (983,833)	\$ 516,000	\$ -	\$ -	\$ (467,833)	\$ 392,000	\$ -	\$ 392,000	\$ 124,000	\$ (859,833)	
Total All Funds	\$ 122,991,751	\$ 213,678,277	\$ 44,991,823	\$ 44,991,823	\$ 336,670,028	\$ 85,050,505	\$ 61,671,572	\$ 146,722,077	\$ 66,956,200	\$ 189,947,951	

**City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Fiscal Year Ended June 30, 2019**

	2017-2018		2018-2019
	Approved	Projected	Budget
General Fund 001-003			
City			
Property Taxes in-lieu of Vehicle License Fee	\$ 3,482,000	\$ 3,660,000	\$ 3,770,000
Sales taxes	\$ 3,079,600	\$ 3,079,600	\$ 3,214,000
Transient occupancy taxes (TOT)	\$ 3,441,000	\$ 3,367,000	\$ 3,443,000
Transient occupancy taxes Ballot Measure (TOT)*	\$ -	\$ -	\$ 271,800
Business License Tax	\$ 1,728,900	\$ 1,728,900	\$ 1,763,500
Franchise taxes	\$ 1,220,500	\$ 1,220,500	\$ 1,244,900
Real property transfer	\$ 332,800	\$ 332,800	\$ 302,213
Permits	\$ 743,014	\$ 743,014	\$ 1,001,300
Intergovernmental (SB 90, Grants, etc.)	\$ 44,000	\$ 44,000	\$ 44,000
Charges for current services	\$ 975,279	\$ 975,279	\$ 661,300
Fines and forfeitures	\$ 83,400	\$ 83,400	\$ 86,000
Interest	\$ 300,000	\$ 300,000	\$ 471,200
Other (Fines, Shared Services, Street Sweeping, Other)	\$ 493,380	\$ 493,380	\$ 506,680
General Fund (City) Subtotal	\$ 15,923,873	\$ 16,027,873	\$ 16,779,893
District			
Property Taxes	\$ 23,070,000	\$ 23,704,000	\$ 24,881,300
Excess ERAF	\$ 1,390,000	\$ 1,695,000	\$ 1,695,000
Intergovernmental	\$ 100,000	\$ 100,000	\$ 100,000
Rentals	\$ 472,000	\$ 472,000	\$ 472,000
Interest	\$ 79,000	\$ 79,000	\$ 177,900
General Fund (District) Subtotal	\$ 25,111,000	\$ 26,050,000	\$ 27,326,200
Special Recreation			
Program Revenues	\$ 1,188,700	\$ 1,443,949	\$ 1,443,950
Rents and Concessions	\$ 364,200	\$ 388,439	\$ 387,770
Interest	\$ -	\$ 2,255	\$ 2,800
General Fund (Special Recreation) Subtotal	\$ 1,552,900	\$ 1,834,643	\$ 1,834,520
total general fund 001-003	\$ 42,587,773	\$ 43,912,516	\$ 45,940,613

* Assumes passage of TOT Revenue Measure in November 2018. 11% effective January 1, 2019, then 12% effective July 1, 2019.

(continued on next page)

**City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Fiscal Year Ended June 30, 2019**

(Continued from previous page)

	2017-2018		2018-2019
	Approved	Projected	Budget
General Fund 005-009			
City			
Community Benefit Program	\$ -	\$ 21,000	\$ 18,900
Intergovernmental (D.A.R.E.)	\$ 600	\$ 600	\$ 600
Solar Incentive Grant Program	\$ -	\$ 1,900	\$ 1,700
Employee Rental Assistance Program	\$ -	\$ -	\$ 200
Asset Seizure Program	\$ -	\$ 13,680	\$ 4,380
General Fund (City) Subtotal	\$ 600	\$ 37,180	\$ 25,780
total general fund 005-009			
	\$ 600	\$ 37,180	\$ 25,780
Total General Fund (ALL)			
	\$ 42,588,373	\$ 43,949,696	\$ 45,966,393

Special Revenue Funds

Traffic Safety			
Vehicle Code Fines	\$ 85,000	\$ 80,700	\$ 81,000
Interest	\$ -	\$ -	\$ -
Traffic Safety Subtotal	\$ 85,000	\$ 80,700	\$ 81,000
Measure A			
Sales Tax	\$ 638,800	\$ 638,800	\$ 640,600
Interest	\$ 28,000	\$ 28,000	\$ 28,000
Measure A Subtotal	\$ 666,800	\$ 666,800	\$ 668,600
Gas Tax (2030; 2105 - 2107.5; 2103 Gas Tax Swap)			
Gas Tax (2105-2107.5)	\$ 607,600	\$ 611,476	\$ 608,770
Gas Tax (2103)	\$ 132,900	\$ 132,300	\$ 161,300
Interest	\$ 10,000	\$ 14,700	\$ 14,700
Gas Tax (2030; 2105-2107.5; 2103 Gas Tax Swap) Subtotal	\$ 750,500	\$ 758,476	\$ 784,770
Park In-Lieu Fees			
Developer Fees	\$ 740,000	\$ 1,760,000	\$ -
Interest	\$ 100	\$ 35,600	\$ 13,700
Park In-Lieu Fees Subtotal	\$ 740,100	\$ 1,795,600	\$ 13,700

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**City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Fiscal Year Ended June 30, 2019**

(Continued from previous page)

	2017-2018		2018-2019
	Approved	Projected	Budget
Measure M			
Vehicle License Fees	\$ 108,100	\$ 108,100	\$ 111,400
Measure M Subtotal	\$ 108,100	\$ 108,100	\$ 111,400
SLESF/COPS Grant			
Grant	\$ 100,000	\$ 100,000	\$ 100,000
SLESF/COPS Subtotal	\$ 100,000	\$ 100,000	\$ 100,000
CalOpps.org			
Fees for Services	\$ 291,000	\$ 248,000	\$ 431,000
Interest	\$ 2,500	\$ 2,500	\$ 5,200
CalOpps.org Subtotal	\$ 293,500	\$ 250,500	\$ 436,200
Foster City Foundation			
Grants and Donations	\$ 60,000	\$ 98,000	\$ 148,000
Foster City Foundation Subtotal	\$ 60,000	\$ 98,000	\$ 148,000
SB1 Road Maintenance and Rehabilitation			
Road Maintenance and Rehabilitation Account	\$ 191,400	\$ 189,490	\$ 562,700
Interest	\$ -	\$ -	\$ -
Sustainable Foster City Fund Subtotal	\$ 191,400	\$ 189,490	\$ 562,700
Low- and Moderate-Income Housing Fund (LMIHF)			
Loan Repayments	\$ 15,000	\$ 15,000	\$ 15,000
Rentals	\$ 86,800	\$ 86,800	\$ 53,100
Interest	\$ 12,000	\$ 12,000	\$ 33,900
LMIHF Fund Subtotal	\$ 113,800	\$ 113,800	\$ 102,000
City Affordable Housing Fund			
Contribution from Developer (Loan Repayment)	\$ 4,900	\$ -	\$ 4,900
Interest	\$ 240	\$ 320	\$ 320
Sustainable Foster City Fund Subtotal	\$ 5,140	\$ 320	\$ 5,220
Sustainable Foster City Fund			
Other	\$ -	\$ -	\$ -
Interest	\$ 730	\$ 1,500	\$ 1,500
Sustainable Foster City Fund Subtotal	\$ 730	\$ 1,500	\$ 1,500
BAERS Fund			
Other	\$ 326,400	\$ 310,000	\$ 290,355
Interest	\$ -	\$ 5,200	\$ 2,500
Sustainable Foster City Fund Subtotal	\$ 326,400	\$ 315,200	\$ 292,855

(continued on next page)

**City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Fiscal Year Ended June 30, 2019**

(Continued from previous page)

	2017-2018		2018-2019
	Approved	Projected	Budget
General Plan Maintenance Fund			
Other	\$ 96,900	\$ 430,700	\$ 164,300
Interest	\$ -	\$ 13,200	\$ 13,200
General Plan Maintenance Fund Subtotal	\$ 96,900	\$ 443,900	\$ 177,500
Construction & Demo Fund			
Other	\$ 49,800	\$ 49,800	\$ 20,200
Interest	\$ -	\$ -	\$ 17,500
Construction & Demo Fund Subtotal	\$ 49,800	\$ 49,800	\$ 37,700
Technology Maintenance Fund			
Other	\$ 53,050	\$ 149,000	\$ 79,100
Interest	\$ -	\$ 2,100	\$ 2,100
Technology Maintenance Fund Subtotal	\$ 53,050	\$ 151,100	\$ 81,200
SB 1186 Fund			
Other	\$ 1,500	\$ 5,200	\$ 1,500
Interest	\$ -	\$ 20	\$ 30
SB 1186 Fund Subtotal	\$ 1,500	\$ 5,220	\$ 1,530
SMIP Fund			
Other	\$ 900	\$ 960	\$ 1,500
Interest	\$ -	\$ 70	\$ 110
SMIP Fund Subtotal	\$ 900	\$ 1,030	\$ 1,610
CRV Grant Fund			
Other	\$ 8,500	\$ 8,500	\$ 8,500
Interest	\$ -	\$ 150	\$ 150
CRV Grant Fund Subtotal	\$ 8,500	\$ 8,650	\$ 8,650
Curbside Recycling			
Other	\$ 22,000	\$ 20,500	\$ 20,500
Interest	\$ -	\$ 1,500	\$ 1,500
Curbside Recycling Subtotal	\$ 22,000	\$ 22,000	\$ 22,000
Green Building Fees			
Other	\$ 900	\$ 7,600	\$ 1,400
Interest	\$ -	\$ 40	\$ 40
Green Building Fees Subtotal	\$ 900	\$ 7,640	\$ 1,440
total special revenue funds	\$ 3,675,020	\$ 5,167,826	\$ 3,639,575

(continued on next page)

**City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Fiscal Year Ended June 30, 2019**

(Continued from previous page)

	2017-2018		2018-2019
	Approved	Projected	Budget
Debt Services Fund			
City			
Bonds Proceeds	\$ -	\$ -	\$ 90,000,000
Debt Services Subtotal	\$ -	\$ -	\$ 90,000,000
total debt services fund	\$ -	\$ -	\$ 90,000,000
Capital Projects Fund			
City			
Intergovernmental	\$ -	\$ 1,495,936	\$ -
Interest	\$ 95,000	\$ 148,000	\$ 95,000
Repayment of Advances for Levee CIP	\$ 6,077,465	\$ -	\$ -
Other	\$ 8,250	\$ -	\$ -
City Capital Projects Subtotal	\$ 6,180,715	\$ 1,643,936	\$ 95,000
Capital Asset Acquisition and Replacement Fund			
Sale of Real Property	\$ -		\$ -
Loans Receivable Payments	\$ 1,111,000	\$ 1,111,000	\$ 1,111,000
Interest	\$ 366,700	\$ 366,700	\$ 570,300
Capital Asset Acquisition and Replacement Subtotal	\$ 1,477,700	\$ 1,477,700	\$ 1,681,300
total capital projects fund	\$ 7,658,415	\$ 3,121,636	\$ 1,776,300

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**City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Fiscal Year Ended June 30, 2019**

(Continued from previous page)

	2017-2018		2018-2019
	Approved	Projected	Budget
Enterprise Funds			
Water Revenue			
User Charges	\$ 12,851,000	\$ 12,851,000	\$ 15,018,000
Connection Fees	\$ 33,140	\$ 33,140	\$ 149,600
Interest	\$ 82,000	\$ 82,000	\$ 79,000
Other Revenues	\$ -	\$ -	\$ -
Sustainability Fund Revenues	\$ 200,000	\$ 200,000	\$ 200,000
	<u>\$ 13,166,140</u>	<u>\$ 13,166,140</u>	<u>\$ 15,446,600</u>
Water Equipment Replacement			
Equipment Rental	\$ 322,593	\$ 322,593	\$ 316,580
	<u>\$ 322,593</u>	<u>\$ 322,593</u>	<u>\$ 316,580</u>
Wastewater Revenue			
User Charges	\$ 9,768,000	\$ 9,768,000	\$ 11,209,000
Connection Fees	\$ 26,250	\$ 26,250	\$ 45,500
Other	\$ 1,000	\$ 1,000	\$ 1,000
Interest	\$ 34,000	\$ 34,000	\$ 93,000
	<u>\$ 9,829,250</u>	<u>\$ 9,829,250</u>	<u>\$ 11,348,500</u>
Wastewater Revenue Bonds			
Proceeds	\$ 18,276,628	\$ -	\$ 36,456,213
	<u>\$ 18,276,628</u>	<u>\$ -</u>	<u>\$ 36,456,213</u>
Wastewater Expansion			
Other	\$ 4,450	\$ 700	\$ 700
	<u>\$ 4,450</u>	<u>\$ 700</u>	<u>\$ 700</u>
Wastewater Equipment Replacement			
Equipment Rental	\$ 350,140	\$ 350,140	\$ 261,950
	<u>\$ 350,140</u>	<u>\$ 350,140</u>	<u>\$ 261,950</u>
total enterprise funds	<u>\$ 41,949,201</u>	<u>\$ 23,668,823</u>	<u>\$ 63,830,543</u>

(continued on next page)

**City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Fiscal Year Ended June 30, 2019**

(Continued from previous page)

	2017-2018		2018-2019
	Approved	Projected	Budget
Internal Service Funds			
Vehicle Replacement			
Vehicle Replacement Charges	\$ 1,742,260	\$ 1,742,260	\$ 1,576,000
Sales of Retired Vehicles	\$ 15,000	\$ 15,000	\$ 23,015
Interest	\$ 40,000	\$ 40,000	\$ 76,500
	<u>\$ 1,797,260</u>	<u>\$ 1,797,260</u>	<u>\$ 1,675,515</u>
Equipment Replacement			
Equipment Rental	\$ 549,934	\$ 549,934	\$ 605,268
Interest	\$ 68,000	\$ 68,000	\$ 97,500
	<u>\$ 617,934</u>	<u>\$ 617,934</u>	<u>\$ 702,768</u>
Self Insurance			
Insurance Charges	\$ 328,200	\$ 328,200	\$ 290,410
Interest	\$ 10,000	\$ 10,000	\$ 14,600
	<u>\$ 338,200</u>	<u>\$ 338,200</u>	<u>\$ 305,010</u>
Information Technology			
User Charges	\$ 1,739,346	\$ 1,739,346	\$ 1,758,857
Interest	\$ 36,000	\$ 36,000	\$ 62,100
	<u>\$ 1,775,346</u>	<u>\$ 1,775,346</u>	<u>\$ 1,820,957</u>
Building Maintenance			
User Charges	\$ 2,291,816	\$ 2,291,816	\$ 2,814,016
Interest	\$ 23,200	\$ 23,200	\$ 62,100
	<u>\$ 2,315,016</u>	<u>\$ 2,315,016</u>	<u>\$ 2,876,116</u>
Longevity Recognition Benefits			
Employer Contributions	\$ -	\$ -	\$ -
Interest	\$ 49,400	\$ 33,800	\$ 33,800
	<u>\$ 49,400</u>	<u>\$ 33,800</u>	<u>\$ 33,800</u>
PEMHCA Benefits Plan			
Employer Contributions	\$ -	\$ -	\$ -
Interest	\$ 114,000	\$ 75,600	\$ 75,600
	<u>\$ 114,000</u>	<u>\$ 75,600</u>	<u>\$ 75,600</u>
Compensated Absences			
Employer Contributions	\$ 266,796	\$ 266,796	\$ 425,200
Interest	\$ 23,000	\$ 23,000	\$ 34,500
	<u>\$ 289,796</u>	<u>\$ 289,796</u>	<u>\$ 459,700</u>
total internal service funds	<u>\$ 7,296,952</u>	<u>\$ 7,242,952</u>	<u>\$ 7,949,466</u>

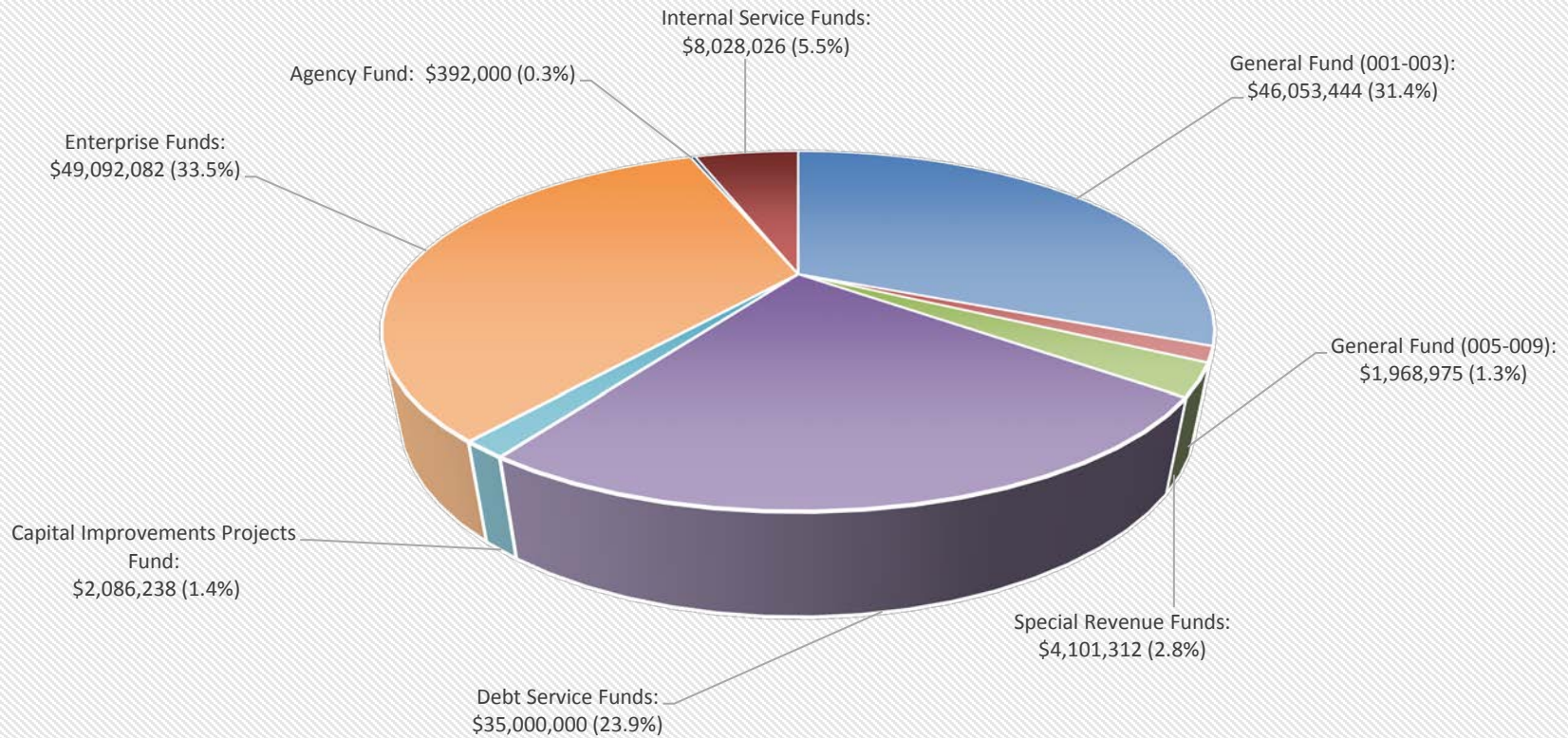
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**City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Fiscal Year Ended June 30, 2019**

(Continued from previous page)

	2017-2018		2018-2019
	Approved	Projected	Budget
Agency Funds			
Successor Agency of Community Development Agency			
Property, Current Secured	\$ 513,000	\$ 513,000	\$ 513,000
Interest	\$ 1,600	\$ 1,600	\$ 3,000
	<u>\$ 514,600</u>	<u>\$ 514,600</u>	<u>\$ 516,000</u>
total agency funds	\$ 514,600	\$ 514,600	\$ 516,000
TOTAL REVENUE ALL FUNDS	\$ 103,682,561	\$ 83,665,533	\$ 213,678,277

**City of Foster City / Estero Municipal Improvement District /
 Appropriations by Fund
 For the Fiscal Year Ended June 30, 2019
 Total Appropriations: \$146,722,077**



- General Fund (001-003) (31.4%)
- Debt Service Funds (23.9%)
- Agency Fund (0.3%)
- General Fund (005-009) (1.3%)
- Capital Improvement Projects Fund (1.4%)
- Internal Service Funds (5.5%)
- Special Revenue Funds (2.8%)
- Enterprise Funds (33.5%)

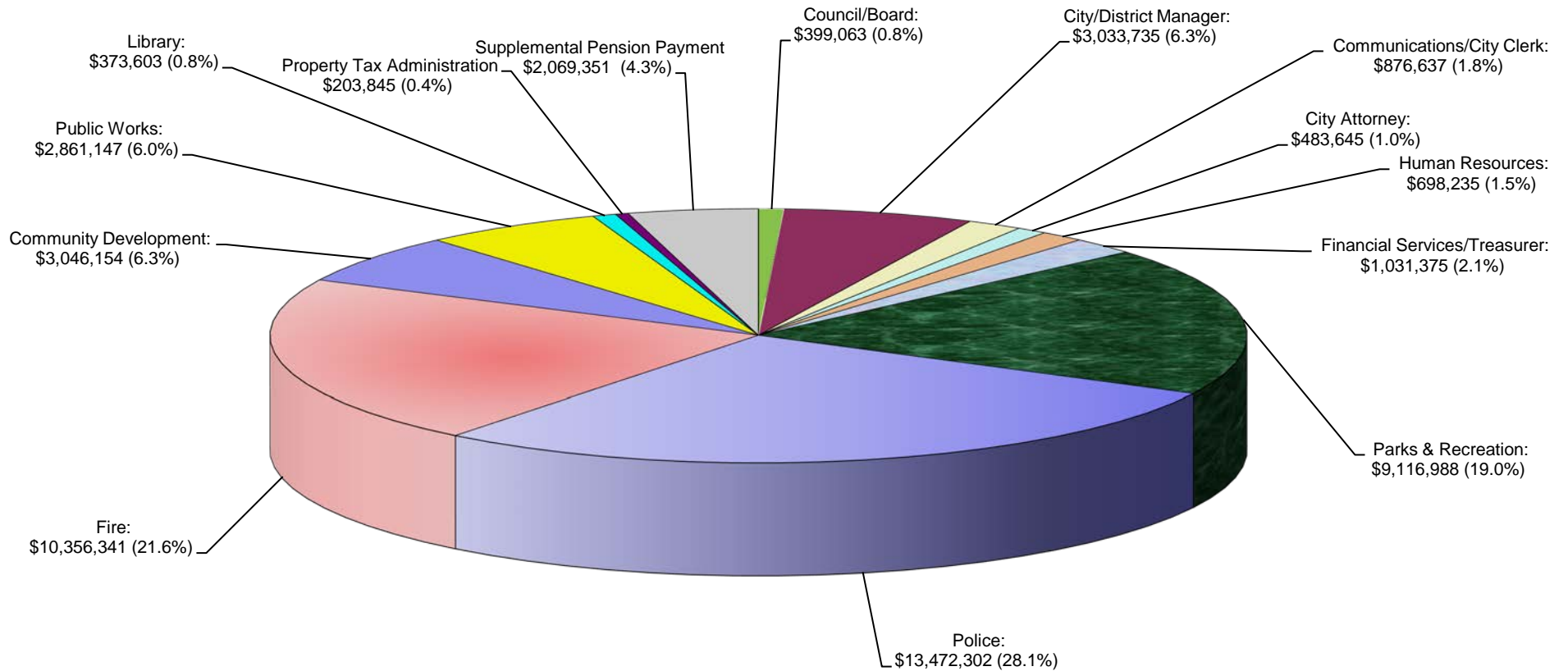
City of Foster City, California / Estero Municipal Improvement District
 Summary of Appropriations by Fund
 Annual Appropriations for the Year Ending June 30, 2019

	2017-2018 APPROVED	2017-2018 REVISED	2018-2019 REQUESTED
GENERAL FUND (001-003)	\$ 41,296,736	\$ 41,296,736	\$ 46,053,444
GENERAL FUND (005-009)	\$ 3,960,600	\$ 3,960,600	\$ 1,968,975
TRAFFIC SAFETY	\$ 85,000	\$ 85,000	\$ 81,000
MEASURE A	\$ 1,167,600	\$ 1,167,600	\$ 680,982
GAS TAX (2105-2107)	\$ 875,400	\$ 875,400	\$ 1,343,530
PARK IN-LIEU FEES	\$ -	\$ -	\$ -
MEASURE M	\$ 106,000	\$ 106,000	\$ 111,400
SLESF/COPS GRANT	\$ 100,000	\$ 100,000	\$ 100,000
CALOPPS.ORG	\$ 274,855	\$ 274,855	\$ 359,562
FOSTER CITY FOUNDATION	\$ -	\$ -	\$ 145,000
SB1 ROAD MAINTENANCE AND REHABILITATION	\$ -	\$ -	\$ 562,700
LMIHF HOUSING SUCCESSOR	\$ 143,200	\$ 143,200	\$ 153,200
CITY AFFORDABLE HOUSING FUND	\$ -	\$ -	\$ -
SUSTAINABLE FOSTER CITY FUND	\$ 103,100	\$ 103,100	\$ 93,700
BAERS	\$ 289,849	\$ 289,849	\$ 289,420
GENERAL PLAN MAINTENANCE FUND	\$ 41,300	\$ 41,300	\$ 41,300
CONSTRUCTION & DEMOLITION RECYCLING FUND	\$ 18,700	\$ 18,700	\$ 22,200
TECHNOLOGY MAINTENANCE FUND	\$ 67,850	\$ 67,850	\$ 76,818
SB 1186 FUND	\$ 1,300	\$ 1,300	\$ 1,300
SMIP FEE FUND	\$ 500	\$ 500	\$ 500
CRV GRANT FUND	\$ 13,000	\$ 13,000	\$ 13,200
CURBSIDE RECYCLING FEE FUND	\$ 25,000	\$ 25,000	\$ 25,000
GREEN BUILDING FEE FUND	\$ 500	\$ 500	\$ 500
DEBT SERVICE FUND	\$ -	\$ -	\$ 35,000,000
CAPITAL IMPROVEMENT PROJECTS FUND	\$ 4,193,415	\$ 4,193,415	\$ 2,086,238
WATER	\$ 13,702,552	\$ 13,702,552	\$ 16,693,975
WASTEWATER	\$ 21,913,402	\$ 21,913,402	\$ 32,398,107
VEHICLE REPLACEMENT	\$ 2,284,973	\$ 2,284,973	\$ 1,494,611
EQUIPMENT REPLACEMENT	\$ 1,222,627	\$ 1,222,627	\$ 650,950
SELF-INSURANCE	\$ 535,743	\$ 535,743	\$ 518,217
INFORMATION TECHNOLOGY	\$ 1,706,526	\$ 1,706,526	\$ 1,688,785
BUILDING MAINTENANCE	\$ 2,415,674	\$ 2,415,674	\$ 2,839,081
LONGEVITY RECOGNITION BENEFITS	\$ 202,500	\$ 202,500	\$ 233,220
PEMHCA BENEFITS PLAN	\$ 171,500	\$ 171,500	\$ 179,500
COMPENSATED ABSENCES	\$ 266,796	\$ 266,796	\$ 423,662
SUCCESSOR AGENCY (SA) OF CDA	\$ 513,000	\$ 513,000	\$ 392,000
TOTAL FOR CITY / EMID	\$ 97,699,198	\$ 97,699,198	\$ 146,722,077

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, 2019

	2017-2018 APPROVED		2017-2018 REVISED		2018-2019 REQUESTED
EMPLOYEE SERVICES	\$ 38,946,227	\$	38,946,227	\$	40,989,596
SERVICES AND SUPPLIES	\$ 28,075,321	\$	28,075,321	\$	31,445,056
CAPITAL OUTLAY	\$ 3,123,821	\$	3,123,821	\$	2,253,441
INTERNAL SERVICES	\$ 7,697,956	\$	7,697,956	\$	8,293,061
SUPPLEMENTAL PENSION PAYMENT	\$ -	\$	-	\$	2,069,351
REALLOCATIONS	\$ -	\$	-	\$	-
TOTAL OPERATING EXPENDITURES	\$ 77,843,325	\$	77,843,325	\$	85,050,505
CAPITAL EXPENDITURES	\$ 19,855,873	\$	19,855,873	\$	61,671,572
TOTAL CITY / EMID / SA EXPENDITURES	\$ 97,699,198	\$	97,699,198	\$	146,722,077

**City of Foster City
 General Fund Operating Expenditures by Department (001-009)
 For the Fiscal Year Ended June 30, 2019
 Total General Fund Operating Expenditures: \$48,022,419**



■ Council/Board (0.8%)	■ City/District Manager (6.3%)	■ Communications/City Clerk (1.8%)	■ City Attorney (1.0%)
■ Human Resources (1.5%)	■ Financial Services/Treasurer (2.1%)	■ Parks & Recreation (19.0%)	■ Police (28.1%)
■ Fire (21.6%)	■ Community Development (6.3%)	■ Public Works (6.0%)	■ Library Services (0.8%)
■ Property Tax Administration (0.4%)	■ Supplemental Pension Payment (4.3%)		

City of Foster City, California / Estero Municipal Improvement District
 Summary of General Fund Appropriations by Department (001-003)
 Annual Operating Budget Appropriations For the Fiscal Year Ended June 30, 2019

	2017-2018 APPROVED	2017-2018 REVISED	2018-2019 REQUESTED
COUNCIL/BOARD	\$ 388,423	\$ 388,423	\$ 399,063
CITY/DISTRICT MANAGER	\$ 1,087,262	\$ 1,087,262	\$ 1,137,535
COMMUNICATIONS/CITY CLERK	\$ 820,718	\$ 820,718	\$ 876,637
CITY ATTORNEY	\$ 394,905	\$ 394,905	\$ 483,643
HUMAN RESOURCES	\$ 689,234	\$ 689,234	\$ 698,235
FINANCIAL SERVICES/TREASURER	\$ 994,180	\$ 994,180	\$ 1,031,375
PARKS & RECREATION	\$ 8,408,947	\$ 8,408,947	\$ 9,116,988
POLICE	\$ 13,001,540	\$ 13,001,540	\$ 13,449,527
FIRE	\$ 9,849,345	\$ 9,849,345	\$ 10,356,341
COMMUNITY DEVELOPMENT	\$ 2,824,585	\$ 2,824,585	\$ 3,046,154
PUBLIC WORKS	\$ 2,318,221	\$ 2,318,221	\$ 2,811,147
LIBRARY SERVICES	\$ 315,531	\$ 315,531	\$ 373,603
PROPERTY TAX ADMINISTRATION	\$ 203,845	\$ 203,845	\$ 203,845
SUPPLEMENTAL PENSION PAYMENT	\$ -	\$ -	\$ 2,069,351
TOTAL GENERAL FUND APPROPRIATIONS	\$ 41,296,736	\$ 41,296,736	\$ 46,053,444

City of Foster City, California / Estero Municipal Improvement District
 Summary of General Fund Appropriations by Department (005-009)
 Annual Operating Budget Appropriations For the Fiscal Year Ended June 30, 2019

	2017-2018 APPROVED	2017-2018 REVISED	2018-2019 REQUESTED
COUNCIL/BOARD	\$ -	\$ -	\$ -
CITY/DISTRICT MANAGER	\$ 3,910,000	\$ 3,910,000	\$ 1,896,200
COMMUNICATIONS/CITY CLERK	\$ -	\$ -	\$ -
CITY ATTORNEY	\$ -	\$ -	\$ -
HUMAN RESOURCES	\$ -	\$ -	\$ -
FINANCIAL SERVICES/TREASURER	\$ -	\$ -	\$ -
PARKS & RECREATION	\$ -	\$ -	\$ -
POLICE	\$ 600	\$ 600	\$ 22,775
FIRE	\$ -	\$ -	\$ -
COMMUNITY DEVELOPMENT	\$ -	\$ -	\$ -
PUBLIC WORKS	\$ 50,000	\$ 50,000	\$ 50,000
LIBRARY SERVICES	\$ -	\$ -	\$ -
PROPERTY TAX ADMINISTRATION	\$ -	\$ -	\$ -
TOTAL GENERAL FUND APPROPRIATIONS	\$ 3,960,600	\$ 3,960,600	\$ 1,968,975

City of Foster City, California / Estero Municipal Improvement District
GENERAL FUND (001-003)
 Summary of Operating Expenditures by Type
 Annual Operating Budget Appropriations For the Fiscal Year Ended June 30, 2019

	2017-2018 APPROVED	2017-2018 REVISED	2018-2019 REQUESTED
EMPLOYEE SERVICES	\$ 32,364,173	\$ 32,364,173	\$ 33,899,239
SERVICES AND SUPPLIES	\$ 6,832,753	\$ 6,832,753	\$ 6,924,980
CAPITAL OUTLAY	\$ -	\$ -	\$ -
INTERNAL SERVICES	\$ 5,548,063	\$ 5,548,063	\$ 6,219,293
SUPPLEMENTAL PENSION PAYMENT	\$ -	\$ -	\$ 2,069,351
REALLOCATIONS	\$ (3,448,253)	\$ (3,448,253)	\$ (3,059,419)
TOTAL OPERATING EXPENDITURES	\$ 41,296,736	\$ 41,296,736	\$ 46,053,444

City of Foster City, California / Estero Municipal Improvement District
GENERAL FUND (005-009)
 Summary of Operating Expenditures by Type
 Annual Operating Budget Appropriations For the Fiscal Year Ended June 30, 2019

	2017-2018 APPROVED	2017-2018 REVISED	2018-2019 REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	\$ 3,960,600	\$ 3,960,600	\$ 1,968,975
CAPITAL OUTLAY	\$ -	\$ -	\$ -
INTERNAL SERVICES	\$ -	\$ -	\$ -
REALLOCATIONS	\$ -	\$ -	\$ -
TOTAL OPERATING EXPENDITURES	\$ 3,960,600	\$ 3,960,600	\$ 1,968,975

City of Foster City / Estero Municipal Improvement District
Personnel Summary - Full-Time Employees
For the Fiscal Years Ended June 30, 2017 to 2019

Department	Prior Years		Budget
	2016-2017	2017-2018	2018-2019
City / District Manager	8.0	8.0	8.0
Communications/City Clerk	2.0	2.0	3.0
Human Resources	4.0	4.0	4.0
Financial Services/City Treasurer	10.0	10.0	10.0
Parks and Recreation	36.5	36.5	36.5
Police	53.0	54.0	54.0
Fire	34.0	33.0	33.0
Community Development	15.0	14.0	15.0
Public Works	34.5	34.5	34.5
Totals	197.0	196.0	198.0

Personnel Changes FY 2018-2019

Communications/City Clerk: Add One (1) Communications Coordinator/Manager

Community Development: Add One (1) Building Inspector

**TABLE C
CAPITAL IMPROVEMENT PROJECT (CIP) PLAN (FISCAL YEAR 2018-2019)**

PROJECT NAME	Funding Source*	Total Project Cost	Prior Years' Funding	FY 2018-2019 Funding	CIP City (Fund 301)	Building Maintenance Internal Service Fund (Fund 505)	Grant	Measure A (Fund 102)	Gas Tax 2103 (Fund 103)	Measure M (Fund 105)	SB1 Road Maint and Rehab (Fund 119)	Levee GO Bonds (Fund 230)	Water Capital Investment (Fund 405)	Wastewater Revenue Bonds (Fund 454)
WATER PROJECTS														
(CIP 660) REMOVE AND RECOAT WATER TANKS 1, 2 AND 3 (2016-2017)	CW	\$ 2,550,000	\$ 50,000	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ -
TOTAL WATER PROJECTS	1	\$ 2,550,000	\$ 50,000	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ -
WASTEWATER PROJECTS														
(CIP 652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)	WWRB	\$ 37,941,613	\$ 29,260,628	\$ 8,680,985	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,680,985
TOTAL WASTEWATER PROJECTS	1	\$ 37,941,613	\$ 29,260,628	\$ 8,680,985	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,680,985
STREETS/TRAFFIC PROJECTS														
(NEW CIP) STREET REHABILITATION - OBAG2 (2018-2019)	OG/MA/GT/MM/SB1	\$ 1,917,000	\$ -	\$ 1,917,000	\$ -	\$ -	\$ 441,000	\$ 640,600	\$ 161,300	\$ 111,400	\$ 562,700	\$ -	\$ -	\$ -
(NEW CIP) ENHANCED PEDSTRIAN SAFETY CROSSWALK SYSTEM (2018-2019)	MA/GT	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 40,382	\$ 209,618	\$ -	\$ -	\$ -	\$ -	\$ -
(NEW CIP) NEW TRAFFIC SIGNALS AT VARIOUS LOCATIONS (2018-2019)	CC/GT	\$ 1,000,000	\$ -	\$ 1,000,000	\$ 598,388	\$ -	\$ -	\$ -	\$ 401,612	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL STREETS/TRAFFIC PROJECTS	1	\$ 3,167,000	\$ -	\$ 3,167,000	\$ 598,388	\$ -	\$ 441,000	\$ 680,982	\$ 772,530	\$ 111,400	\$ 562,700	\$ -	\$ -	\$ -
STORMWATER/LAGOON PROJECTS														
NONE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL STORMWATER/LAGOON PROJECTS	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LEVEE PROJECTS														
(CIP 657) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT (2015-2016)	LGOB	\$ 37,867,795	\$ 6,077,465	\$ 31,790,330	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,790,330	\$ -	\$ -
TOTAL LEVEE PROJECTS	1	\$ 37,867,795	\$ 6,077,465	\$ 31,790,330	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,790,330	\$ -	\$ -
PARKS PROJECTS														
(NEW CIP) PARK SYSTEM MASTER PLAN STUDY (2018-2019)	CC	\$ 257,500	\$ -	\$ 257,500	\$ 257,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(NEW CIP) FITNESS COURT AT SHOREBIRD PARK (2018-2019)	CC/PG	\$ 187,500	\$ -	\$ 187,500	\$ 177,500	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PARKS PROJECTS	2	\$ 445,000	\$ -	\$ 445,000	\$ 435,000	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BUILDING PROJECTS														
(NEW CIP) POLICE STATION EXTERIOR PAINT (2018-2019)	CC	\$ 60,000	\$ -	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(NEW CIP) CORPORATION YARD PUMPHOUSE ROOF REPLACEMENT (2021-2022)	BMF/CC	\$ 380,000	\$ -	\$ 380,000	\$ 291,850	\$ 88,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(NEW CIP) CIVIC CENTER REAR SECURITY GATE INSTALLATION (2018-2019)	CC	\$ 250,000	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL BUILDING PROJECTS	3	\$ 690,000	\$ -	\$ 690,000	\$ 601,850	\$ 88,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	9	\$ 82,661,408	\$ 35,388,093	\$ 47,273,315	\$ 1,635,238	\$ 88,150	\$ 451,000	\$ 680,982	\$ 772,530	\$ 111,400	\$ 562,700	\$ 31,790,330	\$ 2,500,000	\$ 8,680,985

*BMF=Building Maintenance Fund; CC=CIP City; CW=CIP Water; CWW=CIP Wastewater; DD = Developer Deposits; GT=Gas Tax (2103); LGOB=Levee GO Bonds; MA=Measure A; MM=Measure M; OG=OBAG 2 Grant; PG=Public Grant; PIL=Park-in-Lieu; SB 1 = Road Maintenance & Rehab; WWRB=Wastewater Revenue Bond

City of Foster City / Estero Municipal Improvement District
Schedule of Fund Balance Transfers
For the Fiscal Year Ended June 30, 2019

			Transfers In							
			001	003	301	405	451	454		455
#	Fund		General Fund - City	General Fund - Special Recreation	Capital Investment - City	Capital Investment - Water	Wastewater Revenue	Wastewater Revenue Bond	Capital Investment - Wastewater	Totals
Transfers Out	1	001 General Fund - City	16,931,722	306,529	3,500,000	-	-	-	-	20,738,251
	2	230 Levee Protection Planning/Improvements	6,077,465	-	-	-	-	-	-	6,077,465
	3	401 Water Revenue	-	-	-	205,000	-	-	-	205,000
	4	451 Wastewater Revenue	-	-	-	-	-	-	3,080,000	3,080,000
	5	454 Wastewater Revenue Bond	-	-	-	-	-	14,862,371	-	14,862,371
	6	456 Wastewater Expansion	-	-	-	-	28,736	-	-	28,736
	Totals			23,009,187	306,529	3,500,000	205,000	28,736	14,862,371	3,080,000

Footnotes:

- 1 Transfers to:
 - 1) Supplemental Pension Payment
 - 2) Liquidation of Loan Receivable for WWTP CIP Project for repayment of Loan Made to WWTP CIP Project
 - 3) Subsidize Special Recreation fund and Sustainable Foster City activities
 - 4) Set aside funds for long-term Capital Improvement Projects
- 2 Transfers to repayment to the City's for advancement from Bond proceeds
- 3 Transfers to set aside funds for Long-Term CIP Projects in the Water Capital Investment Fund
- 4 Transfer to set aside funds for Long-Term CIP Projects in the Wastewater Capital Investment Fund
- 5 Transfer to use of Bond Proceeds to Repay General Fund
- 6 Transfer Wastewater Collection System expansion revenue to Wastewater Revenue fund, which is then incorporated into Long-Term CIP transfer.

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Council / Board



MISSION STATEMENT

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

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

DEPARTMENT PERSONNEL SUMMARY

Position	16-17	17-18	18-19
Council Members	5	5	5
TOTALS	5	5	5

VALUES

- Engagement
 - Engage with community stakeholders to build mutually beneficial, lasting relationships
- Leadership
 - Provide clear vision and strategy to achieve the best future for Foster City through the capable leadership

of people, work practices and community understanding

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

NOTABLE ACCOMPLISHMENTS OR KEY INITIATIVES COMPLETED

- Continued implementing the Economic Development Strategic Plan in an effort to help direct long-term economic development in Foster City

- Launched a New City Website to make it easier for the public to access City services and information
- Continued progress on the Levee Protection Plan and Improvements Project; unanimously approving a measure to be added to the June 2018 ballot
- Developed the Ad Hoc Citizens Education Facilities Committee, comprised of 2017 Mayor Charlie Bronitsky, Councilmember Catherine Mahanpour, City staff, the San Mateo-Foster City School District, and residents; who met to review and discuss plans to redevelop the Charter Square Shopping Center to the new elementary school site
- Established the 92 Corridor Alliance, a localized coalition of the Cities of Foster City & San Mateo, major employers, public agencies non-profits and community leaders to improve connectivity between transportation nodes along Highway 92, between Highway 280 in San Mateo and the Hayward Bart Station
- Hosted the “Community Dialogue Series” to discuss the Evolution of the City, Workforce Housing, Transportation & Mobility and Commercial Retail encouraging the community to join the conversation
- Foster City won a Silver Beacon Award and Platinum Sustainability Best Practices Award from the Institute of Local Government for its Environmental Sustainability Programs; one of only two cities in San Mateo County
- Formed a Joint Powers Authority (JPA) San Mateo Consolidated Fire Department in partnership with Belmont Fire Protection District and the City of San Mateo

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2018-2019

Priority Focus Areas

In an effort to accelerate the City's ability to address some of its challenges, the City Council identified six (6) focus areas for further discussion and action. They include the following:

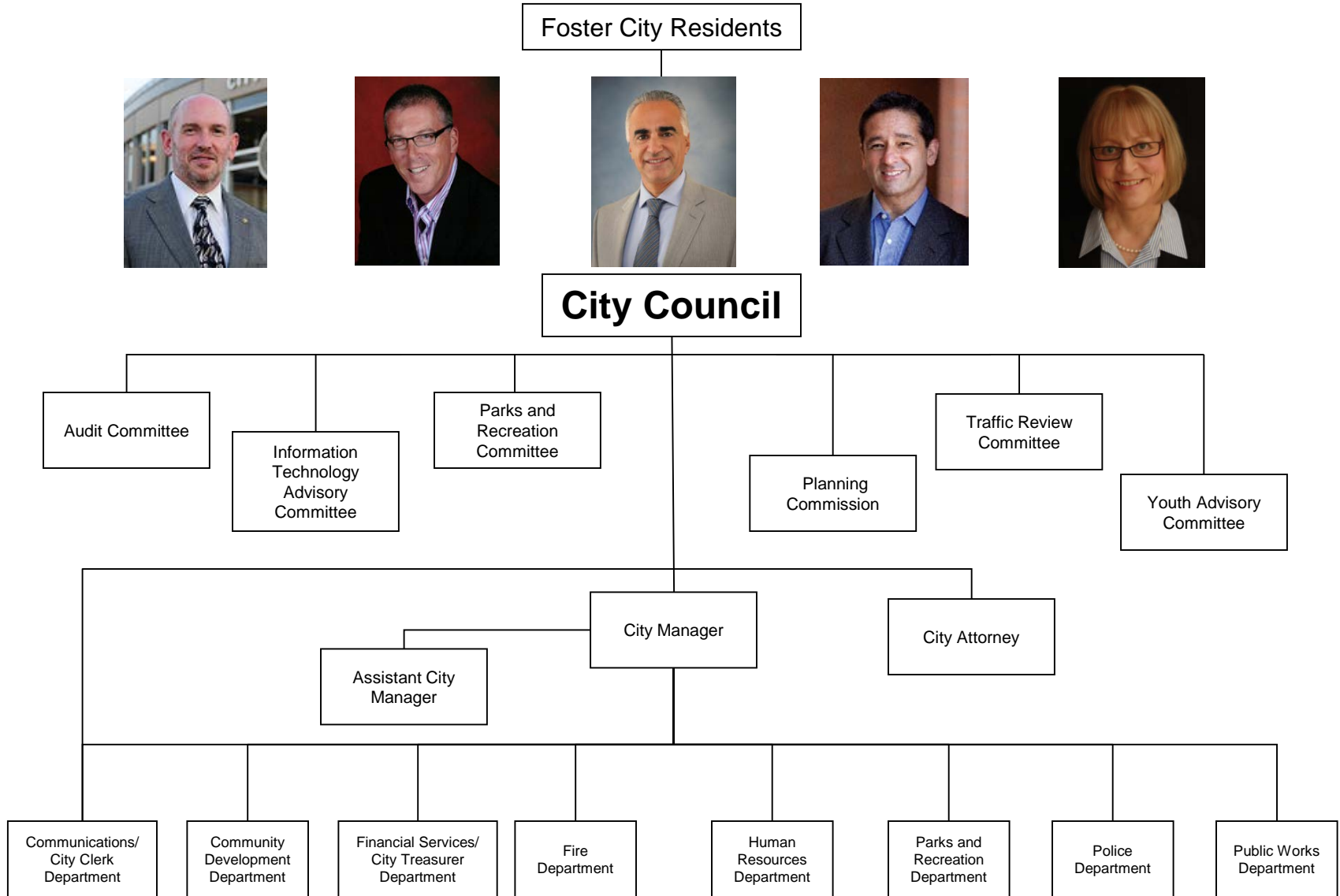
- Land Use
 - Maintain Foster City's commitment to enabling a balance community approach to addressing workforce housing, circulation/mobility, and commercial retail in a manner that is consistent with community values
- Traffic and Transportation
 - Ensure that the City's transportation and circulation system meets the needs of the community and provides the community with alternative ways to move easily around the City
- Infrastructure at 50
 - Maintain the condition of the City's infrastructure to sufficiently address current and future needs
- Sustainable Foster City
 - Develop and implement strategies and activities in the areas of economic development, protecting the environment, and ensuring social equity that promotes the long-term viability of the Foster City community and its way of life

- Quality Schools
 - Support the San Mateo-Foster City School District as it continues to provide great public schools to serve Foster City residents
- Citizen Engagement/Communications
 - Engage the community in the decision-making process and emphasize City-Community partnerships that are collaborative, participatory, empowering, systemic, and transformative.

CHANGES IN FINANCIAL RESOURCES REQUIRED

- Fringe Benefits increased due to plan participation and flexible benefits amounts have increased (\$23,200).
- Equipment Replacement increased due to the FY 2018-2019 Internal Service Fund budget (\$782).
- Building Maintenance Services increased due to the FY 2018-2019 Internal Service Fund budget (\$16,129).
- General Office Supplies decreased to reallocate to Logo Items (-\$500).
- Logo Items increased due to a reallocation from General Office Supplies (\$500).
- Council Reorganization Reception will be catered instead of Internal preparation (\$3,600)
- Airport/Community Roundtable increased due to anticipated increases for FY 2018-2019 (\$1500).
- Association of Bay Area Governments increased due to anticipated increases for FY 2018-2019 (\$765).

Foster City Organization Chart



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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
AUDIT COMMITTEE	\$ 500	\$ 500	\$ 500
COMMUNITY PROMOTION	120,000	120,000	120,300
COUNCIL/BOARD	242,873	242,873	253,213
PARKS & REC COMMITTEE	2,260	2,260	2,260
PLANNING COMMISSION	19,240	19,240	19,240
TECHNOLOGY COMMITTEE	140	140	140
YOUTH ADVISORY COMMITTEE	3,410	3,410	3,410
TOTAL FOR COUNCIL/BOARD	\$ 388,423	\$ 388,423	\$ 399,063

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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 136,100	\$ 136,100	\$ 159,300
SERVICES AND SUPPLIES	309,115	\$ 309,115	307,719
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	445,215	445,215	467,019
INTERNAL SERVICES	84,297	\$ 84,297	101,208
Subtotal (Total Department Expenses before Reallocations)	529,512	529,512	568,227
REALLOCATIONS	(141,089)	\$ (141,089)	(169,164)
TOTAL FOR COUNCIL/BOARD	\$ 388,423	\$ 388,423	\$ 399,063

DETAIL LINE ITEM REPORT

COUNCIL/BOARD - COUNCIL/BOARD

Account: 001-1010-413

GENERAL FUND

<i>Employee Services</i>		Approved 2017-2018	Requested 2018-2019
001-1010-413-4115	COUNCILMEMBER COMPENSATION	\$34,260.00	\$34,260.00
Subtotal		\$34,260.00	\$34,260.00
001-1010-413-4120	FRINGE BENEFITS	\$85,300.00	\$108,500.00
Subtotal		\$85,300.00	\$108,500.00
Employee Services Total		\$119,560.00	\$142,760.00
<i>Internal Services</i>		Approved 2017-2018	Requested 2018-2019
001-1010-413-4556	EQUIPMENT REPLACEMENT	\$0.00	\$782.00
Subtotal		\$0.00	\$782.00
001-1010-413-4569	BUILDING MAINTENANCE	\$24,961.00	\$29,737.00
001-1010-413-4569	BUILDING MAINTENANCE (87% Cncl Chambers)	\$59,336.00	\$70,689.00
Subtotal		\$84,297.00	\$100,426.00
Internal Services Total		\$84,297.00	\$101,208.00
<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
001-1010-413-4240	COUNCIL CHAMBERS DAIS CHAIRS	\$8,000.00	\$0.00
Subtotal		\$8,000.00	\$0.00
001-1010-413-4241	COPY EXPENSE -- COUNCIL/BOARD ADMINISTRATION	\$200.00	\$200.00
Subtotal		\$200.00	\$200.00
001-1010-413-4242	POSTAGE EXPENSE	\$200.00	\$200.00
Subtotal		\$200.00	\$200.00
001-1010-413-4243	BUSINESS CARDS	\$300.00	\$300.00
001-1010-413-4243	COFFEE AND SUPPLIES FOR CITY HALL	\$2,900.00	\$2,900.00

001-1010-413-4243	COUNCIL REORGANIZATION RECEPTION	\$400.00	\$4,000.00
001-1010-413-4243	GENERAL OFFICE SUPPLIES	\$2,680.00	\$2,180.00
001-1010-413-4243	LOGO ITEMS	\$500.00	\$1,000.00
001-1010-413-4243	MEMENTOS FOR DIGNITARIES	\$2,000.00	\$2,000.00
001-1010-413-4243	PLAQUES/NAME TAGS	\$300.00	\$300.00
	Subtotal	\$9,080.00	\$12,680.00
001-1010-413-4251	C/CAG CONGESTION MANAGEMENT PLAN (GAS TAX)	\$17,789.00	\$17,706.00
001-1010-413-4251	C/CAG CONGESTION RELIEF PLAN FEE (GAS TAX)	\$77,008.00	\$76,821.00
001-1010-413-4251	SAN MATEO LEADERSHIP PROGRAM	\$10,000.00	\$10,000.00
	Subtotal	\$104,797.00	\$104,527.00
001-1010-413-4253	AIRPORT/COMMUNITY ROUNDTABLE	\$750.00	\$3,015.00
001-1010-413-4253	ASSOCIATION OF BAY AREA GOVERNMENTS	\$7,035.00	\$7,800.00
001-1010-413-4253	BAY PLANNING COALITION	\$1,100.00	\$1,100.00
001-1010-413-4253	C/CAG ADMINISTRATIVE COSTS	\$11,947.00	\$11,891.00
001-1010-413-4253	LAFCO ASSESSMENT	\$5,150.00	\$5,150.00
001-1010-413-4253	LCC ANNUAL DUES	\$13,246.00	\$13,246.00
001-1010-413-4253	LCC PENINSULA DIVISION DUES	\$100.00	\$100.00
001-1010-413-4253	MISCELLANEOUS	\$200.00	\$200.00
	Subtotal	\$39,528.00	\$42,502.00
001-1010-413-4254	ANNUAL CONFERENCE NATIONAL LEAGUE OF CITIES	\$2,500.00	\$2,500.00
001-1010-413-4254	MISCELLANEOUS BUSINESS MEETINGS	\$12,050.00	\$12,050.00
	Subtotal	\$14,550.00	\$14,550.00
001-1010-413-4255	COUNCIL TRAINING	\$3,750.00	\$3,750.00
	Subtotal	\$3,750.00	\$3,750.00
	Services and Supplies Total	\$180,105.00	\$178,409.00
Reallocation		Approved 2017-2018	Requested 2018-2019
001-1010-413-4463	INDIRECT COST ALLOCATION	(\$46,292.00)	(\$74,637.00)
	Subtotal	(\$46,292.00)	(\$74,637.00)

001-1010-413-4498	REALLOCATION TO GAS TAX FUNDS	(\$94,797.00)	(\$94,527.00)
	Subtotal	(\$94,797.00)	(\$94,527.00)
	Reallocation Total	(\$141,089.00)	(\$169,164.00)
	COUNCIL/BOARD Total	\$242,873.00	\$253,213.00

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

<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
001-1022-413-4243	MISCELLANEOUS SUPPLIES -- AUDIT COMMITTEE	\$500.00	\$500.00
	Subtotal	\$500.00	\$500.00
	Services and Supplies Total	\$500.00	\$500.00
	AUDIT COMMITTEE Total	\$500.00	\$500.00

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

<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
001-1026-413-4243	MISCELLANEOUS SUPPLIES	\$1,160.00	\$1,160.00
	Subtotal	\$1,160.00	\$1,160.00
001-1026-413-4251	CONTRACTUAL SERVICES	\$500.00	\$500.00
	Subtotal	\$500.00	\$500.00
001-1026-413-4254	MEETINGS, TRAINING	\$600.00	\$600.00
	Subtotal	\$600.00	\$600.00
	Services and Supplies Total	\$2,260.00	\$2,260.00

PARKS & REC COMMITTEE Total \$2,260.00 \$2,260.00

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

<i>Employee Services</i>		Approved 2017-2018	Requested 2018-2019
001-1027-413-4115	PLANNING COMMISSIONER FEES	\$16,140.00	\$16,140.00
	Subtotal	\$16,140.00	\$16,140.00
001-1027-413-4120	FRINGE BENEFITS	\$400.00	\$400.00
	Subtotal	\$400.00	\$400.00
	Employee Services Total	\$16,540.00	\$16,540.00
<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
001-1027-413-4254	PLANNING COMMISSIONER INSTITUTE	\$2,700.00	\$2,700.00
	Subtotal	\$2,700.00	\$2,700.00
	Services and Supplies Total	\$2,700.00	\$2,700.00
	PLANNING COMMISSION Total	\$19,240.00	\$19,240.00

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

<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
001-1028-413-4241	COPY EXPENSE -- YOUTH ADVISORY COMMITTEE	\$20.00	\$20.00
	Subtotal	\$20.00	\$20.00
001-1028-413-4242	POSTAGE EXPENSE	\$200.00	\$200.00
	Subtotal	\$200.00	\$200.00

001-1028-413-4243	MISCELLANEOUS SUPPLIES		\$1,250.00	\$1,250.00
		Subtotal	\$1,250.00	\$1,250.00
001-1028-413-4251	CONTRACTUAL SERVICES		\$1,000.00	\$1,000.00
		Subtotal	\$1,000.00	\$1,000.00
001-1028-413-4254	TRAVEL AND TRAINING		\$940.00	\$940.00
		Subtotal	\$940.00	\$940.00
		Services and Supplies Total	\$3,410.00	\$3,410.00
		YOUTH ADVISORY COMMITTEE Total	\$3,410.00	\$3,410.00

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

<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
001-1030-413-4243	COMMUNITY & SPORTS WALL OF FAME NAME PLATES	\$300.00	\$300.00
		Subtotal	\$300.00
001-1030-413-4251	FOURTH OF JULY ADDITIONAL SERVICES	\$25,000.00	\$25,000.00
001-1030-413-4251	FOURTH OF JULY FIREWORKS	\$20,000.00	\$20,000.00
		Subtotal	\$45,000.00
001-1030-413-4260	FOSTER CITY CHAMBER OF COMMERCE	\$25,000.00	\$0.00
001-1030-413-4260	N/P -- CALL PRIMROSE CENTER	\$1,200.00	\$0.00
001-1030-413-4260	N/P -- FOSTER CITY VILLAGE	\$12,000.00	\$0.00
001-1030-413-4260	N/P -- HILLBARN THEATRE	\$7,500.00	\$0.00
001-1030-413-4260	N/P -- INNVISION/SHELTER NETWORK OF SM COUNTY	\$3,000.00	\$0.00
001-1030-413-4260	N/P -- MISSION HOSPICE AND HOME CARE	\$1,000.00	\$0.00
001-1030-413-4260	N/P -- OMBUDSMAN SERVICES OF SAN MATEO COUNTY	\$2,500.00	\$0.00
001-1030-413-4260	N/P -- PARCA	\$2,000.00	\$0.00
001-1030-413-4260	N/P -- PENINSULA CONFLICT RESOLUTION CENTER	\$1,000.00	\$0.00

001-1030-413-4260	N/P -- PENINSULA TELEVISION	\$2,500.00	\$0.00
001-1030-413-4260	N/P -- SAMARITAN HOUSE	\$12,000.00	\$0.00
001-1030-413-4260	N/P -- SAN MATEO COUNTY JOBS FOR YOUTH	\$1,000.00	\$0.00
001-1030-413-4260	N/P -- STARVISTA	\$1,500.00	\$0.00
001-1030-413-4260	N/P -- SUSTAINABLE SAN MATEO COUNTY	\$2,500.00	\$0.00
001-1030-413-4260	Non-Profit funding-placeholder	\$0.00	\$75,000.00
	Subtotal	\$74,700.00	\$75,000.00
	Services and Supplies Total	\$120,000.00	\$120,300.00
	COMMUNITY PROMOTION Total	\$120,000.00	\$120,300.00

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

<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
001-1031-413-4241	COPY EXPENSE -- INFORMATION TECHNOLOGY COMMITTEE	\$20.00	\$20.00
	Subtotal	\$20.00	\$20.00
001-1031-413-4242	POSTAGE EXPENSE	\$20.00	\$20.00
	Subtotal	\$20.00	\$20.00
001-1031-413-4243	GENERAL OFFICE SUPPLIES	\$100.00	\$100.00
	Subtotal	\$100.00	\$100.00
	Services and Supplies Total	\$140.00	\$140.00
	TECHNOLOGY COMMITTEE Total	\$140.00	\$140.00

Council/Board Fund Comparisons - Council/Board (001-1010)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4115	Councilmember Compensation	34,260	34,260	-	1
4120	Benefits	85,300	108,500	23,200	2
4556	Equipment Replacement	-	782	782	3
4569	Building Maintenance	84,297	100,426	16,129	4
4240	Council Chamber Dais Chairs	8,000	-	(8,000)	5
4241	Copies	200	200	-	6
4242	Postage	200	200	-	7
4243	Office Supplies	9,080	12,680	3,600	8
4251	Consulting and Contracting	104,797	104,527	(270)	9
4253	Memberships and Dues	39,528	42,502	2,974	10
4254	Travel, Conferences, and Meetings	14,550	14,550	-	11
4255	Training	3,750	3,750	-	12
4463	Indirect Cost Allocation	(46,292)	(74,637)	(28,345)	13
4498	Reallocation to Gas Tax Funds	(94,797)	(94,527)	270	14
		<u>242,873</u>	<u>253,213</u>	<u>10,340</u>	

Detailed Analysis:

- Note 1 No change
- Note 2 Contractual adjustment to benefits formulas (e.g. CalPERS, medical, etc)
- Note 3 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 4 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 5 One time expenditure in FY 2017-2018
- Note 6 No change
- Note 7 No change
- Note 8 Change Council reorganization reception from internal preparation to catering
- Note 9 Change from C/CAG Assessment
- Note 10 Change in various local/county/state membership dues
- Note 11 No change
- Note 12 No change
- Note 13 Based on annual update of Cost Allocation Plan
- Note 14 Change from C/CAG Assessment

Council/Board Fund Comparisons - Audit Committee (001-1022)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4243	Office Supplies	500	500	-	1
		500	500	-	

Detailed Analysis:

Note 1 No change

Council/Board Fund Comparisons - Parks & Rec. Committee (001-1026)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4242	Postage	-	-	-	1
4243	Office Supplies	1,160	1,160	-	2
4251	Consulting and Contracting	500	500	-	3
4253	Memberships and Dues	-	-	-	4
4254	Travel, Conferences, and Meetings	600	600	-	5
		<u>2,260</u>	<u>2,260</u>	-	

Detailed Analysis:

- Note 1 No change
- Note 2 No change
- Note 3 No change
- Note 4 No change
- Note 5 No change

Council/Board Fund Comparisons - Planning Commission (001-1027)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4115	Employee Services	16,140	16,140	-	1
4120	Benefits	400	400	-	2
4254	Travel, Conferences, and Meetings	2,700	2,700	-	3
		<u>19,240</u>	<u>19,240</u>	-	

Detailed Analysis:

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

Council/Board Fund Comparisons - Youth Advisory Committee (001-1028)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4241	Copies	20	20	-	1
4242	Postage	200	200	-	2
4243	Office Supplies	1,250	1,250	-	3
4251	Consulting and Contracting	1,000	1,000	-	4
4254	Travel, Conferences, and Meetings	940	940	-	5
		<u>3,410</u>	<u>3,410</u>	-	

Detailed Analysis:

- Note 1 No change
- Note 2 No change
- Note 3 No change
- Note 4 No change
- Note 5 No change

Council/Board Fund Comparisons - Community Promotion (001-1030)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4243	Office Supplies	300	300	-	1
4251	Consulting and Contracting	45,000	45,000	-	2
4260	Non-Profit	74,700	75,000	300	3
		<u>120,000</u>	<u>120,300</u>	<u>300</u>	

Detailed Analysis:

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

Council/Board Fund Comparisons - Technology Committee (001-1031)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4241	Copies	20	20	-	1
4242	Postage	20	20	-	2
4243	Office Supplies	100	100	-	3
		<u>140</u>	<u>140</u>	-	

Detailed Analysis:

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

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City Manager

DEPARTMENT DESCRIPTION

The City Manager Department provides administrative and legislative/policy support to the City Council, general oversight of all City operations and specific City-wide oversight in the areas of Budget, Economic Development, Environmental Sustainability, Information Technology, Animal Control, Transportation, and Capital Projects.

DEPARTMENT PERSONNEL SUMMARY

Position	16-17	17-18	18-19
Full-Time Employees			
CITY MANAGER	1.0	1.0	1.0
ASSISTANT CITY MANAGER	1.0	1.0	1.0
MANAGEMENT ASSISTANT TO THE CITY MANAGER	1.0	0.0	0.0
MANAGEMENT ANALYST	1.0	2.0	2.0
IT MANAGER	1.0	1.0	1.0
SR. SYSTEMS ANALYST	1.0	1.0	1.0
TECHNOLOGY ANALYST II	2.0	2.0	2.0
Total Full-Time Employees	8.0	8.0	8.0
Part-Time Employees			
OFFICE ASSISTANT II (P/T)	0.5	0.5	0.5
SUSTAINABILITY INTERN (P/T)	0.0	0.5	0.5
Total Part-Time Employees	0.5	1.0	1.0
TOTAL EMPLOYEES	8.5	9.0	9.0

MISSION STATEMENT

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

STRATEGIC PLAN

❖ Administration

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

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

❖ **Economic Development**

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

❖ **Environmental Sustainability**

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

❖ **Information Technology**

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

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

KEY INITIATIVES COMPLETED IN FY 2017-2018

- Continued to bring initiatives from the Economic Development Strategic Plan to the City Council, including the Commercial Façade Improvement Program, which aims to assist neighborhood shopping center owners in upgrading the appearance and condition of the centers to help foster a positive retail environment and stimulate economic development.
- Conducted over 40 business visitations to grow and enhance outreach efforts.
- Worked with Starship Technologies to allow Autonomous Robots to operate in Foster City.
- The first year of Foster City Access / SeeClickFix, a citizen reporting tool that allows for ease of communication with the City, was a success which in 2017, has had over 611 non-emergency issues successfully resolved.
- Launched Website Refresh Project, with the new Foster City.org website unveiled in March of 2018.

- The City Manager’s Office took the lead in engaging the Community in the first of its kind Community Dialogue Series. The four sessions were highly attended and gave the community a chance to weigh in on and learn about topics ranging from land use, workforce housing, transportation and mobility, and commercial retail.

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2018-2019

The City Manager Department is responsible for managing the overall operation of the City and also takes specific responsibility for legislative advocacy, public information and outreach, response to City Council special requests, Information Technology services, animal control contract management, and transportation system advocacy and management.

In addition to the regular duties, the City Manager Department will also be prioritizing the following strategic initiatives in order to advance the City Council’s policy calendar for FY 2018-2019:

Budget Preparation and Management

- Manage expenses within adopted FY 2018-2019 budget and prepare FY 2019-2020 budget and related five-year financial plan

- Performance Measure: Ensure that expenditures remain within budget on a total budget basis
- Performance Measure: Complete preparation of the FY 2019-2020 budget and related five year financial plan for adoption no later than June 30, 2019

Economic Development and Sustainability

- Support the City Council’s Economic Development Initiatives
 - Performance Measure: Support the work of the Sustainability (formerly the Economic Development) Subcommittee
 - Coordinate Economic Development activities identified by the Economic Development Subcommittee, City Council and Sustainable Foster City Plan.
 - Actively develop and nurture one-on-one relationships with business leaders throughout the Foster City community.
- Support the City Council’s Environmental Sustainability Initiatives
 - Performance Measure: Actively implement items from the FY 2018-2019 to FY 2020-2021 Sustainable Foster City Implementation Work plan.

- Performance Measure: Actively collaborate with Peninsula Clean Energy (PCE) to increase community participation in PCE's ECO 100 – 100% Renewable Energy product.
- With the Communication/City Clerk Department, support the City Council's Community Outreach Initiatives
 - Performance Measure: Ensure that the City's major projects and programs are thoughtfully presented to both general and targeted residents and businesses as appropriate

CHANGES IN FINANCIAL RESOURCES REQUIRED

The City Manager Department has set some ambitious strategic goals and initiatives for FY 2018-2019 in addition to overseeing the daily operations of the City and managing special projects and requests. Overall, the Administration Division budget is proposed to increase \$69,989 (7.4%), after allocations, and the Insurance Division is proposed to decrease by \$19,716 (13.5%) for the following reasons:

Administration Division

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

Humane Society Contract to construct a new County Shelter.

- Increase funding for the Comcast Digital Receiver Boxes for City Facilities.
- Continue funding a Sustainability Intern to support Economic Development and Environmental Sustainability initiatives and the FY 2018-2019 to FY 2020-2021 Sustainable Foster City Implementation Work plan.
- Increases in personnel costs approved by the City Council through the Compensation and Benefits Agreement with the Management Group.

Insurance Division

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

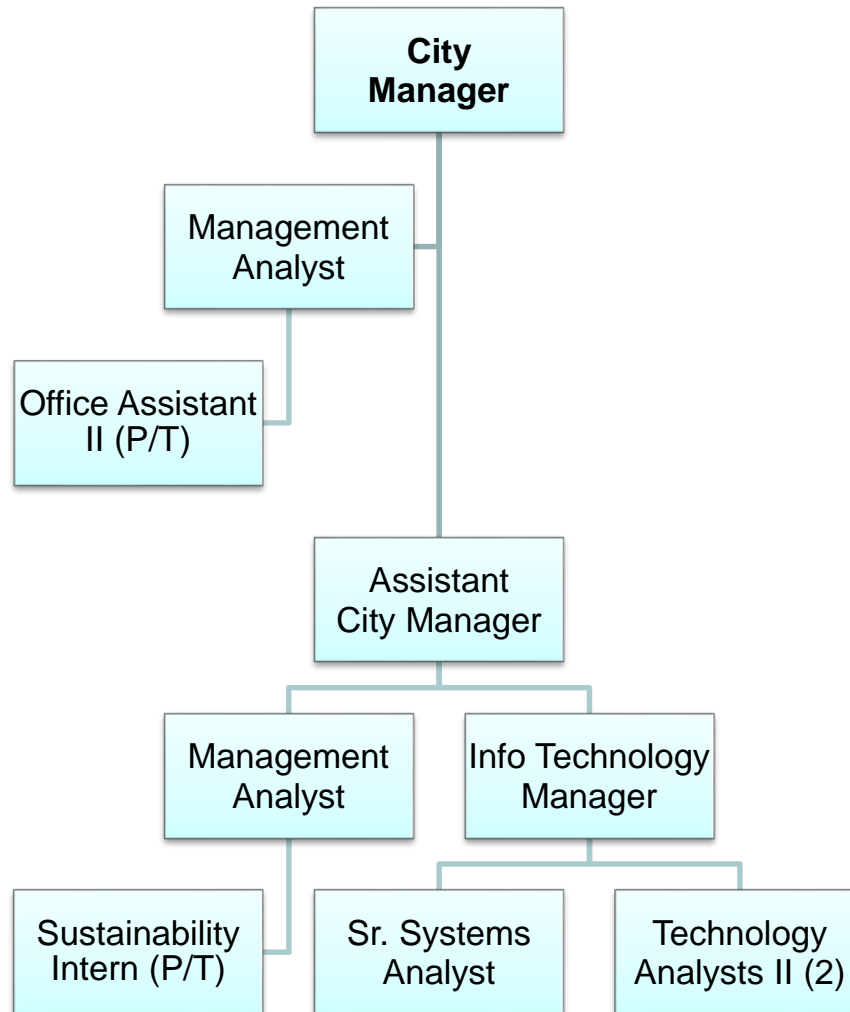
Community Benefit Fund

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

Employee Rental Assistance Program

- The Rental Assistance, which helps to attract and retain City workforce talent, would provide City employees interested in renting a home, apartment or condominium in Foster City up to \$6,000 in assistance with the payment of the first, last and security deposit for the unit. This assistance would be provided in the form of a loan that would be forgiven if the employee continues to work and live in the City for three years.

City Manager's Office



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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	\$ 941,362	\$ 941,362	\$ 1,011,351
INSURANCE & RISK MANAGEMENT	145,900	145,900	126,184
COMMUNITY BENEFITS PROGRAM FUND	1,850,000	1,850,000	1,836,200
EMPLOYEE RENTAL ASSISTANCE PROGRAM	2,060,000	2,060,000	60,000
TOTAL FOR CITY / DISTRICT MANAGER	\$ 4,997,262	\$ 4,997,262	\$ 3,033,735

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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 1,086,680	\$ 1,086,680	\$ 1,142,050
SERVICES AND SUPPLIES	4,084,589	4,084,589	2,065,297
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	5,171,269	5,171,269	3,207,347
INTERNAL SERVICES	279,098	279,098	269,982
Subtotal (Total Department Expenses before Reallocations)	5,450,367	5,450,367	3,477,329
REALLOCATIONS	(453,105)	(453,105)	(443,594)
TOTAL FOR CITY / DISTRICT MANAGER	\$ 4,997,262	\$ 4,997,262	\$ 3,033,735

DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION

Account: 001-0110-413

GENERAL FUND

<i>Employee Services</i>		Approved 2017-2018	Requested 2018-2019
001-0110-413-4110	PERMANENT SALARIES	\$687,800.00	\$711,900.00
Subtotal		\$687,800.00	\$711,900.00
001-0110-413-4111	PART TIME OFFICE ASSISTANT	\$33,800.00	\$35,000.00
001-0110-413-4111	SUSTAINABILITY INTERN	\$29,970.00	\$29,970.00
Subtotal		\$63,770.00	\$64,970.00
001-0110-413-4120	FRINGE BENEFITS	\$331,300.00	\$361,300.00
001-0110-413-4120	PART TIME OFFICE ASSISTANT BENEFITS	\$2,030.00	\$2,100.00
001-0110-413-4120	SUSTAINABILITY INTERN FRING BENEFITS	\$1,780.00	\$1,780.00
Subtotal		\$335,110.00	\$365,180.00
Employee Services Total		\$1,086,680.00	\$1,142,050.00

<i>Internal Services</i>		Approved 2017-2018	Requested 2018-2019
001-0110-413-4520	COMPENSATED ABSENCES	\$9,783.00	\$15,650.00
Subtotal		\$9,783.00	\$15,650.00
001-0110-413-4544	VEHICLE REPLACEMENT	\$19,663.00	\$13,364.00
Subtotal		\$19,663.00	\$13,364.00
001-0110-413-4557	INFORMATION TECHNOLOGY SERVICES	\$52,691.00	\$53,953.00
Subtotal		\$52,691.00	\$53,953.00
001-0110-413-4569	BUILDING MAINTENANCE	\$51,061.00	\$60,831.00
Subtotal		\$51,061.00	\$60,831.00
Internal Services Total		\$133,198.00	\$143,798.00

<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
001-0110-413-4241	COPY EXPENSE	\$3,000.00	\$3,000.00
	Subtotal	\$3,000.00	\$3,000.00
001-0110-413-4242	POSTAGE	\$150.00	\$150.00
	Subtotal	\$150.00	\$150.00
001-0110-413-4243	COMCAST DIGITAL RECEIVER BOXES	\$2,500.00	\$4,000.00
001-0110-413-4243	GENERAL OFFICE SUPPLIES	\$3,500.00	\$3,500.00
	Subtotal	\$6,000.00	\$7,500.00
001-0110-413-4251	ANIMAL CONTROL CONTRACT W/COUNTY	\$127,479.00	\$132,197.00
001-0110-413-4251	CABLE FRANCHISE CONSULTING	\$1,500.00	\$0.00
001-0110-413-4251	CONTRACTUAL, PROF., & SPEC. SVC.	\$1,500.00	\$1,500.00
001-0110-413-4251	HOMELESS OUTREACH TEAM CONTRIBUTION	\$10,660.00	\$0.00
001-0110-413-4251	SAMCAT JPA MEMBERSHIP	\$1,000.00	\$1,000.00
001-0110-413-4251	TRANSPORTATION SYSTEM MGMT PROGRAM	\$150.00	\$1,000.00
	Subtotal	\$142,289.00	\$135,697.00
001-0110-413-4253	CA CITY MGMT FOUNDATION	\$400.00	\$0.00
001-0110-413-4253	ICMA MEMBERSHIP DUES (2)	\$2,800.00	\$2,800.00
001-0110-413-4253	MISCELLANEOUS	\$100.00	\$100.00
001-0110-413-4253	MMANC MEMBERSHIP DUES (2)	\$150.00	\$150.00
001-0110-413-4253	NEWSPAPER SUBSCRIPTIONS (2)	\$800.00	\$800.00
001-0110-413-4253	SAN MATEO CO. CITY MANAGERS' ASSOCIATION	\$250.00	\$250.00
	Subtotal	\$4,500.00	\$4,100.00
001-0110-413-4254	ICMA CONFERENCE (1)	\$2,600.00	\$2,600.00
001-0110-413-4254	LOCC ANNUAL CONFERENCE (1)	\$4,000.00	\$4,000.00
001-0110-413-4254	LOCC CM DEPARTMENT MEETING (1)	\$2,000.00	\$2,000.00
001-0110-413-4254	LOCC MAYORS & COUNCILMEMBERS EXECUTIVE FORUM	\$650.00	\$650.00
001-0110-413-4254	MISCELLANEOUS CONFERENCES & MEETINGS	\$1,500.00	\$1,500.00

001-0110-413-4254	MMANC ANNUAL CONFERENCE (2)	\$2,500.00	\$2,500.00
001-0110-413-4254	NATIONAL LEAGUE OF CITIES	\$2,500.00	\$2,500.00
001-0110-413-4254	NEW MAYORS & COUNCILMEMBERS CONF.	\$1,200.00	\$1,200.00
001-0110-413-4254	PROGRESS SEMINAR	\$1,500.00	\$1,500.00
001-0110-413-4254	SAN MATEO CO. CITY MANAGERS' ASSOCIATION LUNCHEON	\$200.00	\$200.00
	Subtotal	\$18,650.00	\$18,650.00
	Services and Supplies Total	\$174,589.00	\$169,097.00
Reallocation		Approved 2017-2018	Requested 2018-2019
001-0110-413-4463	INDIRECT COST ALLOCATION	(\$453,105.00)	(\$443,594.00)
	Subtotal	(\$453,105.00)	(\$443,594.00)
	Reallocation Total	(\$453,105.00)	(\$443,594.00)
	ADMINISTRATION Total	\$941,362.00	\$1,011,351.00

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

Internal Services		Approved 2017-2018	Requested 2018-2019
001-0170-415-4562	SELF INSURANCE	\$145,900.00	\$126,184.00
	Subtotal	\$145,900.00	\$126,184.00
	Internal Services Total	\$145,900.00	\$126,184.00
	SELF-INSURANCE FUND Total	\$145,900.00	\$126,184.00

CITY/DISTRICT MANAGER - ADMINISTRATION

Account: 005-0110-413

COMMUNITY BENEFITS PROGRAM FUND

<i>Services and Supplies</i>	Approved 2017-2018	Requested 2018-2019
005-0110-413-4251 CARRYOVER COMMUNITY BENEFITS PROGRAM FUND	\$1,850,000.00	\$1,836,200.00
Subtotal	\$1,850,000.00	\$1,836,200.00
Services and Supplies Total	\$1,850,000.00	\$1,836,200.00
ADMINISTRATION Total	\$1,850,000.00	\$1,836,200.00

CITY/DISTRICT MANAGER - ADMINISTRATION

Account: 008-0110-413

EMPLOYEE RENTAL ASSISTANCE PROGRAM

<i>Services and Supplies</i>	Approved 2017-2018	Requested 2018-2019
008-0110-413-4290 EE HOME LOAN PROGRAM	\$2,000,000.00	\$0.00
Subtotal	\$2,000,000.00	\$0.00
008-0110-413-4291 CARRYOVER EE RENTAL ASSISTANCE PROGRAM	\$0.00	\$60,000.00
008-0110-413-4291 EE RENTAL ASSISTANCE PROGRAM	\$60,000.00	\$0.00
Subtotal	\$60,000.00	\$60,000.00
Services and Supplies Total	\$2,060,000.00	\$60,000.00
ADMINISTRATION Total	\$2,060,000.00	\$60,000.00

City Manager Department Budget Comparisons - Administration (001-0110)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Salaries	\$ 687,800	\$ 711,900	\$ 24,100	1
4111	Part-Time Salaries	\$ 63,770	\$ 64,970	\$ 1,200	2
4120	Benefits	\$ 335,110	\$ 365,180	\$ 30,070	3
4520	Compensated Absences	\$ 9,783	\$ 15,650	\$ 5,867	4
4544	Vehicle Maintenance	\$ 19,663	\$ 13,364	\$ (6,299)	5
4557	Information Technology	\$ 52,691	\$ 53,953	\$ 1,262	6
4569	Building Maintenance	\$ 51,061	\$ 60,831	\$ 9,770	7
4247	Copies	\$ 3,000	\$ 3,000	\$ -	8
4242	Postages	\$ 150	\$ 150	\$ -	9
4243	Office Supplies	\$ 6,000	\$ 7,500	\$ 1,500	10
4251	Contractual Supplies	\$ 142,289	\$ 135,697	\$ (6,592)	11
4253	Memberships and Dues	\$ 4,500	\$ 4,100	\$ (400)	12
4254	Travel, Conferences, and Meetings	\$ 18,650	\$ 18,650	\$ -	13
4463	Indirect Cost Allocation	\$ (453,105)	\$ (443,594)	\$ 9,511	14
		<u>\$ 941,362</u>	<u>\$ 1,011,351</u>	<u>\$ 69,989</u>	

Detailed Analysis:

- Note 1 Increase based on contractual adjustment
- Note 2 Increase based on contractual adjustment
- Note 3 Contractual adjustment to benefit formulas (e.g. CalPERS, medical, etc.) benefits
- Note 4 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 5 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 6 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 7 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 8 No change
- Note 9 No change
- Note 10 Increase based on raising prices/fees of Comcast Digital Receiver Boxes
- Note 11 Decrease based on contribution to Homeless Outreach Team (HOT) and Cable Franchise Consulting; additional funds for Transportation System Management Program and a 3% increase to the Animal Control Contract
- Note 12 Decrease based on removing CA City Management Foundation
- Note 13 No change
- Note 14 Based on annual update of Cost Allocation Plan

**City Manager Department Budget Comparisons -
Insurance and Risk Management (001-0170)**

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4562	Self Insurance	145,900	126,184	(19,716)	1
		<u>145,900</u>	<u>126,184</u>	<u>(19,716)</u>	

Detailed Analysis:

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

**City Manager Department Budget Comparisons -
Community Benefits Program Fund (005-0110)**

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4251	Community Benefits Program Fund	1,850,000	1,836,200	(13,800)	1
		<u>1,850,000</u>	<u>1,836,200</u>	<u>(13,800)</u>	

Detailed Analysis:

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

**City Manager Department Budget Comparisons -
Employee Rental Assistance Program Fund (008-0110)**

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4251	EE RENTAL ASSISTANCE PROGRAM	60,000	60,000	-	1
4290	EE HOME LOAN PROGRAM	2,000,000	-	(2,000,000)	2
		<u>2,060,000</u>	<u>60,000</u>	<u>(2,000,000)</u>	

Detailed Analysis:

- Note 1 Carryover \$60,000 for the rental assistance program as part of the FY 2018-2019 budget
- Note 2 One time request for FY 2017-2018

Communications/City Clerk

DEPARTMENT DESCRIPTION

The Communications/City Clerk Department is comprised of two divisions:

The City Clerk Division is responsible for the following functions:

- Legislative administration;
- Managing city records;
- Administering local elections and acting as the Elections Official for the City.

Legislative Administration

Responsible for accurately recording, maintaining and preserving City/District records; Manage Council packet production and distribution, and Council minute preparation; Oversees the City's boards and commissions; and Serves as the filing officer for Statements of Economic Interests filed by public officials and designated employees.

Managing City Records

Responsible for accurately recording, maintaining and preserving City/District records; and Oversees the City's records management program.

Administering Local Elections and Acting as the Elections Official for the City

Administer free and open municipal elections in full accordance with the law; Serving as the filing officer for Campaign Expenditure Statements required for candidates in municipal elections.

The Communications Division is responsible for the following functions:

- External Communication;
- Video Services/FCTV; and
- Social Media

External Communication

Ensure timely and accurate public information of city operations, projects, policies, council action, services and programs through traditional media, social media and the internet.

Video Services/FCTV

Produce original programming to explain issues facing the community, increase awareness of City services and programs, and produce internal organization videos. These videos are used for external and internal communications, oftentimes shared on social media and the City website. All of our public videos are available on the [City's YouTube Channel](#).

Manage Foster City Television (FCTV), Foster City's Government Access Cable Television Channel, providing local information to Foster City since 1986. FCTV can be found on Comcast Channel 27, AT&T Channel 99 and [streaming on YouTube](#).

Social Media

Engage the community using multiple platforms to make it easy to stay connected with the City 24/7. Increase City responsiveness and transparency by using social media and online communication tools to inform the community about City events, programs, services and more. The Division also develops best practices and manages the social media policy for city-wide social media use.

DEPARTMENT PERSONNEL SUMMARY

Position	16-17	17-18	18-19
Full-Time Employees			
COMMUNICATIONS DIRECTOR/ CITY CLERK	1.00	1.00	1.00
RECORDS ANALYST I/II/ DEPUTY CITY CLERK	1.00	1.00	1.00
COMMUNICATIONS COORDINATOR/CC MANAGER	-	-	1.00
Total Full-Time Employees	2.00	2.00	3.00
Part-Time Employees			
COMMUNICATIONS COORDINATOR/CC MANAGER	0.75	0.75	-
OFFICE ASSISTANT I/II	0.46	0.75	0.75
SOCIAL MEDIA/ COMMUNICATIONS ASSISTANT/ SMC SPECIALIST	0.75	0.75	0.75
VIDEOGRAPHER	0.50	0.50	0.50
Total Part-Time Employees	2.46	2.75	2.00
TOTAL EMPLOYEES	4.46	4.75	5.00

MISSION STATEMENT

The Communications/City Clerk Department is committed to build trust and confidence by promoting transparency, engaging the community, providing accessibility to local government and ensuring regulatory compliance.

STRATEGIC PLAN

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

City Clerk Division -

- Records Management – continue the records management program to ensure access to records, adherence to the records retention schedule, and compliance with Generally Accepted Recordkeeping Principles (GARP)
- Transparent Communications – explore the implementation of a Public Records Act tracking system to further enhance adequacy of responses to requests, provide training to committees and staff liaisons to ensure lawful and transparent communication, and continue to be responsive to requests and supportive of the City's communication efforts
- Sustainable Management – Effectively manage staff resources to ensure completion of ongoing and planned projects
- Customer Service – Customer Service – Continue to provide efficient and effective service responsive to the public, and explore providing training opportunities to staff

Communications Division -

The Communications Division, responsible for providing effective communication with community members, staff and council, works to increase the understanding of and support for city programs, policies and projects, and to develop positive relations through impactful outreach.

- Professional Development – Keep knowledge and skills current to ensure delivery of high quality services to the public and the organization; provide professional development support to all City staff in the arena of communications
- Effective Communication – Gather and share information to support and encourage open, participatory government and an informed community.
- Improve Processes – Fine tune existing practices and processes to improve efficiency and effectiveness, and develop new and innovative methods to manage communications

VALUES

- Teamwork – Dedicated to work collaboratively and develop partnerships to reach a common goal; combining individual strengths to enhance the team
- Integrity – Conduct ourselves at all times in a manner that is ethical, legal and professional, with the highest degree of honesty, respect and fairness
- Transparency – Effectively use traditional and new media communication tools to provide open and easy access to information about programs and services; and improve access to public records

through new technology

- Leadership – Inspire and empower others through our actions, efforts and practices
- Service – Committed to providing excellent service both internally and externally

KEY INITIATIVES COMPLETED

Key initiatives and service levels accomplished in FY 2017-2018 included the following:

- Records Management
 - Completed semi-annual “Free the Files” days (July and December)
 - Updated the City’s Records Retention Schedule to comply with legal requirements
 - Completed the Citywide Department Records Management Assessment for GARP compliance
 - Developed Records Management Training Program through Records Coordinator Users Group
 - Implemented Docuphase as the new document management system
- Transparent Communications
 - Maintained on-demand video streaming
 - Completed Council Chambers Equipment Upgrade Project for Cameras, Video Production, Video Routing, Video Playback
 - Continued to provide updated information on the City’s website
 - Maintained a digital display board in the City Council Chambers that displays public notices and informational flyers and graphics

- Assisted with selection of vendor, development and design of new City website
- Customer Service
 - Provided training on agreements workflow and proper use of agreement templates
 - Provided departments training on Public Records Act requests and how to respond via acknowledgement letters
 - Provided training for BoardSync/CivicClerk to new employees on an as-needed basis
 - Coordinated with County to provide Foster City vote center per SB450
- Sustainable Community
 - Achieved complete participation of paperless agenda packets of the City Council
 - Kept abreast of new laws as it relates to SB450 and AB 1661
- Knowledgeable Staff
 - Worked with Peak Democracy to provide solutions and best practice recommendations to staff regarding use of Foster City Forum
 - Updated the media toolkit that addresses every category of projects, programs and events
 - Began offering social media and public engagement training to PECT members
- Public Engagement
 - Continued monthly distribution and management of the Foster City Current, the first Foster City e-Newsletter with approximately 9,000 subscribers
 - Worked with other City departments to develop and release the City's second Annual Report for FY 2016-2017
- Provided outreach support to departments for major projects such as the Levee Improvement Project, the New Website Project and the Community Dialogue Series by creating outreach plans, updating webpages, developing marketing materials, producing videos and providing staff support at events
- Used videos as an outreach element to inform and educate the community about programs, services, and projects – developing videos such as:
 - Foster City | Alternative Transportation – July 2017
 - Foster City: State of the City 2017 – July 2017
 - Foster City | Workforce Housing – August 2017
 - Bike Safety and Safe Routes to School – August 2017
 - Quick Spot: Bike Safety Tips with FCPD Officer Terry and Officer Kelly – August 2017
 - Foster City | Community Dialogue Series Session 2 | Workforce Housing – September 2017
 - Free Shuttles in Foster City – October 2017
 - Foster City | Come Work With Us – October 2017
 - Foster City | Community Dialogue Series Session 3 | Transportation and Mobility – November 2017

- Foster City Holiday Wishes 2017 – December 2017
 - City Manager’s Perspective | Reflections on the Past Year and Looking Forward to 2018 - December 2017
 - Community Dialogue Series | Highlight Reel – March 2018
- Continued to use Nextdoor to provide information and engage with verified residents
- Increased social media presence on Facebook, Twitter and Instagram by keeping the posts engaging and interesting, while continuously researching new tools and methods to reach people online
- Continued to maintain a social media planner to review, track and manage all social media posts on all platforms
- Genuine Dialogue
 - Obtained weekly and monthly analytics to monitor social media accounts, e-newsletter, videos, etc.
 - Utilized Foster City Forum internally and externally to obtain comments, feedback, and opinions on specific topics
- City Clerk - Records Management
 - Continue to implement Citywide records management program
 - Coordinate Shred Events with Free the Files Day – Records Management Program; Continue to host semi-annual free the files day
 - Develop Records Management Training Program through Records Coordinator Users Group
 - Continue to manage off/on-site records inventory and update records retention schedule
 - Continue to image agreements and other vital records
 - Continue conducting Citywide Department Records Management Assessment for GARP compliance
 - Implement new electronic document management system
 - Oversee administration of CivicClerk agenda management system
- City Clerk - Transparent Communications
 - Implement a City-wide Public Records Act program
 - Maintain on-demand video streaming and explore livestreaming options
 - Provide training for Committees and staff liaisons relating to the Brown Act, legal requirements, etc.
 - Continue to conduct free elections and increase voter turnout
 - Develop training materials and offer training to all staff regarding agreement approval and execution
 - Continue to respond to Public Records Act requests in a timely manner
 - Explore Public Records Act Tracking system
 - Support City’s effort in upcoming Open Town Hall meetings

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2018-2019

Key initiatives and service levels planned for FY 2018-2019 include the following:

- City Clerk - Sustainable Management
 - Update ordinances as it relates to Communications/City Clerk Department
 - Keep abreast of new laws as it relates to elections, Brown Act and Public Records Act
 - Manage staff resources due to increase in projects as it relates to Council policy
 - Evaluate necessary staffing levels and resources; and continue to implement the intern/volunteer program
 - Continue to oversee City Council Equipment Replacement Project – Phase II
- City Clerk – Customer Service
 - Continue outreach data collection survey
 - Continue to provide administrative support in City Hall
 - Maintain City Hall Lobby/Information Center
 - Conduct annual contract/insurance training at department staff meetings
 - Research digital signatures
 - Explore providing training opportunities for BoardSync and staff report writing
- Communications - Professional Development
 - Increase training opportunities for all communication platforms, including social media and new emerging communications tools
 - Educate all department staff of new and existing tools (best practices)
 - Continue to update media tool kit and master communications plan as new platforms arise for every category of projects, programs and events
 - Evaluate necessary staffing levels and resources and enhance intern/volunteer program
- Encourage the Public Engagement Communications Team (PECT) to engage and contribute
- Partner with Department Heads to integrate public outreach component in all projects and events
- Continue to evaluate staff resources, compensation and classifications
- Communications - Effective Communication
 - Conduct a communications audit to assess effectiveness of current communication practices and identify areas for improvement
 - Continue to provide accurate information to the public through the Foster City e-newsletter and other platforms
 - Continue to develop outreach materials for various public engagement tools
 - Continue to improve and increase social media presence
 - Support City departments with upcoming community engagement events, outreach and general communications assistance
 - Assist IT with maintaining and making improvements to the City website
 - Improve access to information – “Meet the people where they are”
 - Develop a more robust “contacts list” identifying key stakeholders
 - Use videos to highlight City programs, services, events and provide useful information to the public
 - Collect analytics to measure the success of platforms’ outreach and provide updates to City Council, departments, and staff

- Collect analytics to measure the success of platforms' outreach and provide updates to City Council, departments, and staff
- Create more opportunities and access to City communication tools to enhance public engagement
- Communications – Improve Processes
 - Implement a social media archiving system
 - Implement an updated City-wide communications strategy
 - Create a best practices guide for staff who manage city social media accounts
 - Develop a process for new social media accounts to be established
 - Review the Social Media policy and make updates, as needed
 - Look for new ways to enhance public engagement by improving access to the City and better reach the community by researching new communications tools and social media platforms

CHANGES IN FINANCIAL RESOURCES REQUIRED

City Clerk

- The Municipal Elections budget for FY 2018-2019 budget includes a potential ballot measure and two open City Councilmember seats (\$57,600).
- There is an increase in salaries based on contractual adjustment (\$6,600).
- Benefits increased due to the benefits formula (\$700).

- Information Technology Services increased due to the FY 2018-2019 Internal Service Fund budget (\$3,049).
- Building Maintenance Services increased due to the FY 2018-2019 Internal Service Fund budget (\$6,737).

Communications

- There is an increase in salaries based on contractual adjustment and the Communications Coordinator/Manager was changed from a .75 position to a 1.00 position in November 2017 (\$30,300).
- Benefits increased due to the benefits formula and the Communications Coordinator/Manager was changed from a .75 position to a 1.00 position in November 2017 (\$22,100).
- Equipment Replacement increased due to the FY 2018-2019 Internal Service Fund budget (\$8,267).
- Building Maintenance Services increased due to the FY 2018-2019 Internal Service Fund budget (\$1,634).
- Public Engagement Program decreased due to reallocation to Office Supplies, Video/Photography Equipment, Music Subscription Service and Graphic Design Subscription/Online Services (-\$1,900).

Communications/City Clerk Department



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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	\$ 562,217	\$ 562,217	\$ 557,159
MUNICIPAL ELECTIONS	61,750	61,750	62,450
COMMUNICATIONS	196,751	196,751	257,028
TOTAL FOR COMMUNICATIONS/CITY CLERK	\$ 820,718	\$ 820,718	\$ 876,637

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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 717,500	\$ 717,500	\$ 777,200
SERVICES AND SUPPLIES	170,120	170,120	162,306
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	887,620	887,620	939,506
INTERNAL SERVICES	90,855	90,855	115,017
Subtotal (Total Department Expenses before Reallocations)	978,475	978,475	1,054,523
REALLOCATIONS	(157,757)	(157,757)	(177,886)
TOTAL FOR COMMUNICATIONS/CITY CLERK	\$ 820,718	\$ 820,718	\$ 876,637

DETAIL LINE ITEM REPORT

COMMUNICATIONS/CITY CLERK - ADMINISTRATION

Account: 001-0210-411

GENERAL FUND

<i>Employee Services</i>		Approved 2017-2018	Requested 2018-2019
001-0210-411-4110	PERMANENT SALARIES	\$290,000.00	\$293,300.00
	Subtotal	\$290,000.00	\$293,300.00
001-0210-411-4111	OFFICE ASSIST I/II (FTE .75)	\$42,000.00	\$45,300.00
	Subtotal	\$42,000.00	\$45,300.00
001-0210-411-4120	FRINGE BENEFITS	\$150,800.00	\$152,000.00
001-0210-411-4120	FRINGE-OFC ASSIST I/II (FTE .75)	\$17,000.00	\$16,500.00
	Subtotal	\$167,800.00	\$168,500.00
	Employee Services Total	\$499,800.00	\$507,100.00
<i>Internal Services</i>		Approved 2017-2018	Requested 2018-2019
001-0210-411-4520	COMPENSATED ABSENCES	\$4,200.00	\$6,447.00
	Subtotal	\$4,200.00	\$6,447.00
001-0210-411-4556	EQUIPMENT REPLACEMENT	\$1,084.00	\$1,084.00
	Subtotal	\$1,084.00	\$1,084.00
001-0210-411-4557	INFORMATION TECHNOLOGY SERVICES	\$39,689.00	\$42,738.00
	Subtotal	\$39,689.00	\$42,738.00
001-0210-411-4569	BUILDING MAINTENANCE	\$35,209.00	\$41,946.00
	Subtotal	\$35,209.00	\$41,946.00
	Internal Services Total	\$80,182.00	\$92,215.00
<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
001-0210-411-4241	CLERK ADMIN - COPY EXPENSE/AGENDA PACKETS	\$7,200.00	\$6,700.00
	Subtotal	\$7,200.00	\$6,700.00

001-0210-411-4242	POSTAGE EXPENSE	\$1,000.00	\$1,000.00
	Subtotal	\$1,000.00	\$1,000.00
001-0210-411-4243	GENERAL OFFICE SUPPLIES	\$3,000.00	\$3,500.00
	Subtotal	\$3,000.00	\$3,500.00
001-0210-411-4245	DEPARTMENT LAPTOP	\$1,000.00	\$0.00
	Subtotal	\$1,000.00	\$0.00
001-0210-411-4249	LEGAL ADVERTISING	\$1,000.00	\$1,000.00
	Subtotal	\$1,000.00	\$1,000.00
001-0210-411-4251	CARRYOVER BUDGET - PUBLIC RECORDS ACT MGT SYSTEM	\$0.00	\$13,000.00
001-0210-411-4251	FC/EMID MUNICIPAL CODE BOOKS SUPPLEMENT SERVICE	\$2,400.00	\$2,400.00
001-0210-411-4251	OFF-SITE RECORDS STORAGE/RECORDS MANAGEMENT	\$2,000.00	\$2,000.00
001-0210-411-4251	PUBLIC RECORDS ACT REQUEST MANAGEMENT SYSTEM	\$13,000.00	\$0.00
	Subtotal	\$17,400.00	\$17,400.00
001-0210-411-4253*	CCAC -- CITY CLERKS ASSOCIATION OF CALIFORNIA (2)	\$185.00	\$195.00
001-0210-411-4253	IIMC -- INT'L INSTITUTE OF MUNICIPAL CLERKS (2)	\$315.00	\$331.00
001-0210-411-4253	NATIONAL NOTARY ASSOCIATION DUES & INSURANCE (2)	\$190.00	\$200.00
	Subtotal	\$690.00	\$726.00
001-0210-411-4254	IIMC CONFERENCE/CCAC	\$2,200.00	\$2,200.00
	Subtotal	\$2,200.00	\$2,200.00
001-0210-411-4255	ARMA & OTHER CITY CLERK/USERS GROUP TRAINING	\$500.00	\$500.00
001-0210-411-4255	CLERK TRAINING	\$1,500.00	\$1,500.00
	Subtotal	\$2,000.00	\$2,000.00
	Services and Supplies Total	\$35,490.00	\$34,526.00
Reallocation		Approved 2017-2018	Requested 2018-2019
001-0210-411-4463	INDIRECT COST ALLOCATION	(\$53,255.00)	(\$76,682.00)
	Subtotal	(\$53,255.00)	(\$76,682.00)
	Reallocation Total	(\$53,255.00)	(\$76,682.00)

ADMINISTRATION Total **\$562,217.00** **\$557,159.00**

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

<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
001-0220-414-4241	MUNICIPAL ELECTIONS - COPY EXPENSE	\$150.00	\$150.00
	Subtotal	\$150.00	\$150.00
001-0220-414-4242	POSTAGE EXPENSE	\$250.00	\$250.00
	Subtotal	\$250.00	\$250.00
001-0220-414-4243	GENERAL OFFICE SUPPLIES	\$300.00	\$350.00
	Subtotal	\$300.00	\$350.00
001-0220-414-4249	LEGAL ADVERTISING	\$2,000.00	\$2,600.00
	Subtotal	\$2,000.00	\$2,600.00
001-0220-414-4251	CONTRACTUAL SERVICES - TRANSLATION LEGAL NOTICES	\$550.00	\$600.00
001-0220-414-4251	COUNTY ELECTION SERVICES - 2 COUNCIL & ONE MEASURE	\$57,000.00	\$57,000.00
	Subtotal	\$57,550.00	\$57,600.00
001-0220-414-4254	NEW LAW SEMINAR	\$1,500.00	\$1,500.00
	Subtotal	\$1,500.00	\$1,500.00
	Services and Supplies Total	\$61,750.00	\$62,450.00
	MUNICIPAL ELECTIONS Total	\$61,750.00	\$62,450.00

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

<i>Employee Services</i>		Approved 2017-2018	Requested 2018-2019
001-0230-411-4110	PERMANENT SALARIES-COMM COORD/MGR (FY18-19 FTE 1)	\$0.00	\$101,400.00
	Subtotal	\$0.00	\$101,400.00
001-0230-411-4111	COMMUNICATIONS COORDINATOR (FY17-18 FTE .75)	\$70,200.00	\$0.00

001-0230-411-4111	SOCIAL MEDIA AND COMMUNICATIONS ASSISTANT(30 HOUR)	\$61,800.00	\$60,900.00
001-0230-411-4111	VIDEOGRAPHER (20 HOURS)	\$31,200.00	\$31,200.00
	Subtotal	\$163,200.00	\$92,100.00
001-0230-411-4120	FRINGE BENEFITS-COMM COORD/MGR (FY18-19 FTE 1.0)	\$0.00	\$52,600.00
001-0230-411-4120	FRINGE BENEFITS-COMM COORDINATOR (FY17-18 FTE.75)	\$28,000.00	\$0.00
001-0230-411-4120	FRINGE BENEFITS-SOCIAL MEDIA & COMM ASST(30 HOUR)	\$24,600.00	\$22,100.00
001-0230-411-4120	FRINGE BENEFITS-VIDEOGRAPHER (20 HOURS)	\$1,900.00	\$1,900.00
	Subtotal	\$54,500.00	\$76,600.00
	Employee Services Total	\$217,700.00	\$270,100.00

<i>Internal Services</i>		Approved 2017-2018	Requested 2018-2019
001-0230-411-4520	COMPENSATED ABSENCES	\$0.00	\$2,228.00
	Subtotal	\$0.00	\$2,228.00
001-0230-411-4556	EQUIPMENT REPLACEMENT	\$2,133.00	\$10,400.00
	Subtotal	\$2,133.00	\$10,400.00
001-0230-411-4569	BUILDING MAINTENANCE (13% Cncl Chambers)	\$8,540.00	\$10,174.00
	Subtotal	\$8,540.00	\$10,174.00
	Internal Services Total	\$10,673.00	\$22,802.00

<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
001-0230-411-4241	COMMUNICATIONS ADMIN - COPY EXPENSE	\$1,000.00	\$1,000.00
	Subtotal	\$1,000.00	\$1,000.00
001-0230-411-4242	POSTAGE EXPENSE	\$200.00	\$200.00
	Subtotal	\$200.00	\$200.00
001-0230-411-4243	GENERAL OFFICE SUPPLIES	\$1,000.00	\$1,500.00
001-0230-411-4243	SUPPLIES FOR FCTV CHANNEL 27	\$250.00	\$250.00
	Subtotal	\$1,250.00	\$1,750.00
001-0230-411-4245	COMPUTER	\$800.00	\$0.00
001-0230-411-4245	VIDEO/PHOTOGRAPHY EQUIPMENT	\$0.00	\$1,000.00

		Subtotal	\$800.00	\$1,000.00
001-0230-411-4246	MEETING/BROADCAST EQUIPMENT MAINTENANCE		\$10,000.00	\$10,000.00
		Subtotal	\$10,000.00	\$10,000.00
001-0230-411-4251	BRANDING DESIGN - PHASE II		\$12,000.00	\$0.00
001-0230-411-4251	PUBLIC ENGAGEMENT PROGRAM		\$14,000.00	\$12,350.00
001-0230-411-4251	SOCIAL MEDIA ARCHIVAL SYSTEM		\$0.00	\$3,500.00
001-0230-411-4251	VIDEO TECHNICIAN CONTRACT		\$27,000.00	\$28,500.00
		Subtotal	\$53,000.00	\$44,350.00
001-0230-411-4253	CA ASSOCIATION OF PUBLIC INFO OFFICIALS MEMBERSHIP		\$250.00	\$250.00
001-0230-411-4253	ENGAGING LOCAL GOVERNMENT LEADERS MEMBERSHIP		\$30.00	\$30.00
001-0230-411-4253	FCTV PROGRAM LICENSING		\$400.00	\$400.00
001-0230-411-4253	GOVERNMENT SOCIAL MEDIA ORGANIZATION MEMBERSHIP		\$200.00	\$200.00
001-0230-411-4253	GRAPHIC DESIGN SUBSCRIPTION/ONLINE SERVICES		\$0.00	\$150.00
001-0230-411-4253	MUSIC SUBSCRIPTION SERVICE		\$0.00	\$250.00
001-0230-411-4253	ONLINE VIDEO HOST / WEB SOLUTIONS		\$750.00	\$750.00
		Subtotal	\$1,630.00	\$2,030.00
001-0230-411-4254	CONFERENCE/EXPO		\$2,000.00	\$2,000.00
		Subtotal	\$2,000.00	\$2,000.00
001-0230-411-4255	FCTV-RELATED/SOCIAL MEDIA/COMMUNICATIONS TRAINING		\$3,000.00	\$3,000.00
		Subtotal	\$3,000.00	\$3,000.00
		Services and Supplies Total	\$72,880.00	\$65,330.00
Reallocation			Approved 2017-2018	Requested 2018-2019
001-0230-411-4463	INDIRECT COST ALLOCATION		(\$104,502.00)	(\$101,204.00)
		Subtotal	(\$104,502.00)	(\$101,204.00)
		Reallocation Total	(\$104,502.00)	(\$101,204.00)
		COMMUNICATIONS Total	\$196,751.00	\$257,028.00

Communications/City Clerk Department Fund Comparisons - City Clerk (001-0210)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Salaries	290,000	293,300	3,300	1
4111	Salaries - P/T	42,000	45,300	3,300	2
4120	Benefits	167,800	168,500	700	3
4520	Compensated Absences	4,200	6,447	2,247	4
4556	Equipment Replacement	1,084	1,084	-	5
4557	Information Technology Services	39,689	42,738	3,049	6
4569	Building Maintenance	35,209	41,946	6,737	7
4241	Copies	7,200	6,700	(500)	8
4242	Postage	1,000	1,000	-	9
4243	Office Supplies	3,000	3,500	500	10
4245	Tools and Equipment	1,000	-	(1,000)	11
4249	Legal Advertising	1,000	1,000	-	12
4251	Consulting and Contracting	17,400	17,400	-	13
4253	Memberships and Dues	690	726	36	14
4254	Travel, Conferences, and Meetings	2,200	2,200	-	15
4255	Training	2,000	2,000	-	16
4463	Indirect Cost Allocation	(53,255)	(76,682)	(23,427)	17
		<u>562,217</u>	<u>557,159</u>	<u>(5,058)</u>	

Detailed Analysis:

- Note 1 No personnel changes. Increase based on contractual adjustment
- Note 2 No personnel changes. Increase based on contractual adjustment
- Note 3 Contractual adjustment to benefits formulas (e.g. CalPERS, medical, etc)
- Note 4 Increase in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 5 Increase in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 6 Increase in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 7 Increase in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 8 Reallocate to office supplies
- Note 9 No change
- Note 10 Reallocated from copies
- Note 11 Decrease due to one-time purchase of laptop in FY 2017-2018
- Note 12 No change
- Note 13 No change
- Note 14 Increase in annual memberships and dues
- Note 15 No change
- Note 16 No change
- Note 17 Based on annual update of Cost Allocation Plan

Communications/City Clerk Department Fund Comparisons - Elections (001-0220)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4241	Copies	150	150	-	1
4242	Postage	250	250	-	2
4243	Office Supplies	300	350	50	3
4249	Legal Advertising	2,000	2,600	600	4
4251	Consulting and Contracting	57,550	57,600	50	5
4254	Travel, Conferences, and Meetings	1,500	1,500	-	6
		<u>61,750</u>	<u>62,450</u>	<u>700</u>	

Detailed Analysis:

- Note 1 No change
- Note 2 No change
- Note 3 Increase due to two Council vacancies
- Note 4 Increase due to additional legal noticing required for two Council vacancies
- Note 5 No significant change
- Note 6 No change

Communications/City Clerk Department Fund Comparisons - Communications (001-0230)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Salaries	-	101,400	101,400	1
4111	Salaries - P/T	163,200	92,100	(71,100)	2
4120	Benefits	54,500	76,600	22,100	3
4520	Compensated Absences	-	2,228	2,228	4
4556	Equipment Replacement	2,133	10,400	8,267	5
4569	Building Maintenance	8,540	10,174	1,634	6
4241	Copies	1,000	1,000	-	7
4242	Postage	200	200	-	8
4243	Office Supplies	1,250	1,750	500	9
4245	Tools and Equipment	800	1,000	200	10
4246	Maintenance	10,000	10,000	-	11
4251	Consulting and Contracting	53,000	44,350	(8,650)	12
4253	Memberships and Dues	1,630	2,030	400	13
4254	Travel, Conferences, and Meetings	2,000	2,000	-	14
4255	Training	3,000	3,000	-	15
4463	Indirect Cost Allocation	(104,502)	(101,204)	3,298	16
		<u>196,751</u>	<u>257,028</u>	<u>60,277</u>	

Detailed Analysis:

- Note 1 Increased due to Communications Coordinator/Manager changed from PT 0.75 to FT 1.00 in November 2017; and contractual adjustment
- Note 2 Decreased due to Communications Coordinator/Manager changed from PT 0.75 to FT 1.00 in November 2017; and contractual adjustment
- Note 3 Contractual adjustment to benefits formulas (e.g. CalPERS, medical, etc)
- Note 4 Increase in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 5 Increase in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 6 Increase in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 7 No change
- Note 8 No change
- Note 9 Increase from reallocation of Public Engagement Program - 001-0230-411-4251
- Note 10 Increase from reallocation of Public Engagement Program - 001-0230-411-4251
- Note 11 No change
- Note 12 Decrease due to one time expenses for branding design for FY 2017-2018 and reduction of public engagement program for FY 2018-2019. Overall decrease includes increase due to scheduled contractual increase for Video Technician Contract in FY 2018-2019 and adding of Social Media Archival System.
- Note 13 Increase from reallocation of Public Engagement Program - 001-0230-411-4251
- Note 14 No change
- Note 15 No change
- Note 16 Based on annual update of Cost Allocation Plan

City Attorney

DEPARTMENT DESCRIPTION

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

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

MISSION STATEMENT

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

KEY INITIATIVES FY 2018-2019

During FY 2018-2019, the services of the City Attorney Department will continue to be in high demand. Some major areas requiring attorney involvement include: providing legal advice and support to Council and staff on major development projects, participating as a member of the City team for the levee improvement project and Wastewater Treatment Plant expansion project, providing advice and counsel to staff on a routine basis for ongoing projects and initiatives, state mandated training for employees, code enforcement, and drafting ordinance revisions and supporting documentation.

INITIATIVES AND SERVICE LEVEL EXPECTATIONS FOR FY 2018-2019

The budget estimate takes into account known upcoming projects, cases and the on-going nature of items in the City Attorney's current caseload. However, due to the reactive nature of the City Attorney's work, increases are not always predictable. That is particularly true as the City/EMID move forward with both the levee improvement project and Wastewater Treatment Plant expansion.

CHANGES IN FINANCIAL RESOURCES REQUIRED

The City Attorney's budget has been increase by 2% for the FY 2018-2019 in order to reflect the fact that additional legal support will be required this year on both the levee improvement project and the wastewater treatment plant expansion. Given the unique nature of these projects, it is difficult to predict with accuracy whether or not this increase will provide sufficient funds to staff all of the City's legal work during the FY 2018-2019. The Finance and City Manager's Departments will closely track the City Attorney's billings and present a budget augmentation request if required.

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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	514,070	514,070	521,536
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	514,070	514,070	521,536
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	514,070	514,070	521,536
REALLOCATIONS	(119,165)	(119,165)	(37,893)
TOTAL FOR CITY ATTORNEY	\$ 394,905	\$ 394,905	\$ 483,643

DETAIL LINE ITEM REPORT

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

GENERAL FUND

<i>Services and Supplies</i>	Approved 2017-2018	Requested 2018-2019
001-0310-412-4251 CITY ATTORNEY CONTRACTUAL SERVICES	\$373,320.00	\$380,786.00
001-0310-412-4251* LEGAL SERVICES - MUNICIPAL CODE UPDATE	\$50,000.00	\$50,000.00
001-0310-412-4251 OTHER ATTORNEY SERVICES	\$90,000.00	\$90,000.00
Subtotal	\$513,320.00	\$520,786.00
001-0310-412-4254 LEAGUE OF CALIFORNIA CITIES MEETINGS	\$750.00	\$750.00
Subtotal	\$750.00	\$750.00
Services and Supplies Total	\$514,070.00	\$521,536.00
<i>Reallocation</i>	Approved 2017-2018	Requested 2018-2019
001-0310-412-4463 INDIRECT COST ALLOCATION	(\$119,165.00)	(\$37,893.00)
Subtotal	(\$119,165.00)	(\$37,893.00)
Reallocation Total	(\$119,165.00)	(\$37,893.00)
CITY ATTORNEY Total	\$394,905.00	\$483,643.00

City Attorney Department Budget Comparisons (001-0310)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4251	Contractual Services	513,320	520,786	7,466	1
4254	Meetings	750	750	-	2
4463	Indirect Cost Allocation	(119,165)	(37,893)	81,272	3
		<u>394,905</u>	<u>483,643</u>	<u>88,738</u>	

Detailed Analysis:

- Note 1 2% increase to City Attorney costs
- Note 2 No change
- Note 3 Based on annual update of Cost Allocation Plan

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Human Resources

DEPARTMENT DESCRIPTION

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

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

and working with other Departments on succession planning programs.

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

DEPARTMENT PERSONNEL SUMMARY

Position	16-17	17-18	18-19
Full-Time Employees			
HUMAN RESOURCES DIRECTOR	1.0	1.0	1.0
HUMAN RESOURCES MANAGER	1.0	0.0	0.0
HUMAN RESOURCES TECHNICIAN	1.0	0.0	0.0
HUMAN RESOURCES ANALYST	1.0	3.0	3.0
Total Full-Time Employees	4.0	4.0	4.0
Part-Time Employees			
HUMAN RESOURCES ANALYST	0.9	0.9	0.9
Total Part-Time Employees	0.9	0.9	0.9
TOTAL EMPLOYEES	4.9	4.9	4.9

MISSION STATEMENT

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

KEY INITIATIVES COMPLETED FY 2017-2018

The Human Resources Department continued to provide high quality services to the Departments and staff during FY 2017-2018. Some examples of key services provided include:

CALOPPS

Successful development and launch of the redesigned, Foster City provided - CalOpps.org. The recruitment and applicant tracking site utilized by 200 agencies and over 1 million job seekers features more user friendly applications, added security, all platform accessibility and streamlined management of the recruitment process for agency users.

Training and Development

- Continued implementation of the City's Succession Planning process with one-on-one Departmental conversations, employee surveys and individual development plans. A comprehensive training, mentoring and education program is being developed.
- Continued to actively provide administrative support for employee training offered through the San Mateo County Regional Training and Development Consortium for Public Agencies, Liebert Cassidy Whitmore, CalPERS, VALIC and ABAG
- Provided legally required and essential training to the Management Team to ensure a highly informed and well-rounded team
- Supported the mid-management employee development group – Analyst Cohort that provides education, support and mentorship to 25 “up and coming” employees.

Benefits

- Continued to oversee the Deferred Compensation Committee to ensure the City's fiduciary responsibilities under the Deferred Compensation Plans are met. Distributed the annual VALIC fee disclosure statements to participants and transitioned to new classes of mutual funds with lower.
- Conducted a compliance audit of the 457(b) deferred compensation plan and the 401(a) plan.
- Working with IT, generated and distributed the annual employee benefits letter

- Ensured continued compliance with the Affordable Care Act and partnered with the Finance Department to issue Form 1095-C to all full time employees
- Hosted an employee wellness fair which included medical, dental and vision insurance information as well as general health, wellness and financial information
- Continued to oversee the FISH Committee's planning and organization of the two annual employee events
- Revised the part-time employees compensation and benefits plan to include a group benefit allowance for health insurance
- Successfully completed an IRS audit of the California Voluntary Employee Benefits Trust Plan (VEBA) and added a Retiree Health Savings Account plan.

Labor Relations

- Successfully worked with the San Mateo Consolidated Fire JPA to develop a master MOU for firefighters, line personnel and fire managers.
- Met with the Finance Department to address payroll and language issues to reduce implementation issues with MOU language
- Supported the efforts of the fire merger with new benefit proposals and ongoing application for CalPERS pension for a new fire agency.

Workers' Compensation

- Managed the workers' compensation program and worked to resolve outstanding claims. Worked with

The Cities Group to update the City-wide safety training program and policies.

- Passed the annual safety audit with no major hazards identified.
- Facilitated the respiratory exam and fit testing process for Public Works and Parks Maintenance staff.

Recruitment and Selection

- Successfully conducted 33 recruitments during FY 2018-2019. The City promoted 12 employees to fill vacant positions and welcomed 14 new employees to the workforce.
- Departments hosted six internships for college students.
- Streamlined the pre-employment process and onboarding for new employees.

Classification and Compensation

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

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2018-2019

Key initiatives and service levels planned for FY 2018-2019 include the following:

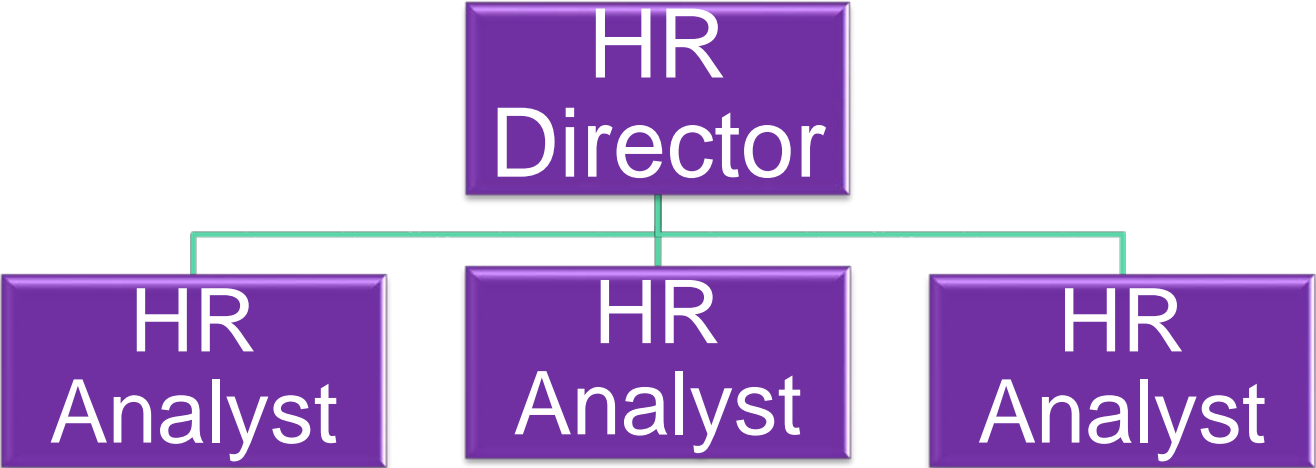
- Lead the City's on-going succession planning process and work with individual departments and employees.
- Continue the successful collaborative and comprehensive training program with the San Mateo County Regional Training and Development Consortium and continue to offer in-house training that supports organizational and employee development.
- Conduct effective on-boarding and separating employee exit interviews
- Revitalize Employee Recognition Programs for staff.
- Continue to review and revise HR policies to ensure compliance with current legal regulations; write new policies as needed.
- Ensure the Safety Committee meets regularly to review claims and maintain accountability for correcting identified hazards.
- Meet quarterly with Department Heads to review their department's open workers' compensation cases and annually to review City's Risk Management report.
- Work with departments to continue to update City job specifications and revise core competencies as needed.
- Implement City-wide coaching model for performance feedback. Lead and support the continued development and implementation of a new performance management system based on the core competencies for each job classification. The resulting performance evaluations will give employees specific feedback directly related to their job performance, address performance issues constructively, and identify training and development objectives for the next year.
- Vacancies are expected to occur throughout the organization due to the number of employees eligible for retirement. Continue a recruitment process that utilizes a robust, behavior-based assessment center system that closely links the knowledge, skills and abilities to the classification based on the core competencies for the position. Recruit and promote the best-qualified candidates.
- Update City job specifications. Review all classifications to ensure that the essential functions of the classification relate to the core competencies and specific duties of the position.
- Manage existing workers' compensation claims with the insurance pool to reduce exposure and work expeditiously to return employees to work.
- Continue to refine options for more cost effective employee benefits and monitor existing benefits for effectiveness.
- Conduct a Fair Labor Standards Act (FLSA) audit to ensure compliance for various work schedules.
- Conduct a compliance audit of the 457(b) deferred compensation plan and the 401(a) plan.

- Participate in ongoing discussions regarding fire merger options.
- Conclude labor negotiations with AFSCME and implement a new Memorandum of Understanding (MOU) and conclude negotiations with the Management Group with a new Compensation and Benefit Plan.

CHANGES IN FINANCIAL RESOURCES REQUIRED

There are no additions to personnel. The Human Resources Department manages two Special Revenue Fund programs that provide Human Resources services to over 200 government agencies through the City developed and managed recruitment website and applicant tracking/processing tool CalOpps.org and the local government compensation and classification database BAERS (Bay Area Employee Relations Service). The revenue generated through these shared services provide funding for 2.125 FTE (fulltime equivalent) of the 4.0 FTE human resources personnel (CalOpps 1.375 FTE and BAERS 0.75 FTE).

Human Resources Department



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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 580,700	\$ 580,700	\$ 617,700
SERVICES AND SUPPLIES	198,000	198,000	198,000
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	778,700	778,700	815,700
INTERNAL SERVICES	74,151	74,151	83,428
Subtotal (Total Department Expenses before Reallocations)	852,851	852,851	899,128
REALLOCATIONS	(163,617)	(163,617)	(200,893)
TOTAL FOR HUMAN RESOURCES	\$ 689,234	\$ 689,234	\$ 698,235

DETAIL LINE ITEM REPORT

HUMAN RESOURCES - ADMINISTRATION Account: 001-1210-415

GENERAL FUND

<i>Employee Services</i>		Approved 2017-2018	Requested 2018-2019
001-1210-415-4110	PERMANENT SALARIES	\$379,900.00	\$400,100.00
Subtotal		\$379,900.00	\$400,100.00
001-1210-415-4120	FRINGE BENEFITS	\$200,800.00	\$217,600.00
Subtotal		\$200,800.00	\$217,600.00
Employee Services Total		\$580,700.00	\$617,700.00
<i>Internal Services</i>		Approved 2017-2018	Requested 2018-2019
001-1210-415-4520	COMPENSATED ABSENCES	\$5,500.00	\$8,795.00
Subtotal		\$5,500.00	\$8,795.00
001-1210-415-4556	EQUIPMENT REPLACEMENT	\$1,700.00	\$1,700.00
Subtotal		\$1,700.00	\$1,700.00
001-1210-415-4557	INFORMATION TECHNOLOGY SERVICES	\$35,715.00	\$35,720.00
Subtotal		\$35,715.00	\$35,720.00
001-1210-415-4569	BUILDING MAINTENANCE	\$31,236.00	\$37,213.00
Subtotal		\$31,236.00	\$37,213.00
Internal Services Total		\$74,151.00	\$83,428.00
<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
001-1210-415-4240	EMPLOYEE EVENTS	\$2,500.00	\$2,500.00
001-1210-415-4240	EMPLOYEE RECOGNITION PROGRAMS	\$250.00	\$250.00
001-1210-415-4240	GYM MAINTENANCE	\$500.00	\$500.00
001-1210-415-4240	SERVICE (PINS) AWARD PROGRAM	\$3,700.00	\$3,700.00
001-1210-415-4240	WELLNESS / HEALTH SCREENINGS	\$2,500.00	\$2,500.00

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

001-1210-415-4255	CITYWIDE TRAINING & STAFF DEVELOPMENT	\$54,000.00	\$54,000.00
001-1210-415-4255	SAFETY TRAINING	\$1,500.00	\$1,500.00
001-1210-415-4255	SUCCESSION PLANNING EMPLOYEE DEVELOPMENT	\$30,000.00	\$30,000.00
	Subtotal	\$85,500.00	\$85,500.00
001-1210-415-4256	Home Loan Program	\$1,000.00	\$1,000.00
	Subtotal	\$1,000.00	\$1,000.00
	Services and Supplies Total	\$198,000.00	\$198,000.00
Reallocation		Approved 2017-2018	Requested 2018-2019
001-1210-415-4463	INDIRECT COST ALLOCATION	(\$163,617.00)	(\$200,893.00)
	Subtotal	(\$163,617.00)	(\$200,893.00)
	Reallocation Total	(\$163,617.00)	(\$200,893.00)
	ADMINISTRATION Total	\$689,234.00	\$698,235.00

HUMAN RESOURCES - Administration Budget Comparisons (001-1210)

Account	Description	Approved FY2017-2018	Requested FY2018-2019	Increase (Decrease)	Notes
4110	Permanent Salaries	379,900	400,100	20,200	1
4120	Fringe Benefits	200,800	217,600	16,800	2
4520	Compensated Absences	5,500	8,795	3,295	3
4556	Equipment Replacement	1,700	1,700	-	4
4557	Information Technology	35,715	35,720	5	5
4569	Building Maintenance	31,236	37,213	5,977	6
4240	Department Special Supplies	9,450	9,450	-	7
4241	Copies	5,000	5,000	-	8
4242	Postage	2,000	2,000	-	9
4243	Office Supplies	1,750	1,750	-	10
4249	Advertising	30,000	30,000	-	11
4251	Consulting and Contracting	59,000	59,000	-	12
4253	Memberships and Dues	1,300	1,300	-	13
4254	Travel, Conferences, and Meetings	3,000	3,000	-	14
4255	Training	85,500	85,500	-	15
4256	Rental Assistance Program legal	1,000	1,000	-	16
4463	Indirect Cost Allocation	(163,617)	(200,893)	(37,276)	17
	Total	689,234	698,235	9,001	

Detailed Analysis:

- Note 1 No personnel changes. Increase based on contractual adjustment
- Note 2 Contractual adjustment to benefit formulas (e.g. CalPERS, medical, etc.)
- Note 3 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 4 No change
- Note 5 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 6 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 7 No change
- Note 8 No change
- Note 9 No change
- Note 10 No change
- Note 11 No change
- Note 12 No change
- Note 13 No change
- Note 14 No change
- Note 15 No change
- Note 16 No change
- Note 17 Based on annual update of Cost Allocation Plan

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Financial Services/City Treasurer

DEPARTMENT DESCRIPTION

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

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

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

DEPARTMENT PERSONNEL SUMMARY

Position	16-17	17-18	18-19
Full-Time Employees			
Finance Director/City Treasurer	1.0	1.0	1.0
Assistant Finance Director	1.0	1.0	1.0
Accounting Manager	1.0	1.0	1.0
Senior Accountant	1.0	1.0	1.0
Accountant I/II	0.0	1.0	1.0
Management Assistant	1.0	0.0	0.0
Payroll Technician	0.0	1.0	1.0
Sr Acct Spec/Acct Spec	4.0	3.0	3.0
Office Assistant II	1.0	1.0	1.0
Total Full-Time Employees	10.0	10.0	10.0
TOTAL EMPLOYEES	10.0	10.0	10.0

MISSION STATEMENT

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

STRATEGIC PLAN

Administration

- Collaborate with all City Departments in the preparation of the annual budget and 5-Year Financial Plan, and evaluation of the 10-Year Capital Improvement Program.
- Assist City Manager's Office in Water and Wastewater rate setting and analysis.
- Coordinate with City Department in annual update of City's Master Fee and Service Charges Schedule.
- Prepare quarterly financial updates for the City Council.
- Monitor the City/District investments to ensure compliance with State Investment Codes and City/District's Investment Policy; issue monthly investment reports to the City Council.
- Manage the City/District's cash flow.
- Upon the voter approval of a General Obligation (GO) Ballot Measure in June, 2018, plan, implement, and administer issuance of GO Bonds for the Levee Protection Planning and Improvements Project (CIP 301-657).
- Coordinate with the City of San Mateo to issue San Mateo-Foster City Public Financing Authority

Wastewater Enterprise Revenue Bonds for the Clean Water Project (aka Wastewater Treatment Plant Master Improvement Project - CIP 455-652).

- Upon direction from the City Council, collaborate with the City Manager's office to place a Transient Occupancy Tax ballot measure in November 2018.
- Collaborate with the Fire Department in the implementation of San Mateo Consolidated Fire JPA.
- Monitor and collect City/District's revenues.
- Prepare Foster City Successor Agency's Recognized Obligation Payment Schedule (ROPS).

General Accounting

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

Utility

- Assist the Public Works Department in monitoring water purchases, sales, and conservation.
- Introduce and promote customer online bill pay to enhance efficiency.

- Assist customers in accessing consumption history online.

Taxes and Licenses

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

KEY INITIATIVES COMPLETED

The Financial Services/City Treasurer Department continued to provide high quality services during FY 2017-2018.

Administration

- Prepared the City/District's annual budget in collaboration with all City Departments.
- Prepared and presented quarterly financial updates for the City Council.
- Provided financial analytical support for City Departments.
- Provided fiscal impact analysis in support of labor negotiations headed up by the Human Resources Department.
- Updated annual cost allocation plan and City's Master Fee and Service Charges Schedule.
- Filed Mandated Cost Recovery (SB90) claims to recover administrative costs incurred to comply with State mandates.
- Collaborated with the City Manager's Office and the Public Works Department to place a General

Obligation Bond Ballot Measure for June 2018 to finance the Levee Protection Planning and Improvements Project (CIP 301-657).

- Collaborated with Communications and IT Departments in citywide website upgrade.
- Presented "Finance 101" workshop to the community.
- Evaluated tax revenue options for a November 2018 ballot measure.
- Evaluated fiscal impact of approved Belmont-Foster City-San Mateo Fire Joint Powers Authority (San Mateo Consolidated Fire JPA).
- Prepared RFP and awarded 3-year (with option to extend additional 2 years) external financial auditor contract.

General Accounting

- Completed the preparation of City/District Comprehensive Annual Financial Report.
- Received Certificate of Achievement for Excellence in Financial Reporting for the City/District's FY 2016-2017 CAFR from the Government Finance Officers Association (GFOA). This was the 25th consecutive year that the City has received this award.
- Prepared and filed all required external and regulatory financial reports with the State Controller's Office.
- Prepared, issued, and filed annual 1099 and W-2 forms.
- Prepared, issued, and filed annual Affordable Care Act forms (Forms 1094-C and 1095-C).

- Implemented GASB 75, *Accounting and Financial Reporting for Post-employment Benefits Other Than Pensions*.

Utility

- Completed and updated rate study of water and wastewater rates for FY 2018-2019 and implemented a conservation-based water rate model for residential and irrigation customers.
- Assisted Public Works in implementing customer consumption portal. The portal allows customer to view daily, weekly and monthly usage.
- Billed irrigation accounts for landscape over-usage.
- Assisted Public Works in the analysis of water purchases and sales

Taxes and Licenses

- Assisted public works in reviewing waste discharge permit listing and incorporated waste discharge permit application as part of the business license process.

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2018-2019

The key initiatives planned for FY 2018-2019 include the following.

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

- Assess irrevocable trust options for the City/District's Longevity and Other Post-Employment Benefits (OPEB) Internal Service Funds.
- Update the annual Cost Allocation Plan.
- Upon direction from the City Council, collaborate with the City Manager's office to place a Transient Occupancy Tax ballot measure in November 2018.
- Coordinate with the City of San Mateo to issue San Mateo-Foster City Public Financing Authority Wastewater Enterprise Revenue Bonds for the Clean Water Project (aka Wastewater Treatment Plant Master Improvement Project - CIP 455-652)
- Collaborate with the Fire Department in the implementation of San Mateo Consolidated Fire JPA.
- Upon the voter approval of a General Obligation (GO) Ballot Measure in June, 2018, plan, implement, and administer issuance of GO Bonds for the Levee Protection Planning and Improvements Project (CIP 301-657).
- Identify and implement pension sustainability strategies to reduce the City Unfunded Accrued Liability and improve the City funded status with CalPERS

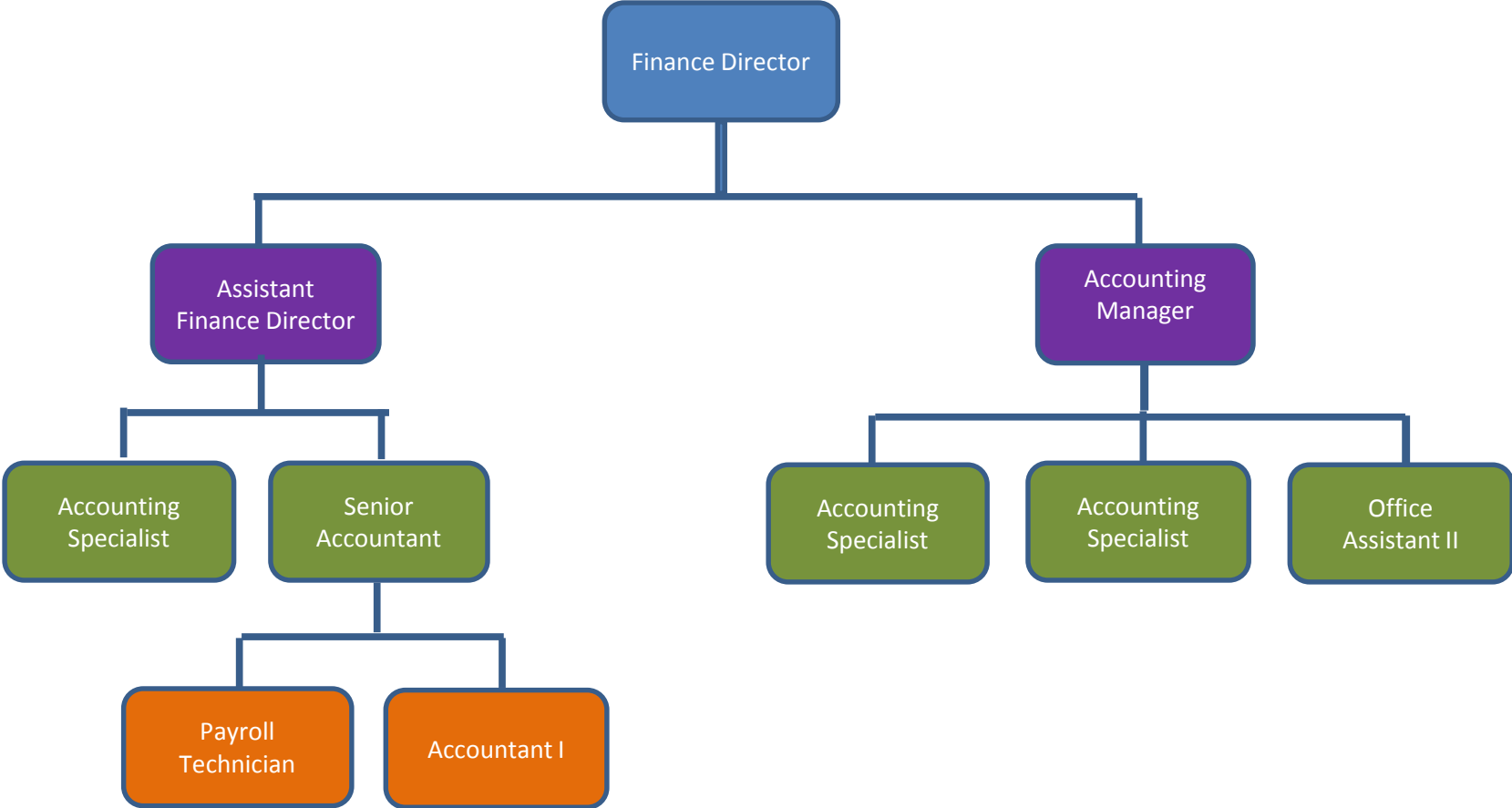
CHANGES IN FINANCIAL RESOURCES REQUIRED

- Employee services (wages and fringe benefits) costs have been adjusted upward based on merit (step) increases, general wage adjustments as

negotiated in labor agreements, and benefit formula changes (e.g. increase in CalPERS employer rate/unfunded accrued liability charges, medical premium changes, etc.). Total FY 2018-2019 employee services expenditures for the Department are \$1,729,100, an increase of \$104,000 from the current fiscal year.

- Internal Services charges are based on assessments from the Compensated Absences, Information Technology, and Building Maintenance Internal Services Funds. The aggregate charges for FY 2018-2019 is \$200,342, an increase of \$15,707 from the current fiscal year.
- Aggregate Service and Supplies expenditures for FY 2018-2019 are budgeted for \$204,035, a reduction of \$126,000 from the current fiscal year due to a reduction of credit cards fees. The City will be using a 3rd party credit card processor who will assess “convenience fees” directly to cardholders in lieu of the City incurring merchant fees.
- Reallocation of expenses to other Departments which results in a reduction in overall Department expenses is decreasing by \$43,488 to \$1,102,102 due to a lower FY 2018-2019 Finance Department expenditure budget.

Financial Services/City Treasurer Department



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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	\$ 329,673	\$ 329,673	\$ 368,078
GENERAL ACCOUNTING	533,302	533,302	579,669
TAXES & LICENSES	131,205	131,205	83,628
UTILITY ACCOUNTING	-	-	-
TOTAL FOR FINANCIAL SERVICES/CITY TREASURER	\$ 994,180	\$ 994,180	\$ 1,031,375

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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 1,625,100	\$ 1,625,100	\$ 1,729,100
SERVICES AND SUPPLIES	330,035	330,035	204,035
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	1,955,135	1,955,135	1,933,135
INTERNAL SERVICES	184,635	184,635	200,342
Subtotal (Total Department Expenses before Reallocations)	2,139,770	2,139,770	2,133,477
REALLOCATIONS	(1,145,590)	(1,145,590)	(1,102,102)
TOTAL FOR FINANCIAL SERVICES/CITY TREASURER	\$ 994,180	\$ 994,180	\$ 1,031,375

DETAIL LINE ITEM REPORT

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

<i>Employee Services</i>	Approved 2017-2018	Requested 2018-2019
001-1110-415-4110 PERMANENT SALARIES	\$287,500.00	\$296,600.00
Subtotal	\$287,500.00	\$296,600.00
001-1110-415-4120 FRINGE BENEFITS	\$150,100.00	\$161,400.00
Subtotal	\$150,100.00	\$161,400.00
Employee Services Total	\$437,600.00	\$458,000.00
<i>Internal Services</i>	Approved 2017-2018	Requested 2018-2019
001-1110-415-4520 COMPENSATED ABSENCES	\$4,167.00	\$6,534.00
Subtotal	\$4,167.00	\$6,534.00
001-1110-415-4557 INFORMATION TECHNOLOGY SERVICES	\$24,536.00	\$24,071.00
Subtotal	\$24,536.00	\$24,071.00
001-1110-415-4569 BUILDING MAINTENANCE	\$9,274.00	\$11,048.00
Subtotal	\$9,274.00	\$11,048.00
Internal Services Total	\$37,977.00	\$41,653.00
<i>Services and Supplies</i>	Approved 2017-2018	Requested 2018-2019
001-1110-415-4241 COPIES FOR CORRESPONDENCE. AGENDAS, ETC.	\$500.00	\$500.00
001-1110-415-4241 PRINTING OF PRELIMINARY AND FINAL BUDGET	\$2,000.00	\$2,000.00
Subtotal	\$2,500.00	\$2,500.00
001-1110-415-4242 POSTAGE FOR LETTERS, PACKAGES, ETC.	\$500.00	\$500.00
Subtotal	\$500.00	\$500.00
001-1110-415-4243 OFFICE SUPPLIES	\$1,500.00	\$1,500.00
Subtotal	\$1,500.00	\$1,500.00

001-1110-415-4249	NEWSPAPER NOTICES	\$300.00	\$300.00
	Subtotal	\$300.00	\$300.00
001-1110-415-4251	AUDIT FEES	\$60,500.00	\$60,500.00
001-1110-415-4251	BUDGET CARRYOVER-MUNICIPAL FINANCIAL ADVISORY SVCS	\$15,000.00	\$13,000.00
001-1110-415-4251	GFOA CAFR AWARD APPLICATION FEE	\$505.00	\$505.00
001-1110-415-4251	MANDATED COST ALLOCATION SB90 CLAIMS	\$3,000.00	\$5,000.00
001-1110-415-4251	PRINTING OF CAFR REPORT	\$1,500.00	\$1,500.00
001-1110-415-4251	TEMPORARY HELP	\$1,995.00	\$1,995.00
	Subtotal	\$82,500.00	\$82,500.00
001-1110-415-4253	ASSOCIATION OF GOV'T ACCOUNTANTS	\$110.00	\$110.00
001-1110-415-4253	CALIFORNIA MUNICIPAL TREASURER ASSN	\$155.00	\$155.00
001-1110-415-4253	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS	\$120.00	\$120.00
001-1110-415-4253	COST ALLOCATION PLAN SUBSCRIPTION	\$5,000.00	\$5,000.00
001-1110-415-4253	FIXED ASSET PORTAL SUBSCRIPTION	\$3,000.00	\$3,000.00
001-1110-415-4253	GASB SUBSCRIPTIONS	\$215.00	\$215.00
001-1110-415-4253	GOVERNMENT FINANCE OFFICERS ASSOCIATION	\$400.00	\$400.00
	Subtotal	\$9,000.00	\$9,000.00
001-1110-415-4254	CA MUNICIPAL TREASURER ASSN ANNUAL CONFERENCE	\$800.00	\$800.00
001-1110-415-4254	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS	\$1,200.00	\$1,200.00
001-1110-415-4254	GFOA ANNUAL CONFERENCE	\$1,800.00	\$1,800.00
001-1110-415-4254	LEAGUE OF CALIFORNIA CITIES	\$1,000.00	\$1,000.00
001-1110-415-4254	MISCELLANEOUS MEETINGS	\$150.00	\$150.00
	Subtotal	\$4,950.00	\$4,950.00
001-1110-415-4255	GFOA TRAINING	\$1,000.00	\$1,000.00
	Subtotal	\$1,000.00	\$1,000.00
	Services and Supplies Total	\$102,250.00	\$102,250.00
Reallocation		Approved 2017-2018	Requested 2018-2019
001-1110-415-4463	INDIRECT COST ALLOCATION	(\$248,154.00)	(\$233,825.00)

Subtotal	(\$248,154.00)	(\$233,825.00)
Reallocation Total	(\$248,154.00)	(\$233,825.00)
ADMINISTRATION Total	\$329,673.00	\$368,078.00

FINANCIAL SERVICES/CITY TREASURER - GENERAL ACCOUNTING 415	Account: 001-1120-	GENERAL FUND
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<i>Employee Services</i>	Approved 2017-2018	Requested 2018-2019
001-1120-415-4110 PERMANENT SALARIES	\$533,100.00	\$567,700.00
Subtotal	\$533,100.00	\$567,700.00
001-1120-415-4120 FRINGE BENEFITS	\$279,000.00	\$309,400.00
Subtotal	\$279,000.00	\$309,400.00
Employee Services Total	\$812,100.00	\$877,100.00

<i>Internal Services</i>	Approved 2017-2018	Requested 2018-2019
001-1120-415-4520 COMPENSATED ABSENCES	\$7,750.00	\$12,526.00
Subtotal	\$7,750.00	\$12,526.00
001-1120-415-4557 INFORMATION TECHNOLOGY SERVICES	\$49,072.00	\$48,141.00
Subtotal	\$49,072.00	\$48,141.00
001-1120-415-4569 BUILDING MAINTENANCE	\$18,547.00	\$22,096.00
Subtotal	\$18,547.00	\$22,096.00
Internal Services Total	\$75,369.00	\$82,763.00

<i>Services and Supplies</i>	Approved 2017-2018	Requested 2018-2019
001-1120-415-4241 COPIES FOR CORRESPONDENCE, COMPUTER REPORTS, ETC.	\$3,000.00	\$3,000.00
Subtotal	\$3,000.00	\$3,000.00

001-1120-415-4242	POSTAGE FOR AP, 1099 & OTHER CORRESPONDENCE MAIL	\$2,650.00	\$2,650.00
	Subtotal	\$2,650.00	\$2,650.00
001-1120-415-4243	ACCOUNTS PAYABLE & PAYROLL WINDOW ENVELOPES	\$650.00	\$650.00
001-1120-415-4243	AP SIGNATURE CARD	\$800.00	\$800.00
001-1120-415-4243	CALCULATORS (2)	\$200.00	\$200.00
001-1120-415-4243	MISC OFFICE SUPPLIES (BINDERS, BOXES, PAPER, ETC.)	\$800.00	\$800.00
001-1120-415-4243	P.O.'S, ACCOUNTS PAYABLE CHECKS & 1099	\$2,250.00	\$2,250.00
001-1120-415-4243	PAYROLL CHECKS & W2	\$1,000.00	\$1,000.00
001-1120-415-4243	PAYROLL WINDOW ENVELOPES	\$300.00	\$300.00
	Subtotal	\$6,000.00	\$6,000.00
001-1120-415-4246	BURSTING MACHINE & TIME CLOCK & LETTER OPENER	\$650.00	\$650.00
001-1120-415-4246	WHEELWRITER	\$150.00	\$150.00
	Subtotal	\$800.00	\$800.00
001-1120-415-4253	ASSOCIATION OF GOV'T ACCOUNTANTS	\$110.00	\$110.00
001-1120-415-4253	MEMBERSHIP FOR CSMFO	\$120.00	\$120.00
	Subtotal	\$230.00	\$230.00
001-1120-415-4254	CSMFO/LEAGUE OF CALIFORNIA CITIES	\$1,200.00	\$1,200.00
001-1120-415-4254	MISCELLANEOUS MEETING	\$180.00	\$180.00
	Subtotal	\$1,380.00	\$1,380.00
001-1120-415-4255	GFOA ANNUAL GAAP UPDATE	\$175.00	\$175.00
001-1120-415-4255	GOVERNMENT TAX SEMINAR	\$1,000.00	\$1,000.00
001-1120-415-4255	TECHNICAL ACCOUNTING / FINANCE TRAINING	\$2,000.00	\$2,000.00
	Subtotal	\$3,175.00	\$3,175.00
	Services and Supplies Total	\$17,235.00	\$17,235.00
Reallocation		Approved 2017-2018	Requested 2018-2019
001-1120-415-4463	INDIRECT COST ALLOCATION	(\$371,402.00)	(\$397,429.00)
	Subtotal	(\$371,402.00)	(\$397,429.00)
	Reallocation Total	(\$371,402.00)	(\$397,429.00)

GENERAL ACCOUNTING Total **\$533,302.00** **\$579,669.00**

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

<i>Employee Services</i>		Approved 2017-2018	Requested 2018-2019
001-1130-415-4110	PERMANENT SALARIES	\$140,000.00	\$144,300.00
	Subtotal	\$140,000.00	\$144,300.00
001-1130-415-4120	FRINGE BENEFITS	\$74,500.00	\$79,900.00
	Subtotal	\$74,500.00	\$79,900.00
	Employee Services Total	\$214,500.00	\$224,200.00
<i>Internal Services</i>		Approved 2017-2018	Requested 2018-2019
001-1130-415-4520	COMPENSATED ABSENCES	\$2,070.00	\$3,232.00
	Subtotal	\$2,070.00	\$3,232.00
001-1130-415-4557	INFORMATION TECHNOLOGY SERVICES	\$36,804.00	\$36,106.00
	Subtotal	\$36,804.00	\$36,106.00
001-1130-415-4569	BUILDING MAINTENANCE	\$13,910.00	\$16,572.00
	Subtotal	\$13,910.00	\$16,572.00
	Internal Services Total	\$52,784.00	\$55,910.00
<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
001-1130-415-4241	COPIES FOR UTILITY BILLS, LETTERS&APPLICATION FORM	\$500.00	\$500.00
	Subtotal	\$500.00	\$500.00
001-1130-415-4242	POSTAGE FOR COLLECTION&CUSTOMER CORRESPONDENCE	\$500.00	\$500.00
	Subtotal	\$500.00	\$500.00
001-1130-415-4243	DELINQUENT, FINAL, & MISC DOOR HANGING NOTICES	\$500.00	\$500.00

001-1130-415-4243	MAILING AND RETURN ENVELOPES		\$200.00	\$200.00
001-1130-415-4243	OFFICE SUPPLIES (PAPER, PENS, BINDERS, BOXES, ETC)		\$500.00	\$500.00
		Subtotal	\$1,200.00	\$1,200.00
001-1130-415-4251	BANK DRAFT FEES		\$4,500.00	\$4,500.00
001-1130-415-4251	BANK FEES & CREDIT CARD FEES		\$400.00	\$400.00
001-1130-415-4251	ONLINE ACH TRANSACTION FEES		\$4,000.00	\$29,000.00
001-1130-415-4251	ONLINE CREDIT CARD TRANSACTION FEES		\$129,000.00	\$0.00
001-1130-415-4251	ONLINE UTILITY BILL AND EBPP PRINT SERVICES		\$35,000.00	\$35,000.00
		Subtotal	\$172,900.00	\$68,900.00
001-1130-415-4255	TECHNICAL ACCOUNTING / FINANCE TRAINING		\$1,500.00	\$1,500.00
		Subtotal	\$1,500.00	\$1,500.00
		Services and Supplies Total	\$176,600.00	\$72,600.00
Reallocation			Approved 2017-2018	Requested 2018-2019
001-1130-415-4463	INDIRECT COST ALLOCATION		(\$353,380.00)	(\$548,834.00)
001-1130-415-4463	INDIRECT COST ALLOCATION - 2nd Round		(\$90,504.00)	\$196,124.00
		Subtotal	(\$443,884.00)	(\$352,710.00)
		Reallocation Total	(\$443,884.00)	(\$352,710.00)
		UTILITY ACCOUNTING Total	\$0.00	\$0.00

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

Employee Services			Approved 2017-2018	Requested 2018-2019
001-1140-415-4110	PERMANENT SALARIES		\$104,900.00	\$109,100.00
		Subtotal	\$104,900.00	\$109,100.00
001-1140-415-4120	FRINGE BENEFITS		\$56,000.00	\$60,700.00

	Subtotal	\$56,000.00	\$60,700.00
	Employee Services Total	\$160,900.00	\$169,800.00
<hr/>			
<i>Internal Services</i>		Approved 2017-2018	Requested 2018-2019
001-1140-415-4520	COMPENSATED ABSENCES	\$1,600.00	\$2,457.00
	Subtotal	\$1,600.00	\$2,457.00
001-1140-415-4557	INFORMATION TECHNOLOGY SERVICES	\$12,268.00	\$12,035.00
	Subtotal	\$12,268.00	\$12,035.00
001-1140-415-4569	BUILDING MAINTENANCE	\$4,637.00	\$5,524.00
	Subtotal	\$4,637.00	\$5,524.00
	Internal Services Total	\$18,505.00	\$20,016.00
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<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
001-1140-415-4241	COPIES FOR LETTERS, BUSINESS LICENSES, ETC.	\$300.00	\$300.00
	Subtotal	\$300.00	\$300.00
001-1140-415-4242	POSTAGE FOR LETTERS, BUSINESS LICENSES, ETC.	\$3,000.00	\$3,000.00
	Subtotal	\$3,000.00	\$3,000.00
001-1140-415-4243	BUSINESS LICENSE APPLICATION FORMS	\$500.00	\$500.00
001-1140-415-4243	BUSINESS LICENSE CERTIFICATES ENVELOPES	\$1,500.00	\$1,500.00
001-1140-415-4243	BUSINESS LICENSE RELATED INFORMATION	\$300.00	\$300.00
001-1140-415-4243	BUSINESS LICENSE RENEWAL & DELINQUENT NOTICES, ENV	\$1,000.00	\$1,000.00
001-1140-415-4243	OFFICE SUPPLIES (PAPER, PENS, BINDERS, ETC.)	\$200.00	\$200.00
	Subtotal	\$3,500.00	\$3,500.00
001-1140-415-4251	BANK FEES & CREDIT CARD FEES	\$25,000.00	\$3,000.00
001-1140-415-4251	MRC SALES TAX AUDIT	\$1,500.00	\$1,500.00
	Subtotal	\$26,500.00	\$4,500.00
001-1140-415-4254	MISCELLANEOUS MEETINGS	\$150.00	\$150.00
	Subtotal	\$150.00	\$150.00
001-1140-415-4255	TECHNICAL ACCOUNTING / FINANCE TRAINING	\$500.00	\$500.00

	Subtotal	\$500.00	\$500.00
	Services and Supplies Total	\$33,950.00	\$11,950.00
<hr/>			
<i>Reallocation</i>		Approved 2017-2018	Requested 2018-2019
001-1140-415-4463	INDIRECT COST ALLOCATION	(\$82,150.00)	(\$118,138.00)
	Subtotal	(\$82,150.00)	(\$118,138.00)
	Reallocation Total	(\$82,150.00)	(\$118,138.00)
	TAXES & LICENSES Total	\$131,205.00	\$83,628.00

Financial Services Department Budget Comparisons - Administration (001-1110)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Permanent Salaries	287,500	296,600	9,100	1
4120	Fringe Benefits	150,100	161,400	11,300	2
4520	Compensated Absences	4,167	6,534	2,367	3
4557	Information Technology	24,536	24,071	(465)	4
4569	Building Maintenance	9,274	11,048	1,774	5
4241	Copies	2,500	2,500	-	6
4242	Postage	500	500	-	7
4243	Office supplies	1,500	1,500	-	8
4249	Newspaper notices	300	300	-	9
4251	Consulting and Contracting	82,500	82,500	-	10
4253	Memberships and Dues	9,000	9,000	-	11
4254	Travel, Conferences, and Meetings	4,950	4,950	-	12
4255	Training	1,000	1,000	-	13
4463	Indirect Cost Allocation	(248,154)	(233,825)	14,329	14
		<u>329,673</u>	<u>368,078</u>	<u>38,405</u>	

Detailed Analysis:

- Note 1 Merit (Step) increases, projected general wage adjustment of 3.5%
- Note 2 Contractual adjustment to benefit formulas (e.g. CalPERS employer rate/unfunded accrued liability, medical, etc.)
- Note 3 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 4 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 5 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 6 No change
- Note 7 No change
- Note 8 No change
- Note 9 No change
- Note 10 No change
- Note 11 No change
- Note 12 No change
- Note 13 No change
- Note 14 Based on annual update of Cost Allocation Plan

Financial Services Department Budget Comparisons - General Accounting (001-1120)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Permanent Salaries	533,100	567,700	34,600	1
4120	Fringe Benefits	279,000	309,400	30,400	2
4520	Compensated Absences	7,750	12,526	4,776	3
4557	Information Technology	49,072	48,141	(931)	4
4569	Building Maintenance	18,547	22,096	3,549	5
4241	Copies	3,000	3,000	-	6
4242	Postage	2,650	2,650	-	7
4243	Office supplies	6,000	6,000	-	8
4246	Maint-Facility & Equip	800	800	-	9
4253	Memberships and Dues	230	230	-	10
4254	Travel, Conferences, and Meetings	1,380	1,380	-	11
4255	Training	3,175	3,175	-	12
4463	Indirect Cost Allocation	(371,402)	(397,429)	(26,027)	13
	Total Reallocation	<u>533,302</u>	<u>579,669</u>	<u>46,367</u>	

Detailed Analysis:

- Note 1 Merit (Step) increases, projected general wage adjustment of 3.5%
- Note 2 Contractual adjustment to benefit formulas (e.g. CalPERS employer rate/unfunded accrued liability, medical, etc.)
- Note 3 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 4 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 5 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 6 No change
- Note 7 No change
- Note 8 No change
- Note 9 No change
- Note 10 No change
- Note 11 No change
- Note 12 No change
- Note 13 Based on annual update of Cost Allocation Plan

Financial Services Department Budget Comparisons - Utility (001-1130)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Permanent Salaries	140,000	144,300	4,300	1
4120	Fringe Benefits	74,500	79,900	5,400	2
4520	Compensated Absences	2,070	3,232	1,162	3
4557	Information Technology	36,804	36,106	(698)	4
4569	Building Maintenance	13,910	16,572	2,662	5
4241	Copies	500	500	-	6
4242	Postage	500	500	-	7
4243	Office supplies	1,200	1,200	-	8
4251	Consulting and Contracting	172,900	68,900	(104,000)	9
4255	Training	1,500	1,500	-	10
4463	Indirect Cost Allocation	(443,884)	(352,710)	91,174	11
		<u>-</u>	<u>-</u>	<u>-</u>	

Detailed Analysis:

- Note 1 Merit (Step) increases, projected general wage adjustment of 3.5%
- Note 2 Contractual adjustment to benefit formulas (e.g. CalPERS employer rate/unfunded accrued liability, medical, etc.)
- Note 3 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 4 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 5 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 6 No change
- Note 7 No change
- Note 8 No change
- Note 9 Projected savings in credit card fees due to utilization of 3rd party processor and their direct assessment of "convenience fees" to cardholders in lieu of the City incurring the merchant fees.
- Note 10 No change
- Note 11 Based on annual update of Cost Allocation Plan

Financial Services Department Budget Comparisons - Taxes & Licenses (001-1140)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Permanent Salaries	104,900	109,100	4,200	1
4120	Fringe Benefits	56,000	60,700	4,700	2
4520	Compensated Absences	1,600	2,457	857	3
4557	Information Technology	12,268	12,035	(233)	4
4569	Building Maintenance	4,637	5,524	887	5
4241	Copies	300	300	-	6
4242	Postage	3,000	3,000	-	7
4243	Office supplies	3,500	3,500	-	8
4251	Consulting and Contracting	26,500	4,500	(22,000)	9
4254	Travel, Conferences, and Meetings	150	150	-	10
4255	Training	500	500	-	11
4463	Indirect Cost Allocation	(82,150)	(118,138)	(35,988)	12
		<u>131,205</u>	<u>83,628</u>	<u>(47,577)</u>	

Detailed Analysis:

- Note 1 Merit (Step) increases and projected general wage adjustment of 3.5%
- Note 2 Contractual adjustment to benefit formulas (e.g. CalPERS employer rate/unfunded accrued liability, medical, etc.)
- Note 3 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
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- Note 11 No change
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Parks and Recreation

DEPARTMENT DESCRIPTION

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

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

- Foster City has a parks and recreation system of which we are rightfully proud. Our Strategic Plan is our vision to protect our heritage and provide guidance in making parks and recreation services that are available to all, and our plan perhaps leaves a legacy for our children that is better than our inheritance.
- The parks system is built upon a legacy of leadership and public support from the past. Each generation has had to recommit its own share of energy and resources to keep our park system growing and responsive to emerging needs.

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



DEPARTMENT PERSONNEL SUMMARY

Position	16-17	17-18	18-19
Full-Time Employees			
PARKS & RECREATION DIRECTOR	1.00	1.00	1.00
PARKS MANAGER	2.00	2.00	2.00
RECREATION MANAGER	1.00	1.00	1.00
BUILDING/VEHICLE MANAGER	1.00	1.00	1.00
RECREATION COORDINATOR I/II	5.00	5.00	5.00
MECHANIC I	1.00	1.00	1.00
EQUIP. MAINT. WORKER	1.00	1.00	1.00
PARKS MAINTENANCE LEAD WORKER	4.00	4.00	4.00
PARKS MAINTENANCE WORKER I/II	11.00	11.00	11.00
MANAGEMENT ANALYST	0.50	0.50	0.50
MANAGEMENT ASSISTANT	1.00	-	-
MANAGEMENT COORDINATOR	-	1.00	1.00
OFFICE ASST II / ADMIN SECRETARY I/II	3.00	3.00	3.00
FACILITY MAINTENANCE WORKER I / II	4.00	4.00	-
BUILDING MAINTENANCE WORKER I / II	-	-	3.00
BUILDING MAINTENANCE LEAD WORKER	-	-	1.00
BUILDING SERVICES COORDINATOR	1.00	1.00	1.00
Total Full-time Employees	36.50	36.50	36.50
Part-Time Employees			
RECREATION LEADER III (7)	4.00	4.00	4.00
RECREATION LEADER II (14)	7.00	7.00	7.00
RECREATION LEADER I (14)	7.20	7.20	7.20
OFFICE ASSISTANT I (2)	-	1.25	1.25
BUILDING SERVICES ASSISTANT (10)	6.00	6.00	6.00
BLDG SERVICES COORDINATOR ASST	0.75	0.75	0.75
PARKS MAINTENANCE WORKER (3)	1.00	1.00	2.00
Total Part-time Employees	25.95	27.20	28.20
TOTAL EMPLOYEES	62.45	63.70	64.70

MISSION STATEMENT

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

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

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

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

STRATEGIC PLAN

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

- Parks Division – provide safe, clean, and attractive parks throughout the community
- Recreation Division – offer high quality recreation

programs using a variety of different delivery modes for all age groups and all interests

- Building Maintenance Division – Provide safe, secure, and clean places for Foster City employees and the community
- Vehicle Maintenance Division – provide a safe and efficient City vehicle fleet
- Organization – create a dynamic organization committed to an ongoing process of innovation

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

VALUES

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

Our Department is focused on achieving the following community outcomes:

- Strengthen community image and sense of place
- Support economic development
- Strengthen safety and security
- Promote health and wellness
- Foster human development
- Increase cultural unity
- Brand Foster City as a great place to live, work, and play
- Protect environmental resources
- Facilitate community problem solving

- Provide recreational experiences
- Demonstrate fiscal responsibility

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

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

KEY INITIATIVES COMPLETED

Parks

- Park Infrastructure Improvements:
 - Tennis and basketball court resurfacing at (8) tennis courts at Recreation Center, Boothbay, and Edgewater Parks and (6) basketball courts at Port Royal, Boothbay, Ketch, Sunfish, Turnstone, and Shad Parks (CIP 301-672)
 - Dog Park Refurbishment Project (CIP 301-673)
 - Edgewater Park concrete walkway replacement project (CIP 301-674)
 - Bocce Court refurbishment project at the Recreation Center
 - School Garden officially opened at Killdeer Park
 - Playground replacements at Sea Cloud, Turnstone, Erckenbrack, and Port Royal Parks

and ASTM-required fencing installation at Erckenbrack and Port Royal Parks

- Shade structure, bronze geese, and hydra sculptures installed at Shorebird park through housing related grant funding
- Sport field renovations at Sea Cloud Park
- Landscape modification at Sea Cloud Park Parking Lot S-3

Recreation

- Awarded contract for Conceptual Design Services for Recreation/Community Facility and Adjacent Park
- Conducted comprehensive review of recreation programming and facility rental program to ensure efficiency and streamlining of all program elements
- Fully funded Summer Concert Series, total sponsorships received in 2017 approximately \$23,000
- Processed over 2,000 facility and park permits
- Continued to engage community residents in local parks with dinner and family games through the Neighbor Night Program – a fully funded program
- Sold out the expanded pre-school age full day summer camp program

Buildings

- New exterior paint at the Corporation Yard Administration Building and new exterior and interior paint at the Community Center
- LED light installation on the exterior of the Corporation Yard Pumphouses and Library/Community Center and the interior Fire Station dormitories and hallway
- Installation of security cameras at the Corporation Yard
- Installation of a new hot water heater at the Library
- Installation of new appliances in the Library kitchen

Vehicles

- Developed the specifications and bid for eight (8) vehicles and six (6) pieces of small equipment
- Conducted over 360 regularly scheduled vehicle services
- Supported approximately four (4) projects spanning multiple Department and Divisions

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2018-2019

Initiatives

- Parks Division
 1. Maintain park safety
 2. Implement Environmental Conservation Methods
 3. Management and evaluation of 5-15 year CIP program
 4. Respond to unique park requests (ex. drones) and SeeClickFix management and response
 5. ADA compliance and upgrades
 6. Park System Master Plan Study

- Recreation Division
 1. Increase recreation service utilization
 2. Develop self-sustaining programs
 3. Develop marketing plan and consistent evaluation process
 4. Support ongoing cultural activities
 5. Foster advocacy of Parks and Recreation services

- Building Division
 1. Keep building elements fully operational and functional
 2. Regularly audit buildings and building use in order to eliminate potential safety issues and inefficiencies

3. Implement building sustainability procedures and mechanisms where possible

- Vehicle Division
 1. Increase ability to perform mechanical repairs through mechanics training, acquiring specialty tools, and updating the shop's diagnostic tools
 2. Increase fuel savings for the City through alternative fuel vehicles
 3. Increase turnaround for all equipment in the City

- Organization
 1. Facilitate staff engagement through succession planning opportunities and provide safety and technical training
 2. Community outreach and engagement through social media, website, etc.
 3. Streamline process and develop performance measures for the Strategic Plan

CHANGES IN FINANCIAL RESOURCES REQUIRED

Parks Division

- Water Meter/ Water Charges – The cost of water, wastewater and meter charges are expected to increase significantly in FY 2018-2019, resulting in an overall increase in the line item by approximately \$74,000.

- Overtime increase by \$4,000 – Parks overtime is expected to increase due to an increase in events as well as an overall increase in personnel costs.
- Median Maintenance increase by \$3,100 – Costs are scheduled to increase by the Consumer Price Index per the landscaping agreement

Recreation Division

- Add Portable Wall Partitions (2) \$1,600 - New partitions will allow for flexibility to use existing spaces more effectively by allowing a single room to be configured in multiple ways.
- Add Additional Surveillance Cameras \$6,900 - The installation of surveillance cameras in the Recreation Center and in The VIBE in 2014 has been invaluable in deterring and monitoring suspicious activity. The installation of four (4) additional cameras will aid the City in continuing to provide a safe public space
- Add Outdoor BBQ Grill Island at the Community Center Patio \$5,000 - Providing a space for Wind Room renters to cook/bbq will increase the number of rentals and increase revenue.
- Credit Card Acceptance Fees -\$12,180 - Projected savings in credit card fees due to utilization of 3rd party processor and their direct assessment of

"convenience fees" to cardholders in lieu of the City incurring the merchant fees.

- Add Professional Graphic Artist Contractual Services \$3,000 - Professional graphic art services will enhance outreach for major special event flyers and sponsorship and key revenue generating opportunities.
- Add iMac Desktop or MacBook \$1,500 - The iMac suite will be utilized by staff for superior video creation and editing capabilities.
- Add Expansion of Pickleball and Bocce League Program; Adult Softball \$45,000 - The public has requested to expand the existing Pickleball League by offering a daytime component. Staff will also look into adding a daytime Bocce League due to public demand. Staff also recommends resuming the Adult Softball program that was cut in Fiscal Year 2011-2012. An Adult Sports program (Softball, Bocce, and Pickleball) has the potential to bring in an expected annual revenue income of \$76,350.
- Add Summer Concert Contractual Services \$1,800 - The sound technician contract for the Summer Concert will increase by 3% in Fiscal Year 2018-2019. Also, the budget used to secure Summer Concert bands has not been increased since the beginning of the program. The average rate of a

typical band selected has increased between 10-15%

- The Recreation Division is anticipating approximately \$1.8M revenue in FY 2018-2019 based on facility rental changes over the past two fiscal years and the return of Adult Sports. If necessary, program fee adjustments will be made throughout the Fiscal Year to realize the anticipated \$1.8M.

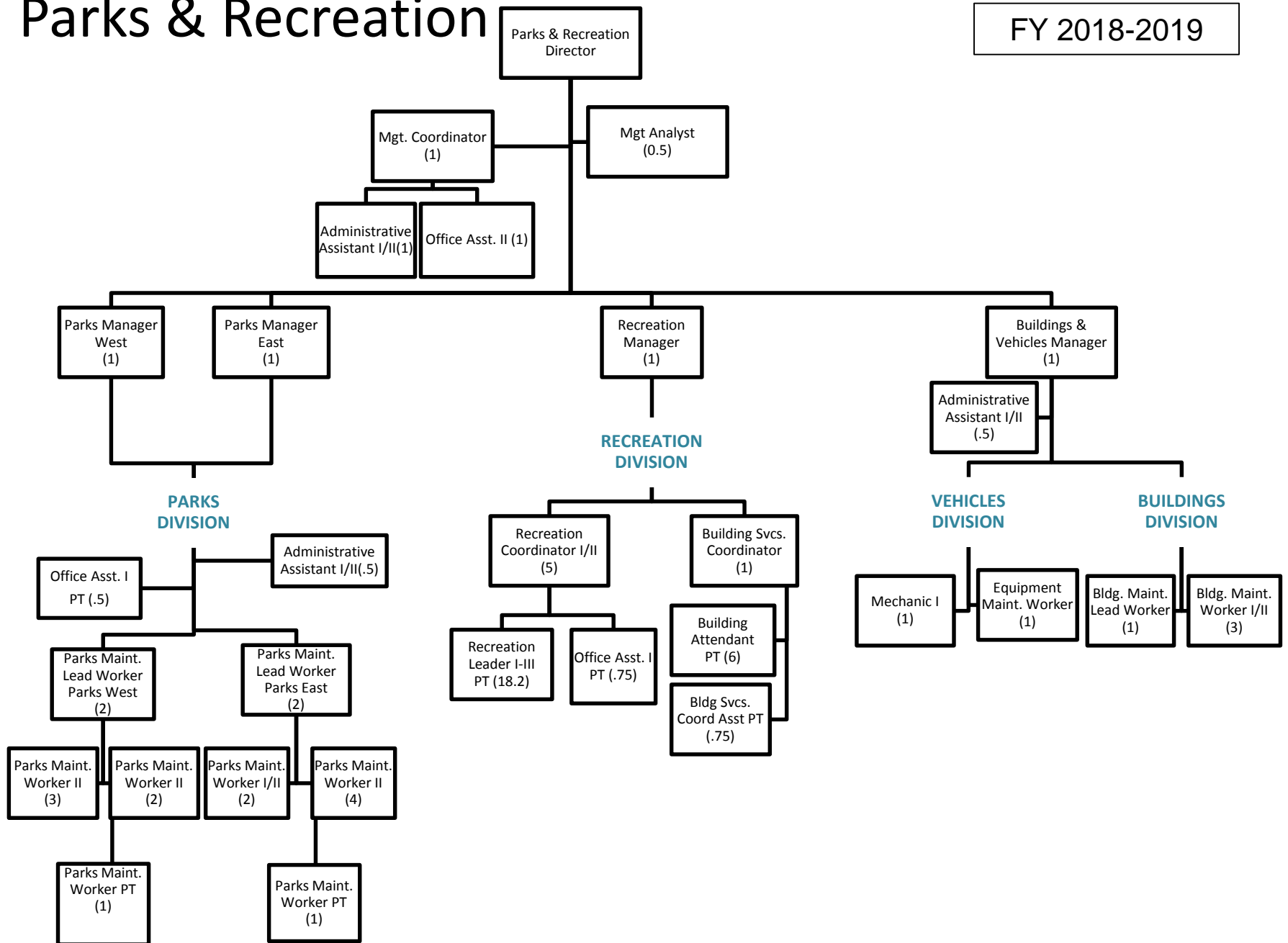
Building Division

- Increase Janitorial Supplies Budget - Increase line item from \$40,000 to \$50,000 based on increased number of patrons at City facilities (Library, Teen Center, Recreation Center, EOD), as well as increase in supply costs.
- Add Janitorial Services JUA Brewer Island Gym – \$40,000. Janitorial costs continue to rise throughout the City, which makes it impossible to continue to cover JUA costs within the existing line item for Citywide Janitorial services.
- HVAC Repair and Maintenance - Increase line item from \$27,500 to \$100,000 based on historical costs to maintain aging infrastructure.

- Utilities for All City Facilities/Joint Use - Increase line item from \$462,000 to \$602,000 due to increased electrical costs.
- Fire Protection System - Increase line item from \$12,700 to \$20,000 due to increased cost for certification service.
- Elevator Maintenance Contract - Increase line item from \$5,750 to \$15,000 due to increased costs for maintenance contract services.
- Reclassify Building Worker to Building Lead Worker – Increase Salaries & Benefits by \$12,372.

Parks & Recreation

FY 2018-2019



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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
PARKS MAINTENANCE	\$ 4,988,802	\$ 4,988,802	\$ 5,181,055
REC ADMINISTRATION	1,414,582	1,414,582	1,794,884
Subtotal - City General Fund Divisions	6,403,384	6,403,384	6,975,939
ADULT CONTRACTS	174,053	174,053	187,301
ADULT SPORTS	-	-	45,000
ADVERTISING	47,445	47,445	52,420
FACILITY OPERATIONS	556,937	556,937	588,529
SENIORS / VOLUNTEERS	219,887	219,887	222,314
SPECIAL EVENTS	43,077	43,077	45,027
TEEN PROGRAMS	313,246	313,246	325,089
YOUTH CAMPS	371,448	371,448	383,674
YOUTH CONTRACT CLASSES	279,470	279,470	291,695
Subtotal - Special Recreation Fund	2,005,563	2,005,563	2,141,049
TOTAL FOR PARKS & RECREATION	\$ 8,408,947	\$ 8,408,947	\$ 9,116,988

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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 4,596,331	\$ 4,596,331	\$ 4,910,424
SERVICES AND SUPPLIES	2,558,068	2,558,068	2,653,416
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	7,154,399	7,154,399	7,563,840
INTERNAL SERVICES	1,632,870	1,632,870	1,859,523
Subtotal (Total Department Expenses before Reallocations)	8,787,269	8,787,269	9,423,363
REALLOCATIONS	(378,322)	(378,322)	(306,375)
	\$ 8,408,947	\$ 8,408,947	\$ 9,116,988

DETAIL LINE ITEM REPORT

PARKS & RECREATION - REC ADMINISTRATION

Account: 001-0510-451

GENERAL FUND

<i>Employee Services</i>		Approved 2017-2018	Requested 2018-2019
001-0510-451-4110	PERMANENT SALARIES	\$556,800.00	\$590,000.00
Subtotal		\$556,800.00	\$590,000.00
001-0510-451-4112	OVERTIME	\$1,500.00	\$0.00
Subtotal		\$1,500.00	\$0.00
001-0510-451-4120	FRINGE BENEFITS	\$302,400.00	\$343,700.00
Subtotal		\$302,400.00	\$343,700.00
Employee Services Total		\$860,700.00	\$933,700.00
<i>Internal Services</i>		Approved 2017-2018	Requested 2018-2019
001-0510-451-4520	COMPENSATED ABSENCES	\$8,114.00	\$13,063.00
Subtotal		\$8,114.00	\$13,063.00
001-0510-451-4544	VEHICLE REPLACEMENT - 4 Vehicles	\$50,197.00	\$47,803.00
Subtotal		\$50,197.00	\$47,803.00
001-0510-451-4556	EQUIPMENT REPLACEMENT	\$23,967.00	\$31,722.00
Subtotal		\$23,967.00	\$31,722.00
001-0510-451-4557	INFORMATION TECHNOLOGY SERVICES	\$113,550.00	\$113,744.00
Subtotal		\$113,550.00	\$113,744.00
001-0510-452-4569	BUILDING MAINTENANCE -- RC, Sr, TC, CC	\$684,681.00	\$909,002.00
Subtotal		\$684,681.00	\$909,002.00
Internal Services Total		\$880,509.00	\$1,115,334.00
<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
001-0510-451-4241*	COPY - LETTERS AND STAFF REPORTS	\$500.00	\$505.00

		Subtotal	\$500.00	\$505.00
001-0510-451-4242	POSTAGE, LETTERS, FACILITY AND PLAYFIELD PERMITS		\$1,500.00	\$1,515.00
		Subtotal	\$1,500.00	\$1,515.00
001-0510-451-4243	GENERAL OFFICE SUPPLIES		\$16,665.00	\$16,832.00
		Subtotal	\$16,665.00	\$16,832.00
001-0510-451-4246	SUPPLIES & EQUIPMENT		\$6,750.00	\$6,818.00
001-0510-451-4246	YOUTH SUMMIT / YOUTH LEADERSHIP		\$3,500.00	\$3,535.00
		Subtotal	\$10,250.00	\$10,353.00
001-0510-451-4249	PUBLICITY/ADVERTISING		\$5,900.00	\$5,959.00
		Subtotal	\$5,900.00	\$5,959.00
001-0510-451-4251	MANDATED FINGERPRINTING		\$1,000.00	\$1,010.00
		Subtotal	\$1,000.00	\$1,010.00
001-0510-451-4253	CALIF. PARKS & RECREATION SOCIETY - AGENCY		\$606.00	\$612.00
001-0510-451-4253	CPRS STAFF MEMBERSHIP		\$1,263.00	\$1,276.00
001-0510-451-4253	LERN MEMBERSHIP		\$354.00	\$358.00
001-0510-451-4253	NATIONAL LEGISLATIVE BULLETIN		\$152.00	\$154.00
001-0510-451-4253	NATIONAL RECREATION & PARKS SOCIETY - AGENCY		\$778.00	\$786.00
001-0510-451-4253	NEWS SUBSCRIPTIONS & PROFESSIONAL JOURNALS		\$505.00	\$510.00
001-0510-451-4253	NRPA NET		\$51.00	\$52.00
		Subtotal	\$3,709.00	\$3,748.00
001-0510-451-4254	ANNUAL DEPARTMENT RETREAT - JANUARY		\$1,212.00	\$1,224.00
001-0510-451-4254	CA PARKS & REC TRAINING - MANAGER (1)		\$1,515.00	\$1,530.00
001-0510-451-4254	CPRS REGIONAL - REC COORDINATORS (5)		\$5,050.00	\$5,111.00
001-0510-451-4254	NRPA - DIRECTOR		\$2,525.00	\$2,550.00
001-0510-451-4254	PACIFIC SOUTHWEST CONFERENCE/LEG FORUM - DIRECTOR		\$1,162.00	\$1,174.00
		Subtotal	\$11,464.00	\$11,589.00
001-0510-451-4255	DEPT. REGIONAL TRAINING - STAFF		\$505.00	\$510.00
001-0510-451-4255	SECRETARY'S TRAINING		\$202.00	\$204.00
		Subtotal	\$707.00	\$714.00

Services and Supplies Total		\$51,695.00	\$52,225.00
Reallocation		Approved 2017-2018	Requested 2018-2019
001-0510-451-4463	INDIRECT COST ALLOCATION	(\$378,322.00)	(\$306,375.00)
Subtotal		(\$378,322.00)	(\$306,375.00)
Reallocation Total		(\$378,322.00)	(\$306,375.00)
REC ADMINISTRATION Total		\$1,414,582.00	\$1,794,884.00

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

Employee Services		Approved 2017-2018	Requested 2018-2019
001-0520-452-4110*	ON-CALL AND OTHER STAND-BY PAYS	\$5,000.00	\$5,000.00
001-0520-452-4110	PERMANENT SALARIES	\$1,487,000.00	\$1,535,200.00
Subtotal		\$1,492,000.00	\$1,540,200.00
001-0520-452-4111*	PART TIME SALARIES	\$72,200.00	\$72,900.00
Subtotal		\$72,200.00	\$72,900.00
001-0520-452-4112*	4TH OF JULY OVERTIME -- PARKS CREWS	\$3,300.00	\$3,300.00
001-0520-452-4112	OVERTIME	\$47,250.00	\$51,250.00
Subtotal		\$50,550.00	\$54,550.00
001-0520-452-4120	FRINGE BENEFITS	\$821,550.00	\$907,500.00
001-0520-452-4120	FRINGE BENEFITS (P/T SALARIES)	\$22,838.00	\$23,000.00
Subtotal		\$844,388.00	\$930,500.00
Employee Services Total		\$2,459,138.00	\$2,598,150.00
Internal Services		Approved 2017-2018	Requested 2018-2019
001-0520-452-4520	COMPENSATED ABSENCES	\$22,000.00	\$34,499.00
Subtotal		\$22,000.00	\$34,499.00
001-0520-452-4544	VEHICLE REPLACEMENT	\$295,821.00	\$275,177.00

	Subtotal	\$295,821.00	\$275,177.00
001-0520-452-4556	EQUIPMENT REPLACEMENT	\$258,545.00	\$234,682.00
	Subtotal	\$258,545.00	\$234,682.00
001-0520-452-4569	BUILDING MAINTENANCE (Corp Yard)	\$147,528.00	\$172,097.00
	Subtotal	\$147,528.00	\$172,097.00
Internal Services Total		\$723,894.00	\$716,455.00

<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
001-0520-452-4240	REFURBISHING OF CORPORATION YARD OFFICE AREAS	\$7,500.00	\$0.00
001-0520-452-4240*	SPECIAL SUPPLIES - BOOTS, PANTS, UNIFORMS	\$6,300.00	\$6,800.00
	Subtotal	\$13,800.00	\$6,800.00
001-0520-452-4241*	COPY EXPENSE	\$300.00	\$300.00
	Subtotal	\$300.00	\$300.00
001-0520-452-4242	POSTAGE EXPENSE	\$200.00	\$200.00
	Subtotal	\$200.00	\$200.00
001-0520-452-4243*	OFFICE SUPPLIES, MISCELLANEOUS	\$7,190.00	\$7,500.00
	Subtotal	\$7,190.00	\$7,500.00
001-0520-452-4245*	TOOLS AND EQUIPMENT, MISCELLANEOUS	\$12,100.00	\$13,000.00
001-0520-452-4245*	TOOLS, WORK PROGRAM	\$3,000.00	\$3,100.00
	Subtotal	\$15,100.00	\$16,100.00
001-0520-452-4246*	AGRICULTURE SUPPLIES - CHEMICALS & FERTILIZERS	\$62,540.00	\$63,000.00
001-0520-452-4246*	DOG BAGS/ SUPPLIES	\$6,000.00	\$6,900.00
001-0520-452-4246*	ELECTRICAL SUPPLIES & REPAIRS	\$5,500.00	\$5,550.00
001-0520-452-4246*	FENCING	\$12,000.00	\$12,200.00
001-0520-452-4246*	HARDWARE & MISC. MATERIALS INCL. SIGNS	\$15,680.00	\$15,900.00
001-0520-452-4246	HOLIDAY DECORATIONS	\$3,000.00	\$3,100.00
001-0520-452-4246*	IRRIGATION SUPPLIES & REPAIRS	\$27,060.00	\$27,300.00
001-0520-452-4246*	JANITORIAL SUPPLIES FOR PARK RESTROOMS	\$50,430.00	\$50,800.00
001-0520-452-4246*	LEVEE MAINTENANCE (Repairs, Erosion Control)	\$12,800.00	\$13,000.00

001-0520-452-4246*	PAINT & CHALK - LINING FIELDS	\$3,600.00	\$3,700.00
001-0520-452-4246*	PLANT MATERIALS REPLACEMENT/SEEDS/AMENDMENTS	\$20,090.00	\$20,300.00
001-0520-452-4246*	PLANTS/SUPPLIES FOR PARKS, CUL-DE-SACS AND MEDIANS	\$12,000.00	\$12,200.00
001-0520-452-4246*	PLAY EQUIPMENT MAINT. PARTS - NETS, GOAL REPAIRS	\$6,000.00	\$6,100.00
001-0520-452-4246*	SAFETY EQUIPMENT - (Gloves, Coverings, etc.)	\$10,455.00	\$10,600.00
001-0520-452-4246	SEA CLOUD PARK MAINTENANCE SUPPLIES	\$15,375.00	\$15,500.00
001-0520-452-4246*	SOIL/CONCRETE/BARK/PLAYGROUND	\$51,250.00	\$51,800.00
001-0520-452-4246*	TENNIS & BALLFIELD WINDSCREENS	\$3,075.00	\$3,100.00
001-0520-452-4246*	TRASH CONTAINERS	\$3,000.00	\$3,100.00
001-0520-452-4246*	VANDALISM REPAIR	\$15,000.00	\$15,100.00
	Subtotal	\$334,855.00	\$339,250.00
001-0520-452-4247*	RENTAL OF SPECIAL EQUIPMENT	\$2,500.00	\$2,500.00
	Subtotal	\$2,500.00	\$2,500.00
001-0520-452-4248*	COMMUNICATION EQUIPMENT (Pagers, Phones, Radios)	\$1,450.00	\$1,500.00
001-0520-452-4248*	ELECTRICITY	\$54,800.00	\$55,000.00
001-0520-452-4248*	METERS/WATER/WASTEWATER	\$738,000.00	\$812,000.00
	Subtotal	\$794,250.00	\$868,500.00
001-0520-452-4251*	CANADIAN GEESE CONTROL - PARKS	\$25,625.00	\$26,000.00
001-0520-452-4251*	ELECTRICAL SERVICES & LIGHTS MAINTENANCE	\$23,575.00	\$24,000.00
001-0520-452-4251*	FENCE MAINTENANCE CONTRACT	\$4,000.00	\$4,100.00
001-0520-452-4251*	IRRIGATION & PLUMBING SERVICES	\$10,150.00	\$10,200.00
001-0520-452-4251	LANDSCAPING - SEA CLOUD PARKING LOT	\$20,000.00	\$0.00
001-0520-452-4251*	MEDIAN MAINTENANCE CONTRACT	\$200,000.00	\$203,100.00
001-0520-452-4251*	PARK LIGHTING INFRASTRUCTURE IMPROVEMENTS	\$15,000.00	\$15,100.00
001-0520-452-4251*	PARKS LIGHTING - LED	\$20,000.00	\$20,200.00
001-0520-452-4251	PARKS MAINTENANCE CONTRACTUAL SERVICES	\$110,000.00	\$111,000.00
001-0520-452-4251*	PLANTS/SUPPLIES FOR PARKS, CUL-DE-SACS AND MEDIANS	\$16,500.00	\$16,500.00
001-0520-452-4251	PLAYGROUND FENCING	\$48,000.00	\$48,000.00
001-0520-452-4251*	PORT-O-LET RENTAL SERVICES	\$5,000.00	\$5,000.00

001-0520-452-4251*	SEMI-ANNUAL SYNTHETIC FIELD MAINTENANCE	\$30,750.00	\$31,000.00
001-0520-452-4251*	TREE MAINTENANCE - DISEASE PREVENTION	\$25,625.00	\$26,000.00
001-0520-452-4251*	TREE MAINTENANCE - MEDIANS & CUL-DE-SACS	\$35,875.00	\$36,000.00
001-0520-452-4251*	TREE MAINTENANCE - PARKS	\$39,975.00	\$40,000.00
	Subtotal	\$630,075.00	\$616,200.00
001-0520-452-4253	PARKS MAINTENANCE PROFESSIONAL DUES & MEMBERSHIPS	\$600.00	\$600.00
	Subtotal	\$600.00	\$600.00
001-0520-452-4254*	DIVISION RETREAT	\$700.00	\$1,000.00
	Subtotal	\$700.00	\$1,000.00
001-0520-452-4255	CERT/TRAIN/RENEW-DMV,SWP,QAC/PCA, ISA, CPSI,BKFLOW	\$2,500.00	\$3,000.00
001-0520-452-4255	MAINTENANCE WORKERS TRAINING	\$1,700.00	\$2,000.00
001-0520-452-4255	PARK MANAGER PROFESSIONAL TRAINING	\$2,000.00	\$2,500.00
	Subtotal	\$6,200.00	\$7,500.00
	Services and Supplies Total	\$1,805,770.00	\$1,866,450.00
	PARKS MAINTENANCE Total	\$4,988,802.00	\$5,181,055.00

PARKS & RECREATION - FACILITY OPERATIONS

Account: 003-0525-451

SPECIAL RECREATION

<i>Employee Services</i>		Approved 2017-2018	Requested 2018-2019
003-0525-451-4110	PERMANENT SALARIES	\$157,700.00	\$173,700.00
	Subtotal	\$157,700.00	\$173,700.00
003-0525-451-4111	BUILDING SERVICES COORDINATOR ASSISTANT	\$25,000.00	\$25,766.50
003-0525-451-4111	PART TIME SALARIES	\$128,300.00	\$129,066.50
	Subtotal	\$153,300.00	\$154,833.00
003-0525-451-4112	OVERTIME	\$3,100.00	\$3,131.00
	Subtotal	\$3,100.00	\$3,131.00
003-0525-451-4120	FRINGE BENEFITS (F/T Salaries)	\$87,500.00	\$103,100.00

003-0525-451-4120	PART TIME STAFF BENEFITS	\$42,000.00	\$42,420.00
	Subtotal	\$129,500.00	\$145,520.00
	Employee Services Total	\$443,600.00	\$477,184.00
Internal Services		Approved 2017-2018	Requested 2018-2019
003-0525-451-4520	COMPENSATED ABSENCES	\$2,350.00	\$3,919.00
	Subtotal	\$2,350.00	\$3,919.00
003-0525-451-4556	EQUIPMENT REPLACEMENT	\$21,157.00	\$15,561.00
	Subtotal	\$21,157.00	\$15,561.00
	Internal Services Total	\$23,507.00	\$19,480.00
Services and Supplies		Approved 2017-2018	Requested 2018-2019
003-0525-451-4242	POSTAGE	\$200.00	\$200.00
	Subtotal	\$200.00	\$200.00
003-0525-451-4243	Additional Surveillance Cameras	\$0.00	\$6,900.00
003-0525-451-4243	Outdoor BBQ Grill Island at Community Center Patio	\$0.00	\$5,000.00
003-0525-451-4243	Portable Wall Partitions (2)	\$0.00	\$1,600.00
003-0525-451-4243	SUPPLIES	\$12,000.00	\$12,120.00
	Subtotal	\$12,000.00	\$25,620.00
003-0525-451-4246	SM/FC SCHOOL JOINT-USE FACILITIES	\$59,450.00	\$60,045.00
	Subtotal	\$59,450.00	\$60,045.00
003-0525-451-4265	CREDIT CARD ACCEPTANCE FEES	\$18,180.00	\$0.00
003-0525-451-4265	PAYMENT PROCESSING FEES	\$0.00	\$6,000.00
	Subtotal	\$18,180.00	\$6,000.00
	Services and Supplies Total	\$89,830.00	\$91,865.00
	FACILITY OPERATIONS Total	\$556,937.00	\$588,529.00

PARKS & RECREATION - ADULT SPORTS Account: 003-0530-451

SPECIAL RECREATION

<i>Services and Supplies</i>	Approved 2017-2018	Requested 2018-2019
003-0530-451-4243 Expansion of Pickleball and Bocce, Adult Softball	\$0.00	\$45,000.00
Subtotal	\$0.00	\$45,000.00
Services and Supplies Total	\$0.00	\$45,000.00
ADULT SPORTS Total	\$0.00	\$45,000.00

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

SPECIAL RECREATION

<i>Employee Services</i>	Approved 2017-2018	Requested 2018-2019
003-0534-451-4110 PERMANENT SALARIES	\$83,300.00	\$87,000.00
Subtotal	\$83,300.00	\$87,000.00
003-0534-451-4111 PART TIME SALARIES	\$98,019.00	\$98,669.00
003-0534-451-4111 PART TIME STAFF AFTERSCHOOL PROGRAM	\$32,144.00	\$32,794.00
Subtotal	\$130,163.00	\$131,463.00
003-0534-451-4112 OVERTIME	\$2,050.00	\$2,071.00
Subtotal	\$2,050.00	\$2,071.00
003-0534-451-4120 FRINGE BENEFITS (F/T Salaries)	\$46,300.00	\$51,700.00
003-0534-451-4120 FRINGE BENEFITS (P/T Salaries)	\$13,029.00	\$13,160.00
Subtotal	\$59,329.00	\$64,860.00
Employee Services Total	\$274,842.00	\$285,394.00
<i>Internal Services</i>	Approved 2017-2018	Requested 2018-2019
003-0534-451-4520 COMPENSATED ABSENCES	\$1,240.00	\$1,963.00
Subtotal	\$1,240.00	\$1,963.00

		Internal Services Total	\$1,240.00	\$1,963.00
Services and Supplies			Approved 2017-2018	Requested 2018-2019
003-0534-451-4242	POSTAGE		\$250.00	\$250.00
		Subtotal	\$250.00	\$250.00
003-0534-451-4243	SUPPLIES		\$10,605.00	\$10,711.00
		Subtotal	\$10,605.00	\$10,711.00
003-0534-451-4251	CONTRACTUAL SERVICES		\$84,511.00	\$85,356.00
		Subtotal	\$84,511.00	\$85,356.00
		Services and Supplies Total	\$95,366.00	\$96,317.00
		YOUTH CAMPS Total	\$371,448.00	\$383,674.00

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

Employee Services			Approved 2017-2018	Requested 2018-2019
003-0535-451-4110	FULL-TIME SALARIES		\$41,700.00	\$48,000.00
		Subtotal	\$41,700.00	\$48,000.00
003-0535-451-4111	EMPLOYEE SERVICES / PART-TIME		\$2,121.00	\$2,142.00
		Subtotal	\$2,121.00	\$2,142.00
003-0535-451-4112	OVERTIME		\$500.00	\$505.00
		Subtotal	\$500.00	\$505.00
003-0535-451-4120	FRINGE BENEFITS (F/T SALARIES)		\$23,100.00	\$28,500.00
003-0535-451-4120	FRINGE BENEFITS (P/T Salaries)		\$212.00	\$214.00
		Subtotal	\$23,312.00	\$28,714.00
		Employee Services Total	\$67,633.00	\$79,361.00
Internal Services			Approved 2017-2018	Requested 2018-2019
003-0535-451-4520	COMPENSATED ABSENCES		\$620.00	\$1,082.00

		Subtotal	Approved 2017-2018	Requested 2018-2019
			\$620.00	\$1,082.00
		Internal Services Total	\$620.00	\$1,082.00
<i>Services and Supplies</i>			Approved 2017-2018	Requested 2018-2019
003-0535-451-4243	SUPPLIES		\$1,600.00	\$1,616.00
003-0535-451-4243	SUPPLIES FOR REGIONAL SPORTS		\$1,600.00	\$1,616.00
		Subtotal	\$3,200.00	\$3,232.00
003-0535-451-4246	MAINTENANCE		\$1,000.00	\$1,010.00
		Subtotal	\$1,000.00	\$1,010.00
003-0535-451-4251	CONTRACTUAL SERVICES		\$100,000.00	\$101,000.00
003-0535-451-4251	PARTNERSHIP CONTRIBUTIONS FOR REGIONAL SPORTS		\$1,600.00	\$1,616.00
		Subtotal	\$101,600.00	\$102,616.00
		Services and Supplies Total	\$105,800.00	\$106,858.00
		ADULT CONTRACTS Total	\$174,053.00	\$187,301.00

PARKS & RECREATION - SPECIAL EVENTS

Account: 003-0537-451

SPECIAL RECREATION

		Approved 2017-2018	Requested 2018-2019
<i>Employee Services</i>			
003-0537-451-4111	PART TIME SALARIES	\$3,131.00	\$3,162.00
		Subtotal	\$3,131.00
003-0537-451-4120	FRINGE BENEFITS (P/T Salaries)	\$313.00	\$316.00
		Subtotal	\$313.00
		Employee Services Total	\$3,444.00
<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
003-0537-451-4242	POSTAGE	\$450.00	\$450.00

		Subtotal	\$450.00	\$450.00
003-0537-451-4243	SUPPLIES		\$7,878.00	\$7,957.00
		Subtotal	\$7,878.00	\$7,957.00
003-0537-451-4249	PUBLICITY		\$3,636.00	\$3,673.00
		Subtotal	\$3,636.00	\$3,673.00
003-0537-451-4251	CONTRACTUAL SERVICES		\$27,169.00	\$27,169.00
003-0537-451-4251	Summer Concert Contractual Services		\$0.00	\$1,800.00
		Subtotal	\$27,169.00	\$28,969.00
003-0537-451-4265	ART GALLERY - MISC		\$500.00	\$500.00
		Subtotal	\$500.00	\$500.00
		Services and Supplies Total	\$39,633.00	\$41,549.00
		SPECIAL EVENTS Total	\$43,077.00	\$45,027.00

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

<i>Employee Services</i>		Approved 2017-2018	Requested 2018-2019
003-0538-451-4110	FULL-TIME SALARIES	\$41,700.00	\$48,000.00
	Subtotal	\$41,700.00	\$48,000.00
003-0538-451-4120	FRINGE BENEFITS (F/T SALARIES)	\$23,050.00	\$28,500.00
	Subtotal	\$23,050.00	\$28,500.00
	Employee Services Total	\$64,750.00	\$76,500.00
<i>Internal Services</i>		Approved 2017-2018	Requested 2018-2019
003-0538-451-4520	COMPENSATED ABSENCES	\$620.00	\$1,082.00
	Subtotal	\$620.00	\$1,082.00
	Internal Services Total	\$620.00	\$1,082.00

<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
003-0538-451-4243	SUPPLIES	\$1,250.00	\$1,263.00
	Subtotal	\$1,250.00	\$1,263.00
003-0538-451-4251	CONTRACTUAL SERVICES	\$212,850.00	\$212,850.00
	Subtotal	\$212,850.00	\$212,850.00
	Services and Supplies Total	\$214,100.00	\$214,113.00
	YOUTH CONTRACT CLASSES Total	\$279,470.00	\$291,695.00

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

<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
003-0539-451-4242	POSTAGE	\$11,275.00	\$11,388.00
	Subtotal	\$11,275.00	\$11,388.00
003-0539-451-4243	iMAC Desktop or MacBook	\$0.00	\$1,500.00
003-0539-451-4243	Professional Graphic Artist Contractual Services	\$0.00	\$3,000.00
003-0539-451-4243	SUPPLIES	\$820.00	\$828.00
	Subtotal	\$820.00	\$5,328.00
003-0539-451-4251	CONTRACTUAL SERVICES	\$35,350.00	\$35,704.00
	Subtotal	\$35,350.00	\$35,704.00
	Services and Supplies Total	\$47,445.00	\$52,420.00
	ADVERTISING Total	\$47,445.00	\$52,420.00

<i>Employee Services</i>		Approved 2017-2018	Requested 2018-2019
003-0540-451-4110	PERMANENT SALARIES	\$83,300.00	\$95,900.00
	Subtotal	\$83,300.00	\$95,900.00
003-0540-451-4111	PART TIME SALARIES	\$22,107.00	\$22,328.00
	Subtotal	\$22,107.00	\$22,328.00
003-0540-451-4112	OVERTIME	\$700.00	\$707.00
	Subtotal	\$700.00	\$707.00
003-0540-451-4120	FRINGE BENEFITS (F/T Salaries)	\$46,100.00	\$57,000.00
003-0540-451-4120	FRINGE BENEFITS (P/T Salaries)	\$2,211.00	\$2,233.00
	Subtotal	\$48,311.00	\$59,233.00
	Employee Services Total	\$154,418.00	\$178,168.00
<i>Internal Services</i>		Approved 2017-2018	Requested 2018-2019
003-0540-451-4520	COMPENSATED ABSENCES	\$1,240.00	\$2,164.00
	Subtotal	\$1,240.00	\$2,164.00
	Internal Services Total	\$1,240.00	\$2,164.00
<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
003-0540-451-4242	POSTAGE	\$500.00	\$500.00
	Subtotal	\$500.00	\$500.00
003-0540-451-4243	SENIOR PROGRAMS TRIPS & TOURS	\$16,589.00	\$16,589.00
003-0540-451-4243	SUPPLIES	\$2,500.00	\$2,691.00
	Subtotal	\$19,089.00	\$19,280.00
003-0540-451-4249	PUBLICITY	\$200.00	\$202.00
	Subtotal	\$200.00	\$202.00

003-0540-451-4251	SENIOR EXPRESS BUS RENTAL PROGRAM	\$11,920.00	\$0.00
003-0540-451-4251	SENIOR EXPRESS DOOR-TO-DOOR SERVICE	\$32,520.00	\$22,000.00
	Subtotal	\$44,440.00	\$22,000.00
	Services and Supplies Total	\$64,229.00	\$41,982.00
	SENIORS / VOLUNTEERS Total	\$219,887.00	\$222,314.00

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

<i>Employee Services</i>		Approved 2017-2018	Requested 2018-2019
003-0541-451-4110	RECREATION COORDINATOR	\$83,300.00	\$87,000.00
	Subtotal	\$83,300.00	\$87,000.00
003-0541-451-4111	PART TIME SALARIES	\$97,915.00	\$98,435.00
003-0541-451-4111	VIBE RENTAL PROGRAM - PART-TIME STAFF	\$6,153.00	\$6,673.00
	Subtotal	\$104,068.00	\$105,108.00
003-0541-451-4112	OVERTIME	\$1,250.00	\$1,262.00
	Subtotal	\$1,250.00	\$1,262.00
003-0541-451-4120	FRINGE BENEFITS (F/T SALARIES)	\$46,100.00	\$51,700.00
003-0541-451-4120	FRINGE BENEFITS (P/T SALARIES)	\$33,088.00	\$33,419.00
	Subtotal	\$79,188.00	\$85,119.00
	Employee Services Total	\$267,806.00	\$278,489.00

<i>Internal Services</i>		Approved 2017-2018	Requested 2018-2019
003-0541-451-4520	COMPENSATED ABSENCES	\$1,240.00	\$1,963.00
	Subtotal	\$1,240.00	\$1,963.00
	Internal Services Total	\$1,240.00	\$1,963.00

<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
003-0541-451-4242	POSTAGE	\$550.00	\$550.00

		Subtotal	\$550.00	\$550.00
003-0541-451-4243	SUPPLIES		\$6,838.00	\$6,906.00
		Subtotal	\$6,838.00	\$6,906.00
003-0541-451-4249	PUBLICITY		\$250.00	\$253.00
		Subtotal	\$250.00	\$253.00
003-0541-451-4251	BUS TRANSPORTATION - SUMMER CAMP		\$32,562.00	\$32,928.00
003-0541-451-4251	MIDDLE SCHOOL DANCES		\$2,000.00	\$2,000.00
003-0541-451-4251	TEEN PROGRAMS		\$2,000.00	\$2,000.00
		Subtotal	\$36,562.00	\$36,928.00
		Services and Supplies Total	\$44,200.00	\$44,637.00
		TEEN PROGRAMS Total	\$313,246.00	\$325,089.00

**Parks and Recreation Department Budget Comparisons -
Recreation Administration (001-0510)**

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4388	Capital Outlay		-	-	1
4110	Salaries	556,800	590,000	33,200	2
4112	Overtime	1,500	-	(1,500)	3
4120	Benefits	302,400	343,700	41,300	4
4520	Compensated Absences	8,114	13,063	4,949	5
4544	Vehicle Replacement	50,197	47,803	(2,394)	6
4556	Equipment Replacement	23,967	31,722	7,755	7
4557	IT Services	113,550	113,744	194	8
4569	Building Maintenance	684,681	909,002	224,321	9
4241	Copies	500	505	5	10
4242	Postage	1,500	1,515	15	11
4243	Office Supplies	16,665	16,832	167	12
4246	Supplies and Equipment	10,250	10,353	103	13
4249	Publicity / Advertising	5,900	5,959	59	14
4251	Contracts and Fingerprinting	1,000	1,010	10	15
4253	Memberships and Dues	3,709	3,748	39	16
4254	Travel, Conferences, and Meetings	11,464	11,589	125	17
4255	Training	707	714	7	18
4463	Indirect Cost Allocation	(378,322)	(306,375)	71,947	19
		<u>1,414,582</u>	<u>1,794,884</u>	<u>380,302</u>	

Detailed Analysis:

- Note 1 No expenditure needed
- Note 2 Increase based on contractual adjustment
- Note 3 Change based on actual
- Note 4 Contractual adjustment to benefit formulas (e.g. CalPERS employer rate/unfunded accrued liability, medical, etc.)
- Note 5 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 6 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 7 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 8 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 9 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 10 No significant change
- Note 11 No significant change
- Note 12 No significant change
- Note 13 No significant change
- Note 14 No significant change
- Note 15 No significant change
- Note 16 No significant change
- Note 17 No significant change
- Note 18 No significant change
- Note 19 Based on annual update of Cost Allocation Plan

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

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4388	Capital Outlay	-	-	-	1
4110	Permanent Salaries	1,492,000	1,540,200	48,200	2
4111	Part-time staff Salaries	72,200	72,900	700	3
4112	4th of July Overtime; Overtime	50,550	54,550	4,000	4
4120	Fringe Benefits (Permanent)/ PT salaries	844,388	930,500	86,112	5
4520	Compensated Absences	22,000	34,499	12,499	6
4544	Vehicle Replacement	295,821	275,177	(20,644)	7
4556	Equipment Replacement	258,545	234,682	(23,863)	8
4569	Building Maintenance	147,528	172,097	24,569	9
4240	Special Supplies/Boots/Uniforms	13,800	6,800	(7,000)	10
4241	Copy Expense	300	300	-	11
4242	Postage Expense	200	200	-	12
4243	Office Supplies/Misc.	7,190	7,500	310	13
4245	Tools and Equipment/Misc/ Work Program	15,100	16,100	1,000	14
4246	Supplies and Repairs	334,855	339,250	4,395	15
4247	Rental/Special Equipment	2,500	2,500	-	16
4248	Communication Equip; Electricity; Meters/ Water	794,250	868,500	74,250	17
4251	Light, Tree, Fence Maintenance	630,075	616,200	(13,875)	18
4253	Dues & Membership	600	600	-	19
4254	Division Retreat	700	1,000	300	20
4255	Retreat and Training	6,200	7,500	1,300	21
		<u>4,988,802</u>	<u>5,181,055</u>	<u>192,253</u>	

Detailed Analysis:

- Note 1 No change
- Note 2 Increase based on contractual adjustment
- Note 3 No significant change
- Note 4 Increase support for youth sports tournaments
- Note 5 Contractual adjustment to benefit formulas (e.g. CalPERS employer rate/unfunded accrued liability, medical, etc.)
- Note 6 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 7 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 8 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 9 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 10 Decrease due to FY 2017-2018 had an one time expenditure of \$7,000 for Refurbishing of Corp Yard Office Area
- Note 11 No change
- Note 12 No change
- Note 13 Minor increase due to increases in overall supplies costs
- Note 14 Minor increase due to increases in overall supplies costs
- Note 15 Minor increase due to increases in overall supplies costs
- Note 16 No change
- Note 17 Significant increases projected in water and wastewater consumption and meter rates
- Note 18 Reduction due to completion of special project- Sea Cloud Parking Lot \$20,000; Increase in Median Contract \$3,100 and overall supplies costs
- Note 19 No change
- Note 20 Minor increase due to increases in overall supplies costs
- Note 21 Increasing number of operations trainings and general increase in training costs

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

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Salaries	157,700	173,700	16,000	1
4111	Part-time staff Salaries	153,300	154,833	1,533	2
4112	Overtime	3,100	3,131	31	3
4120	Benefits	129,500	145,520	16,020	4
4556	Equipment Replacement	21,157	15,561	(5,596)	5
4520	Compensated Absences	2,350	3,919	1,569	6
4242	Postage	200	200	-	7
4243	Office Supplies	12,000	25,620	13,620	8
4246	Maintenance	59,450	60,045	595	9
4249	Publicity	-	-	-	10
4251	Contractual Services	-	-	-	11
4265	Credit Card Acceptance Fees	18,180	6,000	(12,180)	12
		<u>556,937</u>	<u>588,529</u>	<u>31,592</u>	

Detailed Analysis:

- Note 1 Increase based on contractual adjustment
- Note 2 Increase based on contractual adjustment
- Note 3 No significant change
- Note 4 Contractual adjustment to benefit formulas (e.g. CalPERS employer rate/unfunded accrued liability, medical, etc.)
- Note 5 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 6 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 7 No Change
- Note 8 Add one time expenditure: Surveillance Cameras \$6,900, Portable Wall Partitions \$1,600, Outdoor BBQ Grill \$5,000 and minor increase on overall supplies
- Note 9 No significant change
- Note 10 No Change
- Note 11 No Change
- Note 12 Projected savings in credit card fees due to utilization of 3rd party processor and their direct assessment of "convenience fees" to cardholders in lieu of the City incurring the merchant fees.

**Parks and Recreation Department Budget Comparisons -
Special Rec Adult Sports (003-0530)**

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Salaries	-	-	-	
4111	Part-time staff Salaries	-	-	-	
4112	Overtime	-	-	-	
4120	Benefits	-	-	-	
4520	Compensated Absences	-	-	-	
4556	Equipment Replacement	-	-	-	
4242	Postage	-	-	-	
4243	Office Supplies	-	45,000	45,000	1
4246	Maintenance	-	-	-	
4249	Publicity	-	-	-	
4251	Contractual Services	-	-	-	
4265	Misc	-	-	-	
		-	45,000	45,000	

Detailed Analysis:

Note 1 Adding a daytime Bocce League due to public demand

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

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Salaries	83,300	87,000	3,700	1
4111	Part-time staff Salaries	130,163	131,463	1,300	2
4112	Overtime	2,050	2,071	21	3
4120	Benefits	59,329	64,860	5,531	4
4520	Compensated Absences	1,240	1,963	723	5
4556	Equipment Replacement	-	-	-	6
4242	Postage	250	250	-	7
4243	Office Supplies	10,605	10,711	106	8
4246	Maintenance	-	-	-	9
4249	Publicity	-	-	-	10
4251	Contractual Services	84,511	85,356	845	11
4265	Misc	-	-	-	12
		<u>371,448</u>	<u>383,674</u>	<u>12,226</u>	

Detailed Analysis:

- Note 1 Increase based on contractual adjustment
- Note 2 No significant change
- Note 3 No significant change
- Note 4 Contractual adjustment to benefit formulas (e.g. CalPERS employer rate/unfunded accrued liability, medical, etc.)
- Note 5 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 6 No change
- Note 7 No change
- Note 8 No significant change
- Note 9 No change
- Note 10 No change
- Note 11 No significant change
- Note 12 No change

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

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Salaries	41,700	48,000	6,300	1
4111	Part-time staff Salaries	2,121	2,142	21	2
4112	Overtime	500	505	5	3
4120	Benefits	23,312	28,714	5,402	4
4520	Compensated Absences	620	1,082	462	5
4556	Equipment Replacement	-	-	-	6
4242	Postage	-	-	-	7
4243	Office Supplies	3,200	3,232	32	8
4246	Maintenance	1,000	1,010	10	9
4249	Publicity	-	-	-	10
4251	Contractual Services	101,600	102,616	1,016	11
4265	Misc	-	-	-	12
		174,053	187,301	13,248	

Detailed Analysis:

- Note 1 Increase based on contractual adjustment
- Note 2 No significant change
- Note 3 No significant change
- Note 4 Contractual adjustment to benefit formulas (e.g. CalPERS employer rate/unfunded accrued liability, medical, etc.)
- Note 5 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 6 No Change
- Note 7 No Change
- Note 8 No significant change
- Note 9 No significant change
- Note 10 No Change
- Note 11 No significant change
- Note 12 No Change

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

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Salaries	-	-	-	1
4111	Part-time staff Salaries	3,131	3,162	31	2
4112	Overtime	-	-	-	3
4120	Benefits	313	316	3	4
4520	Compensated Absences	-	-	-	5
4556	Equipment Replacement	-	-	-	6
4242	Postage	450	450	-	7
4243	Office Supplies	7,878	7,957	79	8
4246	Maintenance	-	-	-	9
4249	Publicity	3,636	3,673	37	10
4251	Contractual Services	27,169	28,969	1,800	11
4265	Misc	500	500	-	12
		<u>43,077</u>	<u>45,027</u>	<u>1,950</u>	

Detailed Analysis:

- Note 1 No change
- Note 2 No significant change
- Note 3 No change
- Note 4 No significant change
- Note 5 No change
- Note 6 No change
- Note 7 No change
- Note 8 No significant change
- Note 9 No change
- Note 10 No significant change
- Note 11 Service Provider increase fees
- Note 12 No change

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

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Salaries	41,700	48,000	6,300	1
4111	Part-time staff Salaries	-	-	-	2
4112	Overtime	-	-	-	3
4120	Benefits	23,050	28,500	5,450	4
4520	Compensated Absences	620	1,082	462	5
4556	Equipment Replacement	-	-	-	6
4242	Postage	-	-	-	7
4243	Office Supplies	1,250	1,263	13	8
4246	Maintenance	-	-	-	9
4249	Publicity	-	-	-	10
4251	Contractual Services	212,850	212,850	-	11
4265	Misc	-	-	-	12
		<u>279,470</u>	<u>291,695</u>	<u>12,225</u>	

Detailed Analysis:

Note 1	Increase based on contractual adjustment
Note 2	No change
Note 3	No change
Note 4	Contractual adjustment to benefit formulas (e.g. CalPERS employer rate/unfunded accrued liability, medical, etc.)
Note 5	Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
Note 6	No change
Note 7	No change
Note 8	No significant change
Note 9	No change
Note 10	No change
Note 11	No change
Note 12	No change

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

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Salaries	-	-	-	1
4111	Part-time staff Salaries	-	-	-	2
4112	Overtime	-	-	-	3
4120	Benefits	-	-	-	4
4520	Compensated Absences	-	-	-	5
4556	Equipment Replacement	-	-	-	6
4242	Postage	11,275	11,388	113	7
4243	Office Supplies	820	5,328	4,508	8
4246	Maintenance	-	-	-	9
4249	Publicity	-	-	-	10
4251	Contractual Services	35,350	35,704	354	11
4265	Misc	-	-	-	12
		<u>47,445</u>	<u>52,420</u>	<u>4,975</u>	

Detailed Analysis:

- Note 1 No change
- Note 2 No change
- Note 3 No change
- Note 4 No change
- Note 5 No change
- Note 6 No change
- Note 7 No significant change
- Note 8 Add graphic art services for major special event flyers \$3,000 and purchase a laptop/computer \$1,500
- Note 9 No change
- Note 10 No change
- Note 11 No significant change
- Note 12 No change

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

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Salaries	83,300	95,900	12,600	1
4111	Part-time staff Salaries	22,107	22,328	221	2
4112	Overtime	700	707	7	3
4120	Benefits	48,311	59,233	10,922	4
4520	Compensated Absences	1,240	2,164	924	5
4556	Equipment Replacement	-	-	-	6
4242	Postage	500	500	-	7
4243	Office Supplies	19,089	19,280	191	8
4246	Maintenance	-	-	-	9
4249	Publicity	200	202	2	10
4251	Contractual Services	44,440	22,000	(22,440)	11
4265	Misc	-	-	-	12
		<u>219,887</u>	<u>222,314</u>	<u>2,427</u>	

Detailed Analysis:

- Note 1 Increase based on contractual adjustment
- Note 2 No significant change
- Note 3 No significant change
- Note 4 Contractual adjustment to benefit formulas (e.g. CalPERS employer rate/unfunded accrued liability, medical, etc.)
- Note 5 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 6 No change
- Note 7 No change
- Note 8 No significant change
- Note 9 No change
- Note 10 No significant change
- Note 11 Decrease due to elimination of Senior Express Bus
- Note 12 No change

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

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Salaries	83,300	87,000	3,700	1
4111	Part-time staff Salaries	104,068	105,108	1,040	2
4112	Overtime	1,250	1,263	13	3
4120	Benefits	79,188	85,118	5,930	4
4520	Compensated Absences	1,240	1,963	723	5
4556	Equipment Replacement	-	-	-	6
4242	Postage	550	550	-	7
4243	Office Supplies	6,838	6,906	68	8
4246	Maintenance	-	-	-	9
4249	Publicity	250	253	3	10
4251	Contractual Services	36,562	36,928	366	11
4265	Misc	-	-	-	12
		313,246	325,089	11,843	

Detailed Analysis:

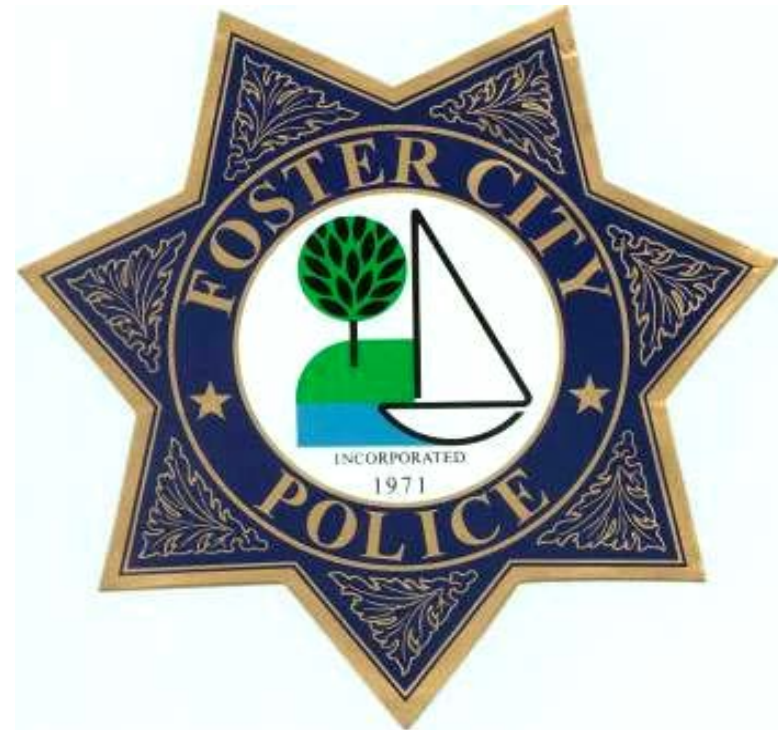
- Note 1 Increase based on contractual adjustment
- Note 2 No significant change
- Note 3 No significant change
- Note 4 Contractual adjustment to benefit formulas (e.g. CalPERS employer rate/unfunded accrued liability, medical, etc.)
- Note 5 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 6 No change
- Note 7 No change
- Note 8 No significant change
- Note 9 No change
- Note 10 No significant change
- Note 11 No significant change
- Note 12 No change

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. Included are Patrol, Traffic, S.W.A.T., Parking Enforcement, Community Service Officers and Reserve Officers.
- The **Administrative Services Division** is comprised of the Detective Bureau, Youth Services Bureau, Recruitment, Crime Prevention, Property & Evidence, Dispatch, and Records Bureau personnel. It also includes the Department's Emergency Service Volunteers and Police Explorers.



Excellent Service – Every Call – Every Contact- Every Day

MISSION STATEMENT

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

DEPARTMENT PERSONNEL SUMMARY

DEPARTMENT PERSONNEL SUMMARY (by year)			
Position	16-17	17-18	18-19
Police Chief	1	1	1
Police Captain	2	2	2
Police Lieutenant	2	2	2
Police Sergeant	7	7	7
Police Corporal	6	6	6
Police Officer*	21	21	21
Sr. Community Svcs Ofc.*	3	4	4
Comm Supervisor	1	1	1
Records Supervisor	1	1	1
Lead Dispatcher	1	1	1
Police Dispatcher*	5	5	5
Police Records Splst.	2	2	2
Management Assistant	1	0	0
Management Analyst	0	1	1
TOTAL EMPLOYEES	53	54	54

In FY 2018-2019, we will maintain our current staffing levels. (* denotes positions that were over-hires in FY 2016-2017 and FY 2017-2018.) FCPD staff handled 4836 additional incidents in 2017 than in 2016, a 17.8% increase. The increase in activity can be partly attributed to a higher population of criminals in California's communities resulting

from Public Safety Realignment, and the passing of Propositions 47 and 57. Additionally, the emergence of new ways calls for service can be generated contributed to the increase. Service calls cannot only be generated by phone, but also electronically: mobile applications, email, or texting. Further, the increase in high density housing has contributed to the increase in calls for service and incidents the police department handles. At our current staffing levels, we are confident that we can continue to provide Excellent service, Every Call, Every Contact, Every Day, and then Some!



DEPARTMENT VALUES

Integrity – Our society has entrusted us with tremendous authority and expects that we do what is right in matters of personal and professional integrity. This means we have the

courage to uphold these principles even in the face of adversity.

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

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

STRATEGIC PLANNING

For over a decade, the Police Department has been using Strategic Planning to help focus our efforts on a daily basis and to ensure the continuity of our long-term goals and objectives. Each calendar year the Department produces a Strategic Plan with goals we want to achieve. Each plan contains mid-term initiatives and deliverables that are designed to incrementally help us realize the larger vision. Starting in 2018, the Strategic Plan will be a two-year plan that encompasses overarching, ongoing goals, while allowing for flexibility in achieving the goals or adjusting them as needed to meet the needs of our community. Notably, our Strategic Plan is a living document and will sometimes change as priorities shift throughout the year.

The following are the goals in our FY 2018-2019 Strategic Plan.

- 1. Maintain the Quality of Life in Our Community by Emphasizing a “Community Caretaker” Role that Contributes to the Overall Safety of Our Community via the Use of Crime Prevention Strategies, Traffic Enforcement and Education Practices, and Policing in a Manner Congruent with the Needs of The Community. This Goal Mandates Our Need to Focus Daily on Providing Excellent Service, Every Call, Every Contact, Every Day, and Then Some!**
- 2. Continue Enhancement of Our Level of Professionalism Through Ongoing Professional Development and Active Succession Planning, as Well as Enhancing Organizational Pride and Morale.**
- 3. We Will Work on the Development of our Current Employees to Maintain a Staff of Experienced and Skilled Workers. Concurrently, We Will Continue to Recruit Employees who Fit Our Organization’s Values, and Who Inherently Have a Strong Orientation Towards Service. This Blend of Staff Will Assist Us in Accomplishing Our Mission Now and in the Future!**
- 4. Enhance Engagement with Our Community Members Through Continued Incorporation by Our Staff of Community Policing Strategies in Their Daily Activities that Support Maintaining a High Quality of Life and Further Strengthens Our Role as a Transparent Partner with the Community. Moreover,**

Seek Opportunities to participate in Activities that Contribute to the Betterment of Society Both Locally and Regionally.

5. Foster and Encourage Staff's Participation in Activities that Contribute to the Efforts of the Criminal Justice and First Responders' Community within San Mateo County and Regionally.

2017 KEY INITIATIVES COMPLETED

Some of our accomplishments during the past year include:



- 2017 was Chief Pierucci's second year as Department Head.
- FCPD staff handled 32,051 incidents that included 15,175

calls for service, initiated 16,877 incidents, and made 507 arrests. The FBI & Unified Crime Reporting (UCR) crime statistics ranks Foster City as the 8th safest city in California and currently in the top 100 safest cities in the nation.

- While concurrently working towards being adequately staffed and dealing with an abnormal, steady increase in crime regionally, there was a 3.6% increase in graffiti, and specifically, thefts of items from inside vehicles increased by 65%--a regional crime issue. However, Foster City saw a 30% decrease in general

thefts of items and a 5% decrease in stolen vehicles. (Notably, Public Safety Realignment and the passing of Propositions 47 and 57 have increased the criminal populations in California's communities.)

- In 2017, there were 25 fewer traffic collisions than in 2016. There were zero traffic-related fatalities. Education and enforcement were employed to address pedestrian and bicycle safety issues which remained low at only five collisions (one less than in 2016) involving a pedestrian and seven collisions involving a bicycle for the entire year.
- Continued participation in various levels (line level, supervisory, and management) within the San Mateo County North Central Regional SWAT Team, the Countywide Gang Task Force, County Saturation Traffic Enforcement Program (STEP) operations, and the Burglary Suppression Enforcement Team (BEST).
- FCPD assisted the communities in Sonoma and Napa Counties by providing police services in the communities affected by wildfires.
- For the 25th consecutive year, the Youth Services Bureau presented Gang Resistance Education and Training (G.R.E.A.T.) to students in the middle and elementary schools. In the past year, approximately 900 students in the 4th and 6th graders completed the program.
- The second version of the body-worn-cameras was researched and selected.
- The Department Explorer program consisted of eight young adults who are learning about the law enforcement profession and providing a service to their community.

- The Department participated in regional traffic safety and alcohol-impaired driver enforcement efforts targeting DUI, distracted drivers, and pedestrian safety.
- The Department participated in the City's annual open house community event.
- Members of the Department organized and participated in several events targeted at engaging with community members. The Citizen Commendation program continued by issuing awards to two community members. The Coffee-with-a-Cop Program continued with three events successfully held. Additionally, three community members participated in three separate Cop-for-A-Day events.
- Members of the Department Management Team continued their active participation in local community service groups as well as regional and statewide professional organizations.
- Department employees attended professional development courses such as the LAPD Leadership, Supervisory Leadership Institute, Inner Perspectives, the Public Sector Supervisor Academy, and the Belmont, Foster City, San Mateo, Hillsborough joint *Leadership* program.
- In 2017, education levels within the Department are as follows: 67% (35) of employees have a Bachelor's Degree or an Advanced Degree; 78.4% (29) of the Department's sworn staff (Police Officers) have a Bachelor's Degree or an Advanced Degree.
- Continuously monitored and updated our procedures and policies to incorporate the most recent case law and industry-wide best practices via Lexipol.

- Five officers received Peninsula Council of Lions awards for Valor, and an additional officer received a Service Award for his innovative activities with Foster City youth and for solving a homicide case as part of his regular duties.
- Many employees sought out new leadership positions and challenges within the Department. Three employees were promoted to a new rank: two corporals, and one sergeant.



INITIATIVES & SERVICE LEVEL EXPECTATIONS

FOR FY 2018-2019

The police department's management team entered into its second year and continues to be motivated and excited to be working together to ensure the department delivers the highest level of service. We continue to face several significant challenges as we head into the next Fiscal Year. Public Safety Realignment by the State and the passing of Proposition 57 allowed for the reduction or adjustment of the amount of time served in prison or jail by a criminal. Additionally, the passing of Proposition 47, which reduced many drug and theft-related offenses from felonies to misdemeanors, means criminals are cited and released instead of being booked into the county jail. Consequently, the criminal population in our community and throughout the state increased. To curtail the repeated offending of this segment of society requires monitoring to ensure compliance with release conditions and to mitigate their criminal activities. Law Enforcement agencies throughout San Mateo County will continue collaborating and committing resources to this issue and others.

Locally, we continue to see an increase in our population, new developments, and traffic issues while also facing challenges with maintaining a fully staffed department. Despite these challenges, we will strive to continue to provide public safety services at the high level our community has come to expect from the Foster City Police Department.

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

- Response to all emergency calls for service within current response times averages.
- Focus on traffic safety with an emphasis on school zones and pedestrian safety. The deployment of traffic officers will continue through this fiscal year.
- Juvenile intervention through involvement in schools and programs will continue.
- The G.R.E.A.T. program will continue to be taught in our public schools.
- Ongoing involvement in the County Gang Task Force operations, regional SWAT team, and regional traffic safety programs.
- Abandoned vehicle abatement will continue.
- Maintain services related to requests for records, criminal report processing, and State mandated reporting.
- The continuation of services for arrested inebriates and improved officer processing time in handling them via the First Chance Program.
- Maintain drug and vehicle theft investigative resources through participation in the Countywide Narcotics and Vehicle Theft Task Forces.
- Attending to non-emergency calls for service will maintain current response time expectations.
- Proactive community outreach by our Crime Prevention/Community Outreach Officer.
- Support for the Crossing Guard program in cooperation with the San Mateo-Foster City School District.
- Improved utilization of social media to communicate effectively with our community by providing

information, crime prevention resources, and Department transparency.

- Continue to work closely with other City Departments and community organizations to maintain the quality of life and ensure a “Sustainable Foster City.”
- Adherence to new laws as they pertain to personnel training for de-escalation and crisis intervention.
- Use available technology such as body-worn-cameras.

CHANGES IN RESOURCES/FUNDING

Incorporating the over-hire positions into permanent staff will allow the department to effectively respond to the issues associated with an increase in the City’s population and to traffic related issues, as well as to mitigate the criminal activity associated with the higher criminal population regionally.

Between 2010 and 2016, Foster City experienced an 8% growth in population (2400 additional residents), the highest growth rate of a city within the central San Mateo County area. Because of the growth rate, Foster City became the densest city in the area in 2016 (information sourced via [towncharts.com/U.S. Census’s 2017 American Community Survey](http://towncharts.com/U.S. Census's 2017 American Community Survey)). Another factor impacting the community in Foster City is the criminal activity associated with the increase in the criminal population throughout the region since the implementation of Public Safety Realignment and Propositions 47 and 57.

Over a five year period, the Police Department’s calls for service increased 38% to 15,353 in 2017 from 11,114 in

2013. Notably, in fiscal year 2013-2014, the Police Department’s staffing was the lowest in recent history. The advent of the technology that allows for calls for service to be generated via various media platforms and mobile applications will be a factor in the amount of incidents handled by the Police Department. The incorporation of the previous over-hire positions into permanent staff puts our staffing at a level proportionate to the increase in calls for service, increase in City population, the increase of traffic on our roadways, and the increase of criminal activity and offenders. Consequently, the Department’s staffing level will return to the previous level of the fiscal year 2007-2008 with 39 Police Officers and four Senior Community Service Officers, and the dispatch center will be fully staffed.

Since 2014, collisions have been reduced by 8.9% to 195 in 2017 from a high of 214 in 2014. Concurrently, an increase in the Department’s staffing began in fiscal year 2014-2015 and has since continued. The increase in staffing has allowed for an increased and focused effort on traffic education and enforcement.

At our current staffing level, the department can continue providing daily school safety patrols, community engagement services, and provide excellent service overall. Programs previously canceled because of the staffing shortage are active again allowing us to bolster the bond between the community and its police department. For example, in 2018, The Community Police Academy is fully active, and enrollment has reached full capacity resulting in a waiting list for the next session.

The Police Department will continue meeting the community's expectations of providing a high level of service, so to do this it will be necessary to absorb the previous over-hire positions into our permanent staff.

Starting in FY 2018-2019, training funds will have an assigned line in the Department budget based on average costs from previous years. To comply with mandated training and professional development, we allotted \$50,000. In the past, the Department funded staff's training as part of its overall budget and through salary savings due to the staffing shortages. Because the Department is almost fully staffed, funds specifically allocated for training will allow for better planning, management, and tracking of reimbursements for training expenses from POST.

The two budget items that have traditionally been funded by the state, and are anticipated to again be funded this FY are the COPS Grant and Booking Fees.

Employee Services

- SLESF/COPS Grant Funding – In previous years, the City received \$100,000 from the State of California under the Citizens Option for Public Safety (COPS) program, a Special Revenue Fund. To be conservative in our budgeting, we continue to exclude this funding in our budget nor is it reflected in our personnel allocations. The City is projecting to receive this State funding of \$100,000 for FY 2018-2019.

Services and Supplies

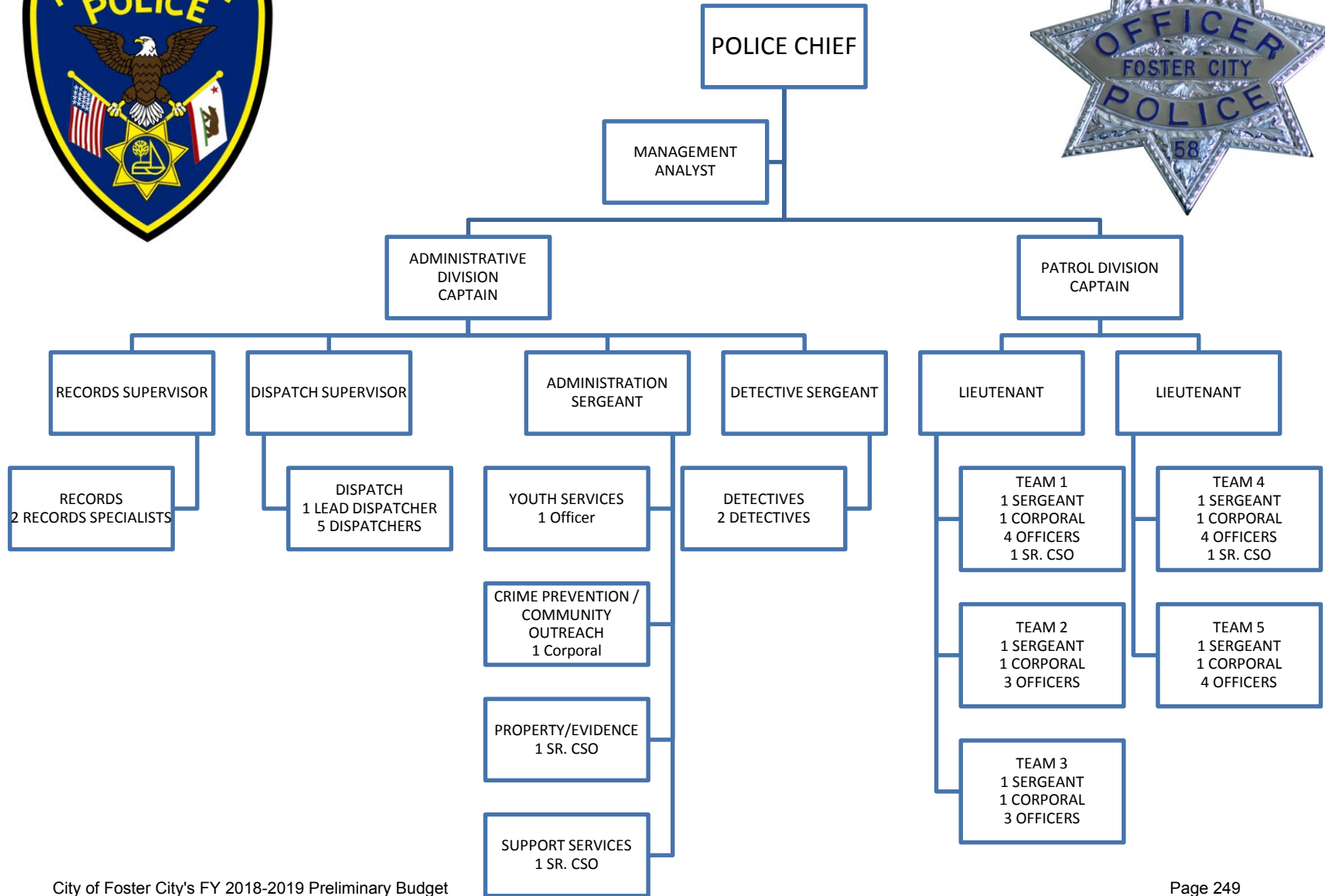
- Booking Fees—Most charges for booking suspects into County jail are billed by the County directly to the State.

Some bookings that are ineligible for State funding may be charged back to the City. As we anticipate receiving this State funding and due to Prop 47 reducing the number of crimes that qualify for booking at county jail we have allotted \$5,000 for the FY 2018-2019. This amount would only be used in the event the reimbursement ceases from the State or to cover bookings that are reclassified by the State as no longer qualifying for reimbursement.





Police Department



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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
CHIEF'S OFFICE	\$ 566,746	\$ 566,746	\$ 620,009
FIELD OPERATIONS	\$ 7,564,620	\$ 7,564,620	\$ 7,759,233
ADMINISTRATIVE BUREAU	\$ 4,848,574	\$ 4,848,574	\$ 4,968,510
CROSSING GUARDS	\$ 21,600	\$ 21,600	\$ 21,600
POST TRAINING	\$ -	\$ -	\$ 50,000
BSCAA Prop 47 Grant	\$ -	\$ -	\$ 30,175
DRUG ABUSE RESISTANCE EDUCATION (DARE)	\$ 600	\$ 600	\$ 600
ASSET SEIZURE	\$ -	\$ -	\$ 22,175
TOTAL FOR POLICE	\$ 13,002,140	\$ 13,002,140	\$ 13,472,302

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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 11,578,450	\$ 11,578,450	\$ 11,808,120
SERVICES AND SUPPLIES	300,901	300,901	405,016
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	11,879,351	11,879,351	12,213,136
INTERNAL SERVICES	1,122,789	1,122,789	1,259,166
Subtotal (Total Department Expenses before Reallocations)	13,002,140	13,002,140	13,472,302
REALLOCATIONS	-	-	-
TOTAL FOR POLICE	\$ 13,002,140	\$ 13,002,140	\$ 13,472,302

DETAIL LINE ITEM REPORT

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

GENERAL FUND

<i>Employee Services</i>	Approved 2017-2018	Requested 2018-2019
001-0610-421-4110 PERMANENT SALARIES	\$317,500.00	\$336,700.00
Subtotal	\$317,500.00	\$336,700.00
001-0610-421-4120 EMPLOYEE SERVICESFRINGE BENEFITS	\$204,300.00	\$236,300.00
Subtotal	\$204,300.00	\$236,300.00
Employee Services Total	\$521,800.00	\$573,000.00
<i>Internal Services</i>	Approved 2017-2018	Requested 2018-2019
001-0610-421-4520 COMPENSATED ABSENCES	\$4,600.00	\$7,402.00
Subtotal	\$4,600.00	\$7,402.00
001-0610-421-4544 VEHICLE REPLACEMENT	\$16,711.00	\$15,802.00
Subtotal	\$16,711.00	\$15,802.00
Internal Services Total	\$21,311.00	\$23,204.00
<i>Services and Supplies</i>	Approved 2017-2018	Requested 2018-2019
001-0610-421-4243 GENERAL OFFICE SUPPLIES	\$750.00	\$750.00
Subtotal	\$750.00	\$750.00
001-0610-421-4251* LEGAL SERVICES	\$4,000.00	\$4,000.00
001-0610-421-4251* PRE-EMPLOYMENT EXAMS	\$15,000.00	\$15,000.00
Subtotal	\$19,000.00	\$19,000.00
001-0610-421-4253 CALIFORNIA POLICE CHIEFS' ASSOCIATION	\$420.00	\$440.00
001-0610-421-4253 CALIFORNIA POLICE OFFICERS' ASSOCIATION	\$125.00	\$125.00
001-0610-421-4253 INTERNATIONAL POLICE CHIEFS' ASSOCIATION	\$165.00	\$165.00
001-0610-421-4253 SAN MATEO COUNTY CHIEFS OF POLICE	\$450.00	\$600.00

	Subtotal	\$1,160.00	\$1,330.00
001-0610-421-4254	LOCAL MEETINGS AND TOLLS	\$625.00	\$625.00
001-0610-421-4254	SAN MATEO COUNTY POLICE CHIEFS' SEMINAR	\$600.00	\$600.00
	Subtotal	\$1,225.00	\$1,225.00
001-0610-421-4255	CALIFORNIA POLICE CHIEFS' TRAINING CONFERENCE	\$1,500.00	\$1,500.00
	Subtotal	\$1,500.00	\$1,500.00
	Services and Supplies Total	\$23,635.00	\$23,805.00
	CHIEF'S OFFICE Total	\$566,746.00	\$620,009.00

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

<i>Employee Services</i>		Approved 2017-2018	Requested 2018-2019
001-0620-421-4110	PERMANENT SALARIES	\$3,904,000.00	\$4,153,800.00
001-0620-421-4110	REALLOCATION TO SLESF/COPS GRANT	(\$100,000.00)	(\$100,000.00)
	Subtotal	\$3,804,000.00	\$4,053,800.00
001-0620-421-4112	FOURTH OF JULY OVERTIME	\$8,000.00	\$8,320.00
001-0620-421-4112	OVERTIME	\$140,000.00	\$145,600.00
	Subtotal	\$148,000.00	\$153,920.00
001-0620-421-4117	HOLIDAY IN-LIEU PAY	\$194,300.00	\$200,800.00
	Subtotal	\$194,300.00	\$200,800.00
001-0620-421-4120	FRINGE BENEFITS	\$2,936,000.00	\$2,852,000.00
001-0620-421-4120	RETIREMENT HEALTH SAVINGS ACCOUNT	\$60,000.00	\$0.00
	Subtotal	\$2,996,000.00	\$2,852,000.00
	Employee Services Total	\$7,142,300.00	\$7,260,520.00
<i>Internal Services</i>		Approved 2017-2018	Requested 2018-2019

001-0620-421-4520	COMPENSATED ABSENCES	\$57,800.00	\$93,420.00
	Subtotal	\$57,800.00	\$93,420.00
001-0620-421-4544	VEHICLE REPLACEMENT	\$274,818.00	\$298,449.00
	Subtotal	\$274,818.00	\$298,449.00
001-0620-421-4556	EQUIPMENT REPLACEMENT	\$18,723.00	\$35,850.00
	Subtotal	\$18,723.00	\$35,850.00
	Internal Services Total	\$351,341.00	\$427,719.00

Services and Supplies

		Approved 2017-2018	Requested 2018-2019
001-0620-421-4240	BADGE REFURBISHING	\$400.00	\$400.00
001-0620-421-4240	EVIDENCE SUPPLIES	\$3,200.00	\$3,200.00
001-0620-421-4240	FIRST AID KIT SUPPLIES	\$100.00	\$100.00
001-0620-421-4240	FLARES	\$500.00	\$500.00
001-0620-421-4240*	FLASHLIGHT EQUIPMENT	\$1,000.00	\$1,000.00
001-0620-421-4240*	LEATHER AND SAFETY EQUIPMENT	\$2,500.00	\$2,500.00
001-0620-421-4240*	MISCELLANEOUS SAFETY EQUIPMENT FOR VOLUNTEERS	\$1,000.00	\$1,000.00
001-0620-421-4240	MOTOR OFFICER EQUIPMENT	\$2,500.00	\$2,500.00
001-0620-421-4240	RANGE/FIREARM PROGRAM	\$10,295.00	\$10,295.00
	Subtotal	\$21,495.00	\$21,495.00
001-0620-421-4246	RADAR/PAS DEVICE REPAIR	\$850.00	\$850.00
	Subtotal	\$850.00	\$850.00
001-0620-421-4251	BOOKING FEES	\$10,000.00	\$10,000.00
001-0620-421-4251	COMMUNITY OVERCOMING RELATIONSHIP ABUSE	\$6,084.00	\$6,084.00
001-0620-421-4251*	CRITICAL REACH SUPPORT FEE	\$435.00	\$450.00
001-0620-421-4251	RANGE FEES	\$3,000.00	\$3,000.00
001-0620-421-4251	STAR VISTA/FIRST CHANCE FACILITY	\$23,140.00	\$23,140.00
	Subtotal	\$42,659.00	\$42,674.00
001-0620-421-4253	CALIFORNIA PEACE OFFICERS' ASSOCIATION (1CPT/2 LT)	\$375.00	\$375.00
001-0620-421-4253	CALIFORNIA POLICE CHIEFS' ASSN. ASSOCIATE MEMBER	\$145.00	\$145.00

001-0620-421-4253	CALIFORNIA TACTICAL OFFICERS ASSOCIATION	\$30.00	\$30.00
001-0620-421-4253	SAN MATEO COUNTY TRAINING MANAGERS' ASSOCIATION	\$100.00	\$100.00
	Subtotal	\$650.00	\$650.00
001-0620-421-4254*	LOCAL MEETINGS AND TOLLS	\$825.00	\$825.00
	Subtotal	\$825.00	\$825.00
001-0620-421-4255*	ARPOC RESERVE TRAINING CONFERENCE	\$3,000.00	\$3,000.00
001-0620-421-4255*	CPCA TRAINING CONFERENCE - CAPTAIN	\$1,500.00	\$1,500.00
	Subtotal	\$4,500.00	\$4,500.00
	Services and Supplies Total	\$70,979.00	\$70,994.00
	FIELD OPERATIONS Total	\$7,564,620.00	\$7,759,233.00

POLICE - ADMINISTRATIVE BUREAU Account: 001-0630-421

GENERAL FUND

<i>Employee Services</i>		Approved 2017-2018	Requested 2018-2019
001-0630-421-4110	INVESTIGATOR ON-CALL PAY	\$26,000.00	\$26,000.00
001-0630-421-4110	PERMANENT SALARIES	\$2,130,500.00	\$2,157,000.00
	Subtotal	\$2,156,500.00	\$2,183,000.00
001-0630-421-4111	HOURLY AND PART TIME SALARY	\$22,000.00	\$22,000.00
	Subtotal	\$22,000.00	\$22,000.00
001-0630-421-4112	FOURTH OF JULY OVERTIME	\$2,500.00	\$2,600.00
001-0630-421-4112	OVERTIME	\$59,000.00	\$61,500.00
	Subtotal	\$61,500.00	\$64,100.00
001-0630-421-4117	HOLIDAY IN-LIEU PAY SWORN PERSONNEL	\$40,300.00	\$41,900.00
001-0630-421-4117	HOLIDAY PREMIUM PAY DISPATCH	\$21,450.00	\$22,600.00
	Subtotal	\$61,750.00	\$64,500.00
001-0630-421-4120	FRINGE BENEFITS	\$1,612,600.00	\$1,641,000.00

Subtotal	\$1,612,600.00	\$1,641,000.00
Employee Services Total	\$3,914,350.00	\$3,974,600.00

Internal Services

	Approved 2017-2018	Requested 2018-2019
001-0630-421-4520 COMPENSATED ABSENCES	\$20,800.00	\$31,185.00
001-0630-421-4520 COMPENSATED ABSENCES-PUBLIC SAFETY DISPATCHER	\$10,750.00	\$17,317.00
Subtotal	\$31,550.00	\$48,502.00
001-0630-421-4544 VEHICLE REPLACEMENT	\$79,924.00	\$75,412.00
Subtotal	\$79,924.00	\$75,412.00
001-0630-421-4556 EQUIPMENT REPLACEMENT	\$25,174.00	\$25,174.00
Subtotal	\$25,174.00	\$25,174.00
001-0630-421-4557 INFORMATION TECHNOLOGY SERVICES	\$419,775.00	\$425,444.00
Subtotal	\$419,775.00	\$425,444.00
001-0630-421-4569 BUILDING MAINTENANCE	\$193,714.00	\$233,711.00
Subtotal	\$193,714.00	\$233,711.00
Internal Services Total	\$750,137.00	\$808,243.00

Services and Supplies

	Approved 2017-2018	Requested 2018-2019
001-0630-421-4240 BALLISTIC VEST REPLACEMENT	\$6,000.00	\$7,000.00
001-0630-421-4240* FILM/PHOTO PROCESSING	\$200.00	\$200.00
001-0630-421-4240* PENAL CODES/PUBLICATIONS	\$800.00	\$800.00
Subtotal	\$7,000.00	\$8,000.00
001-0630-421-4242 POSTAGE	\$2,200.00	\$2,200.00
Subtotal	\$2,200.00	\$2,200.00
001-0630-421-4243* CITATIONS	\$1,500.00	\$1,500.00
001-0630-421-4243* OFFICE SUPPLIES	\$15,000.00	\$15,000.00
001-0630-421-4243 PRINTING	\$2,000.00	\$2,000.00
Subtotal	\$18,500.00	\$18,500.00
001-0630-421-4246 COMMUNICATIONS CENTER EQUIPMENT	\$1,000.00	\$1,000.00

001-0630-421-4246	FIXED RADIO EQUIP (TEA)	\$22,752.00	\$22,752.00
001-0630-421-4246	HAINES CROSS DIRECTORY	\$770.00	\$770.00
001-0630-421-4246	MOBILE RADIO REPAIR	\$1,100.00	\$1,100.00
001-0630-421-4246	PLAIN PAPER COPIERS (6765 AND 6632)	\$2,000.00	\$2,000.00
001-0630-421-4246	SHREDDER AND FAX	\$500.00	\$500.00
001-0630-421-4246	UPS (BEST POWER INC.)	\$1,000.00	\$1,000.00
001-0630-421-4246	VEHICLE EQUIPMENT MAINTENANCE	\$2,000.00	\$2,000.00
	Subtotal	\$31,122.00	\$31,122.00
001-0630-421-4249	ADVERTISING	\$200.00	\$200.00
001-0630-421-4249	COMMUNITY OUTREACH	\$3,500.00	\$3,500.00
	Subtotal	\$3,700.00	\$3,700.00
001-0630-421-4251	AT & T LANGUAGE LINE	\$500.00	\$500.00
001-0630-421-4251	COPWARE/LEXIPOL (SOFTWARE UPDATES)	\$8,320.00	\$8,900.00
001-0630-421-4251	SAN MATEO COUNTY CRIME LAB FEES	\$27,000.00	\$27,000.00
001-0630-421-4251	SAN MATEO COUNTY INFORMATION SERVICES DIVISION	\$25,000.00	\$25,000.00
001-0630-421-4251*	SAN MATEO COUNTY NARCOTICS TASK FORCE	\$45,000.00	\$45,000.00
001-0630-421-4251	WEB ANALYTICS (CLEAR PLUS)	\$3,550.00	\$3,550.00
	Subtotal	\$109,370.00	\$109,950.00
001-0630-421-4253	ASSN OF PUBLIC SAFETY COMMUNICATIONS OFFICIALS	\$120.00	\$120.00
001-0630-421-4253	CA CRIMINAL JUSTICE WARRANT SERVICE ASSN.	\$75.00	\$75.00
001-0630-421-4253	CA LAW ENF. ASSN. OF RECORDS SUPERVISORS	\$50.00	\$50.00
001-0630-421-4253	CA POLICE CHIEFS' ASSN ASSOCIATE MEMBER	\$145.00	\$145.00
001-0630-421-4253	CALIFORNIA ASSN OF PROPERTY & EVIDENCE OFFICERS	\$50.00	\$50.00
001-0630-421-4253	CALIFORNIA PEACE OFFICERS' ASSOCIATION 1CPT 2 N/S	\$205.00	\$205.00
001-0630-421-4253	SAN MATEO CO. COMMUNICATIONS MANAGERS ASSOC	\$100.00	\$100.00
	Subtotal	\$745.00	\$745.00
001-0630-421-4254	LOCAL MEETINGS AND TOLLS	\$1,350.00	\$1,350.00
	Subtotal	\$1,350.00	\$1,350.00
001-0630-421-4255	CAPE/CCUG TRAINING	\$1,100.00	\$1,100.00

001-0630-421-4255	CPOA TRAINING SYMPOSIUM (1 Capt)	\$1,500.00	\$1,500.00
001-0630-421-4255	RIMS USERS GROUP CONFERENCE (3 ATTENDEES)	\$5,000.00	\$5,000.00
	Subtotal	\$7,600.00	\$7,600.00
001-0630-421-4265	ADMINISTRATIVE INVESTIGATIVE FUND	\$2,500.00	\$2,500.00
	Subtotal	\$2,500.00	\$2,500.00
	Services and Supplies Total	\$184,087.00	\$185,667.00
	ADMINISTRATIVE BUREAU Total	\$4,848,574.00	\$4,968,510.00

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

<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
001-0650-421-4251	CROSSING GUARDS	\$21,600.00	\$21,600.00
	Subtotal	\$21,600.00	\$21,600.00
	Services and Supplies Total	\$21,600.00	\$21,600.00
	CROSSING GUARDS Total	\$21,600.00	\$21,600.00

POLICE - POST TRAINING Account: 001-0670-421 GENERAL FUND

<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
001-0670-421-4255	POST	\$0.00	\$50,000.00
	Subtotal	\$0.00	\$50,000.00
	Services and Supplies Total	\$0.00	\$50,000.00
	POST TRAINING Total	\$0.00	\$50,000.00

POLICE - Account: 001-0680-421

GENERAL FUND

<i>Services and Supplies</i>	Approved 2017-2018	Requested 2018-2019
001-0680-421-4255 BSCAA PROP 47 GRANT	\$0.00	\$30,175.00
Subtotal	\$0.00	\$30,175.00
Services and Supplies Total	\$0.00	\$30,175.00
Total	\$0.00	\$30,175.00

POLICE - CHIEF'S OFFICE Account: 006-0610-421

DRUG ABUSE RESISTANCE EDUCATION (DARE)

006-0610-421-4251 Carry Over Budget-DARE	\$0.00	\$600.00
006-0610-421-4251 DRUG ABUSE RESISTANCE EDUCATION (DARE)	\$600.00	\$0.00
Subtotal	\$600.00	\$600.00
Services and Supplies Total	\$600.00	\$600.00
CHIEF'S OFFICE Total	\$600.00	\$600.00

POLICE - CHIEF'S OFFICE Account: 009-0610-421

ASSET SEIZURE

<i>Services and Supplies</i>	Approved 2017-2018	Requested 2018-2019
009-0610-421-4251 ASSET SEIZURE	\$0.00	\$22,175.00
Subtotal	\$0.00	\$22,175.00
Services and Supplies Total	\$0.00	\$22,175.00
CHIEF'S OFFICE Total	\$0.00	\$22,175.00

Police Department Budget Comparisons - Chief (001-0610)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Salaries	\$ 317,500	\$ 336,700	\$ 19,200	1
4120	Benefits	\$ 204,300	\$ 236,300	\$ 32,000	2
4520	Compensated Absences	\$ 4,600	\$ 7,402	\$ 2,802	3
4544	Vehicle Replacement	\$ 16,711	\$ 15,802	\$ (909)	4
4243	Office Supplies	\$ 750	\$ 750	\$ -	5
4251	Consulting and Contracting	\$ 19,000	\$ 19,000	\$ -	6
4253	Membership and Dues	\$ 1,160	\$ 1,330	\$ 170	7
4254	Travel, Conferences, Meetings	\$ 1,225	\$ 1,225	\$ -	8
4255	Training	\$ 1,500	\$ 1,500	\$ -	9
	Total	\$ 566,746	\$ 620,009	\$ 53,263	

Detailed Analysis:

- Note 1 Increase based on contractual adjustment
- Note 2 Contractual adjustment to benefits formulas (e.g. CalPERS, medical, etc)
- Note 3 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 4 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 5 No change
- Note 6 No change
- Note 7 Increase in Cal Police Chiefs Assoc dues & SM Cnty Chiefs Assoc. Dues
- Note 8 No change
- Note 9 No change

Police Department Budget Comparisons - Field Operations (001-0620)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Salaries	\$ 3,804,000	\$ 4,053,800	\$ 249,800	1
4112	Overtime/Fourth of July Overtime	\$ 148,000	\$ 153,920	\$ 5,920	2
4117	Holiday Pay	\$ 194,300	\$ 200,800	\$ 6,500	3
4120	Benefits	\$ 2,996,000	\$ 2,852,000	\$ (144,000)	4
4520	Compensated Absences	\$ 57,800	\$ 93,420	\$ 35,620	5
4544	Vehicle Replacement	\$ 274,818	\$ 298,449	\$ 23,631	6
4556	Equipment Replacement	\$ 18,723	\$ 35,850	\$ 17,127	7
4240	Tools/Equipment	\$ 21,495	\$ 21,495	\$ -	8
4246	Maintenance	\$ 850	\$ 850	\$ -	9
4251	Consulting and Contracting	\$ 42,659	\$ 42,674	\$ 15	10
4253	Membership and Dues	\$ 650	\$ 650	\$ -	11
4254	Travel, Conferences, Meetings	\$ 825	\$ 825	\$ -	12
4255	Training	\$ 4,500	\$ 4,500	\$ -	13
	Total	\$ 7,564,620	\$ 7,759,233	\$ 194,613	

Detailed Analysis:

- Note 1 Increase based on contractual adjustment
- Note 2 Increase based on contractual adjustment
- Note 3 Increase based on contractual adjustment
- Note 4 FY 2017-2018 one time retirement health savings account of \$60,000 & Contractual adjustment to benefit formulas (e.g. CalPERS, workers comp, medical etc.).
- Note 5 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 6 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 7 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 8 No change
- Note 9 No change
- Note 10 No significant change
- Note 11 No significant change
- Note 12 No change
- Note 13 No change

Police Department Budget Comparisons - Admin (001-0630)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Salaries	\$ 2,156,500	\$ 2,183,000	\$ 26,500	1
4111	Admin Hourly/Part Time Salaries	\$ 22,000	\$ 22,000	\$ -	2
4112	Overtime/Fourth of July Overtime	\$ 61,500	\$ 64,100	\$ 2,600	3
4117	Holiday Pay	\$ 61,750	\$ 64,500	\$ 2,750	4
4120	Benefits	\$ 1,612,600	\$ 1,641,000	\$ 28,400	5
4520	Compensated Absences	\$ 31,550	\$ 48,502	\$ 16,952	6
4544	Vehicle Replacement	\$ 79,924	\$ 75,412	\$ (4,512)	7
4556	Equipment Replacement	\$ 25,174	\$ 25,174	\$ -	8
4557	Information Technology Services	\$ 419,775	\$ 425,444	\$ 5,669	9
4569	Building Maintenance	\$ 193,714	\$ 233,711	\$ 39,997	10
4240	Tools/Equipment	\$ 7,000	\$ 8,000	\$ 1,000	11
4242	Postage	\$ 2,200	\$ 2,200	\$ -	12
4243	Office Supplies	\$ 18,500	\$ 18,500	\$ -	13
4246	Maintenance	\$ 31,122	\$ 31,122	\$ -	14
4249	Advertising	\$ 3,700	\$ 3,700	\$ -	15
4251	Consulting and Contracting	\$ 109,370	\$ 109,950	\$ 580	16
4253	Membership and Dues	\$ 745	\$ 745	\$ -	17
4254	Travel, Conferences, Meetings	\$ 1,350	\$ 1,350	\$ -	18
4255	Training	\$ 7,600	\$ 7,600	\$ -	19
4265	Admin Investigation Fund	\$ 2,500	\$ 2,500	\$ -	20
	Total	\$ 4,848,574	\$ 4,968,510	\$ 119,936	

Detailed Analysis:

- Note 1 Increase based on contractual adjustment
- Note 2 No change
- Note 3 Increase based on contractual adjustment
- Note 4 Increase based on contractual adjustment
- Note 5 Contractual adjustment to benefit formulas (e.g. CalPERS, workers comp, medical etc.)
- Note 6 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 7 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 8 No change
- Note 9 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 10 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 11 Ballistic Vest purchases for new hires/Per MOU dept now responsible for purchasing replacement vests
- Note 12 No change
- Note 13 No change
- Note 14 No change
- Note 15 No change
- Note 16 Lexipol fee increase 8%.
- Note 17 No change
- Note 18 No change
- Note 19 No change
- Note 20 No change

Police Department Budget Comparisons - Crossing Guard (001-0640)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4251	Consulting and Contracting	\$ 21,600	\$ 21,600	\$ -	1
	Total	<u>\$ 21,600</u>	<u>\$ 21,600</u>	<u>\$ -</u>	

Detailed Analysis:

Note 1 No change

Police Department Budget Comparisons - POST (006-0670)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4251	Training	\$ -	\$ 50,000	\$ 50,000	1
	Total	<u>\$ -</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	

Detailed Analysis:

Note 1 New fund to comply with mandated training and professional development

Police Department Budget Comparisons - Prop 47 Grant (006-0680)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4251	Training	\$ -	\$ 30,175	\$ 30,175	1
	Total	<u>\$ -</u>	<u>\$ 30,175</u>	<u>\$ 30,175</u>	

Detailed Analysis:

Note 1 One-time Grant received from California Board of State and Community Corrections for training

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

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4251	Consulting and Contracting	\$ 600	\$ 600	\$ -	1
	Total	<u>\$ 600</u>	<u>\$ 600</u>	<u>\$ -</u>	

Detailed Analysis:

Note 1 Carry forward

Police Department Budget Comparisons - Asset Seizure (009-0610)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4251	Services and Supplies	\$ -	\$ 22,175	\$ 22,175	1
	Total	<u>\$ -</u>	<u>\$ 22,175</u>	<u>\$ 22,175</u>	

Detailed Analysis:

Note 1 Fund from unclaimed legally seized monies

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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	16-17	17-18	18-19
Full-Time Employees			
Fire Chief ¹	0	0	0
Deputy Fire Chief ¹	0	0	0
Admin Battalion Chief ¹	1	1	1
Battalion Chief ^{1,5}	2	1	1
Fire Captain	8	8	8
Firefighter	21	21	21
Fire Marshal ²	0	0	0
Deputy Fire Marshal ²	0	0	0
Fire Inspector II ²	0	0	0
Emergency Preparedness Coordinator ³	0	0	0
Management Coordinator	1	1	1
Administrative Secretary	1	1	1
Total Full-Time Employees	34	33	33
Part-Time Employees			
CERT Intern	0.5	0.5	0.5
Student Intern II ⁴	0	0	0
Clerical Assistant	0.5	0.5	0.5
Total Full-Time Employees	1	1	1
TOTAL EMPLOYEES	35	34	34

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

² Fire Prevention services are contracted with the City of San Mateo, which consists of a Fire Marshal (10% Foster City funded), a Deputy Fire Marshal (100% Foster City funded) and a part-time Fire Inspector II (up to 50% funded by Foster City) positions.

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

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

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

MISSION STATEMENT

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

VALUES

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

STRATEGIC PLAN

The Fire Department will continue to pursue shared services opportunities with our neighboring cities while still maintaining local control. A contract for service with Belmont Fire Protection District is in place and functioning well. In Fiscal Year 2018-2019, the Fire Department will focus on the following initiatives:

Emergency Preparedness

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

- Activate the Emergency Operations Center (EOC) for smaller events or drills and include Line Staff to increase their knowledge and skills.
- Continue to address the needs of our diverse population in regard to Community Emergency Preparedness.
- Continue to execute goals described in the 2-year Emergency Preparedness Work Plan which will include City-wide Incident Command System (ICS) Training.
- Participate in the implementation of mitigation strategies identified in the 2016 Local Hazard Mitigation Plan (LHMP) Safety Element.
- Revise the Continuity of Operations Plan (COOP).
- Standardize EOC operations within the Shared Services model.
- Continue to collaborate with the San Mateo County Emergency Managers Association on a standardized countywide template for an Emergency Operations Plan based on the County Office of Emergency Services (OES) Emergency Operations Plan (EOP).

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

Community Emergency Response Team (CERT)

The City of Foster City's CERT program is one of the most dynamic and sustainable programs in the County. With over 850 citizens trained and 250 active members, Foster City CERT will continue to be a leader on the Peninsula in emergency preparedness and training.

- Recruit and train 50 citizens per year with a goal of 400 active CERT members.
- Develop and expand opportunities for local businesses to participate in a "business CERT" program.
- Establish joint CERT training exercises with San Mateo and Belmont CERT Teams.
- Develop a program for advanced CERT Members.
- Work with County OES to standardize CERT program and interests where practical.
- Continue the development of existing and new CERT Trainers.

Leadership and Professional Development

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

- Identify and create career paths to complement professional development efforts.
- Maintain active eligibility and promotional lists for all appropriate positions.

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

Training

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

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

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

Committed and Engaged

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

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

Fire Operations

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

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

Fire Administration

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

- Provide exceptional customer service to internal and external stakeholders.

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

Fire Prevention

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

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

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

KEY INITIATIVES COMPLETED

- In 2017, the Fire Department responded to 2082 calls for service, 1276 of which were medical in nature. The Fire Department continues to achieve a 98% San Mateo County Pre-Hospital Emergency Medical Services Group (JPA) compliance response rate for medical responses. This means that we respond to medical calls within 6 minutes, 59 seconds, as defined in the contract, 98% of the time.
- The Fire Chief, Deputy Chief, Administrative Battalion Chief, and three Operational Battalion Chief positions will continue to be shared between the City of San Mateo and the City of Foster City under an agreement for shared fire services, with Foster City funding 33.3% of these positions.
- The Belmont Fire Protection District contracts for 24-hour Battalion Chief service, an Administrative Battalion Chief and a Fire Chief with the City of Foster City and the City of San Mateo.
- Foster City, San Mateo and Belmont Fire Department Chief Officers continue to hold weekly command staff

meetings to discuss and enhance day-to-day operations for all cities. Larger meetings consisting of 50+ Foster City, San Mateo and Belmont Officers occur three times each year.

- Foster City Fire personnel responded, as part of the California's Mutual Aid Response, to 14 separate fire incidents throughout the state.
- 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 Fire Department will continue to work with other departments to ensure mitigation strategies identified in the Foster City Local Hazard Mitigation Plan/Safety Element, adopted in November 2016, are implemented and that the plan is maintained according to annual maintenance requirements.
- OES created an Incident Action Plan (IAP) and led Foster City departments of public works, parks and recreation, police and fire in the partial activation of the Foster City Emergency Operations Center (EOC) to support the City's annual Independence Day Celebration.
- OES and the Fire Prevention Bureau partnered with the American Red Cross Home Fire Preparedness Campaign to deliver a successful smoke alarm installation event that resulted in the installation of 191 smoke detectors in 40 Foster City homes.
- The Foster City Fire and Police Departments opened their doors to the public at their annual Open House in October

2017. All residents were invited to come by for a fun-filled and informative trip through the Fire and Police stations. In addition to station tours and the chance to see the tools that are used by firefighters and police officers, there were many displays, demonstrations and information on fire safety and emergency preparedness. In addition, Paramedics performed free blood pressure checks.

- Every year, the Fire Department provides classes to Foster City residents. The "Get Ready" Program gives residents the opportunity to attend and participate in emergency planning, identify hazards in their homes, and work toward being self-reliant for 72 hours.
- The Fire Department continues to manage the CERT (Community Emergency Response Training) program, which promotes partnering efforts between emergency services and the people they serve. The goal is to train citizens, community organizations, or businesses in basic response skills. The Foster City Fire Department will have trained over 850 CERT members by the end of Fiscal Year 2017-2018, with over 250 members staying active in their community.
- We built on the pilot Business Emergency Response Training (BERT) program with national pharmaceutical leader, Gilead Sciences. BERT is designed to train local businesses in emergency preparedness and resiliency, while our community benefits from the additional trained CERT Members. The Fire Department has trained 64 Gilead Sciences employees. These trained CERT members will respond to Gilead first, if at work when the disaster strikes, or their home community and can also respond with the Foster City CERT Community, as part of Neighborhood 1.

- In April 2017, Foster City, San Mateo County Office of Emergency Services and San Mateo County Health Department partnered with other San Mateo County Fire Departments and utilized trained CERT members to participate in a Bio-Hazard Field Exercise called Silver Dragon XI. CERT Members canvassed Foster City neighborhoods and distributed emergency preparedness flyers to over 1800 homes in less than 2 1/2 hours.



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

also conduct large scale drills and exercises to keep our CERT's prepared.

- In July of 2015, the San Mateo Fire Marshal became the joint Fire Marshal serving both San Mateo (90%) and Foster City (10%). The Fire Marshal provides management oversight of the prevention bureau. The City of San Mateo also hired a Deputy Fire Marshal assigned to Foster City (100%). Additionally, Foster City will continue to contract for Fire Inspector II services with the City of San Mateo on an as needed basis (up to 50%).
- The Fire Prevention Division conducted plan reviews and construction approvals on several high profile property development and redevelopment projects.
- The Fire Department is in its seventh year as part of the Central San Mateo County Training Division. The Department continues to train on a daily basis with other San Mateo County fire agencies. This inter-agency relationship allows us to accomplish day-to-day training requirements in an expanded and quality manner, providing resources that are not available in a single agency. An added benefit to our organization as a member of this Training Group is that our personnel are eligible to compete for open Battalion Chief or Division Chief positions assigned to the training division.
- The Fire Department continues to successfully participate in the San Mateo County Pre-Hospital Emergency Medical Services Group (JPA). Major components of the system are the provision of engine-based paramedic service to the community and the coordinated dispatch of all fire agencies in the County. Fire and medical responses are

dispatched based upon the closest available engine, regardless of jurisdiction

INITIATIVES & SERVICE LEVEL EXPECTATIONS DURING FISCAL YEAR 2018-2019

Service levels to the residents remained high and will continue to remain high in Fiscal Year 2018-2019

Administration

- Evaluate current governance model for shared services. Explore options and develop recommendations for creating a sustainable long term model for fire administration and operational delivery.
- Continue to fund the part-time clerical assistant position at an annual cost of \$23,000. This position enables staff to meet the clerical needs of the Department.
- Continue to fund the part-time emergency preparedness intern at an annual cost of \$29,000. This position supports the city's efforts in community and employee preparedness.

Fire Prevention

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

Fire Operations

- In Fiscal Year 2018-2019, we will continue to explore opportunities for additional shared services. We will focus on maintaining exceptional customer service while remaining fiscally responsible. We will use proactive and outside the box leadership to think of new and different ways of doing things.
- Update our reserve apparatus fleet when new equipment is placed into service and salvage our current reserve equipment.

CHANGES IN FINANCIAL RESOURCES REQUIRED

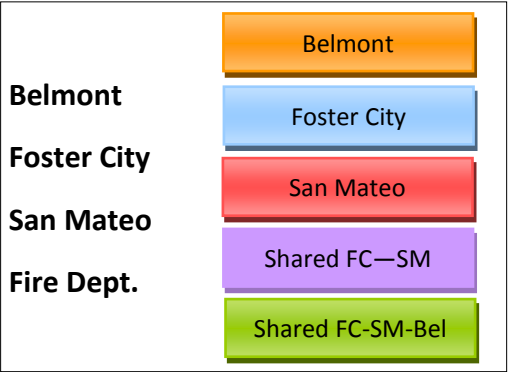
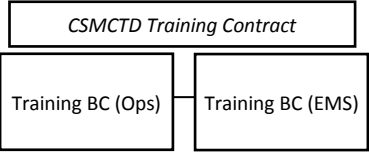
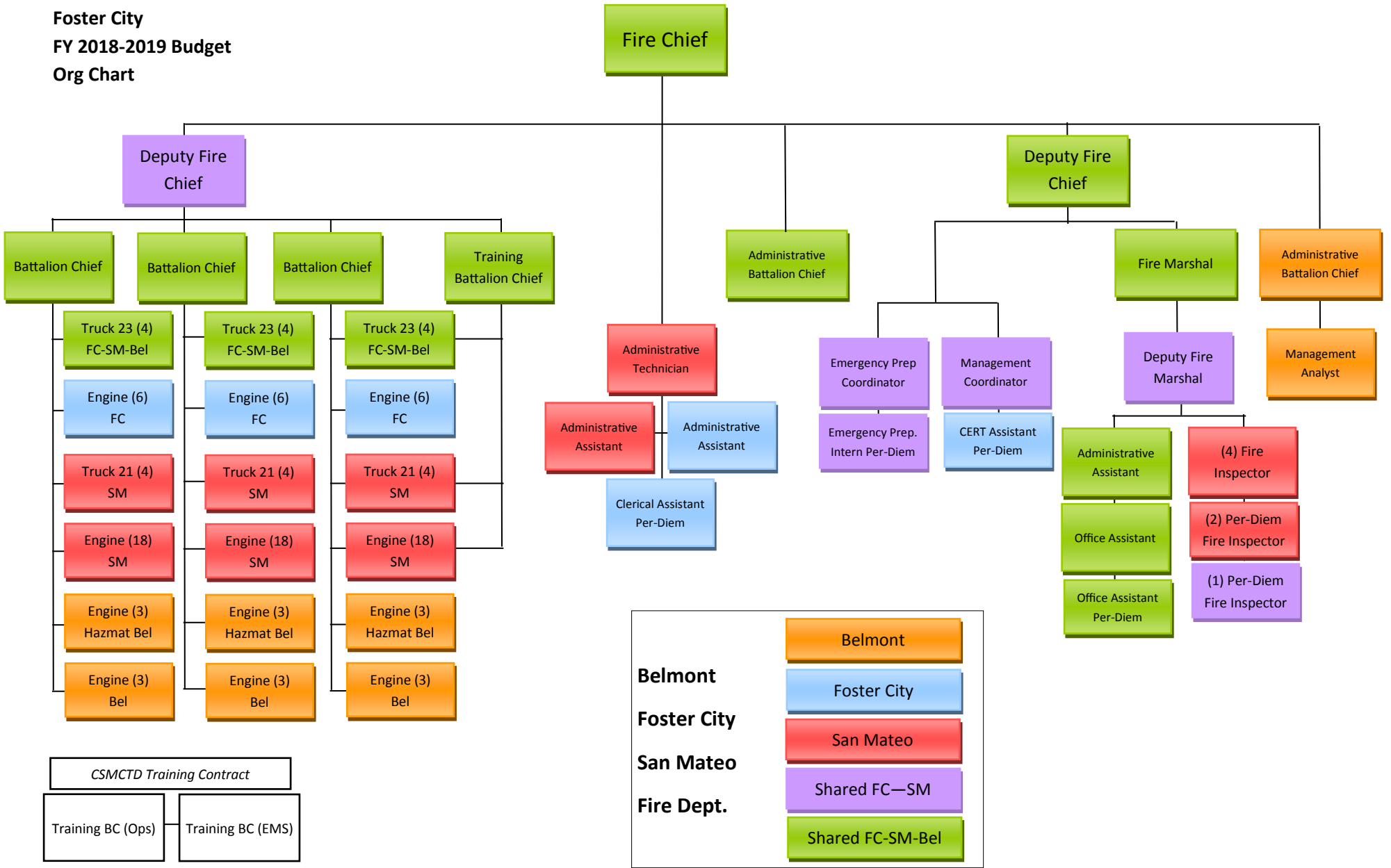
Personnel

- The shared Fire Command staff, including the Fire Chief, Deputy Chief, Administrative Battalion Chief, and three Operational Battalion Chief positions, will continue to be funded 33.3% by Foster City.
- The Belmont Fire Protection District will reimburse the City of Foster City for a portion of the Fire Chief, Administrative Battalion Chief and Operational Battalion Chiefs salaries in an amount not to exceed \$150,000 in Fiscal Year 2018-2019
- The San Mateo Fire Department will reimburse the City of Foster City \$130,843 for shared truck service as part of our shared truck agreement.
- The Belmont Fire Protection District will reimburse the City of Foster City for an estimated \$18,445 for a

shared portion of our Training Costs related to Truck personnel.

- The City of Foster City will continue to contract with the City of San Mateo for Fire Prevention services which includes a Fire Marshal, providing division oversight and a Deputy Fire Marshal for an estimated \$306,644 in Fiscal Year 2018-2019
- Fire will continue to share (up to 50%) a Fire Inspector II position with San Mateo Fire Department in an amount not to exceed \$100,000.
- Fire will continue to share (33%) of an Emergency Preparedness Coordinator position with the City of San Mateo.
- Increase to Water Rescue Program costs for maintenance of the boats (two jet skis) and personnel water rescue training (State certified class).
- The shared Training Battalion Chief (San Mateo FTE) cost will be absorbed through the existing Training budget.

**Foster City
FY 2018-2019 Budget
Org Chart**



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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	\$ 1,376,011	\$ 1,376,011	\$ 1,425,798
PREVENTION	-	-	-
TRAINING / OPERATIONS	8,400,080	8,400,080	8,855,447
DISASTER PREPAREDNESS	73,254	73,254	75,096
TOTAL FOR FIRE	\$ 9,849,345	\$ 9,849,345	\$ 10,356,341

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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 7,954,712	\$ 7,954,712	\$ 8,325,895
SERVICES AND SUPPLIES	937,119	937,119	956,704
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	8,891,831	8,891,831	9,282,599
INTERNAL SERVICES	966,996	966,996	1,085,351
Subtotal (Total Department Expenses before Reallocations)	9,858,827	9,858,827	10,367,950
REALLOCATIONS	(9,482)	(9,482)	(11,609)
TOTAL FOR FIRE	\$ 9,849,345	\$ 9,849,345	\$ 10,356,341

DETAIL LINE ITEM REPORT

FIRE - ADMINISTRATION

Account: 001-0710-422

GENERAL FUND

<i>Employee Services</i>		Approved 2017-2018	Requested 2018-2019
001-0710-422-4110	PERMANENT SALARIES	\$360,800.00	\$376,800.00
Subtotal		\$360,800.00	\$376,800.00
001-0710-422-4111*	CLERICAL ASSISTANT	\$22,927.00	\$25,055.00
001-0710-422-4111	PART-TIME CERT INTERN	\$29,970.00	\$29,970.00
Subtotal		\$52,897.00	\$55,025.00
001-0710-422-4120	FRINGE BENEFITS	\$254,900.00	\$281,100.00
Subtotal		\$254,900.00	\$281,100.00
Employee Services Total		\$668,597.00	\$712,925.00
<i>Internal Services</i>		Approved 2017-2018	Requested 2018-2019
001-0710-422-4520	COMPENSATED ABSENCES	\$5,121.00	\$8,297.00
Subtotal		\$5,121.00	\$8,297.00
001-0710-422-4544	VEHICLE REPLACEMENT	\$49,359.00	\$49,074.00
Subtotal		\$49,359.00	\$49,074.00
001-0710-422-4557	INFORMATION TECHNOLOGY SERVICES	\$112,361.00	\$112,306.00
Subtotal		\$112,361.00	\$112,306.00
001-0710-422-4569	BUILDING MAINTENANCE	\$11,095.00	\$13,218.00
Subtotal		\$11,095.00	\$13,218.00
Internal Services Total		\$177,936.00	\$182,895.00
<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
001-0710-422-4240	CERT BACKPACKS	\$4,000.00	\$4,000.00
001-0710-422-4240	CERT MATERIALS	\$7,000.00	\$7,000.00

001-0710-422-4240	OFFICE FURNITURE	\$1,000.00	\$1,000.00
001-0710-422-4240	PROMOTIONAL MATERIALS	\$1,500.00	\$1,500.00
	Subtotal	\$13,500.00	\$13,500.00
001-0710-422-4241	PAPER/COPY SUPPLIES	\$3,000.00	\$3,000.00
	Subtotal	\$3,000.00	\$3,000.00
001-0710-422-4242	GENERAL POSTAGE	\$500.00	\$500.00
	Subtotal	\$500.00	\$500.00
001-0710-422-4243	GENERAL OFFICE SUPPLIES	\$4,000.00	\$4,000.00
001-0710-422-4243	PREVENTION OFFICE SUPPLIES	\$3,000.00	\$3,000.00
001-0710-422-4243	SHARED SERVICES SUPPLIES	\$4,000.00	\$4,000.00
	Subtotal	\$11,000.00	\$11,000.00
001-0710-422-4246	CERT RADIOS / BATTERIES	\$500.00	\$500.00
001-0710-422-4246	DASHBOARD FIREVIEW	\$1,100.00	\$1,100.00
001-0710-422-4246	FIRST ON SCENE	\$3,150.00	\$3,650.00
001-0710-422-4246	OFFICE MACHINE MAINTENANCE	\$1,000.00	\$1,000.00
001-0710-422-4246	TELESTAFF	\$2,700.00	\$2,700.00
	Subtotal	\$8,450.00	\$8,950.00
001-0710-422-4251	BACKGROUND INVESTIGATIONS	\$2,500.00	\$2,500.00
001-0710-422-4251	FIRE SHARED SERVICES CONTRACTS	\$471,128.00	\$471,128.00
001-0710-422-4251	LEGAL SERVICES	\$1,000.00	\$1,000.00
001-0710-422-4251	SHARED STUDENT INTERN II POSITION	\$7,400.00	\$7,400.00
	Subtotal	\$482,028.00	\$482,028.00
001-0710-422-4253	FIRE CODE UPDATES	\$1,000.00	\$1,000.00
001-0710-422-4253	SM COUNTY FIRE CHIEF ASSOC	\$1,000.00	\$1,000.00
	Subtotal	\$2,000.00	\$2,000.00
001-0710-422-4254	CONFERENCES AND MEETINGS	\$1,000.00	\$1,000.00
001-0710-422-4254	MISCELLANEOUS	\$500.00	\$500.00
	Subtotal	\$1,500.00	\$1,500.00
001-0710-422-4255	SHARED SERVICES TRAINING	\$5,000.00	\$5,000.00

001-0710-422-4255	TRAINING		\$2,500.00	\$2,500.00
		Subtotal	\$7,500.00	\$7,500.00
		Services and Supplies Total	\$529,478.00	\$529,978.00
		ADMINISTRATION Total	\$1,376,011.00	\$1,425,798.00

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

<i>Employee Services</i>		Approved 2017-2018	Requested 2018-2019
001-0730-422-4110	PERMANENT SALARIES	\$3,561,745.00	\$3,699,800.00
		Subtotal	\$3,561,745.00
001-0730-422-4112	GENERAL OVERTIME	\$360,370.00	\$360,370.00
		Subtotal	\$360,370.00
001-0730-422-4116	FLSA	\$60,800.00	\$62,600.00
001-0730-422-4116	TRAINING OVERTIME	\$20,000.00	\$20,000.00
		Subtotal	\$80,800.00
001-0730-422-4117	HOLIDAY PAY	\$186,000.00	\$191,300.00
		Subtotal	\$186,000.00
001-0730-422-4120	FRINGE BENEFITS	\$2,977,200.00	\$3,278,900.00
001-0730-422-4120	RETIREMENT HEALTH SAVINGS ACCOUNT	\$120,000.00	\$0.00
		Subtotal	\$3,097,200.00
		Employee Services Total	\$7,286,115.00

<i>Internal Services</i>		Approved 2017-2018	Requested 2018-2019
001-0730-422-4520	COMPENSATED ABSENCES	\$56,266.00	\$85,095.00
		Subtotal	\$56,266.00
001-0730-422-4544	VEHICLE REPLACEMENT	\$303,973.00	\$307,324.00

	Subtotal	\$303,973.00	\$307,324.00
001-0730-422-4556	EQUIPMENT REPLACEMENT	\$96,154.00	\$115,751.00
	Subtotal	\$96,154.00	\$115,751.00
001-0730-422-4569	BUILDING MAINTENANCE	\$317,791.00	\$378,599.00
	Subtotal	\$317,791.00	\$378,599.00
	Internal Services Total	\$774,184.00	\$886,769.00

<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
001-0730-422-4240	ALS ROLLING STOCK	\$5,000.00	\$6,500.00
001-0730-422-4240	BLS SUPPLIES	\$3,000.00	\$3,000.00
001-0730-422-4240	CPR MANUALS	\$2,000.00	\$2,000.00
001-0730-422-4240	HOSE	\$6,000.00	\$6,000.00
001-0730-422-4240	KITCHEN SUPPLIES	\$1,000.00	\$1,000.00
001-0730-422-4240	LINEN SUPPLIES	\$1,000.00	\$1,000.00
001-0730-422-4240	MATTRESSES & DAYROOM CHAIRS	\$1,500.00	\$1,500.00
001-0730-422-4240	SAFETY TURNOUTS	\$20,000.00	\$20,000.00
001-0730-422-4240	SAFETY UNIFORMS	\$26,220.00	\$26,220.00
001-0730-422-4240	WILDLAND EQUIPMENT	\$1,800.00	\$1,800.00
	Subtotal	\$67,520.00	\$69,020.00
001-0730-422-4243	MAPS	\$800.00	\$800.00
001-0730-422-4243	MISCELLANEOUS	\$1,500.00	\$1,500.00
001-0730-422-4243	OFFICE SUPPLIES	\$2,000.00	\$2,000.00
	Subtotal	\$4,300.00	\$4,300.00
001-0730-422-4245	ADAPTERS	\$200.00	\$200.00
001-0730-422-4245	BATTERIES	\$500.00	\$500.00
001-0730-422-4245	CHAINSaws	\$2,000.00	\$2,000.00
001-0730-422-4245	CHAMOIS	\$100.00	\$100.00
001-0730-422-4245	ELECTRICAL	\$100.00	\$100.00
001-0730-422-4245	FLASHLIGHTS	\$315.00	\$315.00

001-0730-422-4245	FOAM	\$1,500.00	\$1,500.00
001-0730-422-4245	HAZMAT SUPPLIES	\$600.00	\$600.00
001-0730-422-4245	MISCELLANEOUS	\$1,500.00	\$1,500.00
001-0730-422-4245	SALVAGE COVERS	\$200.00	\$200.00
001-0730-422-4245	SPECIAL OPERATIONS EQUIPMENT	\$7,000.00	\$10,000.00
	Subtotal	\$14,015.00	\$17,015.00
001-0730-422-4246*	AED	\$1,000.00	\$1,500.00
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	\$3,000.00	\$3,000.00
001-0730-422-4246	BREATHING APPARATUS	\$6,000.00	\$6,000.00
001-0730-422-4246	BUILDING MAINTENANCE	\$2,000.00	\$2,000.00
001-0730-422-4246	CERT TRAILER MAINTENANCE	\$500.00	\$500.00
001-0730-422-4246	EXTINGUISHERS	\$550.00	\$550.00
001-0730-422-4246	GAS MONITORING EQUIP. MAINT.	\$1,000.00	\$1,000.00
001-0730-422-4246	HAND TOOLS	\$500.00	\$500.00
001-0730-422-4246	LADDER TESTING	\$1,000.00	\$1,000.00
001-0730-422-4246	LADDERS	\$1,000.00	\$1,000.00
001-0730-422-4246	LIGHT EQUIPMENT	\$100.00	\$100.00
001-0730-422-4246	NOZZLES/VALVES	\$1,200.00	\$1,200.00
001-0730-422-4246	POWER TOOLS	\$300.00	\$300.00
001-0730-422-4246	RADIO MAINTENANCE	\$5,500.00	\$5,500.00
001-0730-422-4246	RESCUE TOOLS	\$600.00	\$1,250.00
001-0730-422-4246	SAW BLADES	\$3,500.00	\$3,500.00
001-0730-422-4246	SCBA EQUIP CALIBRATION	\$1,150.00	\$1,150.00
001-0730-422-4246	THERMAL IMAGING CAMERA MAINT.	\$3,000.00	\$3,000.00
001-0730-422-4246	TRAINING PROP	\$3,100.00	\$3,100.00
001-0730-422-4246	TURNOUT CLEANING & MAINT	\$8,000.00	\$8,000.00
001-0730-422-4246	VEHICLE MAINTENANCE	\$2,450.00	\$5,450.00

		Subtotal	\$47,350.00	\$51,500.00
001-0730-422-4251	ALS CERTIFICATION		\$3,000.00	\$3,000.00
001-0730-422-4251	EMT/DEFIB RECERTIFICATION		\$3,000.00	\$3,000.00
001-0730-422-4251	JPA CAD LINK		\$3,700.00	\$3,700.00
001-0730-422-4251	JPA DATA LINK		\$1,430.00	\$1,430.00
001-0730-422-4251	JPA TEA CONTRACT		\$3,800.00	\$3,800.00
001-0730-422-4251	PSC CAD LICENSES		\$500.00	\$500.00
001-0730-422-4251	SAN MATEO COUNTY PAGERS		\$1,500.00	\$1,500.00
001-0730-422-4251	TB TESTING		\$560.00	\$560.00
		Subtotal	\$17,490.00	\$17,490.00
001-0730-422-4253	SMCTO		\$375.00	\$375.00
		Subtotal	\$375.00	\$375.00
001-0730-422-4254	SHARED OPS MEETINGS		\$2,000.00	\$2,000.00
001-0730-422-4254	TRAVEL & MEETINGS		\$1,000.00	\$1,000.00
		Subtotal	\$3,000.00	\$3,000.00
001-0730-422-4255	CENTRAL COUNTY TRAINING		\$158,731.00	\$166,008.00
001-0730-422-4255	MUTUAL AID WILDLAND		\$1,500.00	\$1,500.00
001-0730-422-4255	OPERATIONAL TRAINING		\$5,500.00	\$5,500.00
001-0730-422-4255	WELLNESS TESTING		\$20,000.00	\$20,000.00
		Subtotal	\$185,731.00	\$193,008.00
		Services and Supplies Total	\$339,781.00	\$355,708.00
		TRAINING/OPERATIONS Total	\$8,400,080.00	\$8,855,447.00

<i>Internal Services</i>		Approved 2017-2018	Requested 2018-2019
001-0740-422-4544	VEHICLE REPLACEMENT	\$13,746.00	\$12,758.00
	Subtotal	\$13,746.00	\$12,758.00
001-0740-422-4556	EQUIPMENT REPLACEMENT	\$1,130.00	\$2,929.00
	Subtotal	\$1,130.00	\$2,929.00
	Internal Services Total	\$14,876.00	\$15,687.00
<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
001-0740-422-4243	OFFICE SUPPLIES	\$1,500.00	\$1,500.00
	Subtotal	\$1,500.00	\$1,500.00
001-0740-422-4251	OES / EMERGENCY SERVICES JPA	\$63,160.00	\$66,318.00
001-0740-422-4251	OES / JPA Air Truck	\$700.00	\$700.00
	Subtotal	\$63,860.00	\$67,018.00
001-0740-422-4255	TRAINING	\$2,500.00	\$2,500.00
	Subtotal	\$2,500.00	\$2,500.00
	Services and Supplies Total	\$67,860.00	\$71,018.00
<i>Reallocation</i>		Approved 2017-2018	Requested 2018-2019
001-0740-422-4463	INDIRECT COST ALLOCATION	(\$9,482.00)	(\$11,609.00)
	Subtotal	(\$9,482.00)	(\$11,609.00)
	Reallocation Total	(\$9,482.00)	(\$11,609.00)
	DISASTER PREPAREDNESS Total	\$73,254.00	\$75,096.00

Fire Department Budget Comparisons - Administration (001-0710)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Permanent Salaries	360,800	376,800	16,000	1
4111	Part-Time Salaries	52,897	55,025	2,128	2
4120	Fringe Benefits	254,900	281,100	26,200	3
4520	Compensated Absences	5,121	8,297	3,176	4
4544	Vehicle Replacement	49,359	49,074	(285)	5
4520	Info Tech Services	112,361	112,306	(55)	6
4520	Building Maintenance	11,095	13,218	2,123	7
4240	Department Special Supplies	13,500	13,500	-	8
4241	Copy Expense	3,000	3,000	-	9
4242	Postage Expense	500	500	-	10
4243	General Office Supplies	11,000	11,000	-	11
4246	Maintenance	8,450	8,950	500	12
4251	Contractual	482,028	482,028	-	13
4253	Memberships, Dues, Subscriptions	2,000	2,000	-	14
4254	Travel & Meetings	1,500	1,500	-	15
4255	Training	7,500	7,500	-	16
	Total	1,376,011	1,425,798	49,787	

Detailed Analysis:

Note 1	Increase based on contractual adjustment
Note 2	Not significant increase based on hourly rates for part time employees.
Note 3	Contractual adjustment to benefits formulas (e.g. CalPERS, medical, etc)
Note 4	Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
Note 5	Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
Note 6	Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
Note 7	Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
Note 8	No change
Note 9	No change
Note 10	No change
Note 11	Not significant increase for prevention office supplies
Note 12	Contractual increase based on contract with First On Scene
Note 13	No change
Note 14	No change
Note 15	No change
Note 16	No change

Fire Department Budget Comparisons - Operations (001-0730)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Permanent Salaries	3,561,745	3,699,800	138,055	1
4112	Overtime	360,370	360,370	-	2
4116	FLSA Mandate / Training	80,800	82,600	1,800	3
4117	Holiday Pay	186,000	191,300	5,300	4
4120	Fringe Benefits	3,097,200	3,278,900	181,700	5
4520	Compensated Absences	56,266	85,095	28,829	6
4544	Vehicle Replacement	303,973	307,324	3,351	7
4556	Info Tech Services	96,154	115,751	19,597	8
4569	Building Maintenance	317,791	378,599	60,808	9
4240	Department Special Supplies	67,520	69,020	1,500	10
4243	General Office Supplies	4,300	4,300	-	11
4245	Tools & Equipment	14,015	17,015	3,000	12
4246	Maintenance	47,350	51,500	4,150	13
4251	Contractual	17,490	17,490	-	14
4253	Memberships, Dues, Subscriptions	375	375	-	15
4254	Travel & Meetings	3,000	3,000	-	16
4255	Training	185,731	193,008	7,277	17
	Total	8,400,080	8,855,447	455,367	

Detailed Analysis:

- Note 1 Increase based on contractual
- Note 2 No change
- Note 3 Increase based on contractual adjustment
- Note 4 Increase based on contractual adjustment
- Note 5 Contractual adjustment to benefits formulas (e.g. CalPERS, medical, etc)
- Note 6 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 7 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 8 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 9 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 10 Increased cost for additional maintenance contract required
- Note 11 No change
- Note 12 Increased cost to maintain the water rescue program
- Note 13 Increased cost of electrodes, rechargeable batteries and maintenance for boats and jet skies
- Note 14 No change
- Note 15 No change
- Note 16 No change
- Note 17 Contractual increase based on contract with the Central County Fire Training Division

Fire Department Budget Comparisons -Emergency Preparedness (001-0740)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4544	Vehicle Replacement	13,746	12,758	(988)	1
4556	Equipment Replacement	1,130	2,929	1,799	2
4243	Office Supplies	1,500	1,500	-	3
4251	Contractual	63,860	67,018	3,158	4
4255	Training	2,500	2,500	-	5
4463	Indirect Cost Allocation	(9,482)	(11,609)	(2,127)	6
	Total	73,254	75,096	1,842	

Detailed Analysis:

Note 1	Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
Note 2	Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
Note 3	No change
Note 4	Projected 5% increase for contract
Note 5	No change
Note 6	Based on annual update of Cost Allocation Plan

Community Development Department

DEPARTMENT DESCRIPTION

The Community Development Department is organized into two Divisions:

- The Planning/Code Enforcement Division is responsible for long term planning regarding growth and development of the City, for reviewing and processing applications for all development proposals, and for maintaining the appearance of the community.
- The Building Inspection Division is responsible for ensuring that all construction projects permitted within the City comply with the California Building Code, the Foster City Municipal Code and all other applicable codes and regulations.

MISSION STATEMENT

The Community Development Department is committed to planning, maintaining and improving the quality of life and public safety of Foster City in keeping with the vision of the City Council in the General Plan and other measures that reflect the City’s heritage as a Master Planned community.

STRATEGIC PLAN

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

DEPARTMENT PERSONNEL SUMMARY

Position	16-17	17-18	18-19
Full-Time Employees			
Community Development Director	1.0	1.0	1.0
Planning Manager	1.0	1.0	1.0
Senior Planner	1.0	1.0	1.0
Assistant/Associate Planner	2.0	1.0	1.0
Management Analyst	0.0	1.0	1.0
Management Assistant	0.0	1.0	1.0
Management Coordinator	1.0	0.0	0.0
Office Assistant II	2.0	1.0	1.0
Chief Building Official	1.0	1.0	1.0
Senior Building Inspector	1.0	1.0	1.0
Building Inspector	3.0	3.0	4.0
Bldg. Permit Technician	1.0	1.0	1.0
Code Enforcement Officer	1.0	1.0	1.0
Total Employees	15.0	14.0	15.0

KEY INITIATIVES COMPLETED

The Community Development Department continued to provide high quality services to the public, developers, City departments and staff during FY 2017-2018.

The Department has accomplished many significant objectives during FY 2017-2018 including the following major items:

- **Code Updates**

- An amendment to Title 15, Buildings and Construction, of the Foster City Municipal Code to add Chapter 15.46 Electric Vehicle Charging Stations was adopted by the City Council on September 18, 2017.
- An amendment to Chapter 17.04, Definitions, and Chapter 17.78, Secondary Residential Unit Regulations, of Title 17, Zoning, of the Foster City Municipal Code was adopted by the City Council on October 16, 2017
- An amendment to Chapter 17.04, Definitions, and Chapter 17.52, Fences, Walls and Hedges, of Title 17, Zoning, of the Foster City Municipal Code was adopted by the City Council on December 18, 2017
- An amendment to Title 17, Zoning of the Foster City Municipal Code to add Chapter 17.61, Commercial Wireless Communications Facilities was adopted by the City Council on April 16, 2018.

- **Development Plan Process**

- The Triton (formerly Waverly), which is a portion of the third phase of the Pilgrim Triton Master Plan is under construction. It consists of 220 housing units and 5,000 sq. ft. of retail, including 48 Below Market Rate units. Construction is expected to be completed in Spring 2018.
- Construction continued at Foster Square, (the 15 acres site).
 - Lennar Homes consists of 200 for-sale senior housing units. 38 of the 200 units

were completed in 2017. The remainder of the units are expected to be completed in 2018.

- An application to amend the Pilgrim-Triton General Development Plan (Master Plan) to increase the amount of housing in Phase C was reviewed in 2016-2017 and then the proposal was amended in late 2017 to add more housing including 70 townhouses and 22 workforce housing units. Review of the Environmental Review, Rezoning and Development Agreement applications is expected to conclude in 2018.
- Construction of the first phase of Lincoln Center Life Sciences and Research Campus for Illumina by BioMed Realty development of ± 360,000 square feet of new construction consisting of two office/laboratory buildings (Buildings A & B), an amenities building (Building D), a parking structure (PS-2), and surface parking was completed in 2018.
- Construction of a six-story, ± 231,000 square foot laboratory building at 357 Lakeside Drive (NB357) on the Gilead Campus is underway and is expected to be completed in 2019.
- Construction of the four-story ± 357,222 square foot laboratory/office building at 324 Lakeside Drive (NB324) is underway and is expected to be completed in 2019.
- The construction of the Towneplace Suites Hotel at 1299 Chess Drive was completed in 2017.
- The construction of the Chess Retail Center at 1297 Chess Drive was completed in 2017.
- The Environmental Impact Report for the Levee project was completed in 2017.

- An application for 17-unit townhomes for Phase C of Pilgrim Triton was submitted on February 10, 2017 and is currently under review.
- An application for a phased development of the existing Family Dental Office building by merging the two lots at 551 & 581 Foster City Blvd. is currently under review. Phase I includes 6,918 sq. ft. of dental office space on the first story and 1,412 sq. ft. of storage space on the second story at 551 Foster City Blvd. site and Phase II includes demolition of the existing 5,404 sq. ft. dental office at 581 Foster City Blvd. to build 3,158 sq. ft. of dental office space.
- An application for a new six-level parking garage (PG324) with 519 parking spaces and 54 at-grade parking spaces located at 324 Lakeside Drive on the Gilead Campus is currently under review.
- An application for redevelopment of Costco AT 1001 Metro Center Blvd. has been submitted and is currently under review.
- Assisted City teams in reviewing the Environmental Impact Report for the new elementary school proposed at Charter Square Site.
- **Staff Training** – The Community Development Director attended the National APA Planning Conference. The Chief Building Official attended the California Building Officials annual conference and the International Code Council Code Development Hearings. The Chief Building Official and Building Inspectors attended approximately 40 continuing education seminars and 60 local code group meetings annually regarding new regulations and Building Code updates. Planning Staff attended ongoing NIMS/FEMA trainings and

workshops organized by San Mateo County 21 Elements. The Planning Manager and Chief Building Official have been actively participating in the Continuity of Operations Plan (COOP)/Continuity of Government Plan (COG).

- **Planning Permit Processing** – During calendar year 2017, the Planning/Code Enforcement Division processed 161 permits, including the major categories of 44 Architectural Review permits, 5 Use Permits, 35 Use Permit Modifications, 1 Environmental Assessment and 43 Sign Review permits compared to 201 permits, including the major categories of 72 Architectural Review permits, 9 Use Permits, 56 Use Permit Modifications, 4 Environmental Assessments and 32 Sign Review permits in 2016.
- **Building Permit Processing** – In calendar year 2017, the Building Inspection Division processed 1,713 applications, issued 13,474 permits and conducted 10,529 inspections, compared to 3,771 permits and 25,134 inspections in 2016. The variations in inspections were due to different data collection method in the Trakit permitting software from the Naviline permitting software.
- **Permitting Software System** – Digital Electronic Plan Review was implemented in February 2018. The online permitting and inspection scheduling will be implemented by the end of 2018.
- **Code Enforcement** – During calendar year 2017, a total of 638 code enforcement cases were handled, including the major categories of 580 property maintenance cases, and 2 building without

permits compared to 2016 totals of 143 code enforcement cases, including the major categories of 121 property maintenance cases and 2 building without permits.

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

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2018-2019

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 2018-2019 include the following:

Planning/Code Enforcement Division

- Review and process the construction plans and ongoing revisions associated with the remaining phases of the Foster Square (15-acre site) Master Plan.
- Continue review and process the Specific Development/Use Permits associated with 17

townhouses on Phase C of the Pilgrim Triton Master Plan.

- Continue to process the application to amend the Pilgrim-Triton General Development Plan (Master Plan) to increase the amount of housing in Phase C.
- Review and process the construction plans for the 20 townhouses previously approved as part of the Triton in Phase B of the Pilgrim Triton Master Plan.
- Review and process the construction plans and ongoing reviews associated with Gilead Laboratory Building NB324.
- Review and process the construction plans and ongoing reviews associated with Gilead Building NB357.
- Review and process the construction plans associated with the Family Dental Expansion.
- Review and process the construction plans associated with the redevelopment of Costco.
- Assist in updating the Municipal Code and specifically Title 17, Zoning Code.
- Implement the recommended measures in the Climate Action Plan.
- Assist City Manager on Vision and Economic Development efforts and Civic Engagement Series.
- Serve as staff liaison to City Council land use sub-committee.
- Assist as staff to the Oversight Board of the Successor Agency to the former Community Development Agency.
- Continue to implement and administer continuing housing programs.
- Process planning permits with the target turnaround time for most minor 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.
- Process various Gilead Tenant Improvements/upgrades for existing Gilead Buildings.
- Assist in preparing Water Neutrality Ordinance.
- Review of levee landscape design with the Planning Commission.
- Update the City's Design Guidelines.
- Assist the Parks & Recreation Department as needed with the development of the Recreation Center Master Plan.
- Review potential development on the vacant lot adjacent to Visa on Metro Center Blvd.
- Process Housing Element Implementation Measures.

Building Inspection Division

- Review plans and provide daily inspection services for residential and commercial development.
- Review revisions to approved construction plans as submitted by the applicants.
- Provide inspections for Gilead laboratory buildings at 324 and 357 Lakeside Drive.
- Continue to provide inspection services for the For-Sale Condominiums (Lennar Homes) at Foster Square.
- Provide inspection services for two laboratory buildings, one amenities building and one parking garage located at the BioMed Realty campus on Lincoln Centre Drive.
- Review construction plan and provide inspections for 20 townhouses associated with The Triton

development (Phase B of the Pilgrim Triton Master Plan)

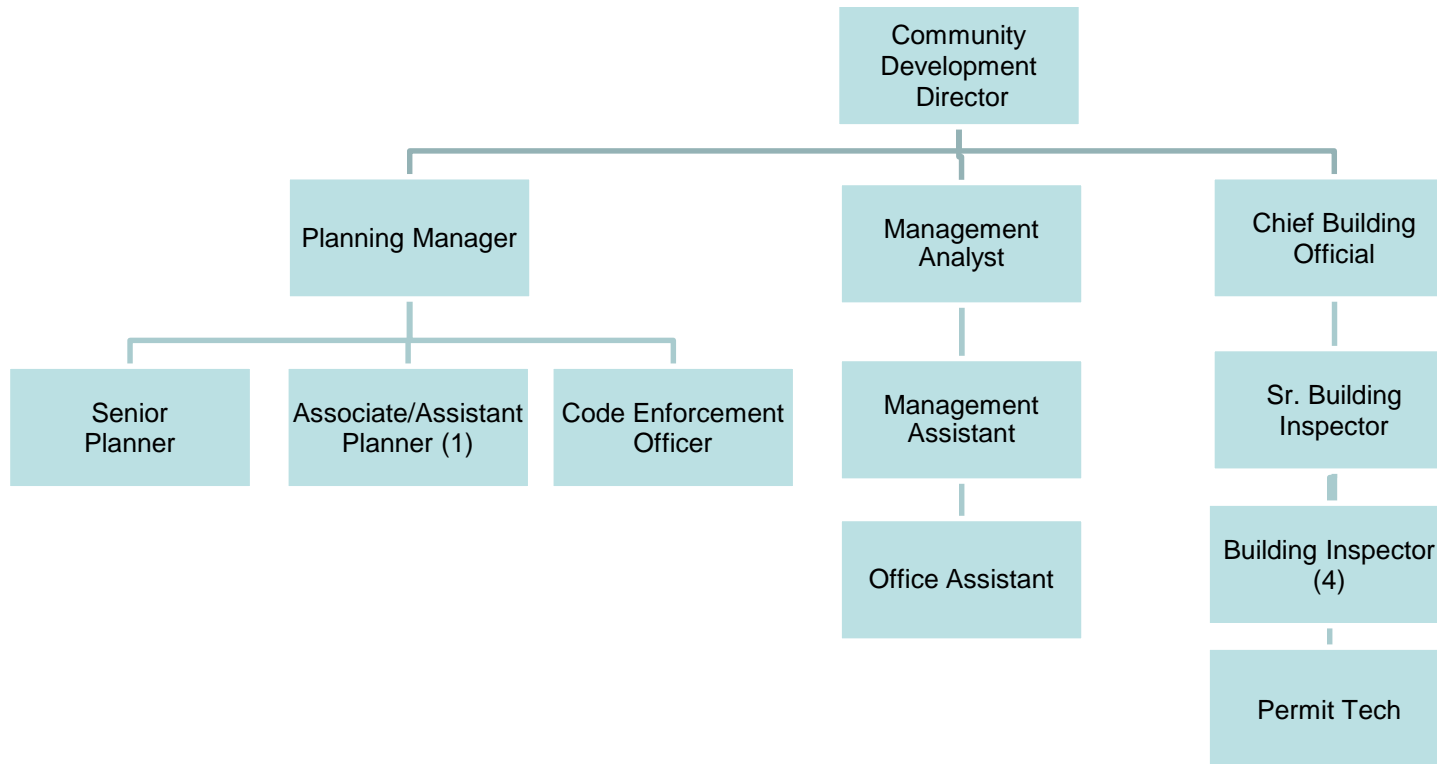
- Continue to review construction plans and provide inspections for 17 townhouses associated with Phase C of the Pilgrim Triton Master Plan.
- Enforce all State and locally adopted codes regulating the construction, alteration and use of buildings.
- Enforcement of State energy regulations.
- Enforcement of the Federal Americans with Disabilities Act.
- Special State mandate/ensure the safety of automatic garage door openers.
- Special State mandate/ensure that asbestos is not being applied to new structures.
- Conduct inspection of buildings under construction to ensure code compliance with all relevant codes and ordinances.
- File and maintain approved construction plans for the life of a building.

CHANGES IN FINANCIAL RESOURCES REQUIRED

Services and Supplies

Consultant services are proposed to assist with implementation of the Housing Element that will be funded by the General Plan Maintenance Fee that was established in FY 2011-2012. Consultant services will also be used to assist with environmental analysis for development projects as necessary which are paid with funds from the project sponsor. The Building Inspection Division will continue to use consultant services as necessary to assist with plan checks and those costs are paid by applicants of those projects.

Community Development Department



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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
ADVANCE PLANNING	\$ 208,046	\$ 208,046	\$ 212,950
BUILDING SAFETY, CODE, PLAN CHECK	1,395,190	1,395,190	1,693,657
CURRENT PLANNING	565,085	565,085	558,435
ORDINANCE ENFORCEMENT	160,417	160,417	176,571
PLANNING ADMINISTRATION	495,847	495,847	404,541
TOTAL FOR COMMUNITY DEVELOPMENT	\$ 2,824,585	\$ 2,824,585	\$ 3,046,154

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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 2,436,100	\$ 2,436,100	\$ 2,670,300
SERVICES AND SUPPLIES	133,677	133,677	99,481
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	2,569,777	2,569,777	2,769,781
INTERNAL SERVICES	254,808	254,808	276,373
Subtotal (Total Department Expenses before Reallocations)	2,824,585	2,824,585	3,046,154
REALLOCATIONS	-	-	-
TOTAL FOR COMMUNITY DEVELOPMENT	\$ 2,824,585	\$ 2,824,585	\$ 3,046,154

DETAIL LINE ITEM REPORT

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

<i>Employee Services</i>		Approved 2017-2018	Requested 2018-2019
001-0810-419-4110	PERMANENT SALARIES	\$219,800.00	\$154,800.00
Subtotal		\$219,800.00	\$154,800.00
001-0810-419-4120	FRINGE BENEFITS	\$118,000.00	\$87,500.00
Subtotal		\$118,000.00	\$87,500.00
Employee Services Total		\$337,800.00	\$242,300.00
<i>Internal Services</i>		Approved 2017-2018	Requested 2018-2019
001-0810-419-4520	COMPENSATED ABSENCES	\$3,206.00	\$3,402.00
Subtotal		\$3,206.00	\$3,402.00
001-0810-419-4544	VEHICLE REPLACEMENT	\$31,861.00	\$30,307.00
Subtotal		\$31,861.00	\$30,307.00
001-0810-419-4557	INFORMATION TECHNOLOGY SERVICES	\$48,721.00	\$47,674.00
Subtotal		\$48,721.00	\$47,674.00
001-0810-419-4569	BUILDING MAINTENANCE	\$29,263.00	\$34,862.00
Subtotal		\$29,263.00	\$34,862.00
Internal Services Total		\$113,051.00	\$116,245.00
<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
001-0810-419-4241	COPY EXPENSE	\$7,000.00	\$7,000.00
Subtotal		\$7,000.00	\$7,000.00
001-0810-419-4242	POSTAGE EXPENSE	\$8,000.00	\$8,000.00
Subtotal		\$8,000.00	\$8,000.00
001-0810-419-4243	GENERAL OFFICE SUPPLIES	\$9,000.00	\$9,500.00
Subtotal		\$9,000.00	\$9,500.00

001-0810-419-4246	MAINTENANCE-ONE TRANSCRIBER	\$80.00	\$80.00
001-0810-419-4246	MAINTENANCE-THREE TYPEWRITERS	\$216.00	\$216.00
	Subtotal	\$296.00	\$296.00
001-0810-419-4249	ADVERTISING	\$7,500.00	\$7,500.00
	Subtotal	\$7,500.00	\$7,500.00
001-0810-419-4253	AMERICAN PLANNING ASSOC. (3 MEMBERSHIPS)	\$4,000.00	\$4,000.00
001-0810-419-4253	SUBSCRIPTIONS/MAGAZINES	\$200.00	\$200.00
	Subtotal	\$4,200.00	\$4,200.00
001-0810-419-4255	APA ANNUAL TECHNICAL TRAINING CONF.-STATE (2)	\$5,000.00	\$5,000.00
001-0810-419-4255	MISCELLANEOUS TECHNICAL TRAINING	\$4,000.00	\$4,500.00
	Subtotal	\$9,000.00	\$9,500.00
	Services and Supplies Total	\$44,996.00	\$45,996.00
	PLANNING ADMINISTRATION Total	\$495,847.00	\$404,541.00

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

<i>Employee Services</i>		Approved 2017-2018	Requested 2018-2019
001-0811-419-4110	PERMANENT SALARIES	\$134,500.00	\$134,200.00
	Subtotal	\$134,500.00	\$134,200.00
001-0811-419-4120	FRINGE BENEFITS	\$71,600.00	\$75,800.00
	Subtotal	\$71,600.00	\$75,800.00
	Employee Services Total	\$206,100.00	\$210,000.00
<i>Internal Services</i>		Approved 2017-2018	Requested 2018-2019
001-0811-419-4520	COMPENSATED ABSENCES	\$1,946.00	\$2,950.00
	Subtotal	\$1,946.00	\$2,950.00
	Internal Services Total	\$1,946.00	\$2,950.00

ADVANCE PLANNING Total	\$208,046.00	\$212,950.00
Less Offsetting Revenue		\$30,000.00
ADVANCE PLANNING Net Operating Costs	\$208,046.00	\$182,950.00

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

<i>Employee Services</i>		Approved 2017-2018	Requested 2018-2019
001-0812-419-4110	PERMANENT SALARIES	\$365,300.00	\$351,900.00
	Subtotal	\$365,300.00	\$351,900.00
001-0812-419-4120	FRINGE BENEFITS	\$194,500.00	\$198,800.00
	Subtotal	\$194,500.00	\$198,800.00
	Employee Services Total	\$559,800.00	\$550,700.00
<i>Internal Services</i>		Approved 2017-2018	Requested 2018-2019
001-0812-419-4520	COMPENSATED ABSENCES	\$5,285.00	\$7,735.00
	Subtotal	\$5,285.00	\$7,735.00
	Internal Services Total	\$5,285.00	\$7,735.00
	CURRENT PLANNING Total	\$565,085.00	\$558,435.00

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

<i>Employee Services</i>		Approved 2017-2018	Requested 2018-2019
001-0813-419-4110	PERMANENT SALARIES	\$103,000.00	\$110,500.00
	Subtotal	\$103,000.00	\$110,500.00
001-0813-419-4120	FRINGE BENEFITS	\$55,900.00	\$63,600.00

Subtotal	\$55,900.00	\$63,600.00
Employee Services Total	\$158,900.00	\$174,100.00

Internal Services

	Approved 2017-2018	Requested 2018-2019
001-0813-419-4520 COMPENSATED ABSENCES	\$1,517.00	\$2,471.00
Subtotal	\$1,517.00	\$2,471.00
Internal Services Total	\$1,517.00	\$2,471.00
ORDINANCE ENFORCEMENT Total	\$160,417.00	\$176,571.00

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

Employee Services

	Approved 2017-2018	Requested 2018-2019
001-0820-424-4110 BUILDING INSPECTOR SALARY	\$108,900.00	\$109,500.00
001-0820-424-4110 PERMANENT SALARIES	\$636,400.00	\$822,800.00
Subtotal	\$745,300.00	\$932,300.00
001-0820-424-4120 FRINGE BENEFIT -- BLDG INSP. CERT PAY	\$24,000.00	\$24,000.00
001-0820-424-4120 FRINGE BENEFITS	\$344,600.00	\$473,400.00
001-0820-424-4120 FRINGE BENEFITS - BUILDING INSPECTOR	\$59,600.00	\$63,500.00
Subtotal	\$428,200.00	\$560,900.00
Employee Services Total	\$1,173,500.00	\$1,493,200.00

Internal Services

	Approved 2017-2018	Requested 2018-2019
001-0820-424-4520 COMPENSATED ABSENCES	\$9,363.00	\$18,421.00
001-0820-424-4520 COMPENSATED ABSENCES - BUILDING INSPECTOR	\$1,618.00	\$2,469.00
Subtotal	\$10,981.00	\$20,890.00
001-0820-424-4544 VEHICLE REPLACEMENT	\$45,989.00	\$43,546.00
Subtotal	\$45,989.00	\$43,546.00

001-0820-424-4557	INFORMATION TECHNOLOGY SERVICES	\$48,722.00	\$47,674.00
	Subtotal	\$48,722.00	\$47,674.00
001-0820-424-4569	BUILDING MAINTENANCE	\$29,263.00	\$34,862.00
	Subtotal	\$29,263.00	\$34,862.00
	Internal Services Total	\$134,955.00	\$146,972.00

Services and Supplies

		Approved 2017-2018	Requested 2018-2019
001-0820-424-4241	COPY EXPENSE	\$200.00	\$200.00
	Subtotal	\$200.00	\$200.00
001-0820-424-4242	POSTAGE EXPENSE	\$1,000.00	\$1,000.00
	Subtotal	\$1,000.00	\$1,000.00
001-0820-424-4243*	GENERAL OFFICE SUPPLIES	\$4,000.00	\$4,000.00
	Subtotal	\$4,000.00	\$4,000.00
001-0820-424-4251	CREDIT CARD PROCESSING FEES - BLDG PERMITS	\$50,000.00	\$0.00
001-0820-424-4251	IMAGING - DOCUMENTS AND PLANS	\$12,000.00	\$12,000.00
001-0820-424-4251	PAYMENT PROCESSING FEES	\$0.00	\$2,500.00
	Subtotal	\$62,000.00	\$14,500.00
001-0820-424-4253	CALIFORNIA BUILDING OFFICIALS	\$215.00	\$215.00
001-0820-424-4253	INTERNATIONAL ASSN. OF PLMB & HTG OFFICIALS	\$250.00	\$250.00
001-0820-424-4253	INTERNATIONAL CODE COUNCIL	\$300.00	\$300.00
001-0820-424-4253	MISCELLANEOUS PUBLICATIONS & SUBSCRIPTIONS	\$1,350.00	\$1,430.00
001-0820-424-4253	PENINSULA CHAPTER OF ICBO	\$150.00	\$150.00
001-0820-424-4253	STATE CODES AND AMENDMENTS	\$765.00	\$8,408.00
001-0820-424-4253	UNIFORM CODES & AMENDMENTS SUBSCRIPTION	\$1,950.00	\$7,806.00
	Subtotal	\$4,980.00	\$18,559.00
001-0820-424-4255	CALBIG (BUILDING INSPECTOR'S GROUP) TRAINING	\$720.00	\$720.00
001-0820-424-4255	CALBO ANNUAL TRAINING MEETINGS	\$2,620.00	\$2,978.00
001-0820-424-4255	ICC ANNUAL TRAINING MEETINGS	\$2,785.00	\$3,008.00
001-0820-424-4255	PENINSULA BLDG INSPECTOR'S TRAINING (BLDG OFFL)	\$600.00	\$600.00
001-0820-424-4255	PENINSULA CHAPTER ICC MONTHLY TRAINING	\$330.00	\$420.00

001-0820-424-4255	TRAINING FOR INSPECTORS	\$7,500.00	\$7,500.00
	Subtotal	\$14,555.00	\$15,226.00
	Services and Supplies Total	\$86,735.00	\$53,485.00
	BLDG SAFETY, CODE, PLN CHK Total	\$1,395,190.00	\$1,693,657.00
	Less Offsetting Revenue		\$5,000.00
	BLDG SAFETY, CODE, PLN CHK Net Operating Costs	\$1,395,190.00	\$1,688,657.00

Community Development Department Budget Comparisons - Planning Administration (001-0810)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Permanent Salaries	219,800	154,800	(65,000)	1
4120	Fringe Benefits	118,000	87,500	(30,500)	2
4520	Compensated Absences	3,206	3,402	196	3
4544	Vehicle Replacement	31,861	30,307	(1,554)	4
4557	Information Technology Services	48,721	47,674	(1,047)	5
4569	Building Maintenance	29,263	34,862	5,599	6
4241	Copy Expense	7,000	7,000	-	7
4242	Postage Expense	8,000	8,000	-	8
4243	General Office Supplies	9,000	9,500	500	9
4246	Maint-Facility & Equip	296	296	-	10
4249	Advertising	7,500	7,500	-	11
4253	Memberships and Dues	4,200	4,200	-	12
4255	Training	9,000	9,500	500	13
	Total	495,847	404,541	(91,306)	

Detailed Analysis:

- Note 1 Change based on contractual adjustment and realignment of FTE among the divisions
- Note 2 Contractual adjustment to benefit formulas (e.g. CalPERS employer rate/unfunded accrued liability, medical, etc.)
- Note 3 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 4 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 5 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 6 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 7 No change
- Note 8 No change
- Note 9 Reflects actual spending
- Note 10 No change
- Note 11 No change
- Note 12 No change
- Note 13 Reflects actual spending

Community Development Department Budget Comparisons - Advance Planning (001-0811)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Permanent Salaries	134,500	134,200	(300)	1
4120	Fringe Benefits	71,600	75,800	4,200	2
4520	Compensated Absences	1,946	2,950	1,004	3
		<u>208,046</u>	<u>212,950</u>	<u>4,904</u>	

Detailed Analysis:

- Note 1 Change based on contractual adjustment and realignment of FTE among the divisions
- Note 2 Contractual adjustment to benefit formulas (e.g. CalPERS, medical, etc.)
- Note 3 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget

Community Development Department Budget Comparisons - Current Planning (001-0812)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Permanent Salaries	365,300	351,900	(13,400)	1
4120	Fringe Benefits	194,500	198,800	4,300	2
4520	Compensated Absences	5,285	7,735	2,450	3
	Total	565,085	558,435	(6,650)	

Detailed Analysis:

- Note 1 Change based on contractual adjustment and realignment of FTE among the divisions
- Note 2 Contractual adjustment to benefit formulas (e.g. CalPERS, medical, etc.)
- Note 3 Change in assessment per proposed FY 2018-2019 Internal Service Fund

Community Development Department Budget Comparisons - Ordinance Enforcement (001-0813)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Permanent Salaries	103,000	110,500	7,500	1
4120	Fringe Benefits	55,900	63,600	7,700	2
4520	Compensated Absences	1,517	2,471	954	3
	Total	160,417	176,571	16,154	

Detailed Analysis:

- Note 1 Change based on contractual adjustment
- Note 2 Contractual adjustment to benefit formulas (e.g. CalPERS, medical, etc.)
- Note 3 Change in assessment per proposed FY 2018-2019 Internal Service Fund

Community Development Department Budget Comparisons - Building, Safety, Code (001-0820)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Permanent Salaries	745,300	932,300	187,000	1
4120	Fringe Benefits	428,200	560,900	132,700	2
4520	Compensated Absences	10,981	20,890	9,909	3
4544	Vehicle Replacement	45,989	43,546	(2,443)	4
4557	Information Technology	48,722	47,674	(1,048)	5
4569	Building Maintenance	29,263	34,862	5,599	6
4241	Copy Expense	200	200	-	7
4242	Postage Expense	1,000	1,000	-	8
4243	General Office Supplies	4,000	4,000	-	9
4251	Contractual Professional Services	62,000	14,500	(47,500)	10
4253	California Building Officials	4,980	18,559	13,579	11
4255	CALBIG (Bldg Inspectors group) Training	14,555	15,226	671	12
	Total	1,395,190	1,693,657	298,467	

Detailed Analysis:

- Note 1 Limited term Building Inspector Position due to expire in Dec 2017 but extended by Gilead Sciences and realignment of FTE among divisions
- Note 2 Contractual adjustment to benefit formulas (e.g. CalPERS, medical, etc.)
- Note 3 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 4 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 5 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 6 No change
- Note 7 No change
- Note 8 No change
- Note 9 No change
- Note 10 Projected savings in credit card fees due to utilization of 3rd party processor and their direct assessment of "convenience fees" to cardholders in lieu of the City incurring the merchant fees.
- Note 11 New Code books are purchased every other year
- Note 12 Change due to code update

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Public Works Department

DEPARTMENT DESCRIPTION

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

DEPARTMENT PERSONNEL SUMMARY

Position	16-17	17-18	18-19
Full-Time Employees			
Public Works Director/City Engineer	1.0	1.0	1.0
Maintenance Manager	1.0	1.0	1.0
Engineering Manager	1.0	1.0	1.0
Junior/Assistant/Associate Engineer	3.0	4.0	4.0
Senior Engineering Technician	1.0	1.0	1.0
Senior Management Analyst	0.0	0.5	0.5
Management Assistant	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
Office Assistant I/II	1.0	1.0	1.0
PW Maintenance Superintendent	2.0	3.0	3.0
PW Maintenance Lead Worker	5.0	5.0	5.0
PW Maint Worker/ MW1/MW2	15.0	15.0	15.0
Total Full-Time Employees	32.0	34.5	34.5
Part-Time Employees			
Public Works Interns (2)	1.0	1.0	1.0
Total Part-Time Employees (PTE)	1.0	1.0	1.0
TOTAL EMPLOYEES	33.0	35.5	35.5

MISSION STATEMENT

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

FIVE-YEAR STRATEGIC PLAN

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

Values

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

Initiatives

➤ Goals and Objectives

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

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

Objectives:

1. Ensure consistent, reliable, and high quality service while effectively maintaining infrastructure and capital assets.
2. Optimize the use of public funds to further the City's programs and objectives.
3. Provide timely review and support of development projects including Gilead, The Triton (formerly Waverly), Foster Square, TownePlace Suites, and Illumina Campus by BioMed Realty.
4. Collaborate with regulatory agencies to complete the Levee Improvement Project to Federal Emergency Management Agency (FEMA) requirements.
5. Review, update, and implement a comprehensive Urban Water Management Plan in an effort to support Environmental Sustainability and Resources.
6. Collaborate with other City Departments in an effort to update the Municipal Code.
7. Develop and execute a comprehensive bicycle, pedestrian, and intersection evaluation study to improve vehicular, bicycle and pedestrian traffic improvements.
8. Administer, process, and perform inspections for encroachment permits related to construction within the Public right-of-way.
9. Perform plan reviews associated with tenant improvements.

Goal # 2 – Lagoon & Levees Division shall maintain the lagoon and levee systems for storm water control and recreational uses.

Objectives:

1. Develop strategies in response to the potential Sea Level Rise issues that may impact the levee system, including collaboration with other affected communities and government agencies
2. Maintain lagoon system infrastructure including intake and outfall gates, City-owned bulkheads, and lagoon pump station to provide reliable flood control and safe recreational uses.
3. Design for the Levee Protection Planning and Improvements (CIP 301-657) project to raise the levee to meet FEMA requirement is in progress.

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

Objectives:

1. Maintain streets system infrastructure including streets, sidewalks, pavement markings, and traffic signage.
2. Maintain storm drainage system infrastructure including catch basins and storm drainage pipes to provide effective surface drainage in compliance with regulatory requirements.
3. Improve street maintenance program through the implementation of crack sealing.
4. Utilize the annual asphalt construction contract to provide expedited response to large areas of distressed pavement in need of repair.

Goal # 4 – Water Division shall provide safe, cost effective, and reliable water supply to the District service area.

Objectives:

1. Maintain water system infrastructure including water booster pump station, water pumps, storage tanks, transmission mains, pressure-reducing stations, and water valves to provide safe, cost effective, and reliable water supply that meets or exceeds Federal and State water quality standards.
2. Promote and implement State mandated water conservation measures through programs, services and education.
3. Continue to monitor opportunities for the use of alternative water sources, including recycled water and desalination in an effort to support Environmental Sustainability and Resources.
4. Complete the Water Distribution System Master Plan Project (CIP 405-668) to develop a 20-Year CIP plan.
5. Complete construction of the Water System Improvements and Valve Replacement Project (CIP 405-636).

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

Objectives:

1. Maintain wastewater collection system infrastructure including lift stations, force mains, sewer gravity pipelines, and valves to provide

safe and reliable collection and conveyance of wastewater meeting current regulations.

2. Work cooperatively with the wastewater treatment plant operations.
3. Work collaboratively with the City of San Mateo to deliver the Clean Water Program for the construction of the WWTP Expansion Project.
4. Complete construction of the Sanitary Sewer Force Main Rehabilitation Project (CIP 455-661) to rehabilitate the 12” force main along Edgewater Blvd will be completed in the summer of 2018.
5. Construction of the Sanitary Sewer Lift Station Improvements Phase 5 (CIP 455-626) to rehabilitate 10 lift stations throughout Foster City.
6. Complete the Wastewater Collection System Master Plan Project (CIP 455-662) to develop a 20-Year CIP plan.

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

Objectives:

1. Ensure customers receive cost effective, consistent, reliable, and high quality programs and service.
2. Serve on the South Bayside Waste Management Authority (SBWMA) Technical Advisory Committee (TAC).

3. Achieve and exceed state mandated diversion (recycling) goals.

KEY INITIATIVES COMPLETED

The Public Works Department continues to work efficiently and effectively to provide courteous, responsive services to the public and other City Departments in protecting public health and safety and ensuring reliable delivery of services. Public Works Department continues to seek available grant funding for program improvements.

Engineering

- Executed five (5) consultant services contracts.
- Performed engineering review, plan checking, and inspection services for development projects including: Gilead, The Triton (formerly Waverly), Foster Square, TownePlace Suites, 1297 Chess and Illumina Campus by BioMed Realty.
- Performed engineering review for the relocation of Lift Station #28 associated with the construction of the New Building at 309 Velocity Way.
- Processed and inspected 93 encroachment permits.
- Coordinated with the City of San Mateo to continue delivery of a 10-year WWTP Master Plan Improvements project called the Clean Water Program.
- Collaborated with the Finance Department to prepare the Water and Wastewater Rate Study.
- Performed construction inspections within public right-of-way to support development projects.
- Implemented solar rebate program.

- Processed forty-eight (48) Waste Management Plans as a condition of the issuance of building permits for qualifying projects, resulting in an estimated total diversion of 5,000 tons of construction debris anticipated in 2017.
- Implemented public information news alert system for timely issues.
- Updated the frontend boilerplate specifications in compliance with the public contracting code
- Completed construction of Dredging at the Lagoon Intake Structure (CIP 301-629).
- Completed construction of Street Rehabilitation Project (CIP 301-653).
- Completed construction of Lagoon Intake Gate Replacement (CIP 301-654).
- Completed construction of the Traffic Improvements at E. Third Ave. and Lincoln Centre Drive (CIP 301-658)
- Completed construction of Sidewalk Installation Adjacent to the Bridgeview Park Entrance (CIP 301-665).
- Completed construction of Rehabilitation of Crosswalk Pavers on Chess Drive (CIP 301-666).
- Completed Phase I of Comprehensive Traffic, Bicycle, Pedestrian Study (CIP 301-664).

Lagoon and Levees

1. Pontoon boat was utilized to apply pond dye and performed weekly lagoon maintenance throughout the year.
2. Continued the Levee systems quarterly inspection that includes video documentation of its condition.

Any maintenance issues are followed up within 48-hours.

3. Responded to and resolved multiple public service requests/inquiries.

Streets and Storm Drains

1. Performed Underground Service Alert (USA) mark-outs as required by law.
2. Performed construction inspections of storm drains within public right-of-way to support development projects.
3. Completed 25% of red-curb painting.
4. Inspected 50% of catch basin inlets and removed debris as necessary.
5. Responded to street sign repair / replacement requests within 24 hours or less.
6. Responded to fourteen (14) graffiti complaint calls within 24 hours or less. (per SeeClickFix)
7. Responded to twenty-four (24) sidewalk issues and actively resolved. (per SeeClickFix)
8. Responded to eight (8) lagoon issues and actively resolved. (per SeeClickFix)
9. Responded to seven (7) pothole complaints and actively resolved. (per SeeClickFix)
10. Responded to eight (8) street sign issues and actively resolved. (per SeeClickFix)
11. Responded to two (2) storm drain issues and actively resolved. (per SeeClickFix)

Water

1. Performed Underground Service Alert (USA) mark-outs as required by law.
2. Performed construction inspections within public right-of-way to support development projects.

3. AMI (Advanced Metering Infrastructure) has been installed and the online customer interface (Customer Portal) is operational.
4. Implemented our AMI's leak detection feature to detect leaks before they become an issue.
5. Collected over 2,380 water quality samples to make sure parameters are within the safe drinking water guidelines.
6. Prepared and mailed Annual Water Quality Report/Consumer Confidence Report (CCR) to residents.
7. Responded to twenty-four (24) emergency water service and water main leaks and took appropriate actions.
8. Responded to and resolved over twenty public service requests/inquiries and water conservation issues. (per SeeClickFix)

Wastewater

1. Performed Underground Service Alert (USA) mark-outs as required by law.
2. Performed construction inspections within public right-of-way to support development projects.
3. Continued the tri-Annual video inspection of gravity sewer lines for blockage, line cracks, and separations, although completed less than 33% of the system this year because of CCTV equipment nearing the end of its useful life. A new CCTV system and camera van will be put in service by the end of summer 2018 and should allow for the return to CCTV 33% of the sanitary sewer collection system each year.

4. The sewer lines were flushed as necessary to clear any blockages.
5. Annual flush and hot spot maintenance of sixty (60) miles of sanitary sewer lines were completed.
6. Completed four (4) scheduled system shutdowns during early morning hours to accommodate repairs at the San Mateo Wastewater Treatment Plant.
7. Mobilized crew to maintain wastewater flow during unscheduled PG&E power outages.
8. Responded to and resolved over a dozen public service requests/inquiries in addition to SeeClickFix.
9. Retrofitted five (5) heavy vault covers with safer/lighter covers.

Solid Waste Collection

1. Negotiated Amended and Restated Franchise Agreement with Recology San Mateo County for 2021-2035, which was approved by the City Council in December 2017.
2. Provided analysis for the City Council to set new solid waste rates for 2018.
3. Held community events – 4 compost giveaways, 2 e-waste collection events, 3 document destruction events and 1 coats for kids collection.
4. Implemented new Compost Bin Incentive Program utilizing Construction and Demolition Deposit forfeitures funding.
5. Received approximately \$8,000 in grant funds from the CalRecycle to be used for the promotion of the beverage container recycling.

Solar Rebate Fund

1. Provided over \$8,000 in funding for installation of solar technology on Single Family residential units.

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2018-2019

Key initiatives and service levels planned for FY 2018-2019 include the following.

Division / Category

Public Works Engineering

- Continue to develop and implement Capital Improvement Program to maintain infrastructure
- Issue and update City Engineering and Construction Standards
- Process and issue encroachment permits and transportation permits to monitor and control construction activities within public right-of-ways.
- Review private development projects in a timely manner
- Develop and maintain GIS infrastructure record system (plan, mapping, records)
- Maintain and organize records consistent with the Records Retention Schedule
- Conduct Traffic Review Committee meetings and implement recommendations from the Committee
- Respond to public inquiries
- Pursue available Federal and State grants and monies
- Pursue possible water supply alternatives
- Maintain and continue to implement PMP (Pavement Management Program)

- Support the Building Department Permit issuance process by processing Construction and Demolition Waste Management Plans for qualifying projects, in a timely manner
- Integrate new permitting and plan review software into current operation
- Continue implementation of residential solar rebate program.

Lagoon & Levees

- Monitor lagoon water surface levels with seasonal needs
- Implement algae and widgeon weed control program by inspecting the lagoon twice a week
- Monitor water quality by taking monthly samples
- Regulate monthly lagoon water exchange by allowing fresh bay water through intake gates during high tides
- Maintain and repair bulkheads, intakes and outfall
- Maintain lagoon pump station
- Prepare for rain storms and provide flood control
- Conduct quarterly inspection of levee and make repairs as needed to maintain FEMA certification

Streets and Storm Drains

- Maintain street lights and traffic signals
- Identify and replace out of compliance regulatory signs
- Maintain pavement striping and markings including red curb
- Supplement the installation of an Americans with Disabilities Act (ADA) Improvements not included with annual street resurfacing project
- Manage public/private sidewalk policy

- Clean 25% of the storm drain inlets to prevent localized flooding
- Participate and comply with National Pollution Discharge Elimination System (NPDES) program requirements
- Conduct quarterly inspection of City-owned bridges
- Change/install regulatory and notification signs as needed.

Water

- Test water supply (State Water Resources Control Board (SWRCB), Regulations)
- Perform preventative maintenance: flushing, tank cleaning, exercising valves, monitoring corrosion protection systems, and performing condition assessment
- We are facing challenges with water quality and a reduction of chlorine residuals due to water conservation. We are exploring the use of mixers in our water tanks and dosing.
- Support testing of back flow prevention devices administered by the San Mateo County
- Maintain relationships with emergency water purveyors
- Review development plans for impacts
- Support indoor/outdoor water conservation use ordinances
- Continue public awareness of voluntary and/or mandatory water reduction
- Administer water conservation related rebate programs
- Issue annual Water Quality Report called Consumer Confidence Report (CCR)
- Conduct Unregulated Contaminant Monitoring Rule (UCMR) testing and reporting as required by EPA.

Wastewater

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

Solid Waste Collection

- Monitor collection and operations contractor's performance
- Respond to customers' concerns and inquiries
- Provide analysis for the City Council to establish sufficient rates to support the Solid Waste collection program for 2019
- Comply with the requirements of AB341 - Mandatory Commercial Recycling
- Comply with the requirements of AB 1826 – Organics Collection
- Hold community events – 4 compost giveaways (4), home composting workshops (2), e-waste events (2), shred events (3), Coats for Kids (1), etc.

- Participate in the SBWMA Technical Advisory Committee (TAC) and committees to represent the best interests of the community
- Administer Compost Bin Incentive Program.

Solar Rebate Fund

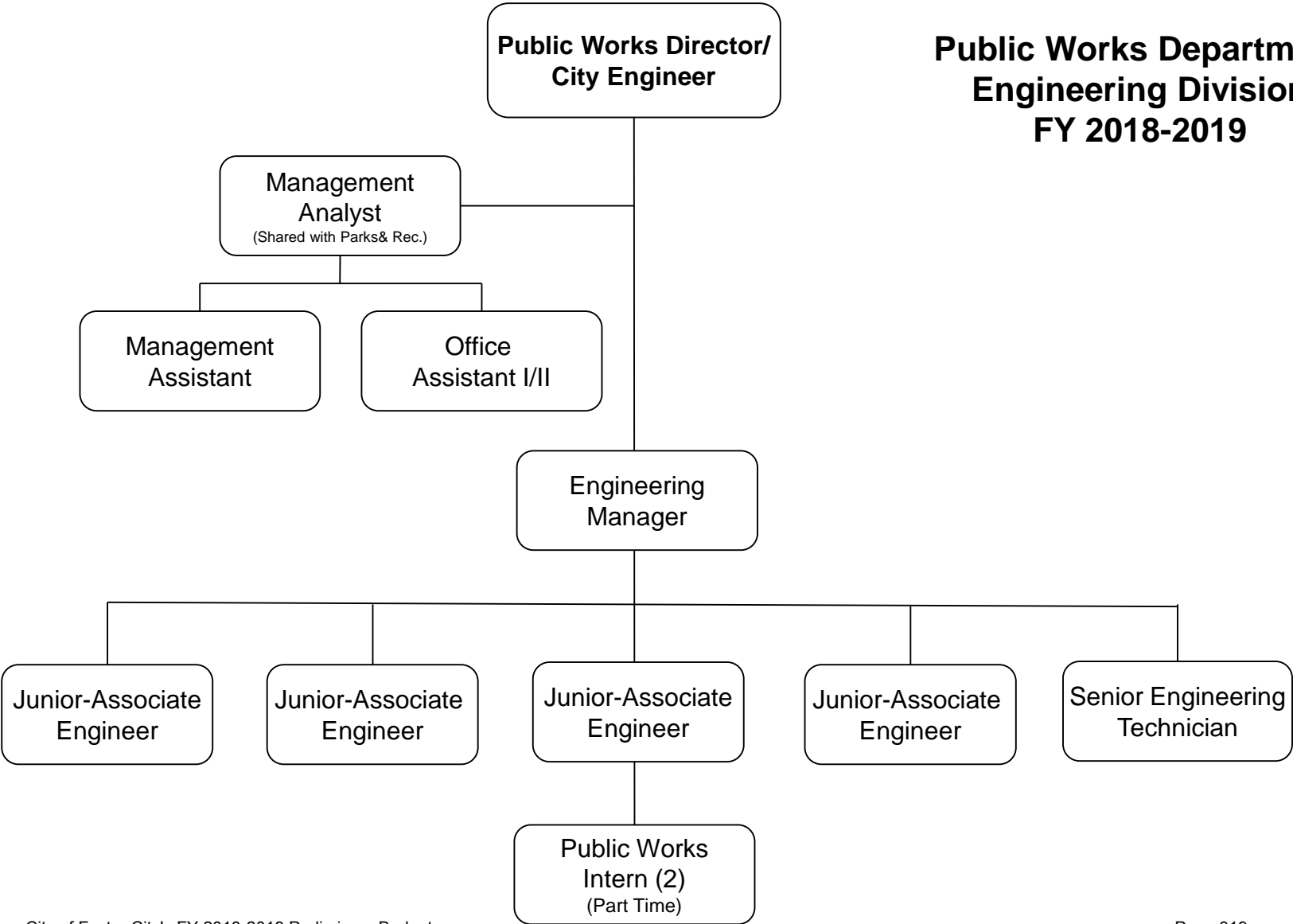
- Administer Solar Rebate Incentive program.

CHANGES IN FINANCIAL RESOURCES REQUIRED

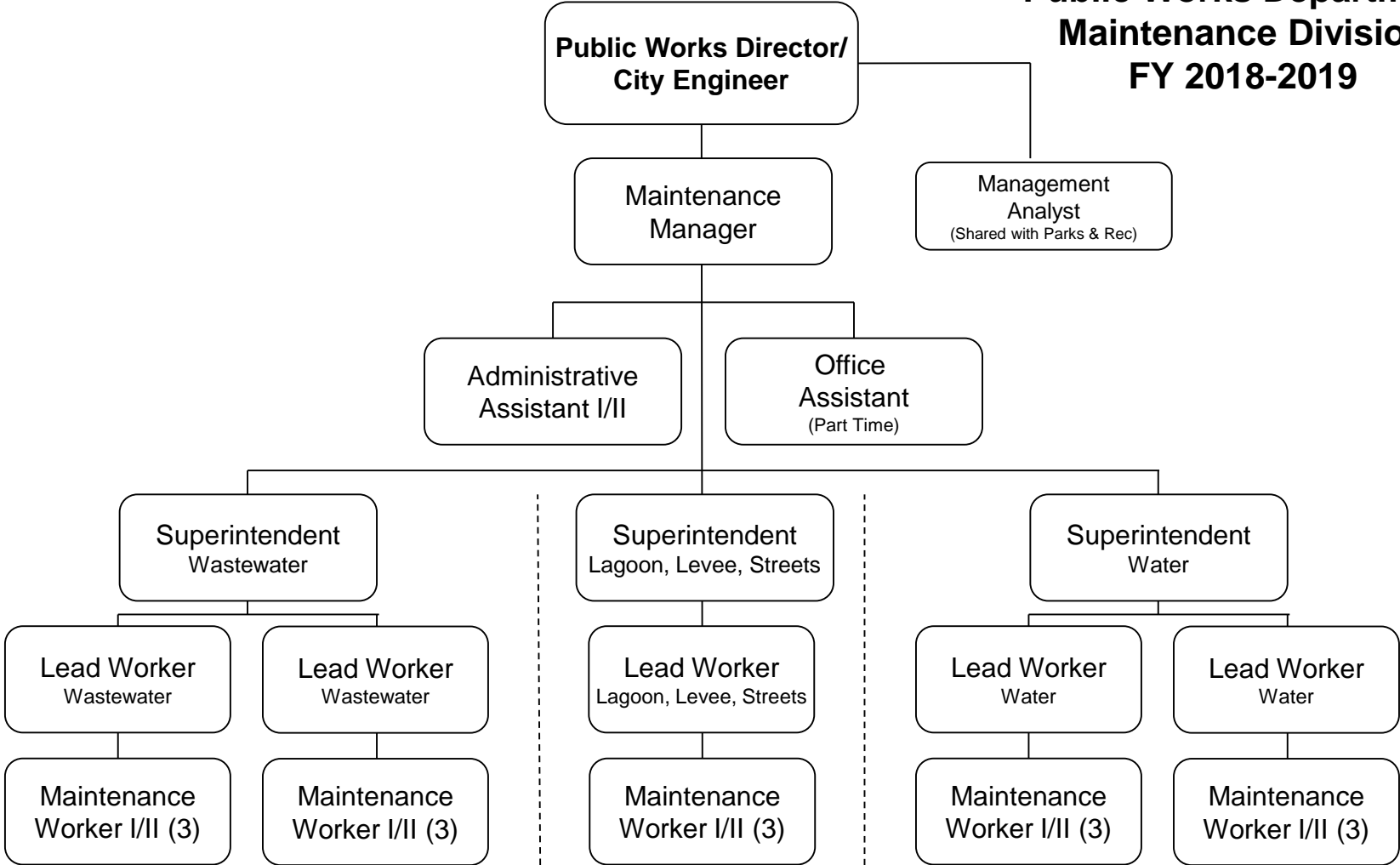
The City is debt-free and currently uses a “pay-as-you-go” approach to fund capital projects. However, the City is exploring debt financing alternatives for the Levee Improvement, Wastewater Treatment Plant and Recreation Center projects. At the meeting on March 5, 2018, the City Council adopted an Ordinance calling for a municipal bond election on a measure providing for the issuance of not more than \$90 million of general obligation bonds for the Levee Improvements project.

Funding in the amount of \$562,000 is anticipated from a new funding source, Senate Bill 1, which is also known as the Road Repair and Accountability Act of 2017. These funds will be used to continue the crack seal program, replacement of areas of distressed pavement and repairing of City sidewalk, curb and gutter.

**Public Works Department
Engineering Division
FY 2018-2019**



**Public Works Department
Maintenance Division
FY 2018-2019**



Enterprise Fund Operations
(Wastewater)

General Fund Operations
(Lagoon, Levee, Streets)

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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
ADMINISTRATION & ENGINEERING	\$ 878,702	\$ 878,702	\$ 957,976
LAGOON & LEVEES	789,198	789,198	831,122
STREETS	650,321	650,321	1,022,049
SOLAR REBATE	50,000	50,000	50,000
TOTAL FOR PUBLIC WORKS -- General Fund Divisions	\$ 2,368,221	\$ 2,368,221	\$ 2,861,147

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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 1,652,500	\$ 1,652,500	\$ 1,759,150
SERVICES AND SUPPLIES	1,055,760	1,055,760	1,116,600
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	2,708,260	2,708,260	2,875,750
INTERNAL SERVICES	540,087	540,087	595,300
Subtotal (Total Department Expenses before Reallocations)	3,248,347	3,248,347	3,471,050
REALLOCATIONS	(880,126)	(880,126)	(609,903)
TOTAL FOR PUBLIC WORKS -- General Fund Divisions	\$ 2,368,221	\$ 2,368,221	\$ 2,861,147

DETAIL LINE ITEM REPORT

PUBLIC WORKS - ADMIN & ENGINEERING

Account: 001-0910-431

GENERAL FUND

<i>Employee Services</i>		Approved 2017-2018	Requested 2018-2019
001-0910-431-4110	PERMANENT SALARIES	\$425,300.00	\$447,500.00
	Subtotal	\$425,300.00	\$447,500.00
001-0910-431-4111	PUBLIC WORKS INTERNS	\$25,000.00	\$25,000.00
	Subtotal	\$25,000.00	\$25,000.00
001-0910-431-4120	FRINGE BENEFITS	\$251,300.00	\$266,200.00
	Subtotal	\$251,300.00	\$266,200.00
	Employee Services Total	\$701,600.00	\$738,700.00
<i>Internal Services</i>		Approved 2017-2018	Requested 2018-2019
001-0910-431-4520	COMPENSATED ABSENCES	\$6,180.00	\$9,875.00
	Subtotal	\$6,180.00	\$9,875.00
001-0910-431-4544	VEHICLE REPLACEMENT - UNITS 2, 3, 4	\$59,911.00	\$56,228.00
	Subtotal	\$59,911.00	\$56,228.00
001-0910-431-4557	INFORMATION TECHNOLOGY SERVICES	\$97,545.00	\$97,775.00
	Subtotal	\$97,545.00	\$97,775.00
001-0910-431-4569	BUILDING MAINTENANCE	\$39,979.00	\$47,628.00
	Subtotal	\$39,979.00	\$47,628.00
	Internal Services Total	\$203,615.00	\$211,506.00
<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
001-0910-431-4240	ENGINEERING TOOLS AND SUPPLIES	\$1,500.00	\$1,500.00
001-0910-431-4240	LARGE COPIER SUPPLIES	\$1,500.00	\$1,500.00
001-0910-431-4240	REPRODUCIBLE DRAWINGS	\$1,000.00	\$1,000.00

		Subtotal	\$4,000.00	\$4,000.00
001-0910-431-4241	COPY EXPENSE		\$4,000.00	\$4,000.00
		Subtotal	\$4,000.00	\$4,000.00
001-0910-431-4242	POSTAGE EXPENSE		\$2,000.00	\$2,000.00
		Subtotal	\$2,000.00	\$2,000.00
001-0910-431-4243	MISC. OFFICE SUPPLIES		\$3,750.00	\$4,000.00
		Subtotal	\$3,750.00	\$4,000.00
001-0910-431-4246	SMALL EQUIPMENT - MAINTENANCE		\$2,000.00	\$2,000.00
		Subtotal	\$2,000.00	\$2,000.00
001-0910-431-4251	DOCUMENT IMAGING CONVERSION		\$6,000.00	\$6,000.00
001-0910-431-4251	GIS MAPPING UPDATES		\$5,000.00	\$0.00
001-0910-431-4251	MISCELLANEOUS CONSULTANT SERVICES		\$25,000.00	\$25,000.00
		Subtotal	\$36,000.00	\$31,000.00
001-0910-431-4253	PROFESSIONAL ASSOCIATIONS		\$2,160.00	\$2,400.00
001-0910-431-4253	PROFESSIONAL LICENSE RENEWAL (3)		\$600.00	\$600.00
001-0910-431-4253	PROFESSIONAL PUBLICATIONS		\$1,200.00	\$1,000.00
		Subtotal	\$3,960.00	\$4,000.00
001-0910-431-4254	APWA NATIONAL CONGRESS (DIRECTOR)		\$700.00	\$700.00
001-0910-431-4254	DEPARTMENT RETREAT		\$500.00	\$1,000.00
001-0910-431-4254	LOCAL MEETINGS		\$700.00	\$700.00
001-0910-431-4254	STATE CONFERENCE/WORKSHOP		\$800.00	\$800.00
		Subtotal	\$2,700.00	\$3,200.00
001-0910-431-4255	PROFESSIONAL TECHNICAL TRAINING		\$6,000.00	\$6,000.00
		Subtotal	\$6,000.00	\$6,000.00
		Services and Supplies Total	\$64,410.00	\$60,200.00
Reallocation			Approved 2017-2018	Requested 2018-2019
001-0910-431-4463	INDIRECT COST ALLOCATION		(\$90,923.00)	(\$52,430.00)
		Subtotal	(\$90,923.00)	(\$52,430.00)

Reallocation Total	(\$90,923.00)	(\$52,430.00)
ADMIN & ENGINEERING Total	\$878,702.00	\$957,976.00

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

GENERAL FUND

<i>Employee Services</i>		Approved 2017-2018	Requested 2018-2019
001-0920-431-4110	PERMANENT SALARIES	\$285,400.00	\$306,500.00
	Subtotal	\$285,400.00	\$306,500.00
001-0920-431-4112	OVERTIME	\$6,250.00	\$6,250.00
	Subtotal	\$6,250.00	\$6,250.00
001-0920-431-4120	FRINGE BENEFITS	\$171,275.00	\$184,600.00
	Subtotal	\$171,275.00	\$184,600.00
	Employee Services Total	\$462,925.00	\$497,350.00
<i>Internal Services</i>		Approved 2017-2018	Requested 2018-2019
001-0920-431-4520	COMPENSATED ABSENCES	\$4,200.00	\$6,846.00
	Subtotal	\$4,200.00	\$6,846.00
001-0920-431-4544	VEHICLE REPLACEMENT - UNIT 12	\$16,905.00	\$15,998.00
	Subtotal	\$16,905.00	\$15,998.00
001-0920-431-4556	EQUIPMENT REPLACEMENT	\$59,164.00	\$61,299.00
	Subtotal	\$59,164.00	\$61,299.00
001-0920-431-4557	INFORMATION TECHNOLOGY SERVICES	\$22,723.00	\$23,757.00
	Subtotal	\$22,723.00	\$23,757.00
001-0920-431-4569	BUILDING MAINTENANCE	\$44,381.00	\$51,772.00
	Subtotal	\$44,381.00	\$51,772.00
	Internal Services Total	\$147,373.00	\$159,672.00

<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
001-0920-431-4240	BOOTS AND SAFETY GEAR	\$4,200.00	\$4,500.00
001-0920-431-4240	LAGOON MANAGEMENT PRODUCTS	\$35,000.00	\$35,000.00
001-0920-431-4240	SMALL TOOLS	\$500.00	\$500.00
	Subtotal	\$39,700.00	\$40,000.00
001-0920-431-4243	MISC. OFFICE SUPPLIES	\$1,000.00	\$1,000.00
	Subtotal	\$1,000.00	\$1,000.00
001-0920-431-4245	PORTABLE FIELD DATA UNITS	\$2,500.00	\$1,500.00
	Subtotal	\$2,500.00	\$1,500.00
001-0920-431-4246	OIL FOR DIESEL ENGINES	\$2,000.00	\$2,500.00
001-0920-431-4246	REPAIR MATERIALS	\$18,500.00	\$19,000.00
001-0920-431-4246	REPAIR TO DIESEL ENGINES, PUMPS AND CONTROLS	\$5,000.00	\$5,500.00
	Subtotal	\$25,500.00	\$27,000.00
001-0920-431-4251	CATHODIC INSPECTION OF ALUMINUM BULKHEADS	\$7,500.00	\$7,500.00
001-0920-431-4251	GIS MAPPING UPDATES	\$2,500.00	\$0.00
001-0920-431-4251	LAB TESTS REQUIRED FOR NPDES	\$20,000.00	\$20,500.00
001-0920-431-4251	MOSQUITO ABATEMENT PROGRAM	\$48,500.00	\$44,000.00
001-0920-431-4251	NPDES PERMIT FEE	\$25,000.00	\$25,000.00
001-0920-431-4251	UNIFORM SERVICES	\$2,600.00	\$3,000.00
	Subtotal	\$106,100.00	\$100,000.00
001-0920-431-4253	VARIOUS WATERWAYS MANAGEMENT ASSOCIATIONS	\$350.00	\$350.00
	Subtotal	\$350.00	\$350.00
001-0920-431-4254	TRAVEL, CONFERENCES AND MEETINGS	\$750.00	\$1,250.00
	Subtotal	\$750.00	\$1,250.00
001-0920-431-4255	TRAINING AND CERTIFICATION	\$3,000.00	\$3,000.00
	Subtotal	\$3,000.00	\$3,000.00
	Services and Supplies Total	\$178,900.00	\$174,100.00
	LAGOON & LEVEES Total	\$789,198.00	\$831,122.00

<i>Employee Services</i>		Approved 2017-2018	Requested 2018-2019
001-0930-431-4110	PERMANENT SALARIES	\$285,400.00	\$306,500.00
	Subtotal	\$285,400.00	\$306,500.00
001-0930-431-4111	TEMPORARY EMPLOYEES (GAS TAX 2103)	\$25,000.00	\$25,000.00
	Subtotal	\$25,000.00	\$25,000.00
001-0930-431-4112	4TH OF JULY OVERTIME -- PUBLIC WORKS	\$2,100.00	\$2,500.00
001-0930-431-4112	OVERTIME	\$4,200.00	\$4,500.00
	Subtotal	\$6,300.00	\$7,000.00
001-0930-431-4120	FRINGE BENEFITS	\$171,275.00	\$184,600.00
	Subtotal	\$171,275.00	\$184,600.00
	Employee Services Total	\$487,975.00	\$523,100.00
<i>Internal Services</i>		Approved 2017-2018	Requested 2018-2019
001-0930-431-4520	COMPENSATED ABSENCES	\$4,200.00	\$6,846.00
	Subtotal	\$4,200.00	\$6,846.00
001-0930-431-4544	VEHICLE REPLACEMENT - UNITS # 13,14,15,16,23	\$76,790.00	\$73,411.00
	Subtotal	\$76,790.00	\$73,411.00
001-0930-431-4556	EQUIPMENT REPLACEMENT	\$41,005.00	\$68,336.00
	Subtotal	\$41,005.00	\$68,336.00
001-0930-431-4557	INFORMATION TECHNOLOGY SERVICES	\$22,723.00	\$23,757.00
	Subtotal	\$22,723.00	\$23,757.00
001-0930-431-4569	BUILDING MAINTENANCE	\$44,381.00	\$51,772.00
	Subtotal	\$44,381.00	\$51,772.00

		Internal Services Total	\$189,099.00	\$224,122.00
<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019	
001-0930-431-4240	BARRICADES AND ACCESSORIES	\$1,500.00	\$1,500.00	\$1,500.00
001-0930-431-4240	BOOTS AND SAFETY GEAR	\$5,200.00	\$5,200.00	\$5,200.00
001-0930-431-4240	CRACK SEAL (GAS TAX 2103)	\$25,000.00	\$25,000.00	\$25,000.00
001-0930-431-4240	MATERIALS FOR TRAFFIC MARKINGS	\$16,000.00	\$16,000.00	\$16,000.00
001-0930-431-4240	MISC. SUPPLIES	\$1,500.00	\$1,500.00	\$1,500.00
001-0930-431-4240	PAVEMENT MATERIALS (GAS TAX 2103)	\$25,000.00	\$25,000.00	\$25,000.00
001-0930-431-4240	SANDBAGS, SAND, ROCK MATERIALS	\$10,000.00	\$10,000.00	\$10,000.00
001-0930-431-4240	SEALER AND ASPHALT, CUT BACK	\$5,000.00	\$5,000.00	\$5,000.00
001-0930-431-4240	SIGN REPAIR MATERIALS	\$7,500.00	\$7,500.00	\$7,500.00
001-0930-431-4240	STORM SEWER REPAIR MATERIALS	\$15,500.00	\$15,500.00	\$15,500.00
Subtotal		\$112,200.00	\$112,200.00	\$112,200.00
001-0930-431-4243	MISC. OFFICE SUPPLIES	\$1,500.00	\$1,500.00	\$1,500.00
Subtotal		\$1,500.00	\$1,500.00	\$1,500.00
001-0930-431-4246	LUBRICATING OIL AND GREASE	\$500.00	\$500.00	\$500.00
001-0930-431-4246	SMALL EQUIPMENT MAINTENANCE	\$2,000.00	\$2,000.00	\$2,000.00
001-0930-431-4246	TRAFFIC MARKING EQUIPMENT AND PARTS	\$2,500.00	\$2,500.00	\$2,500.00
Subtotal		\$5,000.00	\$5,000.00	\$5,000.00
001-0930-431-4247	RENTAL EQUIPMENT	\$2,000.00	\$2,000.00	\$2,000.00
Subtotal		\$2,000.00	\$2,000.00	\$2,000.00
001-0930-431-4248	ELEC. COST FOR 2100 STREET LTS./25 TRAFFIC SIGNALS	\$170,000.00	\$170,000.00	\$170,000.00
Subtotal		\$170,000.00	\$170,000.00	\$170,000.00
001-0930-431-4251	BATTERY BACK-UP SYSTEM FOR TRAFFIC SIGNALS	\$0.00	\$20,000.00	\$20,000.00
001-0930-431-4251	CITY BENCHMARK RECERTIFICATION	\$0.00	\$15,000.00	\$15,000.00
001-0930-431-4251	CONCRETE REPAIR (GAS TAX 2103)	\$50,000.00	\$50,000.00	\$50,000.00
001-0930-431-4251	CURB RAMP INSTALLATION / REPLACEMENT	\$50,000.00	\$50,000.00	\$50,000.00
001-0930-431-4251	GIS MAPPING UPDATES	\$2,500.00	\$0.00	\$0.00

001-0930-431-4251	MAINTENANCE AND REPAIR OF 2100 STREET LIGHTS	\$65,000.00	\$67,000.00
001-0930-431-4251	MAINTENANCE AND REPAIR OF 25 TRAFFIC SIGNALS	\$62,000.00	\$63,750.00
001-0930-431-4251	NPDES CONSULTANT SERVICES	\$50,000.00	\$50,000.00
001-0930-431-4251	PAVEMENT REPAIR (GAS TAX 2103)	\$75,000.00	\$75,000.00
001-0930-431-4251	RECYCLE AND DISPOSAL OF HAZARDOUS WASTE	\$10,000.00	\$10,000.00
001-0930-431-4251	STREET SWEEPING	\$100,000.00	\$103,500.00
001-0930-431-4251	TRAFFIC SIGNAL DETECTION CAMERA SYSTEM	\$0.00	\$30,000.00
001-0930-431-4251	UNIFORM SERVICES	\$2,750.00	\$2,600.00
	Subtotal	\$467,250.00	\$536,850.00
001-0930-431-4253	VARIOUS STREET AND TRAFFIC ASSOCIATIONS	\$1,000.00	\$1,000.00
	Subtotal	\$1,000.00	\$1,000.00
001-0930-431-4254	TRAVEL, CONFERENCES AND MEETINGS	\$1,500.00	\$1,750.00
	Subtotal	\$1,500.00	\$1,750.00
001-0930-431-4255	TRAINING AND CERTIFICATION	\$2,000.00	\$2,000.00
	Subtotal	\$2,000.00	\$2,000.00
	Services and Supplies Total	\$762,450.00	\$832,300.00
Reallocation		Approved 2017-2018	Requested 2018-2019
001-0930-431-4498	REALLOCATION TO GAS TAX FUNDS (2105-2107.5)	(\$704,203.00)	(\$476,473.00)
001-0930-431-4498	REALLOCATION TO TRAFFIC SAFETY FUND	(\$85,000.00)	(\$81,000.00)
	Subtotal	(\$789,203.00)	(\$557,473.00)
	Reallocation Total	(\$789,203.00)	(\$557,473.00)
	STREET Total	\$650,321.00	\$1,022,049.00

<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
007-0914-431-4279	SOLAR INCENTIVE GRANT PROGRAM	\$50,000.00	\$50,000.00
	Subtotal	\$50,000.00	\$50,000.00
	Services and Supplies Total	\$50,000.00	\$50,000.00
	Total	\$50,000.00	\$50,000.00

Public Works Department Budget Comparisons - Engineering (001-0910)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Salaries	425,300	447,500	22,200	1
4111	Interns	25,000	25,000	-	2
4120	Benefits	251,300	266,200	14,900	3
4520	Compensated Absences	6,180	9,875	3,695	4
4544	Vehicle Replacement	59,911	56,228	(3,683)	5
4557	Information Technology Services	97,545	97,775	230	6
4569	Building Maintenance	39,979	47,628	7,649	7
4240	Department Special Supplies	4,000	4,000	-	8
4241	Copies	4,000	4,000	-	9
4242	Postage	2,000	2,000	-	10
4243	Office Supplies	3,750	4,000	250	11
4246	Maintenance	2,000	2,000	-	12
4251	Consulting and Contracting	36,000	31,000	(5,000)	13
4253	Memberships and Dues	3,960	4,000	40	14
4254	Travel, Conferences, and Meetings	2,700	3,200	500	15
4255	Training	6,000	6,000	-	16
4463	INDIRECT COST ALLOCATION	(90,923)	(52,430)	38,493	17
		<u>878,702</u>	<u>957,976</u>	<u>79,274</u>	

Detailed Analysis:

- Note 1 Increase based on contractual adjustment
- Note 2 No change
- Note 3 Contractual adjustment to benefit formulas (e.g. CalPERS employer rate/unfunded accrued liability, medical, etc.)
- Note 4 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 5 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 6 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 7 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 8 No change
- Note 9 No change
- Note 10 No change
- Note 11 Increase due to minor increases for office supplies
- Note 12 No change
- Note 13 Decrease due to one time GIS Mapping Update in FY 2017-2018
- Note 14 Increase due to minor adjustments in Association dues
- Note 15 Increase due to minor increase for Department Retreat
- Note 16 No change
- Note 17 Based on annual update of Cost Allocation Plan

Public Works Department Budget Comparisons - Lagoons (001-0920)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Salaries	285,400	306,500	21,100	1
4112	Overtime	6,250	6,250	-	2
4120	Benefits	171,275	184,600	13,325	3
4520	Compensated Absences	4,200	6,846	2,646	4
4544	Vehicle Replacement	16,905	15,998	(907)	5
4556	Equipment Replacement	59,164	61,299	2,135	6
4557	Information Technology Services	22,723	23,757	1,034	7
4569	Building Maintenance	44,381	51,772	7,391	8
4240	Department Special Supplies	39,700	40,000	300	9
4243	Office Supplies	1,000	1,000	-	10
4245	Small Tools, Equipment & Computer	2,500	1,500	(1,000)	11
4246	Maintenance	25,500	27,000	1,500	12
4251	Consulting and Contracting	106,100	100,000	(6,100)	13
4253	Memberships and Dues	350	350	-	14
4254	Travel, Conferences, and Meetings	750	1,250	500	15
4255	Training	3,000	3,000	-	16
		<u>789,198</u>	<u>831,122</u>	<u>41,924</u>	

Detailed Analysis:

- Note 1 Increase based on contractual adjustment
- Note 2 No change
- Note 3 Contractual adjustment to benefit formulas (e.g. CalPERS employer rate/unfunded accrued liability, medical, etc.)
- Note 4 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 5 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 6 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 7 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 8 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 9 Adjustment based on FY 2017-2018 expenses
- Note 10 No change
- Note 11 Reduction based on reduction in number of portable field units needing to be purchased
- Note 12 Adjustment based on FY 2017-2018 expenses
- Note 13 Adjustments based on one time GIS Mapping Update in FY 2017-2018 and reduction in Mosquito Abatement budget
- Note 14 No change
- Note 15 Increase due to minor increase for Department Retreat
- Note 16 No change

Public Works Department Budget Comparisons - Streets (001-0930)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Salaries	285,400	306,500	21,100	1
4111	Temporary Employees (Gas Tax 2103)	25,000	25,000	-	2
4112	Overtime	6,300	7,000	700	3
4120	Benefits	171,275	184,600	13,325	4
4520	Compensated Absences	4,200	6,846	2,646	5
4544	Vehicle Replacement	76,790	73,411	(3,379)	6
4556	Equipment Replacement	41,005	68,336	27,331	7
4557	Information Technology Services	22,723	23,757	1,034	8
4569	Building Maintenance	44,381	51,772	7,391	9
4240	Department Special Supplies	112,200	112,200	-	10
4243	Office Supplies	1,500	1,500	-	11
4246	Maintenance	5,000	5,000	-	12
4247	Rental Equipment	2,000	2,000	-	13
4248	Utilities	170,000	170,000	-	14
4251	Consulting and Contracting	467,250	536,850	69,600	15
4253	Memberships and Dues	1,000	1,000	-	16
4254	Travel, Conferences, and Meetings	1,500	1,750	250	17
4255	Training	2,000	2,000	-	18
4498	REALLOCATION TO GAS TAX FUNDS (2105-2107.5)	(704,203)	(476,473)	227,730	19
4498	REALLOCATION TO TRAFFIC SAFETY FUND	(85,000)	(81,000)	4,000	19
		<u>650,321</u>	<u>1,022,049</u>	<u>371,728</u>	

Detailed Analysis:

- Note 1 Increase based on contractual adjustment
- Note 2 No change
- Note 3 Increase based on contractual adjustment
- Note 4 Contractual adjustment to benefit formulas (e.g. CalPERS employer rate/unfunded accrued liability, medical, etc.)
- Note 5 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 6 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 7 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 8 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 9 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 10 No change
- Note 11 No change
- Note 12 No change
- Note 13 No change
- Note 14 No change
- Note 15 Increase is from one time FY 2018-2019 expenses: City Benchmark Recertification, Traffic signals Battery Back-up, Traffic signal detection camera system and Street sweeping. Increase is reduced by FY 2017-2018 one-time expense for GIS Mapping Update
- Note 16 No change
- Note 17 Increase due to minor increase for Department Retreat
- Note 18 No change
- Note 19 Reallocation reflects based revenue changes

Public Works Department Budget Comparisons - Solar Rebate Fund (007-0914)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4279	Supplies and Other Services	50,000	50,000	-	1
	Total	50,000	50,000	-	

Detailed Analysis:

Note 1 No change

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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	-
INTERNAL SERVICES	315,531	315,531	373,603
Subtotal (Total Department Expenses before Reallocations)	315,531	315,531	373,603
REALLOCATIONS	-	-	-
TOTAL FOR LIBRARY SERVICES	\$ 315,531	\$ 315,531	\$ 373,603

DETAIL LINE ITEM REPORT

LIBRARY SERVICES - LIBRARY SERVICES

Account: 001-1310-413

GENERAL FUND

<i>Internal Services</i>	Approved 2017-2018	Requested 2018-2019
001-1310-413-4569 BUILDING MAINTENANCE -- LIBRARY	\$315,531.00	\$373,603.00
Subtotal	\$315,531.00	\$373,603.00
Internal Services Total	\$315,531.00	\$373,603.00
LIBRARY SERVICES Total	\$315,531.00	\$373,603.00

Library Services Department Budget Comparisons (001-1310)

Account	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4569 Building Maintenance	315,531	373,603	58,072	1
	<u>315,531</u>	<u>373,603</u>	<u>58,072</u>	

Detailed Analysis:

Note 1 Library Department assigned spaces; costs associated with Building Maintenance discussed in Building Maintenance budget

Property Tax Administration



The property tax administration fee is charged by the County of San Mateo for services rendered in collecting the property taxes for the Estero Municipal Improvement District.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
PROPERTY TAX ADMINISTRATION
GENERAL FUND -- DISTRICT
Annual Budget Appropriation for Fiscal Year

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	203,845	203,845	203,845
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	203,845	203,845	203,845
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	203,845	203,845	203,845
REALLOCATIONS	-	-	-
TOTAL FOR PROPERTY TAX ADMINISTRATION	\$ 203,845	\$ 203,845	\$ 203,845

DETAIL LINE ITEM REPORT

FINANCIAL SERVICES/CITY TREASURER - GENERAL ACCOUNTING

GENERAL FUND-DISTRICT

Account: 002-1120-415

<i>Services and Supplies</i>	Approved 2017-2018	Requested 2018-2019
002-1120-415-4251 PROPERTY TAX ADMINISTRATION FEE	\$203,845.00	\$203,845.00
Subtotal	\$203,845.00	\$203,845.00
Services and Supplies Total	\$203,845.00	\$203,845.00
GENERAL ACCOUNTING Total	\$203,845.00	\$203,845.00

Non-Department-Property Tax Administration Budget Comparisons (002-1120)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4251	Property Tax Administration Fee	203,845	203,845	-	1
		<u>203,845</u>	<u>203,845</u>	-	

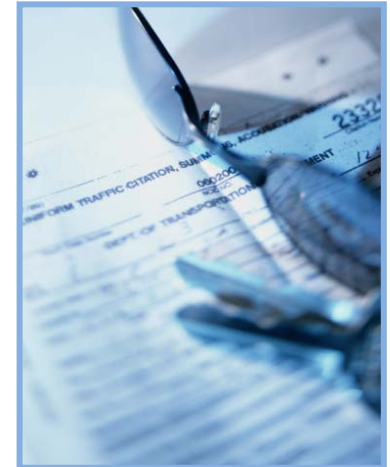
Detailed Analysis:

Note 1 No change

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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	-
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	-
REALLOCATIONS	85,000	85,000	81,000
TOTAL FOR TRAFFIC SAFETY FUND	\$ 85,000	\$ 85,000	\$ 81,000

DETAIL LINE ITEM REPORT

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

TRAFFIC SAFETY

<i>Reallocation</i>	Approved 2017-2018	Requested 2018-2019
101-1120-415-4463 REALLOCATION FROM PW STREETS	\$85,000.00	\$81,000.00
Subtotal	\$85,000.00	\$81,000.00
Reallocation Total	\$85,000.00	\$81,000.00
GENERAL ACCOUNTING Total	\$85,000.00	\$81,000.00

Traffic Safety Fund Budget Comparisons (101-1120)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4463	Reallocation From PW Streets	85,000	81,000	(4,000)	1
	Total	<u>85,000</u>	<u>81,000</u>	<u>(4,000)</u>	

Detailed Analysis:

Note 1 Funding decline of Public Works Streets maintenance program due to reduction of projected FY 2018-2019 Traffic Safety revenues

Gas Tax



The State of California imposes excise taxes on various transportation fuels and apportions those taxes based upon state law to the City. There are two separate funds to account for these gas taxes.

Gas Tax (Section 2105-2107.5)

Historically, Gas Taxes of 18 cents per gallon of fuel sold statewide were remitted to the City in accordance with the Streets and Highways Code under the four following sections:

- Section 2105(b) – Allocation of tax revenues above 9 cents per gallon based on city population.
- Section 2106 – Revenues equal to 1.04 cents per gallon subject to a flat amount of \$400 per month plus any residual based on registered vehicles in the county
- Section 2107 – allocations ranging from 1.315 cents per gallon of gasoline to 2.59 cents per gallon of LP Gas based on population
- Section 2107.5 – Flat allocation based on city size (\$6,000 for Foster City based on population between 25,000 and 50,000)

These funds are eligible to be spent for engineering, construction and maintenance of city streets. The City has chosen to allocate expenses related to the City / County Association of Governments Congestion Management and Relief Plans in the Council/Board division as eligible expenditures for reimbursement from these Gas Tax revenues, as well as all costs associated with Streets Maintenance under the Public Works – Streets Division in the General Fund up to the full amount of gas tax revenues expected in each budget year.

Gas Tax (Section 2103)

As part of the State's attempt to solve its budgetary deficit in FY 2010-2011, the State passed legislation by creating a new section in the Streets and Highway Code:

- Section 2103 – Allocation of funds from a new motor vehicle fuel excise tax (17.3 cents per gallon) that replaces previous city and county allocations from the Proposition 42 sales tax on gasoline. Forty-four percent (44%) of the amount collected is allocated to cities and counties based on a pro-rata share of the total of the other gas taxes in Sections 2105-2107.5 above.

When the legislation was passed, Section 2103 revenues were intended for the same purposes as the Proposition 42 revenues, which were intended for streets and roadways infrastructure projects. However, clean-up legislation was signed by the Governor in light of the passage of Propositions 22 and 26 in November 2010 that changes the characterization of those revenues and allows them to be used for the same purposes as the other Gas Tax revenues (Sections 2105-2107.5).

The City has elected to retain the Gas Tax (Section 2103) revenues for purposes of funding streets and roadway capital improvement projects in future years. However, proposed in the FY 2018-2019 Budget also includes the use of this revenue for street maintenance activities within the Streets Division.

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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	-
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	-
REALLOCATIONS	799,000	799,000	571,000
TOTAL FOR GAS TAX FUND	\$ 799,000	\$ 799,000	\$ 571,000

DETAIL LINE ITEM REPORT

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

<i>Reallocation</i>		Approved 2017-2018	Requested 2018-2019
103-1120-415-4463	REALLOCATION FROM COUNCIL/BOARD	\$94,797.00	\$94,527.00
103-1120-415-4463	REALLOCATION FROM PW STREETS (2105-2107.5)	\$704,203.00	\$476,473.00
Subtotal		\$799,000.00	\$571,000.00
Reallocation Total		\$799,000.00	\$571,000.00
GENERAL ACCOUNTING Total		\$799,000.00	\$571,000.00

Gas Tax Fund Budget Comparisons (103-1120)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4463	Reallocation	799,000	571,000	(228,000)	1
	Total	<u>799,000</u>	<u>571,000</u>	<u>(228,000)</u>	

Detailed Analysis:

Note 1 Funding of PW Streets maintenance programs using FY 2018-2019 Gas Tax revenues (Section 2105-2107.5)

SLESF/COPS Grant



SLESF/COPS Grant Funding – In previous years, the City received \$100,000 from the State of California under the Citizens Option for Public Safety (COPS) program, a Special Revenue Fund. These funds have been the subject of intense debate during the last few State budget cycles. The current State budget proposal includes funding for FY 2018-2019. Based on this information, the City is projecting to receive this State funding of \$100,000 for FY 2018-2019.

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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 100,000	\$ 100,000	\$ 100,000
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	100,000	100,000	100,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	100,000	100,000	100,000
REALLOCATIONS	-	-	-
TOTAL FOR SLESF / COPS GRANT	\$ 100,000	\$ 100,000	\$ 100,000

DETAIL LINE ITEM REPORT

POLICE - FIELD OPERATIONS Account: 108-0620-421

SLESF/COPS GRANT

<i>Employee Services</i>	Approved 2017-2018	Requested 2018-2019
108-0620-421-4110 ALLOCATION FR GEN'L FUND (POLICE) FOR 1 OFFICER	\$100,000.00	\$100,000.00
Subtotal	\$100,000.00	\$100,000.00
Employee Services Total	\$100,000.00	\$100,000.00
FIELD OPERATIONS Total	\$100,000.00	\$100,000.00

Police Department Budget Comparisons - SLESFCOPS GRANT FUND (108-0620)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Allocation From General Fund (Police) For 1 Officer	100,000	100,000	-	1
	Total	<u>100,000</u>	<u>100,000</u>	-	

Detailed Analysis:

Note 1 No change



In 2004, the City of Foster City took the initiative to create and launch a recruitment website for advertising public sector employment opportunities, which also functions as an applicant tracking and processing tool. This entrepreneurial endeavor was developed by the Human Resources Department in partnership with the Information Technology Division. The Human Resources Department administers the program, handling all aspects of marketing and relationships with over 200 employer clients. Job seekers can log on to one web site and search for career opportunities in the public sector, post their resumes, and apply for open jobs. Employers are charged an initiation fee of up to \$6,000 to join CalOpps, and then an annual maintenance fee of \$3,500. Agencies can also opt not to become members and pay to advertise on the site for a fee of \$500 per job posting. A job seeker incurs no cost to submit applications or create a user profile.

The City benefits from the creation and maintenance of this entrepreneurial endeavor. The City would otherwise process all recruitments manually through paper applications and scoring. The use of web-based technology increases the quality of the applicant pool and decreases time spent on recruitment by approximately 60%, allowing staff to focus on more strategic City endeavors. If Foster City purchased these recruitment services from another vendor, the cost would be approximately \$10,000 annually. This is an expense that the City does not incur, but rather enjoys at no cost to the City.

Annual costs of approximately \$140,000 for application support, website hosting, and other services and supplies are included in the CalOpps.org Fund. The City/District General Fund does not provide the funding for CalOpps, and staff hours spent on CalOpps administration including the services of the consultants is funded by CalOpps membership fees.

CalOpps signifies an important partnership of over 200 governmental entities and strives to continue to provide public sector recruitment services at an affordable cost to employers while fully recovering the annual cost to the City and establishing reserves for future expenses and upgrades.

RESOURCES REQUIRED

CalOpps is a self-supporting initiative accounted for in the City's Special Revenue Funds (Fund #114). Resources required include the following:

- Personnel Allocations – Allocations of 10% of the Human Resources Director, 35% of one Human Resources Analyst and 10% the second Human Resources Analyst are charged to the fund on an annual basis.
- Internal Services Charges – Support and hardware and software replacement charges from the Information Technology Internal Services Fund are allocated to the fund.
- Supplies – Miscellaneous supply and copy expenses are borne by the City for the CalOpps program.
- Consulting Services – Fees associated with managing enhancements to the CalOpps system by Urban Insight, the new managing vendor for CalOpps.

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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 96,000	\$ 96,000	\$ 134,050
SERVICES AND SUPPLIES	112,640	112,640	137,350
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	208,640	208,640	271,400
INTERNAL SERVICES	6,685	6,685	13,162
Subtotal (Total Department Expenses before Reallocations)	215,325	215,325	284,562
REALLOCATIONS	59,530	59,530	75,000
TOTAL FOR CALOPPS.ORG FUND	\$ 274,855	\$ 274,855	\$ 359,562

DETAIL LINE ITEM REPORT

HUMAN RESOURCES - ADMINISTRATION Account: 114-1210-415

CALOPPS.ORG

<i>Employee Services</i>		Approved 2017-2018	Requested 2018-2019
114-1210-415-4110	PERMANENT SALARIES	\$62,800.00	\$66,100.00
Subtotal		\$62,800.00	\$66,100.00
114-1210-415-4111	PART TIME SALARIES	\$0.00	\$30,000.00
Subtotal		\$0.00	\$30,000.00
114-1210-415-4120	FRINGE BENEFITS	\$33,200.00	\$36,000.00
114-1210-415-4120	PART TIME STAFF BENEFITS	\$0.00	\$1,950.00
Subtotal		\$33,200.00	\$37,950.00
Employee Services Total		\$96,000.00	\$134,050.00
<i>Internal Services</i>		Approved 2017-2018	Requested 2018-2019
114-1210-415-4520	COMPENSATED ABSENCES	\$910.00	\$1,452.00
Subtotal		\$910.00	\$1,452.00
114-1210-415-4557	INFORMATION TECHNOLOGY SERVICES	\$5,775.00	\$11,710.00
Subtotal		\$5,775.00	\$11,710.00
Internal Services Total		\$6,685.00	\$13,162.00
<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
114-1210-415-4241	COPY EXPENSES	\$2,500.00	\$2,500.00
Subtotal		\$2,500.00	\$2,500.00
114-1210-415-4248	APPLICATION SUPPORT	\$10,500.00	\$80,000.00
114-1210-415-4248	COMMUNICATION COSTS - WEBSITE HOSTING	\$40,600.00	\$37,200.00
114-1210-415-4248	TRANSACTION EMAIL	\$2,640.00	\$1,250.00
Subtotal		\$53,740.00	\$118,450.00

114-1210-415-4249	MARKETING / TRADE SHOWS	\$6,400.00	\$6,400.00
	Subtotal	\$6,400.00	\$6,400.00
114-1210-415-4251	CONSULTING SERVICES	\$50,000.00	\$10,000.00
	Subtotal	\$50,000.00	\$10,000.00
	Services and Supplies Total	\$112,640.00	\$137,350.00
Reallocation		Approved 2017-2018	Requested 2018-2019
114-1210-415-4463	INDIRECT COST ALLOCATION	\$59,530.00	\$75,000.00
	Subtotal	\$59,530.00	\$75,000.00
	Reallocation Total	\$59,530.00	\$75,000.00
	ADMINISTRATION Total	\$274,855.00	\$359,562.00

CALOPPS Fund Budget Comparisons (114-1210)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Full-Time Salaries	62,800	66,100	3,300	1
4111	Part-Time Salaries	-	30,000	30,000	2
4120	Full-Time Fringe Benefits	33,200	36,000	2,800	3
4120	Part-Time Fringe Benefits	-	1,950	1,950	4
4520	Compensated Absences	910	1,452	542	5
4557	Information Technology	5,775	11,710	5,935	6
4241	Copy Expenses	2,500	2,500	-	7
4248	UTILITIES & COMMUNICATION	53,740	118,450	64,710	8
4249	MARKETING / TRADE SHOWS	6,400	6,400	-	9
4251	CONTRACTUAL, PROF&SPEC SVC	50,000	10,000	(40,000)	10
4463	INDIRECT COST ALLOCATION	59,530	75,000	15,470	11
	Total	<u>274,855</u>	<u>359,562</u>	<u>84,707</u>	

Detailed Analysis:

Note 1	Increase based on contractual adjustment
Note 2	Added part-time employees for responding to CalOpps inquiries
Note 3	Contractual adjustment to benefit formulas (e.g. CalPERS employer rate/unfunded accrued liability, medical, etc.)
Note 4	Added part-time employees for responding to CalOpps inquiries
Note 5	Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
Note 6	Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
Note 7	No change
Note 8	Support no longer provided by in-house consultant. Support handled by Urban Insight, software developers
Note 9	No change
Note 10	Consultant hours reduced since updated site launched
Note 11	Based on annual update of Cost Allocation Plan

Foster City Foundation



From time to time, the City receives donations from individuals and organizations designated by the donors to fund various City programs, services, and/or improvement projects. The City is the administrator of those funds. Such donations are kept separate from the General Fund in the Foster City Foundation Fund.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
CITY MANAGER
FOSTER CITY FOUNDATION
Annual Budget Appropriation for Fiscal Year

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	145,000
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	145,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	145,000
REALLOCATIONS	-	-	-
TOTAL FOR FOSTER CITY FOUNDATION	\$ -	\$ -	\$ 145,000

DETAIL LINE ITEM REPORT

PARKS & RECREATION - REC ADMINISTRATION

Account: 116-0510-451

FOUNDATION FUND

<i>Services and Supplies</i>	Approved 2017-2018	Requested 2018-2019
116-0510-451-4265 PARKS AND REC	\$0.00	\$105,000.00
Subtotal	\$0.00	\$105,000.00
Services and Supplies Total	\$0.00	\$105,000.00
REC ADMINISTRATION Total	\$0.00	\$105,000.00

POLICE - CHIEF'S OFFICE

Account: 116-0610-421

FOUNDATION FUND

<i>Services and Supplies</i>	Approved 2017-2018	Requested 2018-2019
116-0610-421-4265 Miscellaneous Expense	\$0.00	\$10,000.00
Subtotal	\$0.00	\$10,000.00
Services and Supplies Total	\$0.00	\$10,000.00
CHIEF'S OFFICE Total	\$0.00	\$10,000.00

FIRE - ADMINISTRATION

Account: 116-0710-422

FOUNDATION FUND

<i>Services and Supplies</i>	Approved 2017-2018	Requested 2018-2019
116-0710-422-4265 Miscellaneous Expense	\$0.00	\$10,000.00

Subtotal	\$0.00	\$10,000.00
Services and Supplies Total	\$0.00	\$10,000.00
ADMINISTRATION Total	\$0.00	\$10,000.00

PUBLIC WORKS - ADMIN & ENGINEERING

Account: 116-0910-431

FOUNDATION FUND

Services and Supplies

116-0910-431-4265 Miscellaneous Expense

	Approved 2017-2018	Requested 2018-2019
	\$0.00	\$10,000.00
Subtotal	\$0.00	\$10,000.00
Services and Supplies Total	\$0.00	\$10,000.00
ADMIN & ENGINEERING Total	\$0.00	\$10,000.00

HUMAN RESOURCES - ADMINISTRATION

Account: 116-1210-415

FOUNDATION FUND

Services and Supplies

116-1210-415-4265 Miscellaneous Expense

	Approved 2017-2018	Requested 2018-2019
	\$0.00	\$10,000.00
Subtotal	\$0.00	\$10,000.00
Services and Supplies Total	\$0.00	\$10,000.00
ADMINISTRATION Total	\$0.00	\$10,000.00

City Manager Department Budget Comparisons - Parks and Recreation (116-0510)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4265	Misc Expense	-	105,000	105,000	1
	Total	-	105,000	105,000	

Detailed Analysis

Note 1 Anticipate funding request

City Manager Department Budget Comparisons - Police (116-0610)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4265	Misc Expense	-	10,000	10,000	1
	Total	-	10,000	10,000	

Detailed Analysis:

Note 1 Anticiapte funding request

City Manager Department Budget Comparisons - Fire (116-0710)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4265	Misc Expense	-	10,000	10,000	1
	Total	-	10,000	10,000	

Detailed Analysis:

Note 1 Anticiapte funding request

City Manager Department Budget Comparisons - Public Works (116-0910)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4265	Misc Expense	-	10,000	10,000	1
	Total	-	10,000	10,000	

Detailed Analysis:

Note 1 Anticiapte funding request

City Manager Department Budget Comparisons - Human Resources (116-1210)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4265	Misc Expense	-	10,000	10,000	1
	Total	-	10,000	10,000	

Detailed Analysis:

Note 1 Anticiapte funding request

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Senate Bill 1

On April 28, 2017, the Governor signed Senate Bill (SB) 1, known as the Road Repair and Accountability Act of 2017, creating the Local Partnership Program to provide funding to jurisdictions for road maintenance/rehabilitation and other types of transportation improvement projects. For Foster City, funds will most often be used for pavement rehabilitation types of projects.



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Low- and Moderate-Income Housing Fund (LMIHF)



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

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

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

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

The budget for FY 2018-2019 includes continued expenditures related to operating and maintaining the remaining six (6) affordable housing units, including property management services, landscaping and other maintenance costs, homeowners' association dues, as well as initiatives that were formerly funded by the Agency that support and enhance the availability of affordable housing in Foster City. Revenues going into the LMIHF include rental income and loan repayments. The City Council has set a goal of maintaining a \$300,000 fund balance as a reserve for capital expenditures related to the affordable housing units owned by the City.

(Note: These funds are distinguished from the City Affordable Housing Funds as they are restricted for the use of low- to moderate-income housing based on California Health & Safety Code §34176 et. seq. or through enacted legislation and which are considered legally enforceable to be used exclusively for the provision of affordable housing in the community.)

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
COMMUNITY DEVELOPMENT
LMIHF HOUSING SUCCESSOR FUNDS
Annual Budget Appropriation for Fiscal Year

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	143,200	143,200	153,200
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	143,200	143,200	153,200
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	143,200	143,200	153,200
REALLOCATIONS	-	-	-
TOTAL FOR LMIHF HOUSING SUCCESSOR FUNDS	\$ 143,200	\$ 143,200	\$ 153,200

DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - MONITORING & PRESERVING LONG-TERM
AFFORDABILITY Account: 122-0832-463

LMIHF HOUSING
SUCCESSOR FUND

<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
122-0832-463-4251	HOUSING STAFFING ADMINISTRATION-MONITORING	\$15,000.00	\$25,000.00
122-0832-463-4251	LEGAL SERVICES	\$2,000.00	\$2,000.00
	Subtotal	\$17,000.00	\$27,000.00
122-0832-463-4281	MANAGEMENT FEE-HIP	\$15,000.00	\$15,000.00
	Subtotal	\$15,000.00	\$15,000.00
122-0832-463-4284	REPAIR AND MAINTENANCE-HIP	\$50,000.00	\$50,000.00
	Subtotal	\$50,000.00	\$50,000.00
122-0832-463-4285	LANDSCAPE AND PEST CONTROL-HIP	\$10,000.00	\$10,000.00
	Subtotal	\$10,000.00	\$10,000.00
122-0832-463-4286	HOUSING STAFFING ADMINISTRATION-EXISTING UNIT	\$10,000.00	\$10,000.00
	Subtotal	\$10,000.00	\$10,000.00
122-0832-463-4287	CONTINGENCY FOR MAJOR REPAIRS	\$25,000.00	\$25,000.00
	Subtotal	\$25,000.00	\$25,000.00
	Services and Supplies Total	\$127,000.00	\$137,000.00
	MONITORING & PRESERVING LONG-TERM AFFORDABILITY Total	\$127,000.00	\$137,000.00

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

LMIHF HOUSING
SUCCESSOR FUND

<i>Services and Supplies</i>	Approved 2017-2018	Requested 2018-2019
122-0836-463-4251 HIP HOUSING HOMESHARE PROGRAM	\$5,000.00	\$5,000.00
Subtotal	\$5,000.00	\$5,000.00
Services and Supplies Total	\$5,000.00	\$5,000.00
HOMELESS PREVENTION & RAPID REHOUSING SERVICES Total	\$5,000.00	\$5,000.00

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

LMIHF HOUSING SUCCESSOR
FUND

<i>Services and Supplies</i>	Approved 2017-2018	Requested 2018-2019
122-0837-463-4253 SAN MATEO COUNTY HEART DUES	\$11,200.00	\$11,200.00
Subtotal	\$11,200.00	\$11,200.00
Services and Supplies Total	\$11,200.00	\$11,200.00
DEVELOPMENT OF AFFORDABLE HOUSING Total	\$11,200.00	\$11,200.00

**Community Development Department Budget Comparisons -
LMIHF Housing Successor Monitoring & Preserving Long-Term Affordability (122-0832)**

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4251	Consulting and Contracting	15,000	25,000	10,000	1
4251	Legal Services	2,000	2,000	-	2
4265	Misc Expense	-	-	-	3
4281	Management Fee-HIP	15,000	15,000	-	4
4284	Repair and Maintenance-HIP	50,000	50,000	-	5
4285	Landscape and Pest Control-HIP	10,000	10,000	-	6
4286	Housing Staffing Administration-Existing Unit	10,000	10,000	-	7
4287	Contingency for Major Repairs	25,000	25,000	-	8
	Total	127,000	137,000	10,000	

Detailed Analysis

- Note 1 Consulting costs for the start-up for The Triton BMR and expiration of Foster's Landing BMR program
- Note 2 No change
- Note 3 No change
- Note 4 No change
- Note 5 No change
- Note 6 No change
- Note 7 No change
- Note 8 No change

**Community Development Department Budget Comparisons -
LMIHF Housing Successor Homeless Prevention & Rapid Rehousing Services (122-0836)**

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4251	HIP Housing Homeshare Program	5,000	5,000	-	1
	Total	5,000	5,000	-	

Detailed Analysis:

Note 1 No change

**Community Development Department Budget Comparisons -
LMIHF Housing Successor Development of Affordable Housing (122-0837)**

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4253	San Mateo County Heart Dues	11,200	11,200	-	1
	Total	11,200	11,200	-	

Detailed Analysis:

Note 1 No change

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City Affordable Housing Fund

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

In FY 2012-2013, the City received \$3.3 million of one-time “boomerang” funds that were the City/EMID share of the one-time “sweep” by the State of \$12.1 million of the Community Development Agency’s housing funds that were not already obligated. The City Council chose to dedicate these funds to funding affordable housing projects.

In FY 2014-2015, the expenditure of \$4.75 million was made from the City Affordable Housing Fund to assist the affordable housing project to be constructed on the Foster Square site by Mid-Pen Housing (Alma Point). These funds are expended in the form of a loan payable from future residual income from the property. The loan was funded through the \$3.3 million of one-time “boomerang” funds as indicated above, plus a contribution by TNHC-HW Foster City LLC, the master developer of the Foster Square Project, totaling \$1.45 million upon the close of escrow of the 15-acre site formerly owned by the City.

In December 2016, the City Council adopted Ordinance 606, establishing Chapter 17.88, Affordable Housing Commercial Linkage Fee, which became effective in February 2017. The Commercial Linkage Fee provides a mechanism for commercial development to pay the fee to offset the impacts of the development on the need for affordable housing. Revenues from the Commercial Linkage Fee will be deposited into the City Affordable Housing Fund.

As of March 2018, no Commercial Linkage Fees have been collected.

(Note: This fund is distinguished from the LMIHF Fund in that these funds may be used at the discretion of the City Council for affordable housing, as opposed to LMIHF Fund assets which are subject to specific restrictions for spending and recording by state law.



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Sustainable Foster City Fund



The City Council created the Sustainable Foster City Fund in Fiscal Year 2012-2013 to support the implementation of the tenets of the Sustainable Foster City Plan, a sustainable economic development strategy developed to protect, maintain and grow the economic resources in Foster City based on economic, environmental, and social equity sustainability principles.

In November 2016, the City Council reaffirmed its commitment to the tenets of the Sustainable Foster City plan. This fund is used for the expenses associated with implementation of City Council priorities in the areas of Economic Development, Environmental Sustainability and Community Outreach and will fund the FY 2018-2019 to 2020-2021 Sustainable Foster City Plan, including Community Dialogue Series Events, Business Roundtables, 92 Corridor Alliance initiatives, and Business Development Programs.

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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	103,100	103,100	93,700
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	103,100	103,100	93,700
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	103,100	103,100	93,700
REALLOCATIONS	-	-	-
TOTAL FOR SUSTAINABLE FOSTER CITY SPECIAL FUND	\$ 103,100	\$ 103,100	\$ 93,700

DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION

SUSTAINABLE FOSTER CITY SPECIAL FUND

Account: 125-0110-413

<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
125-0110-413-4251	CARRYOVER SUSTAINABILITY FUND	\$0.00	\$14,000.00
125-0110-413-4251	SUSTAINABLE FOSTER CITY	\$95,000.00	\$71,600.00
	Subtotal	\$95,000.00	\$85,600.00
125-0110-413-4253	ICLEI MEMBERSHIP	\$700.00	\$700.00
125-0110-413-4253*	SVEDA MEMBERSHIP	\$5,000.00	\$5,000.00
	Subtotal	\$5,700.00	\$5,700.00
125-0110-413-4254	MEETINGS AND SUPPLIES	\$2,400.00	\$2,400.00
	Subtotal	\$2,400.00	\$2,400.00
	Services and Supplies Total	\$103,100.00	\$93,700.00
	ADMINISTRATION Total	\$103,100.00	\$93,700.00

Sustainable Foster City Fund 125-0110

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4251	Community, Economic & Environmental Initiatives	95,000	85,600	(9,400)	1
4253	Memberships	5,700	5,700	-	2
4254	Meetings and Supplies	2,400	2,400	-	3
		103,100	93,700	(9,400)	

Detailed Analysis:

- Note 1 Change to Sustainable Foster City fund amount to support economic and environmental sustainability efforts and includes \$14,000 in carryover funds from FY 2017-2018
- Note 2 No change
- Note 3 No change

Bay Area Employee Relations Services

In September 2016, the City of Foster City became the host of the Bay Area Employee Relations Service (BAERS). Started in 1976 by 36 city, county and other government entities in the San Francisco Bay Area, BAERS provides employee relations services through a robust database that has all the necessary information used to support activities such as labor negotiations, position/classification studies and compensation analysis.

BAERS services are provided to local government agencies through service agreements. Each agency pays an annual fee for service based on the scope of the agency's labor agreements and the size of the agency. The Human Resources Department provides administrative support and supervision for BAERS services and employs two part-time Human Resources Analysts to maintain the database and provide services to member agencies. The City utilizes internal IT services as well as the hosted services to maintain the website.

The City benefits from hosting BAERS. The personnel allocations subsidize personnel who would otherwise be charged to the General Fund. In addition, as the hosting agency, the City no longer incurs the annual \$8500 service fee previously paid for BAERS membership.

RESOURCES REQUIRED

This is a self-supporting initiative accounted for in the City's Special Revenue Funds (Fund #127). Resources required include the following:

- Personnel Allocations – Allocations of 10% of the Human Resources Director and 20% of one Human Resources Analyst time are charged to the fund on an annual basis as are two 20 hour per week Human Resources Analysts who have previously worked with BAERS.
- Internal Services Charges – Support and hardware / software replacement charges from the Information Technology Internal Services Fund are allocated to the fund.
- Supplies – Miscellaneous supply and copy expense charges are borne by the City for the BAERS program.
- Consulting Services for Migration to Hosted Developer - Fees associated with hosting the database.
- Temporary Consultant Fees – Documentation and technical transition.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
HUMAN RESOURCES
BAY AREA EMPLOYEE RELATIONS SERVICES (BAERS) FUND
Annual Budget Appropriation for Fiscal Year

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 196,933	\$ 196,933	\$ 181,500
SERVICES AND SUPPLIES	35,100	35,100	35,100
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	232,033	232,033	216,600
INTERNAL SERVICES	11,485	11,485	11,820
Subtotal (Total Department Expenses before Reallocations)	243,518	243,518	228,420
REALLOCATIONS	46,331	46,331	61,000
TOTAL FOR BAY AREA EMPLOYEE RELATIONS SERVICES (BAERS) FUND	\$ 289,849	\$ 289,849	\$ 289,420

DETAIL LINE ITEM REPORT

HUMAN RESOURCES - ADMINISTRATION Account: 127-1210-415

BAERS

<i>Employee Services</i>		Approved 2017-2018	Requested 2018-2019
127-1210-415-4110	PERMANENT SALARIES	\$60,000.00	\$50,000.00
127-1210-415-4110	PERMANENT SALARIES - HR ALLOCATION	\$37,200.00	\$39,800.00
	Subtotal	\$97,200.00	\$89,800.00
127-1210-415-4111	HOURLY & PART TIME SALARY	\$60,000.00	\$56,000.00
127-1210-415-4111	TEMPORARY CONSULTANT FEES	\$4,000.00	\$4,000.00
	Subtotal	\$64,000.00	\$60,000.00
127-1210-415-4120	FRINGE BENEFITS	\$16,033.00	\$10,000.00
127-1210-415-4120	FRINGE BENEFITS - HR ALLOCATION	\$19,700.00	\$21,700.00
	Subtotal	\$35,733.00	\$31,700.00
	Employee Services Total	\$196,933.00	\$181,500.00
<i>Internal Services</i>		Approved 2017-2018	Requested 2018-2019
127-1210-415-4520	COMPENSATED ABSENCES	\$540.00	\$875.00
	Subtotal	\$540.00	\$875.00
127-1210-415-4557	INFORMATION TECHNOLOGY SERVICES	\$10,945.00	\$10,945.00
	Subtotal	\$10,945.00	\$10,945.00
	Internal Services Total	\$11,485.00	\$11,820.00
<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
127-1210-415-4243	OFFICE EXPENSES	\$1,100.00	\$1,100.00
	Subtotal	\$1,100.00	\$1,100.00
127-1210-415-4248	COMMUNICATION COSTS - DATA	\$2,000.00	\$2,000.00

127-1210-415-4248	COMMUNICATION COSTS - SOFTWARE	\$1,000.00	\$1,000.00
127-1210-415-4248	COMMUNICATION COSTS - WEBSITE HOSTING	\$10,000.00	\$10,000.00
	Subtotal	\$13,000.00	\$13,000.00
127-1210-415-4251	CONSULTING FEES -- DOCUMENTATION / TRAINING	\$8,000.00	\$8,000.00
127-1210-415-4251	CONSULTING SERVICES- MOVE/MIGRATION TO FOSTER CITY	\$10,000.00	\$10,000.00
127-1210-415-4251	LEGAL SERVICES	\$3,000.00	\$3,000.00
	Subtotal	\$21,000.00	\$21,000.00
	Services and Supplies Total	\$35,100.00	\$35,100.00
Reallocation		Approved 2017-2018	Requested 2018-2019
127-1210-415-4463	INDIRECT COST ALLOCATION	\$46,331.00	\$61,000.00
	Subtotal	\$46,331.00	\$61,000.00
	Reallocation Total	\$46,331.00	\$61,000.00
	ADMINISTRATION Total	\$289,849.00	\$289,420.00

Bay Area Employee Relations Services (BAERS) Fund Budget Comparisons (127-1210)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Salaries	97,200	89,800	(7,400)	1
4111	Hourly & P/T Salary	64,000	60,000	(4,000)	2
4120	Fringe Benefits	35,733	31,700	(4,033)	3
4520	Compensated Absences	540	875	335	4
4557	Information Technology	10,945	10,945	-	5
4243	Office Expenses	1,100	1,100	-	6
4248	Utilities & Communication	13,000	13,000	-	7
4251	Contractual, Prof & Spec Svc	21,000	21,000	-	8
4463	Indirect Cost Allocation	46,331	61,000	14,669	9
	Total	289,849	289,420	(429)	

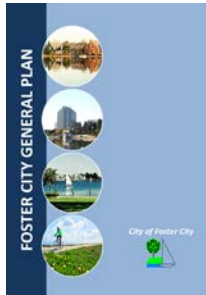
Detailed Analysis:

Note 1	Realignment of personnel expenditures
Note 2	Realignment of personnel expenditures
Note 3	Realignment of personnel expenditures
Note 4	Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
Note 5	No change
Note 6	No change
Note 7	No change
Note 8	No change
Note 9	Based on annual update of Cost Allocation Plan

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GENERAL PLAN-BUILDING AND CONSTRUCTION ORDINANCE- ZONING CODE MAINTENANCE FUND

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



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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	41,300	41,300	41,300
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	41,300	41,300	41,300
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	41,300	41,300	41,300
REALLOCATIONS	-	-	-
TOTAL FOR GENERAL PLAN MAINTENANCE FUND	\$ 41,300	\$ 41,300	\$ 41,300

DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - Account: 128-0838-419

GENERAL PLAN MAINTENANCE FUND

<i>Services and Supplies</i>	Approved 2017-2018	Requested 2018-2019
128-0838-419-4251 GENERAL PLAN IMPLEMENTATION	\$40,000.00	\$40,000.00
Subtotal	\$40,000.00	\$40,000.00
128-0838-419-4253 21 ELEMENTS	\$1,300.00	\$1,300.00
Subtotal	\$1,300.00	\$1,300.00
Services and Supplies Total	\$41,300.00	\$41,300.00
Total	\$41,300.00	\$41,300.00

**Community Development Department Fund Budget Comparison -
General Plan Maintenances (128-0838)**

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4251	Consulting and Contracting	40,000	40,000	-	1
4253	Memberships and Dues	1,300	1,300	-	2
		<u>41,300</u>	<u>41,300</u>	-	

Detailed Analysis:

Note 1 No change
Note 2 No change

Construction and Demolition Fund

The Construction and Demolition Fund was created in Fiscal Year 2005-2006 as a result of the passing of the Construction and Demolition Ordinance (Chapter 15.44 Recycling and Salvaging of Construction and Demolition Debris, Title 15, Buildings and Construction). In FY 2016-2017, the City Council adopted the new CalGreen Building Code, which further refines waste diversion requirements.

Under both CalGreen and the City's existing ordinance, specific construction and demolition projects must submit Waste Management Plans as a condition of their building permit. The plan estimates the tonnage of material that will be generated by the project, and demonstrates how the contractor will maximize recycling of debris and other waste generated from the project. The ordinance requires that a refundable deposit be submitted based on the estimate of the debris that will be generated during the project. As a condition of return of the deposit, the applicant must provide documentation demonstrating that it has diverted the requisite waste from the projects. Applicants that do not meet the requirements and show proof of diversion forfeit all or a portion of or the deposit.

Per the Construction and Demolition Ordinance, forfeited deposits are retained in this fund designated to further promote the development and expansion of recycling and waste reduction programs.



DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
COMMUNITY DEVELOPMENT
CONSTRUCTION/DEMOLITION RECYCLING FUND
Annual Budget Appropriation for Fiscal Year

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	18,700	18,700	22,200
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	18,700	18,700	22,200
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	18,700	18,700	22,200
REALLOCATIONS	-	-	-
TOTAL FOR CONSTRUCTION/DEMOLITION RECYCLING FUND	\$ 18,700	\$ 18,700	\$ 22,200

DETAIL LINE ITEM REPORT

PUBLIC WORKS - Account: 129-0932-431

CONSTRUCTION/DEMOLITION RECYCLING FUND

<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
129-0932-431-4242	PROP 218 MAILING POSTAGE	\$3,500.00	\$3,500.00
Subtotal		\$3,500.00	\$3,500.00
129-0932-431-4243	RECYCLING CONTAINERS	\$2,000.00	\$2,000.00
Subtotal		\$2,000.00	\$2,000.00
129-0932-431-4249	LEGAL ADVERTISING - PROP 218	\$1,000.00	\$1,000.00
Subtotal		\$1,000.00	\$1,000.00
129-0932-431-4251	PROP 218 MAILING	\$3,500.00	\$4,500.00
129-0932-431-4251	SHRED/E-WASTE/COMPOST EVENTS	\$3,000.00	\$3,000.00
129-0932-431-4251	SOLID WASTE REDUCTION PROGRAMS	\$3,500.00	\$6,000.00
Subtotal		\$10,000.00	\$13,500.00
129-0932-431-4253	CA RESOURCE RECOVERY ASSN (CRRA) MEMBERSHIP	\$200.00	\$200.00
Subtotal		\$200.00	\$200.00
129-0932-431-4279	COMPOST BIN INCENTIVE PROGRAM	\$2,000.00	\$2,000.00
Subtotal		\$2,000.00	\$2,000.00
Services and Supplies Total		\$18,700.00	\$22,200.00
Total		\$18,700.00	\$22,200.00

Public Works Department Budget Comparisons - Construction & Demolition Fund (129-0932)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4242	Postage	3,500	3,500	-	1
4243	General Supplies	2,000	2,000	-	2
4249	Advertising	1,000	1,000	-	3
4251	Contractual Services	10,000	13,500	3,500	4
4253	Memberships, Dues and Subscriptions	200	200	-	5
4279	Supplies and Other Services	2,000	2,000	-	6
	Total	18,700	22,200	3,500	

Detailed Analysis:

- Note 1 No change
- Note 2 No change
- Note 3 No change
- Note 4 Additional funding for implementation of future SBWMA Public Spaces Recycling Program recommendations
- Note 5 No change
- Note 6 Provides for up to 50 incentive payments (\$40 each) during the fiscal year.

TECHNOLOGY MAINTENANCE FUND

This fee was established in FY 2015-2016. Each year funds are set aside in the Internal Services Account toward the maintenance and eventual replacement of the permitting system. The Community Development Department recommends that a system wide technology fee be incorporated into the Master Fee schedule to recover the costs and ongoing expenses of the new permitting system.



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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	37,100	37,100	36,750
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	37,100	37,100	36,750
INTERNAL SERVICES	30,750	30,750	40,068
Subtotal (Total Department Expenses before Reallocations)	67,850	67,850	76,818
REALLOCATIONS	-	-	-
TOTAL FOR TECHNOLOGY MAINTENANCE FUND	\$ 67,850	\$ 67,850	\$ 76,818

DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - Account: 130-0839-419

TECHNOLOGY MAINTENANCE FUND

<i>Internal Services</i>	Approved 2017-2018	Requested 2018-2019
130-0839-419-4557 INFORMATION TECHNOLOGY SERVICES	\$30,750.00	\$36,750.00
Subtotal	\$30,750.00	\$36,750.00
Internal Services Total	\$30,750.00	\$36,750.00
<i>Services and Supplies</i>	Approved 2017-2018	Requested 2018-2019
130-0839-419-4251 SUNGARD/CRW SOFTWARE ANNUAL MAINTENANCE	\$37,100.00	\$40,068.00
Subtotal	\$37,100.00	\$40,068.00
Services and Supplies Total	\$37,100.00	\$40,068.00
Total	\$67,850.00	\$76,818.00

**Community Development Department Budget Comparisons -
Technology Maintenance Fund (130-0839)**

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4557	Information Technology Services	30,750	36,750	6,000	1
4251	Contractual Services	37,100	40,068	2,968	2
	Total	67,850	76,818	8,968	

Detailed Analysis:

- Note 1 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 2 Increase in software maintenance contract

SB 1186 Fee

Senate Bill (SB) 1186 (Chapter 383, Statutes of 2012) created Government Code Section 4467. This statute was recently amended by Assembly Bill 1379 (Chapter 667, Statutes 2017). Among other things, this statute requires:



- January 1, 2013 through December 31, 2017, a one-dollar (\$1) additional fee to be paid by any applicant for a local business license, permit or similar instrument when it is issued or renewed. The fee is divided between the local entity that collected the funds, which retains 70 percent, and DSA, which receives 30 percent.
- January 1, 2018 through December 31, 2023, a four-dollar (\$4) additional fee is to be paid by any applicant for a local business license, permit or similar instrument when it is issued or renewed. If no such instrument exists, the fee is to be paid by an applicant for a building permit. The fee is divided between the local entity that collected the funds, which retains 90 percent, and DSA, which receives 10 percent.
- On and after January 1, 2024, the fees and requirements remain in effect but the amount will reduce to one-dollar (\$1). The city, county, or city and county will retain 70 percent of the fees collected and submit 30 percent to DSA.

The purpose of the fee is to increase disability access and compliance with construction-related accessibility requirements. Additionally, the fee assists local jurisdictions in supporting the Certified Access Specialist (CAsp) program and provides the Division of the State Architect (DSA) with funds to maintain oversight of the CAsp program. The funds accrued from this fee are then divided between the local entity that collected the funds, which retains 70 percent, and Division of the State Architect (DSA) which receives 30 percent. The fee is used by the City of Foster City to provide training for inspectors as Certified Access Specialists.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
COMMUNITY DEVELOPMENT
SB 1186 FUND
Annual Budget Appropriation for Fiscal Year

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	1,300	1,300	1,300
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	1,300	1,300	1,300
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	1,300	1,300	1,300
REALLOCATIONS	-	-	-
TOTAL FOR SB 1186 FUND	\$ 1,300	\$ 1,300	\$ 1,300

DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - Account: 131-0841-419

SB 1186 FUND

<i>Services and Supplies</i>	Approved 2017-2018	Requested 2018-2019
131-0841-419-4255 TRAINING	\$1,300.00	\$1,300.00
Subtotal	\$1,300.00	\$1,300.00
Services and Supplies Total	\$1,300.00	\$1,300.00
Total	\$1,300.00	\$1,300.00

Community Development Department Budget Comparisons - SB1186 Fund (131-0841)

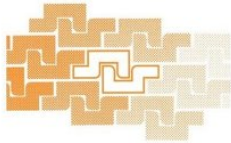
Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4255	Training	1,300	1,300	-	1
	Total	1,300	1,300	-	

Detailed Analysis:

Note 1 No change

Strong Motion Instrumentation Fee

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



Strong Motion
Instrumentation for Civil
Engineering Structures

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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	500	500	500
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	500	500	500
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	500	500	500
REALLOCATIONS	-	-	-
TOTAL FOR SMIP FUND	\$ 500	\$ 500	\$ 500

DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - Account: 132-0842-419

SMIP FUND

<i>Services and Supplies</i>	Approved 2017-2018	Requested 2018-2019
132-0842-419-4255 SEISMIC MOTION AND INSTRUMENTATION	\$500.00	\$500.00
Subtotal	\$500.00	\$500.00
Services and Supplies Total	\$500.00	\$500.00
Total	\$500.00	\$500.00

**Community Development Department Budget Comparisons -
Strong Motion Instrumentation Program (SMIP) Fee Fund (132-0842)**

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4255	Training	500	500	-	1
	Total	500	500	-	

Detailed Analysis:

Note 1 No change

CRV Grant Fund

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

The portion of the California Redemption Value (CRV) (a value collected by beverage retailers at the point of sale and remitted to CalRecycle) that is not redeemed by consumers, is made available to cities and counties to assist in the implementation of beverage container recycling and litter abatement projects in their communities.

Eligible programs include:

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

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

Foster City receives approximately \$8,500 annually through this program.



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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	13,000	13,000	13,200
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	13,000	13,000	13,200
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	13,000	13,000	13,200
REALLOCATIONS	-	-	-
TOTAL FOR CRV GRANT FUND	\$ 13,000	\$ 13,000	\$ 13,200

DETAIL LINE ITEM REPORT

PUBLIC WORKS - Account: 133-0933-431

CRV GRANT FUND

<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
133-0933-431-4240	RECYCLING CONTAINERS	\$4,000.00	\$5,000.00
Subtotal		\$4,000.00	\$5,000.00
133-0933-431-4243	OUTREACH MATERIALS	\$2,000.00	\$2,000.00
Subtotal		\$2,000.00	\$2,000.00
133-0933-431-4251	EVENTS SUPPORT	\$2,000.00	\$2,000.00
133-0933-431-4251	RECYCLING/LITTER REDUCTION PROGRAMS	\$3,000.00	\$3,000.00
Subtotal		\$5,000.00	\$5,000.00
133-0933-431-4254	CA RESOURCE RECOVERY ASSN CONFERENCE (1)	\$2,000.00	\$1,200.00
Subtotal		\$2,000.00	\$1,200.00
Services and Supplies Total		\$13,000.00	\$13,200.00
Total		\$13,000.00	\$13,200.00

Public Works Department Budget Comparisons - CRV Grant Fund (133-0933)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4240	Recycling Containers	4,000	5,000	1,000	1
4243	Outreach Flyer	2,000	2,000	-	2
4251	Recycling/Litter Programs/Events	5,000	5,000	-	3
4254	Travel and Meetings	2,000	1,200	(800)	4
	Total	13,000	13,200	200	

Detailed Analysis:

- Note 1 Additional funding for implementation of future SBWMA Public Spaces Recycling Program recommendations
- Note 2 No change
- Note 3 No change
- Note 4 California Resource Recovery Association Conference to be held locally in FY2018-2019

Curbside Recycling Fund

The Curbside Recycling fund supports the implementation of activities related to beverage container recycling. On an annual basis the Department of Resources Recycling and Recovery (CalRecycle) makes a curbside supplemental payment to operators of curbside and neighborhood drop-off programs for beverage container recycling.

As a member of the SBWMA, and part owner/operator of the San Carlos Transfer Station, Foster City's payment represents the City's share of the volume of beverage containers collected from Recology's curbside collection operation for one year. Since 2011, the City has received, on average, \$22,000 per year from the curbside supplemental payment program.

Per Public Resources Code 14549.6(a) expenditure of funds is limited to payment for activities related to beverage container recycling.



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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	25,000	25,000	25,000
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	25,000	25,000	25,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	25,000	25,000	25,000
REALLOCATIONS	-	-	-
TOTAL FOR CURBSIDE RECYCLING FUND	\$ 25,000	\$ 25,000	\$ 25,000

DETAIL LINE ITEM REPORT

PUBLIC WORKS - Account: 134-0934-431

CURBSIDE RECYCLING FUND

<i>Services and Supplies</i>	Approved 2017-2018	Requested 2018-2019
134-0934-431-4251 LITTER ABATEMENT	\$25,000.00	\$25,000.00
Subtotal	\$25,000.00	\$25,000.00
Services and Supplies Total	\$25,000.00	\$25,000.00
Total	\$25,000.00	\$25,000.00

Public Works Department Budget Comparisons - Curbside Recycling Fund (134-0934)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4251	Litter Abatement	25,000	25,000	-	1
	Total	25,000	25,000	-	

Detailed Analysis:

Note 1 No change

Building Standards Administration Special Revolving Fund

On September 30, 2008, Governor Schwarzenegger signed SB 1473 into law. It took effect on January 1, 2009. Among other things, the bill provides for the creation of the Building Standards Administration Special Revolving Fund, which is established in the State Treasury. Moneys deposited in this fund will come from a surcharge on both residential and nonresidential building permits. The bill requires that each city, county, and city and county collect a fee from an applicant for a building permit, assessed at the rate of four dollars (\$4) per one hundred thousand dollars (\$100,000) in valuation, with appropriate fractions thereof, but not less than one dollar (\$1).



SB 1473 provides that the city, county, or city and county may retain up to ten (10) percent of the fees collected for related administrative costs and for code enforcement education. The bill requires that the local jurisdiction transmit the remainder to CBSC for deposit in the Building Standards Administration Special Revolving Fund.

Once appropriated, moneys deposited in this fund will be available to CBSC, the Department of Housing and Community Development, and the Office of the State Fire Marshal for expenditure in carrying out the provisions of the State Building Standards Law and provisions of State Housing Law that relate to building standards. Emphasis is to be placed on the development, adoption, publication, updating, and educational efforts associated with green building standards.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
COMMUNITY DEVELOPMENT
GREEN BUILDING FEE (Building Standards Administration Special Revolving) FUND
Annual Budget Appropriation for Fiscal Year

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	500	500	500
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	500	500	500
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	500	500	500
REALLOCATIONS	-	-	-
TOTAL FOR GREEN BUILDING FEE (Building Standards Administration Special Revolving) FUND	\$ 500	\$ 500	\$ 500

DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - Account: 135-0843-419

GREEN BUILDING FEE FUND

<i>Services and Supplies</i>	Approved 2017-2018	Requested 2018-2019
135-0843-419-4255 Training	\$500.00	\$500.00
Subtotal	\$500.00	\$500.00
Services and Supplies Total	\$500.00	\$500.00
Total	\$500.00	\$500.00

**Community Development Department Budget Comparisons -
Green Building Fee (Building Standards Administration Special Revolving) Fund (135-0843)**

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4255	Training	500	500	-	1
	Total	500	500	-	

Detailed Analysis:

Note 1 No change

Levee Protection Planning and Improvements General Obligation Bond Fund



Current Levee

Projected Levee Improvements

Foster City maintains the levee along the Bayfront which surrounds the majority of the outer perimeter of the City. The Federal Emergency Management Agency (FEMA) determined that Foster City's levee system does not meet FEMA requirements into future years. Unless the City upgrades the levee to meet the required FEMA standards, Foster City will be designated as a flood zone. In order to maintain its FEMA accreditation, on March 5, 2018, the City Council unanimously voted to place Measure P, a local levee improvement bond measure, on the June 5, 2018 ballot to keep Foster City properties out of the flood zone and avoid mandatory, annual flood insurance for local residents and businesses. Measure P would cost the property owner approximately \$40 per \$100,000 of assessed (not market) property value annually for 30 years for the levee improvements instead of the estimated \$2,000-\$3,000 or more per year in flood insurance indefinitely.

The Levee Protection Planning and Improvements General Obligation Bond Fund accounts for the payment of principal and interest on the City's general obligation debt used for financing the estimated \$90 million cost of levee improvements.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
PUBLIC WORKS
LEVEE PROTECTION PLANNING AND IMPROVEMENTS GENERAL OBLIGATION BOND FUND
Annual Budget Appropriation for Fiscal Year

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	3,209,670
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	3,209,670
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	3,209,670
REALLOCATIONS	-	-	-
TOTAL FOR LEVEE PROTECTION PLANNING AND IMPROVEMENTS GENERAL OBLIGATION BOND FUND	\$ -	\$ -	\$ 3,209,670

DETAIL LINE ITEM REPORT

FINANCIAL SERVICES/CITY TREASURER - GENERAL
 ACCOUNTING Account: 230-1120-415

LEVEE PROTECTION
 PLANNINGS/IMPROVEMENTS I & R FUND

<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
230-1120-415-4251	LEVEE GO BONDS - Cost of Issue/Trustee Fees	\$0.00	\$1,165,000.00
Subtotal		\$0.00	\$1,165,000.00
230-1120-415-4273	LEVEE GO BONDS - Debt Service	\$0.00	\$2,044,670.00
Subtotal		\$0.00	\$2,044,670.00
Services and Supplies Total		\$0.00	\$3,209,670.00
GENERAL ACCOUNTING Total		\$0.00	\$3,209,670.00

Levee Protection Planning & Improvements General Obligation Bond Fund Budget Comparisons (230-1120)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4251	LEVEE GO BONDS - Cost of Issue/Trustee Fees	-	1,165,000	1,165,000	1
4273	LEVEE GO BONDS - Debt Service	-	2,044,670	2,044,670	2
	Total	-	3,209,670	3,209,670	

Detailed Analysis:

- Note 1 Levee GO Bonds cost of issue
- Note 2 Levee GO Bonds Debt Service

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. Portable water is purchased exclusively from the San Francisco Water Department, a department of the San Francisco Public Utilities Commission (SFPUC). The water is supplied to EMID via the Hetch Hetchy Reservoir distribution system at approximately 120 pounds per square inch (PSI) of pressure. EMID reduces the pressure to approximately 60 PSI operating pressure for customers. While the SFPUC treats and monitors the water quality to meet all drinking water standards, EMID also continually tests the water it distributes with dedicated sampling sites throughout our service area to assure compliance with State health standards.



EMID maintains and operates the distribution system within its boundaries. EMID maintains and operates four (4) water tanks with a total storage of 20 million gallons to provide supply storage in the event of system shutdowns or emergencies. EMID has four (4) natural gas engines with propane backup systems and two (2) electrical powered pumps that pump water from the storage tanks into the distribution system. The water storage tanks and the pumping station are located at the District's corporation yard. EMID also maintains and operates more than 110 miles of water distribution mains, more than 4,800 mainline water valves, over 8,200 water meters, more than 1,400 fire hydrants, and two water pressure reduction stations.

EMID customers are currently billed bi-monthly for the water services. There are two (2) components of charges in the customer bill. There is a water availability charge, which is often referred to as a meter charge because the charge is based on the size of the water meter at the property, and a consumption charge for the amount of water consumed by the customer. The City provides an online utility billing system option that allows customers to view and pay their utility bills online at no additional cost. Customers also have the ability to track their usage online, or they may contact Public Works for further information.

As a result of recent State mandated water conservation measures, EMID customers have exceeded the requirements and have reduced water consumption to over 25% since 2007. EMID will continue to work with customers to meet the target reductions. Conservation-based rebate programs were implemented a continuing effort to provide incentives for customers to conserve.

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

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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 1,865,400	\$ 1,865,400	\$ 1,960,700
SERVICES AND SUPPLIES	8,987,600	8,987,600	10,331,046
CAPITAL OUTLAY	25,000	25,000	25,000
Subtotal (Total Department-Controlled Expenses)	10,878,000	10,878,000	12,316,746
INTERNAL SERVICES	886,680	886,680	898,875
Subtotal (Total Department Expenses before Reallocations)	11,764,680	11,764,680	13,215,621
REALLOCATIONS	1,069,457	1,069,457	945,854
TOTAL FOR WATER ENTERPRISE FUND	\$ 12,834,137	\$ 12,834,137	\$ 14,161,475

DETAIL LINE ITEM REPORT

PUBLIC WORKS - WATER Account: 401-0960-461

WATER REVENUE

<i>Capital Outlay</i>	Approved 2017-2018	Requested 2018-2019
401-0960-461-4385 REPLACE PRESSURE REDUCING VALVE - TANK 4	\$25,000.00	\$25,000.00
Subtotal	\$25,000.00	\$25,000.00
Capital Outlay Total	\$25,000.00	\$25,000.00
<i>Employee Services</i>	Approved 2017-2018	Requested 2018-2019
401-0960-461-4110 PERMANENT SALARIES	\$1,146,200.00	\$1,201,900.00
Subtotal	\$1,146,200.00	\$1,201,900.00
401-0960-461-4111 PUBLIC WORKS INTERNS	\$12,000.00	\$15,000.00
Subtotal	\$12,000.00	\$15,000.00
401-0960-461-4112 OVERTIME	\$20,000.00	\$20,000.00
Subtotal	\$20,000.00	\$20,000.00
401-0960-461-4120 FRINGE BENEFITS	\$687,200.00	\$723,800.00
Subtotal	\$687,200.00	\$723,800.00
Employee Services Total	\$1,865,400.00	\$1,960,700.00
<i>Internal Services</i>	Approved 2017-2018	Requested 2018-2019
401-0960-461-4520 COMPENSATED ABSENCES	\$16,900.00	\$26,850.00
Subtotal	\$16,900.00	\$26,850.00
401-0960-461-4544 VEHICLE REPLACEMENT - UNITS 17,20,21,22,27,35,36	\$135,297.00	\$137,910.00
Subtotal	\$135,297.00	\$137,910.00
401-0960-461-4556 EQUIPMENT REPLACEMENT	\$322,593.00	\$316,582.00
Subtotal	\$322,593.00	\$316,582.00
401-0960-461-4557 INFORMATION TECHNOLOGY SERVICES	\$254,241.00	\$255,118.00

	Subtotal	\$254,241.00	\$255,118.00
401-0960-461-4562	SELF INSURANCE FUND CHARGE	\$68,900.00	\$58,886.00
	Subtotal	\$68,900.00	\$58,886.00
401-0960-461-4569	BUILDING MAINTENANCE	\$88,749.00	\$103,529.00
	Subtotal	\$88,749.00	\$103,529.00
	Internal Services Total	\$886,680.00	\$898,875.00

<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
401-0960-461-4240	ANNUAL WATER QUALITY REPORT - PRINTING	\$500.00	\$500.00
401-0960-461-4240	BOOTS AND SAFETY GEAR	\$4,800.00	\$5,000.00
401-0960-461-4240	HYDRANT METERS	\$9,000.00	\$4,000.00
401-0960-461-4240	REPAIR MATERIALS	\$85,000.00	\$90,000.00
	Subtotal	\$99,300.00	\$99,500.00
401-0960-461-4241	PRINTING PROP 218 NOTIFICATION-WATER/WASTEWATER	\$2,500.00	\$2,500.00
	Subtotal	\$2,500.00	\$2,500.00
401-0960-461-4242	POSTAGE FOR ANNUAL WATER QUALITY REPORT	\$500.00	\$500.00
401-0960-461-4242	POSTAGE PROP 218 NOTIFICATION-WATER/WASTEWATER	\$2,500.00	\$2,500.00
	Subtotal	\$3,000.00	\$3,000.00
401-0960-461-4243	BOOKS, MANUALS & TAPES	\$1,000.00	\$1,000.00
401-0960-461-4243	MISC. OFFICE SUPPLIES	\$1,500.00	\$1,500.00
	Subtotal	\$2,500.00	\$2,500.00
401-0960-461-4245	PORTABLE FIELD DATA UNITS	\$5,000.00	\$5,000.00
	Subtotal	\$5,000.00	\$5,000.00
401-0960-461-4246	MAINTENANCE OF AUTOMATIC METER READING EQUIPMENT	\$3,000.00	\$3,000.00
401-0960-461-4246	MAINTENANCE OF COPY MACHINE (1/3)	\$1,000.00	\$1,000.00
401-0960-461-4246	MAINTENANCE OF PRESSURE REDUCING VALVES & ARV'S	\$5,000.00	\$5,000.00
401-0960-461-4246	MAINTENANCE REPAIR TO WATER PUMPS/ENGINES	\$5,000.00	\$5,000.00
401-0960-461-4246	MAINTENANCE REPAIRS TO 5 PORTABLE PUMPS-HYDR EQUIP	\$1,000.00	\$1,000.00
401-0960-461-4246	REPAIRS/SERVICE CALLS-WATER/ELECTRICAL CONROL SYS	\$4,000.00	\$4,000.00

		Subtotal	\$19,000.00	\$19,000.00
401-0960-461-4247	RENTAL EQUIPMENT		\$3,000.00	\$3,000.00
		Subtotal	\$3,000.00	\$3,000.00
401-0960-461-4248	CA DEPARTMENT OF HEALTH SERVICES		\$24,000.00	\$26,000.00
401-0960-461-4248	ELECTRICITY FOR WATER PUMP PLANT		\$55,500.00	\$58,000.00
401-0960-461-4248	NATURAL GAS FOR WATER PUMP PLANT		\$20,000.00	\$20,000.00
401-0960-461-4248	SFPUC - BAWSCA BOND SURCHARGE		\$929,000.00	\$869,496.00
401-0960-461-4248	SFPUC WATER PURCHASE		\$7,248,000.00	\$8,691,000.00
401-0960-461-4248	WATER FOR CORP YARD AND METER CHARGE		\$5,000.00	\$5,000.00
		Subtotal	\$8,281,500.00	\$9,669,496.00
401-0960-461-4251	ANNUAL WATER/WASTEWATER RATE STUDY		\$15,000.00	\$15,000.00
401-0960-461-4251	BACKFLOW PREVENTION FEES, SAN MATEO COUNTY		\$33,000.00	\$34,500.00
401-0960-461-4251	DOCUMENT GIS RETRIEVAL & RECORDING		\$50,000.00	\$0.00
401-0960-461-4251	DSS MODEL SUPPORT SERVICES AND TRAINING		\$1,500.00	\$1,500.00
401-0960-461-4251	GIS MAPPING UPDATES		\$7,500.00	\$0.00
401-0960-461-4251	MDM PORTAL		\$60,000.00	\$60,000.00
401-0960-461-4251	POTABLE WATER LAB TESTS		\$39,000.00	\$44,000.00
401-0960-461-4251	SPECIAL STUDIES		\$25,000.00	\$25,000.00
401-0960-461-4251	UNIFORM SERVICES		\$8,000.00	\$8,000.00
		Subtotal	\$239,000.00	\$188,000.00
401-0960-461-4253	AWWA DUES		\$2,000.00	\$2,000.00
401-0960-461-4253	BAWSCA DUES AND ASSESSMENT		\$122,000.00	\$128,000.00
		Subtotal	\$124,000.00	\$130,000.00
401-0960-461-4254	APWA NATIONAL CONGRESS (DIRECTOR)		\$800.00	\$800.00
401-0960-461-4254	DEPARTMENT RETREAT		\$500.00	\$750.00
401-0960-461-4254	TRAVEL, CONFERENCES AND MEETINGS		\$2,500.00	\$2,500.00
		Subtotal	\$3,800.00	\$4,050.00
401-0960-461-4255	TRAINING AND CERTIFICATION		\$5,000.00	\$5,000.00
		Subtotal	\$5,000.00	\$5,000.00

401-0960-461-4279	Water Rebate / Sustainability	\$200,000.00	\$200,000.00
	Subtotal	\$200,000.00	\$200,000.00
	Services and Supplies Total	\$8,987,600.00	\$10,331,046.00
Reallocation			
		Approved 2017-2018	Requested 2018-2019
401-0960-461-4463	INDIRECT COST ALLOCATION	\$994,873.00	\$1,097,422.00
401-0960-461-4463	INDIRECT COST ALLOCATION - 2nd Round	\$69,943.00	(\$151,568.00)
401-0960-461-4463	INDIRECT COST ALLOCATION-EMERGENCY PREP	\$4,641.00	\$0.00
	Subtotal	\$1,069,457.00	\$945,854.00
	Reallocation Total	\$1,069,457.00	\$945,854.00
	WATER Total	\$12,834,137.00	\$14,161,475.00

Public Works Department Budget Comparisons - Water (401-0960)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4385	Capital Outlay	25,000	25,000	-	1
4110	Salaries	1,146,200	1,201,900	55,700	2
4111	Interns	12,000	15,000	3,000	3
4112	Overtime	20,000	20,000	-	4
4120	Benefits	687,200	723,800	36,600	5
4520	Compensated Absences	16,900	26,850	9,950	6
4544	Vehicle Replacement	135,297	137,910	2,613	7
4556	Equipment Replacement	322,593	316,582	(6,011)	8
4557	Information Technology Services	254,241	255,118	877	9
4562	Self Insurance Fund	68,900	58,886	(10,014)	10
4569	Building Maintenance	88,749	103,529	14,780	11
4240	Department Special Supplies	99,300	99,500	200	12
4241	Printing	2,500	2,500	-	13
4242	Postage	3,000	3,000	-	14
4243	Office Supplies	2,500	2,500	-	15
4245	Small Tools & Equipment	5,000	5,000	-	16
4246	Maintenance	19,000	19,000	-	17
4247	Rental Equipment	3,000	3,000	-	18
4248	Utilities	8,281,500	9,669,496	1,387,996	19
4251	Consulting and Contracting	239,000	188,000	(51,000)	20
4253	Memberships and Dues	124,000	130,000	6,000	21
4254	Travel, Conferences, and Meetings	3,800	4,050	250	22
4255	Training	5,000	5,000	-	23
4279	Water Rebate Sustainability	200,000	200,000	-	24
4463	INDIRECT COST ALLOCATION	994,873	1,097,422	102,549	25
4463	INDIRECT COST ALLOCATION - 2ND ROUND	69,943	(151,568)	(221,511)	25
4463	INDIRECT COST ALLOCATION - EMERGENCY PREP	4,641	-	(4,641)	25
		<u>12,834,137</u>	<u>14,161,475</u>	<u>1,327,338</u>	

Detailed Analysis:

- Note 1 Replace Pressure Reducing Valve - Tank 4
- Note 2 Increase based on contractual adjustment
- Note 3 Minor increase to add intern hours
- Note 4 No change
- Note 5 Contractual adjustment to benefit formulas (e.g. CalPERS employer rate/unfunded accrued liability, medical, etc.)
- Note 6 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 7 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 8 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 9 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 10 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 11 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 12 Adjustment based on FY 2017-2018 expenses
- Note 13 No change
- Note 14 No change
- Note 15 No change
- Note 16 No change
- Note 17 No change
- Note 18 No change
- Note 19 Adjustment based on utility change is based on water purchases, SFPUC -BAWSCA Bond Surcharge, CA Dept of Health, Electricity & Gas Usage for pump plant
- Note 20 Adjustment based on FY 2017-2018 expenses and removal of GIS System, Increase in Backflow Prevention Fees and Increase in lab fees for required School Lead Testing
- Note 21 Increase in BAWSCA Membership dues & Assessment
- Note 22 Adjustment based on FY 2017-2018 expense
- Note 23 No change
- Note 24 No change
- Note 25 Based on annual update of Cost Allocation Plan

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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	10,000	10,000	32,500
Subtotal (Total Department-Controlled Expenses)	10,000	10,000	32,500
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	10,000	10,000	32,500
REALLOCATIONS	-	-	-
TOTAL FOR WATER EQUIPMENT REPLACEMENT FUND	\$ 10,000	\$ 10,000	\$ 32,500

DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION

Account: 405-0110-413

WATER ERF

<i>Capital Outlay</i>	Approved 2017-2018	Requested 2018-2019
405-0110-413-4385 EQUIPMENT REPLACEMENT -- WATER FUND	\$10,000.00	\$32,500.00
Subtotal	\$10,000.00	\$32,500.00
Capital Outlay Total	\$10,000.00	\$32,500.00
ADMINISTRATION Total	\$10,000.00	\$32,500.00

Water Equipment Replacement Fund Budget Comparison (405-0110)

Account		Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4385	EQUIPMENT REPLACEMENT	10,000	32,500	22,500	1
	Total	<u>10,000</u>	<u>32,500</u>	<u>22,500</u>	

Detailed Analysis:

Note 1 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget

Wastewater Collection System Enterprise Funds



The Estero Municipal Improvement District (EMID) collects all wastewater flows within Foster City. Collected wastewater is pumped to the jointly owned Wastewater Treatment Plant (WWTP) in San Mateo for treatment and disposal. The EMID staff with the cooperation of the San Mateo Treatment Plant staff strives to protect the health and safety of Foster City residents and to ensure the protection of the environment by effective treatment and disposal of all wastewater flows from commercial, industrial, and residential users.

The San Mateo Treatment Plant staff, working with EMID staff, is working on major improvements to the WWTP with opportunities to provide an alternative source of water supply. The improvements are scheduled to be completed by the end of 2024.

Within Foster City, EMID operates and maintains more than 63 miles of sewer pipe lines, more than 4.5 miles of sewer force mains, 47 pumping stations, 15 permanent standby generators, and four portable generators located within the collection system. The maintenance and operations performed includes, but is not limited to, flushing of gravity mains, closed circuit TV inspection, pump station and generator inspection and maintenance. Staff also identifies possible Capital Improvement Projects to keep the system operating reliably. Nearly 2.1 million gallons of wastewater are generated within Foster City each day and pumped to the EMID/San Mateo Treatment Plant for treatment and disposal.

EMID customers are currently billed bi-monthly for the sewer services. The City provides an online utility billing system option that allows customers to view and pay their utility bills online at no additional cost. The residential customers are categorized by different classifications (Single Family, Townhouse, Duplex, Apartments). The customers within each classification pay the same flat rate. The commercial customers are charged based on classification and potable water usage. The wastewater rates are reviewed annually and updated accordingly.

For further information about the EMID Collection System (Wastewater) Enterprise Fund, please refer to the Public Works narrative included earlier in this Budget Document.

DEPARTMENT SUMMARY BY DIVISION
Estero Municipal Improvement District
PUBLIC WORKS
WASTEWATER COLLECTION SYSTEM FUND
Annual Budget Appropriation for Fiscal Year

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 1,983,475	\$ 1,983,475	\$ 2,082,625
SERVICES AND SUPPLIES	4,424,700	4,424,700	4,299,650
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	6,408,175	6,408,175	6,382,275
INTERNAL SERVICES	1,019,816	1,019,816	927,572
Subtotal (Total Department Expenses before Reallocations)	7,427,991	7,427,991	7,309,847
REALLOCATIONS	716,373	716,373	739,418
TOTAL FOR WASTEWATER COLLECTION SYSTEM FUND	\$ 8,144,364	\$ 8,144,364	\$ 8,049,265

DETAIL LINE ITEM REPORT

PUBLIC WORKS - WASTEWATER Account: 451-0970-432

WASTEWATER REVENUE

<i>Employee Services</i>		Approved 2017-2018	Requested 2018-2019
451-0970-432-4110	PERMANENT SALARIES	\$1,162,000.00	\$1,222,300.00
	Subtotal	\$1,162,000.00	\$1,222,300.00
451-0970-432-4111	PUBLIC WORKS INTERNS	\$15,000.00	\$15,000.00
451-0970-432-4111	SUMMER TEMPORARY WORKER	\$35,000.00	\$35,000.00
	Subtotal	\$50,000.00	\$50,000.00
451-0970-432-4112	OVERTIME	\$35,000.00	\$35,000.00
	Subtotal	\$35,000.00	\$35,000.00
451-0970-432-4113	STANDBY PAY	\$39,125.00	\$39,125.00
	Subtotal	\$39,125.00	\$39,125.00
451-0970-432-4120	FRINGE BENEFITS	\$697,350.00	\$736,200.00
	Subtotal	\$697,350.00	\$736,200.00
	Employee Services Total	\$1,983,475.00	\$2,082,625.00
<i>Internal Services</i>		Approved 2017-2018	Requested 2018-2019
451-0970-432-4520	COMPENSATED ABSENCES	\$17,100.00	\$27,311.00
	Subtotal	\$17,100.00	\$27,311.00
451-0970-432-4544	VEHICLE REPLACEMENT - 11 Units	\$236,293.00	\$218,859.00
	Subtotal	\$236,293.00	\$218,859.00
451-0970-432-4556	EQUIPMENT REPLACEMENT	\$350,140.00	\$261,950.00
	Subtotal	\$350,140.00	\$261,950.00
451-0970-432-4557	INFORMATION TECHNOLOGY SERVICES	\$258,634.00	\$257,037.00
	Subtotal	\$258,634.00	\$257,037.00
451-0970-432-4562	SELF INSURANCE FUND CHARGE	\$68,900.00	\$58,886.00
	Subtotal	\$68,900.00	\$58,886.00

451-0970-432-4569	BUILDING MAINTENANCE	\$88,749.00	\$103,529.00
	Subtotal	\$88,749.00	\$103,529.00
	Internal Services Total	\$1,019,816.00	\$927,572.00

<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
451-0970-432-4240	BOOTS AND SAFETY GEAR	\$5,000.00	\$5,000.00
451-0970-432-4240	REPAIR MATERIALS	\$87,000.00	\$87,000.00
451-0970-432-4240	WASTEWATER SOLIDS DISPOSAL LAB FEES	\$2,500.00	\$2,500.00
	Subtotal	\$94,500.00	\$94,500.00
451-0970-432-4241	PRINTING PROP 218 NOTIFICATION-WATER/WASTEWATER	\$900.00	\$1,600.00
	Subtotal	\$900.00	\$1,600.00
451-0970-432-4242	POSTAGE PROP 218 NOTIFICATION-WATER/WASTEWATER	\$2,500.00	\$2,500.00
	Subtotal	\$2,500.00	\$2,500.00
451-0970-432-4243	MISC. OFFICE SUPPLIES	\$3,500.00	\$3,500.00
	Subtotal	\$3,500.00	\$3,500.00
451-0970-432-4245	PORTABLE FIELD DATA UNITS	\$5,000.00	\$5,000.00
	Subtotal	\$5,000.00	\$5,000.00
451-0970-432-4246	ELECTRICAL REPAIRS	\$2,500.00	\$2,500.00
451-0970-432-4246	EXTENDED SUPPORT - SCADA SOFTWARE	\$1,500.00	\$1,500.00
451-0970-432-4246	HEAVY EQUIPMENT MAINTENANCE	\$5,000.00	\$5,000.00
451-0970-432-4246	LOAD BANK TESTING (LABOR)	\$7,500.00	\$7,500.00
451-0970-432-4246	MAINTENANCE OF COPY MACHINE (1/3)	\$500.00	\$500.00
451-0970-432-4246	MAINTENANCE OF LS 59 PUMPS	\$5,000.00	\$5,000.00
451-0970-432-4246	MECHANICAL PARTS	\$9,000.00	\$9,000.00
451-0970-432-4246	REPAIRS TO L/S GENERATORS / ATS(s)	\$28,500.00	\$28,500.00
451-0970-432-4246	REPAIRS/MOD TO WASTEWATER CONVEYANCE SYS	\$10,000.00	\$10,000.00
451-0970-432-4246	SCADA MAINTENANCE	\$5,000.00	\$5,000.00
	Subtotal	\$74,500.00	\$74,500.00
451-0970-432-4247	RENTAL EQUIPMENT	\$3,000.00	\$3,000.00
	Subtotal	\$3,000.00	\$3,000.00

451-0970-432-4248	ENERGY COSTS (ELECTRICITY)	\$310,000.00	\$300,000.00
451-0970-432-4248	WATER FOR LIFT STATIONS AND METER	\$8,000.00	\$8,000.00
	Subtotal	\$318,000.00	\$308,000.00
451-0970-432-4251	ALLOWANCE FOR MAJOR ELECTRICAL REPAIRS	\$12,000.00	\$12,000.00
451-0970-432-4251	ANNUAL WATER/WASTEWATER RATE STUDY	\$15,000.00	\$15,000.00
451-0970-432-4251	BAY AREA AIR QUALITY MGMT DIST	\$10,000.00	\$10,500.00
451-0970-432-4251	CONSULTANT OVERSIGHT OF WWTP EXPANSION PROJECT	\$200,000.00	\$200,000.00
451-0970-432-4251	CONTROL SYSTEM SERVICE CALLS FOR LS	\$6,000.00	\$6,000.00
451-0970-432-4251	DOCUMENT GIS RETRIEVAL & RECORDING	\$50,000.00	\$0.00
451-0970-432-4251	GIS MAPPING UPDATES	\$7,500.00	\$0.00
451-0970-432-4251	HAZARDOUS MATERIAL DISPOSAL	\$2,500.00	\$2,500.00
451-0970-432-4251	MODIFICATION OF LS#9 FOR NEW DRY DECK PUMPS MOTORS	\$60,000.00	\$0.00
451-0970-432-4251	SAN MATEO COUNTY HEALTH DEPARTMENT	\$6,000.00	\$6,000.00
451-0970-432-4251	SM WWTP - EMID SHARE OF O & M - (PC30)	\$2,500,000.00	\$2,500,000.00
451-0970-432-4251	SM WWTP - NON-CLEAN WATER PROGRAM (CWP)	\$1,000,000.00	\$1,000,000.00
451-0970-432-4251	SPECIAL STUDIES	\$25,000.00	\$25,000.00
451-0970-432-4251	STATE WATER RESOURCES CONTROL BOARD	\$5,000.00	\$5,000.00
451-0970-432-4251	UNIFORM SERVICES	\$8,000.00	\$8,000.00
451-0970-432-4251	UST COMPLIANCE -- LS #29	\$2,000.00	\$2,000.00
	Subtotal	\$3,909,000.00	\$3,792,000.00
451-0970-432-4253	MEMBERSHIP DUES AND SUBSCRIPTIONS	\$3,000.00	\$3,000.00
	Subtotal	\$3,000.00	\$3,000.00
451-0970-432-4254	APWA NATIONAL CONGRESS (DIRECTOR)	\$800.00	\$800.00
451-0970-432-4254	DEPARTMENT RETREAT	\$500.00	\$750.00
451-0970-432-4254	STANDBY FASTRAK	\$0.00	\$1,500.00
451-0970-432-4254	TRAVEL, CONFERENCES, MEETINGS & TECH TRAINING	\$4,500.00	\$4,000.00
	Subtotal	\$5,800.00	\$7,050.00
451-0970-432-4255	TRAINING AND CERTIFICATION	\$5,000.00	\$5,000.00
	Subtotal	\$5,000.00	\$5,000.00
	Services and Supplies Total	\$4,424,700.00	\$4,299,650.00

<i>Reallocation</i>		Approved 2017-2018	Requested 2018-2019
451-0970-432-4463	INDIRECT COST ALLOCATION	\$690,971.00	\$783,974.00
451-0970-432-4463	INDIRECT COST ALLOCATION - 2nd Round	\$20,561.00	(\$44,556.00)
451-0970-432-4463	INDIRECT COST ALLOCATION-EMERGENCY PREP	\$4,841.00	\$0.00
	Subtotal	\$716,373.00	\$739,418.00
	Reallocation Total	\$716,373.00	\$739,418.00
	WASTEWATER Total	\$8,144,364.00	\$8,049,265.00

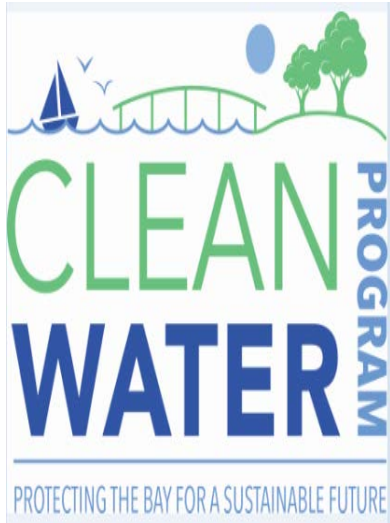
Public Works Department Budget Comparisons - Wastewater (451-0970)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4110	Salaries	1,162,000	1,222,300	60,300	1
4111	Interns	50,000	50,000	-	2
4112	Overtime	35,000	35,000	-	3
4113	Standby Pay	39,125	39,125	-	4
4120	Benefits	697,350	736,200	38,850	5
4520	Compensated Absences	17,100	27,311	10,211	6
4544	Vehicle Replacement	236,293	218,859	(17,434)	7
4556	Equipment Replacement	350,140	261,950	(88,190)	8
4557	Information Technology Services	258,634	257,037	(1,597)	9
4562	Self Insurance Fund	68,900	58,886	(10,014)	10
4569	Building Maintenance	88,749	103,529	14,780	11
4240	Department Special Supplies	94,500	94,500	-	12
4241	Printing	900	1,600	700	13
4242	Postage	2,500	2,500	-	14
4243	Office Supplies	3,500	3,500	-	15
4245	Small Tools & Equipment	5,000	5,000	-	16
4246	Maintenance	74,500	74,500	-	17
4247	Rental Equipment	3,000	3,000	-	18
4248	Utilities	318,000	308,000	(10,000)	19
4251	Consulting and Contracting	3,909,000	3,792,000	(117,000)	20
4253	Memberships and Dues	3,000	3,000	-	21
4254	Travel, Conferences, and Meetings	5,800	7,050	1,250	22
4255	Training	5,000	5,000	-	23
4463	INDIRECT COST ALLOCATION	690,971	783,974	93,003	24
4463	INDIRECT COST ALLOCATION - 2ND ROUND	20,561	(44,556)	(65,117)	24
4463	INDIRECT COST ALLOCATION - EMERGENCY PREP	4,841	-	(4,841)	24
		<u>8,144,364</u>	<u>8,049,265</u>	<u>(95,099)</u>	

Detailed Analysis:

- Note 1 Increase based on contractual adjustment
- Note 2 No change
- Note 3 No change
- Note 4 No change
- Note 5 Contractual adjustment to benefit formulas (e.g. CalPERS employer rate/unfunded accrued liability, medical, etc.)
- Note 6 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 7 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 8 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 9 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 10 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 11 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 12 No change
- Note 13 Increase in Printing Costs
- Note 14 No change
- Note 15 No change
- Note 16 No change
- Note 17 No change
- Note 18 No change
- Note 19 Minor Adjustment in Electrical Costs based on FY 2017-2018 expenses
- Note 20 Adjustment based on FY 2017-2018 expenses and removal of on-time addition of GIS System, LS#9 Pump Modifications and removal of LS#9 Dry Deck Pumps
- Note 21 No change
- Note 22 Adjustment based on FY 2017-2018 expenses
- Note 23 No change
- Note 24 Based on annual update of Cost Allocation Plan

Wastewater Collection System Revenue Bond Fund



The Estero Municipal Improvement District (EMID) and the City of San Mateo jointly own the San Mateo Wastewater Treatment Plant (WWTP) through a Joint Powers Agreement (JPA). As the lead agency, the City of San Mateo operates the plant. As co-owners of the Wastewater Treatment Plant (WWTP), EMID and San Mateo are responsible for providing efficient and reliable wastewater services to Foster City and the other communities served.

The NPDES permit issued to the WWTP in 2013 included special provisions requiring the development of a comprehensive Integrated Master Plan to address flow projections through the year 2035. The Clean Water Program (CWP) is a series of projects to upgrade and replace aging infrastructure, increase capacity, and meet current and future regulatory requirements by combining San Mateo's sanitary sewer collection system CIP with the San Mateo WWTP Master Plan Improvements. This includes meeting the Cities' sustainability objectives including the provision of recycled water.

In October 2014, CH2M was hired to provide Program Management Services to support all aspects of the Clean Water Program and to validate the WWTP Master Plan developed and completed by Carollo Engineers in 2014.

Due to the complexity of the project, the high volume of construction work anticipated in the Bay Area, and to ensure collaboration amongst all parties during construction, a CMAR delivery approach for the project was recommended and received endorsement by both Cities in May 2016.

In January 2017, the Cities selected Sundt, as their Construction Manager at Risk (CMAR) constructor for Phase I of the WWTP expansion and upgrades project which involves providing services during the design of the project such as cost estimating, constructability reviews, value engineering recommendations, construction scheduling, engaging/negotiating with suppliers, construction bid packaging, and development of the Guaranteed Maximum Price (GMP) for the project. The 30% design is complete, with completion of the 60% design anticipated in May 2018.

A new contract for Phase II of the WWTP expansion and upgrades projects is under negotiations with Sundt and will be brought to the Cities for consideration in Summer 2018. Phase II services include construction of the project. Construction will be broken into 3 GMPs: Phase 1/GMP 1: mass excavation, demolition, and shoring of site; Phase 2/GMP 2: piles and

underslab utilities; and Phase 3/GMP 3: remainder of the project including construction of the administration building. Each GMP will be brought forward to the Cities' elected Board/Council for approval.

In accordance with the percentages established in the JPA (San Mateo 75%, EMID 25%), EMID is responsible for relevant work related to the Wastewater Treatment Plant Master Plan improvements only. EMID is not responsible for San Mateo's collection system improvements. Total project costs for the Clean Water Program are estimated at \$900 million over the 10 year life of the project, which include the WWTP and San Mateo collection system projects. The estimated share of the WWTP costs for EMID is approximately \$155 million.

The Wastewater Collection System Revenue Bond Fund accounts for the payment of principal and interest on revenue debt used for financing improvements for EMID's share of WWTP costs. The Cities of San Mateo and Foster City have formed a Joint Powers Financing Authority, in order to apply for State Revolving Fund (SRF) loans to fund the majority of the project costs. The application for the WWTP expansion and upgrade project was submitted in February 2017. Based on the high demand on SRF funds, it is unlikely that SRF will be able to fund the majority of the project costs. Therefore, the program is additionally pursuing alternative loan options through the WIFIA (Water Infrastructure Finance and Innovation Act of 2014) program which provides long term, low cost credit assistance to water and wastewater infrastructure projects of regional significance. In addition, in 2017, the City Council approved the adoption of a 5 year rolling rate increase of 14.25% per year. The design of the WWTP is anticipated to be completed by the end of 2018. Based on the final GMP's, a recommendation for future rate adjustments will be considered during the FY 2019-2020 budget process.

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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	514,600
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	514,600
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	514,600
REALLOCATIONS	-	-	-
TOTAL FOR WASTEWATER REVENUE BOND FUND	\$ -	\$ -	\$ 514,600

DETAIL LINE ITEM REPORT

FINANCIAL SERVICES/CITY TREASURER - GENERAL
 ACCOUNTING Account: 454-1120-415

WASTEWATER REVENUE BOND
 FUND

<i>Services and Supplies</i>	Approved 2017-2018	Requested 2018-2019
454-1120-415-4251 WASTEWATER REVN BONDS - Cost of Issue/Trustee Fees	\$0.00	\$514,600.00
Subtotal	\$0.00	\$514,600.00
Services and Supplies Total	\$0.00	\$514,600.00
GENERAL ACCOUNTING Total	\$0.00	\$514,600.00

Wastewater Collection System Revenue Bond Fund Budget Comparison (454-1120)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4273	Reimburse EMID for WWTP project costs advanced	-	514,600	514,600	1
		-	514,600	514,600	

Detailed Analysis:

Note 1 Reimbursement of funds advance by EMID for WWTP project incurred prior to State/bond financing based on timing of financing

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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	314,995	314,995	755,000
Subtotal (Total Department-Controlled Expenses)	314,995	314,995	755,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	314,995	314,995	755,000
REALLOCATIONS	-	-	-
TOTAL FOR WASTEWATER EQUIPMENT REPLACEMENT FUND	\$ 314,995	\$ 314,995	\$ 755,000

DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION

Account: 455-0110-413

WASTEWATER ERF

<i>Capital Outlay</i>	Approved 2017-2018	Requested 2018-2019
455-0110-413-4385 EQUIPMENT REPLACEMENT -- WASTEWATER COLLECTION FD	\$314,995.00	\$755,000.00
Subtotal	\$314,995.00	\$755,000.00
Capital Outlay Total	\$314,995.00	\$755,000.00
ADMINISTRATION Total	\$314,995.00	\$755,000.00

Wastewater Equipment Replacement Fund Budget Comparison (455-0110)

Account	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4385 EQUIPMENT REPLACEMENT	314,995	755,000	440,005	1
	314,995	755,000	440,005	

Detailed Analysis:

Note 1 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget

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Vehicle Replacement Fund

The mission of the Vehicle Replacement Fund is to provide management, maintenance inspection and replacement of all City/District vehicles and equipment. The Vehicle Maintenance Division develops ongoing maintenance programs for City vehicles and works to develop a cost-effective inventory system.

Vehicle Maintenance Division staff consists of the Director of Parks and Recreation (15%), Building/Vehicle Manager (50%), one full-time Mechanic I, and one full-time Small Engine Mechanic.

The mission and goal of the Vehicle Maintenance program is to provide management, maintenance, and inspection of all City/District vehicles and provide an efficient and safe vehicle fleet through established vehicle maintenance procedures. The Vehicle Replacement Fund provides for the distribution of costs among user departments and replacement of vehicles in a timely manner to accomplish program goals.



DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
PARKS & RECREATION
VEHICLE REPLACEMENT FUND (#501)
Annual Budget Appropriation for Fiscal Year

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 451,500	\$ 451,500	\$ 425,000
SERVICES AND SUPPLIES	497,850	497,850	497,850
CAPITAL OUTLAY	1,020,244	1,020,244	315,491
Subtotal (Total Department-Controlled Expenses)	1,969,594	1,969,594	1,238,341
INTERNAL SERVICES	71,882	71,882	61,735
Subtotal (Total Department Expenses before Reallocations)	2,041,476	2,041,476	1,300,076
REALLOCATIONS	243,497	243,497	194,535
TOTAL FOR VEHICLE REPLACEMENT FUND (#501)	\$ 2,284,973	\$ 2,284,973	\$ 1,494,611

DETAIL LINE ITEM REPORT

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

<i>Capital Outlay</i>		Approved 2017-2018	Requested 2018-2019
501-0560-431-4384	VEHICLE REPLACEMENT CONTINGENCY	\$50,000.00	\$50,000.00
501-0560-431-4384	VEHICLES TO BE REPLACED	\$970,244.00	\$265,491.00
Subtotal		\$1,020,244.00	\$315,491.00
Capital Outlay Total		\$1,020,244.00	\$315,491.00
<i>Employee Services</i>		Approved 2017-2018	Requested 2018-2019
501-0560-431-4110	PERMANENT SALARIES	\$290,800.00	\$267,000.00
Subtotal		\$290,800.00	\$267,000.00
501-0560-431-4112	OVERTIME	\$1,000.00	\$1,000.00
Subtotal		\$1,000.00	\$1,000.00
501-0560-431-4120	FRINGE BENEFITS	\$159,700.00	\$157,000.00
Subtotal		\$159,700.00	\$157,000.00
Employee Services Total		\$451,500.00	\$425,000.00
<i>Internal Services</i>		Approved 2017-2018	Requested 2018-2019
501-0560-431-4520	COMPENSATED ABSENCES	\$4,300.00	\$5,965.00
Subtotal		\$4,300.00	\$5,965.00
501-0560-431-4556	EQUIPMENT REPLACEMENT	\$10,450.00	\$6,595.00
Subtotal		\$10,450.00	\$6,595.00
501-0560-431-4557	INFORMATION TECHNOLOGY SERVICES	\$12,632.00	\$12,721.00
Subtotal		\$12,632.00	\$12,721.00
501-0560-431-4562	INSURANCE	\$44,500.00	\$36,454.00
Subtotal		\$44,500.00	\$36,454.00

		Internal Services Total	\$71,882.00	\$61,735.00
<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019	
501-0560-431-4243*	BOOTS/UNIFORMS	\$600.00	\$600.00	
501-0560-431-4243*	OFFICE & JANITORIAL SUPPLIES	\$200.00	\$200.00	
501-0560-431-4243*	SMALL TOOLS	\$400.00	\$400.00	
	Subtotal	\$1,200.00	\$1,200.00	
501-0560-431-4246*	AUTO PARTS	\$30,000.00	\$30,000.00	
501-0560-431-4246*	DIESEL FUEL	\$56,000.00	\$56,000.00	
501-0560-431-4246*	FIRE APPARATUS - REPAIR/PM	\$57,500.00	\$57,500.00	
501-0560-431-4246*	GASOLINE	\$260,000.00	\$260,000.00	
501-0560-431-4246*	RECYCLING, TIRES DISPOSAL, BATTERIES, FILTERS	\$2,500.00	\$2,500.00	
501-0560-431-4246	RETROFIT EXHAUST SYSTEMS ON DIESEL VEHICLES	\$10,000.00	\$10,000.00	
501-0560-431-4246*	TIRES (REPLACEMENT, REPAIR, FRONT END WORK)	\$20,000.00	\$20,000.00	
501-0560-431-4246*	VEHICLE REPAIRS	\$32,000.00	\$32,000.00	
501-0560-431-4246*	WASH, DETAIL, TOUCH UP STAFF VEHICLES	\$3,000.00	\$3,000.00	
	Subtotal	\$471,000.00	\$471,000.00	
501-0560-431-4247	RENTAL OF MISCELLANEOUS EQUIPMENT	\$800.00	\$800.00	
	Subtotal	\$800.00	\$800.00	
501-0560-431-4248	RADIO MAINTENANCE	\$4,000.00	\$4,000.00	
	Subtotal	\$4,000.00	\$4,000.00	
501-0560-431-4251*	BIENNIAL VEHICLE INSPECTION & SUPPLIES	\$3,500.00	\$3,500.00	
501-0560-431-4251	FIRE VEHICLE PREVENTIVE MAINTENANCE	\$15,600.00	\$15,600.00	
	Subtotal	\$19,100.00	\$19,100.00	
501-0560-431-4253	NATIONAL AUTOMOBILE FLEET ASSOCIATION (NAFA)	\$500.00	\$500.00	
	Subtotal	\$500.00	\$500.00	
501-0560-431-4254	FLEET MAINTENANCE/NOR CAL CONFERENCES	\$500.00	\$500.00	
	Subtotal	\$500.00	\$500.00	
501-0560-431-4255	FORD & TOYOTA DIAGNOSTIC CERT TRAINING	\$750.00	\$750.00	

	Subtotal	\$750.00	\$750.00
	Services and Supplies Total	\$497,850.00	\$497,850.00
<hr/>			
<i>Reallocation</i>		Approved 2017-2018	Requested 2018-2019
501-0560-431-4463	INDIRECT COST ALLOCATION	\$243,497.00	\$194,535.00
	Subtotal	\$243,497.00	\$194,535.00
	Reallocation Total	\$243,497.00	\$194,535.00
	VEHICLE MAINTENANCE & REP Total	\$2,284,973.00	\$1,494,611.00

Vehicle Replacement Fund Budget Comparisons (501-0560)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4384	Capital Outlay-Vehicles	1,020,244	315,491	(704,753)	1
4110	Salaries	290,800	267,000	(23,800)	2
4112	Overtime	1,000	1,000	-	3
4120	Benefits	159,700	157,000	(2,700)	4
4520	Compensated Absences	4,300	5,965	1,665	5
4556	Equipment Replacement	10,450	6,595	(3,855)	6
4557	IT Services	12,632	12,721	89	7
4562	Insurance	44,500	36,454	(8,046)	8
4243	Department Supplies	1,200	1,200	-	9
4246	Maintenance	471,000	471,000	-	10
4247	Equipment Rental	800	800	-	11
4248	Citywide Utilities and JUA Utilities	4,000	4,000	-	12
4251	Contractual Services	19,100	19,100	-	13
4253	Memberships and Subscriptions	500	500	-	14
4254	Travel, Conferences, and Meetings	500	500	-	15
4255	Training	750	750	-	16
4463	Indirect Cost Allocation	243,497	194,535	(48,962)	17
		<u>2,284,973</u>	<u>1,494,611</u>	<u>(790,362)</u>	

Detailed Analysis:

- Note 1 List of vehicles to be replaced is included in budget submittal
- Note 2 Increase based on contractual adjustment
- Note 3 No significant change
- Note 4 Contractual adjustment to benefit formulas (e.g. CalPERS employer rate/unfunded accrued liability, medical, etc.)
- Note 5 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 6 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 7 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 8 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 9 No significant change
- Note 10 No significant change
- Note 11 No significant change
- Note 12 No significant change
- Note 13 No significant change
- Note 14 No significant change
- Note 15 No significant change
- Note 16 No significant change
- Note 17 Based on annual update of Cost Allocation Plan

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/EMID 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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	37,645	37,645	29,050
CAPITAL OUTLAY	1,184,982	1,184,982	621,900
Subtotal (Total Department-Controlled Expenses)	1,222,627	1,222,627	650,950
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	1,222,627	1,222,627	650,950
REALLOCATIONS	-	-	-
TOTAL FOR EQUIPMENT REPLACEMENT FUND (#502)	\$ 1,222,627	\$ 1,222,627	\$ 650,950

DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION

Account: 502-0110-413

EQUIPMENT REPLACEMENT FD

<i>Capital Outlay</i>		Approved 2017-2018	Requested 2018-2019
502-0110-413-4385	EMERGENCY REPLACEMENT	\$50,000.00	\$50,000.00
502-0110-413-4385	EQUIPMENT REPLACEMENT -- GENERAL FUND	\$990,182.00	\$475,800.00
	Subtotal	\$1,040,182.00	\$525,800.00
502-0110-413-4387	EQUIPMENT REPLACEMENT - PEG EQUIPMENT	\$144,800.00	\$96,100.00
	Subtotal	\$144,800.00	\$96,100.00
	Capital Outlay Total	\$1,184,982.00	\$621,900.00
<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
502-0110-413-4246	EQUIPMENT REPLACEMENT - TOOLS AND EQUIPMENT	\$37,645.00	\$29,050.00
	Subtotal	\$37,645.00	\$29,050.00
	Services and Supplies Total	\$37,645.00	\$29,050.00
	ADMINISTRATION Total	\$1,222,627.00	\$650,950.00

Equipment Replacement Fund Budget Comparisons - General Fund (502-0110)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4385	Emergency Replacement	50,000	50,000	-	1
4385	Equipment Replacement - General Fund	990,182	475,800	(514,382)	2
4387	Equipment Replacement - PEG Equipment	144,800	96,100	(48,700)	3
4246	Tools and Equipment	37,645	29,050	(8,595)	4
		<u>1,222,627</u>	<u>650,950</u>	<u>(571,677)</u>	

Detailed Analysis:

- Note 1 No significant change
- Note 2 Detailed list of items for replacement in ERF packet
- Note 3 Previously combined in account 4385
- Note 4 Previously combined in account 4385

Self Insurance Fund

The Self Insurance Fund was established many years ago as a cost savings tool to address the high cost of purchasing commercial liability insurance. The City/District currently has a self-insured retention of \$100,000, meaning that the City/District pays all expenses associated with a claim up to the first \$100,000.



The City of Foster City/Estero Municipal Improvement District is a member of a self-insured insurance pool known as ABAG (Association of Bay Area Governments) PLAN (Pooled Liability Assurance Network) 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, services provided and the value of property insured.

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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	535,743	535,743	518,217
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	535,743	535,743	518,217
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	535,743	535,743	518,217
REALLOCATIONS	-	-	-
TOTAL FOR SELF-INSURANCE FUND (#503)	\$ 535,743	\$ 535,743	\$ 518,217

DETAIL LINE ITEM REPORT

HUMAN RESOURCES - SELF-INSURANCE FUND

Account: 503-1220-415

SELF INSURANCE FUND

<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
503-1220-415-4241	COPIES	\$100.00	\$100.00
Subtotal		\$100.00	\$100.00
503-1220-415-4242	POSTAGE	\$100.00	\$100.00
Subtotal		\$100.00	\$100.00
503-1220-415-4251	CLAIM SETTLEMENTS, DEFENSE COSTS, OTHER EXPENSES	\$140,000.00	\$80,000.00
Subtotal		\$140,000.00	\$80,000.00
503-1220-415-4253	PARMA MEMBERSHIP DUES	\$110.00	\$150.00
503-1220-415-4253	PRIMA MEMBERSHIP DUES	\$420.00	\$450.00
Subtotal		\$530.00	\$600.00
503-1220-415-4262	ABAG PLAN PREMIUM	\$395,013.00	\$437,417.00
Subtotal		\$395,013.00	\$437,417.00
Services and Supplies Total		\$535,743.00	\$518,217.00
SELF-INSURANCE FUND Total		\$535,743.00	\$518,217.00

Self Insurance Fund Budget Comparisons (503-1220)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4241	Copy	100	100	-	1
4242	Postage	100	100	-	2
4251	Contractual and Professional Services	140,000	80,000	(60,000)	3
4253	Memberships & Dues	530	600	70	4
4262	ABAG Plan Premium	395,013	437,417	42,404	5
	Total	<u>535,743</u>	<u>518,217</u>	<u>(17,526)</u>	

Detailed Analysis:

- Note 1 No change
- Note 2 No change
- Note 3 Average claims administration costs utilizing a third party claims administrator and the City's claims experience are anticipated to decrease
- Note 4 No significant change
- Note 5 The actual FY 2017-2018 premiums for all insurance are projected to be 15% higher due to the impact of the losses that were experienced in the insurance market (series of hurricanes and fires)

Information Technology Fund

The role of Information Technology is to provide responsive, secure and effective support of the City's network, applications and communication services by coordinating and overseeing the budgeting, planning, implementation, operation and maintenance of City-wide systems and ensure that systems development or implementation proceeds in a logical, integrated and cost-effective manner.

The Information Technology Fund is an Internal Services fund that accounts for the City's investment (both capital and people) in Information Technology. Operating departments are charged back for all of the expenses incurred in this fund based upon their utilization of such technology. Charge backs also include a charge for IT equipment replacement.

PROPOSED SERVICE LEVELS

The objective of the IT Division of the City Manager Department is to support and maintain the existing Information Technology infrastructures, enterprise-wide and department applications, systems and hardware. IT will continue to have as its highest priority the maintenance of existing network infrastructure, maintaining existing software solutions (of which public safety and financial applications will receive the highest priority of service), and providing desktop support for operating departments. IT will provide proactive assistance in helping departments review business processes, developing or acquiring new applications or revising existing applications and improving existing network infrastructure to support streamlined business processes.

- Support and maintain the existing infrastructures, enterprise-wide and department applications, systems and hardware.
- Maintain at all times the Public Safety applications and Financial Systems that have been identified as critical systems. High priority would be given to the services and systems that support the entire organization.
- Support and maintain the existing applications developed by the City. In addition, support and maintain new development on an as-needed basis.
- Support and maintain the existing 3rd party applications. Work with City departments to integrate new applications, systems or devices.
- Support and maintain network security, virus protection and network administration to protect the City's infrastructure.
- Maintain the City's data / voice communication systems and Internet presence.
- Provide staff training and support for maximum utilization of existing software applications and hardware.



The Information Technology Division's on-going goals, completed initiatives and anticipated initiatives are included in the City Manager Department budget narrative.

Total IT internal service charges for FY 2018-2019 will be \$ 1,688,785 which is \$ 17,741 (or ~ 1.0%) lower than internal service charges for FY 2017-2018 of \$ 1,706,526.

- Cost Allocation Model: As part of the full Cost Allocation Model employed in this budget, IT now has \$88,192 in allocated costs to other internal service departments.
- Personnel: Increases included in the compensation and benefit plan as well as step increases are resulting in increased personnel costs.

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

- Copier Replacements
- Desktop PC Replacements
- Phone System Upgrades
- Laptop Replacements
- Backup System
- Storage

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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 692,300	\$ 692,300	\$ 729,800
SERVICES AND SUPPLIES	665,150	665,150	664,650
CAPITAL OUTLAY	228,100	228,100	195,500
Subtotal (Total Department-Controlled Expenses)	1,585,550	1,585,550	1,589,950
INTERNAL SERVICES	6,580	6,580	10,643
Subtotal (Total Department Expenses before Reallocations)	1,592,130	1,592,130	1,600,593
REALLOCATIONS	114,396	114,396	88,192
TOTAL FOR INFORMATION TECHNOLOGY FUND (#504)	\$ 1,706,526	\$ 1,706,526	\$ 1,688,785

DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - IT Account: 504-0160-419

COMMUNICATION & INFO SVC

<i>Capital Outlay</i>		Approved 2017-2018	Requested 2018-2019
504-0160-419-4388	Copier Replacements	\$54,000.00	\$49,500.00
504-0160-419-4388	Desktop PC Replacements	\$50,800.00	\$37,500.00
504-0160-419-4388	Employee ID Card Printing System	\$6,000.00	\$0.00
504-0160-419-4388	Laptop Replacements	\$5,000.00	\$4,000.00
504-0160-419-4388	Phone System License Upgrade	\$0.00	\$15,000.00
504-0160-419-4388	Phone System SIP Trunk Migration	\$0.00	\$15,000.00
504-0160-419-4388	Police Car Mobile Data Computer Replacements	\$100,000.00	\$0.00
504-0160-419-4388	Printer and Scanner Replacements	\$6,300.00	\$0.00
504-0160-419-4388	Public Works Plotter Replacement	\$6,000.00	\$0.00
504-0160-419-4388	Server Backup System Replacement	\$0.00	\$30,000.00
504-0160-419-4388	Storage for Police Body-Worn Video Cameras	\$0.00	\$44,500.00
	Subtotal	\$228,100.00	\$195,500.00
	Capital Outlay Total	\$228,100.00	\$195,500.00
<i>Employee Services</i>		Approved 2017-2018	Requested 2018-2019
504-0160-419-4110	PERMANENT SALARIES	\$454,500.00	\$484,100.00
	Subtotal	\$454,500.00	\$484,100.00
504-0160-419-4111	TEMPORARY PART TIME PROGRAMMER - ANNUITANT	\$15,000.00	\$0.00
	Subtotal	\$15,000.00	\$0.00
504-0160-419-4120	FRINGE BENEFITS (F/T Salaries)	\$222,800.00	\$245,700.00
	Subtotal	\$222,800.00	\$245,700.00
	Employee Services Total	\$692,300.00	\$729,800.00

<i>Internal Services</i>		Approved 2017-2018	Requested 2018-2019
504-0160-419-4520	COMPENSATED ABSENCES	\$6,580.00	\$10,643.00
	Subtotal	\$6,580.00	\$10,643.00
	Internal Services Total	\$6,580.00	\$10,643.00

<i>Services and Supplies</i>		Approved 2017-2018	Requested 2018-2019
504-0160-419-4240	CONTINGENCY / EMERGENCY EQUIPMENT REPLACEMENT	\$50,000.00	\$50,000.00
	Subtotal	\$50,000.00	\$50,000.00
504-0160-419-4241	COPIES	\$750.00	\$750.00
	Subtotal	\$750.00	\$750.00
504-0160-419-4242	POSTAGE FOR CORRESPONDENCE, PACKAGES, ETC.	\$300.00	\$300.00
	Subtotal	\$300.00	\$300.00
504-0160-419-4243	OFFICE SUPPLIES	\$400.00	\$400.00
	Subtotal	\$400.00	\$400.00
504-0160-419-4245	REPLACEMENT MONITORS & PROJECTORS (AS NEEDED)	\$7,000.00	\$7,000.00
	Subtotal	\$7,000.00	\$7,000.00
504-0160-419-4246	AGENDA/MINUTES/VIDEO STREAMING ANNUAL FEE	\$11,000.00	\$11,000.00
504-0160-419-4246	ANTIVIRUS SOFTWARE MAINTENANCE	\$12,000.00	\$15,000.00
504-0160-419-4246	BACKUP HARDWARE MAINT AND CLOUD REPLICATION	\$22,000.00	\$22,000.00
504-0160-419-4246	BUSINESS CONTINUITY SERVICES	\$20,000.00	\$20,000.00
504-0160-419-4246	CITIZEN REQUEST MAINTENANCE APP (SeeClickFix)	\$7,000.00	\$7,000.00
504-0160-419-4246	DEPT SPECIALIZED SOFTWARE	\$15,000.00	\$15,000.00
504-0160-419-4246	DOCUMENT MANAGEMENT SOFTWARE MAINTENANCE	\$17,000.00	\$10,000.00
504-0160-419-4246	FIREWALL MAINTENANCE	\$15,000.00	\$15,000.00
504-0160-419-4246	GIS AERIAL PHOTOGRAPHY SUBSCRIPTION	\$0.00	\$10,000.00
504-0160-419-4246	GIS SOFTWARE MAINTENANCE	\$40,000.00	\$40,000.00
504-0160-419-4246	HTE SOFTWARE ANNUAL SUPPORT	\$65,000.00	\$55,000.00
504-0160-419-4246	ISeries SOFTWARE & HARDWARE MAINTENANCE	\$1,000.00	\$1,000.00

504-0160-419-4246	MICROSOFT SERVER, OFFICE AND CAL LICENSES - EA	\$55,000.00	\$55,000.00
504-0160-419-4246	NUTANIX SERVER MAINTENANCE	\$0.00	\$15,000.00
504-0160-419-4246	OTHER MISC MAINTENANCE AS REQUIRED	\$59,000.00	\$52,000.00
504-0160-419-4246	POLICE DISPATCH BATTERY BACKUP MAINTENANCE	\$2,500.00	\$2,500.00
504-0160-419-4246	POLICE SOFTWARE MAINTENANCE (CAD/RMS, OTHERS)	\$41,500.00	\$47,500.00
504-0160-419-4246	PRINTER&SCANNER MAINT/TONER/REPAIR	\$7,000.00	\$7,000.00
504-0160-419-4246	TELEPHONE SYSTEM MAINTENANCE	\$14,000.00	\$14,000.00
504-0160-419-4246	WEBSITE CONTENT MANAGEMENT SOFTWARE MAINT	\$10,000.00	\$7,500.00
	Subtotal	\$414,000.00	\$421,500.00
504-0160-419-4248	AT&T TELEPHONE SERVICES	\$37,000.00	\$37,000.00
504-0160-419-4248	CELL PHONE (VERIZON)	\$20,000.00	\$27,000.00
504-0160-419-4248	DATA ACCESS IN VEHICLES (PD/IT)	\$6,000.00	\$6,000.00
504-0160-419-4248	INTERNET SERVICE PROVIDER	\$27,000.00	\$27,000.00
	Subtotal	\$90,000.00	\$97,000.00
504-0160-419-4251	CARRYOVER CONSULTING - ERP SYSTEM RFP DEVELOPMENT	\$30,000.00	\$0.00
504-0160-419-4251	GIS INTEGRATION SERVICES	\$30,000.00	\$30,000.00
504-0160-419-4251	SECURITY SCANS - INTERNAL AND EXTERNAL	\$0.00	\$15,000.00
	Subtotal	\$60,000.00	\$45,000.00
504-0160-419-4253	IT - MEMBERSHIPS, DUES, SUBSCRIPTIONS	\$700.00	\$700.00
	Subtotal	\$700.00	\$700.00
504-0160-419-4254	IT STAFF CONFERENCES	\$1,500.00	\$1,500.00
504-0160-419-4254	SUNGARD USER CONFERENCE (4)	\$6,000.00	\$6,000.00
	Subtotal	\$7,500.00	\$7,500.00
504-0160-419-4255	IT TECHNICAL TRAINING	\$7,500.00	\$7,500.00
504-0160-419-4255	SECURITY AWARENESS TRAINING SUBSCRIPTION	\$2,500.00	\$2,500.00
504-0160-419-4255	SUNGARD END USER WEBINAR TRAININGS	\$2,500.00	\$2,500.00
	Subtotal	\$12,500.00	\$12,500.00
504-0160-419-4259	CITY-WIDE HARDWARE & SOFTWARE (UNDER \$1,000)	\$14,000.00	\$14,000.00
504-0160-419-4259	IT - PC SOFTWARE & HARDWARE	\$5,000.00	\$5,000.00

504-0160-419-4259	MISC DEPARTMENT PRINTER/SCANNER REPLACEMENTS	\$3,000.00	\$3,000.00
	Subtotal	\$22,000.00	\$22,000.00
	Services and Supplies Total	\$665,150.00	\$664,650.00
Reallocation			
		Approved 2017-2018	Requested 2018-2019
504-0160-419-4463	INDIRECT COST ALLOCATION	\$114,396.00	\$88,192.00
	Subtotal	\$114,396.00	\$88,192.00
	Reallocation Total	\$114,396.00	\$88,192.00
	IT Total	\$1,706,526.00	\$1,688,785.00

Information Technology Fund Budget Comparisons (504-0160)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4388	Capital Outlay	228,100	195,500	(32,600)	1
4110	Salaries	454,500	484,100	29,600	2
4111	Part-Time Salary	15,000	-	(15,000)	3
4120	Benefits	222,800	245,700	22,900	4
4520	Compensated Absences	6,580	10,643	4,063	5
4240	Contingency Replacement	50,000	50,000	-	6
4241	Copies	750	750	-	7
4242	Postage	300	300	-	8
4243	Office Supplies	400	400	-	9
4245	Tools and Equipment	7,000	7,000	-	10
4246	Maintenance	414,000	421,500	7,500	11
4248	Utilities and Communications	90,000	97,000	7,000	12
4251	Consulting and Contracting	60,000	45,000	(15,000)	13
4253	Memberships and Dues	700	700	-	14
4254	Travel, Conferences, and Meetings	7,500	7,500	-	15
4255	Training	12,500	12,500	-	16
4259	Misc. Software and Hardware	22,000	22,000	-	17
4444	Indirect Cost Allocation	114,396	88,192	(26,204)	18
		<u>1,706,526</u>	<u>1,688,785</u>	<u>(17,741)</u>	

Detailed Analysis:

- Note 1 Decrease is related primarily to the completion of a large capital project, namely the Police Car Mobile Data Computer Replacements
- Note 2 Increase based on contractual adjustment
- Note 3 No part time hours are requested in FY 2018-2019
- Note 4 Contractual adjustment to benefit formulas (e.g. CalPERS employer rate/unfunded accrued liability, medical, etc.)
- Note 5 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 6 Unchanged
- Note 7 Unchanged
- Note 8 Unchanged
- Note 9 Unchanged
- Note 10 Unchanged
- Note 11 Increase in Police Software Maintenance, Nutanix Server Maintenance, and GIS Aerial Photography subscription
- Note 12 Small change to reflect FY 2017-2018 actual
- Note 13 Removal of ERP System RFP Development Consulting (30,000), added Security Scanning
- Note 14 Unchanged
- Note 15 Unchanged
- Note 16 Unchanged
- Note 17 Unchanged
- Note 18 Based on annual update of Cost Allocation Plan

Building Maintenance Fund

The Building Maintenance Fund captures the costs of City-wide Building Maintenance. The Building Maintenance Division provides management, maintenance and inspection of City/District buildings and equipment and develops ongoing maintenance systems and procedures. Staff provides efficient, timely and quality service to maintain the 175,867 square feet of diverse facilities and the hours of operation to meet community needs and industry standards.

Building Division staff includes the Director of Parks and Recreation (15%); Building/Vehicle Maintenance Manager (50%); and four (4) Building Maintenance Worker I/II positions.

The standard of care includes ensuring that all City facilities are safe and clean by completing work requests, emergency and regular repair, preventative maintenance and special projects in a timely manner.

Building Maintenance Division duties include but are not limited to:

- Emergency Repairs – such as a gas leak or a water pipe break
- Regular Repairs and Work Requests – such as an electrical outlet failure, carpet stain removal, lighting ballast replacement or restroom plumbing
- Supplies/Inventory – ordering and organizing maintenance supplies and materials
- Preventative Maintenance –such as inspecting fire extinguishers
- Special Projects and Capital Improvement Projects – such as room upgrades or interior or exterior painting

Building Maintenance oversees contracts for janitorial services and for work that is beyond the scope of staff's professional training or workforce capacity.

In FY 2017-2018, Building Maintenance completed the following projects:

- New exterior paint at the Corporation Yard Administration Building and new exterior and interior paint at the Community Center
- LED light installation on the exterior of the Corporation Yard Pumphouses and Library/Community Center and the interior Fire Station dormitories and hallway



- Installation of security cameras at the Corporation Yard
- Installation of a new hot water heater at the Library
- Installation of new appliances in the Library kitchen

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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 573,650	\$ 573,650	\$ 675,300
SERVICES AND SUPPLIES	1,070,840	1,070,840	1,350,950
CAPITAL OUTLAY	340,500	340,500	308,050
Subtotal (Total Department-Controlled Expenses)	1,984,990	1,984,990	2,334,300
INTERNAL SERVICES	116,015	116,015	113,211
Subtotal (Total Department Expenses before Reallocations)	2,101,005	2,101,005	2,447,511
REALLOCATIONS	314,669	314,669	303,420
TOTAL FOR BUILDING MAINTENANCE FUND (#505)	\$ 2,415,674	\$ 2,415,674	\$ 2,750,931

DETAIL LINE ITEM REPORT

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

<i>Capital Outlay</i>		Approved 2017-2018	Requested 2018-2019
505-0550-419-4385	BUILDING CONTINGENCY	\$50,000.00	\$50,000.00
505-0550-419-4385	BUILDING CONTINGENCY - REC CENTER ROOF	\$100,000.00	\$100,000.00
505-0550-419-4385	CITY HALL CONFERENCE ROOM FURNITURE	\$7,500.00	\$7,500.00
505-0550-419-4385	ITEMS TO BE REPLACED	\$153,000.00	\$150,550.00
505-0550-419-4385	SECURITY CAMERA - CORPYARD	\$30,000.00	\$0.00
Subtotal		\$340,500.00	\$308,050.00
Capital Outlay Total		\$340,500.00	\$308,050.00
<i>Employee Services</i>		Approved 2017-2018	Requested 2018-2019
505-0550-419-4110	PERMANENT SALARIES	\$366,200.00	\$421,500.00
Subtotal		\$366,200.00	\$421,500.00
505-0550-419-4112	OVERTIME	\$5,000.00	\$5,000.00
Subtotal		\$5,000.00	\$5,000.00
505-0550-419-4120	FRINGE BENEFITS	\$202,450.00	\$248,800.00
Subtotal		\$202,450.00	\$248,800.00
Employee Services Total		\$573,650.00	\$675,300.00
<i>Internal Services</i>		Approved 2017-2018	Requested 2018-2019
505-0550-419-4520	COMPENSATED ABSENCES	\$5,410.00	\$9,456.00
Subtotal		\$5,410.00	\$9,456.00
505-0550-419-4544	VEHICLE REPLACEMENT	\$35,003.00	\$34,218.00
Subtotal		\$35,003.00	\$34,218.00
505-0550-419-4556	EQUIPMENT REPLACEMENT	\$46,127.00	\$39,855.00

		Subtotal	\$46,127.00	\$39,855.00
505-0550-419-4557	INFORMATION TECHNOLOGY SERVICES		\$29,475.00	\$29,682.00
		Subtotal	\$29,475.00	\$29,682.00
		Internal Services Total	\$116,015.00	\$113,211.00
Services and Supplies			Approved 2017-2018	Requested 2018-2019
505-0550-419-4243	DEPARTMENT SUPPLIES		\$5,840.00	\$5,900.00
		Subtotal	\$5,840.00	\$5,900.00
505-0550-419-4246	BLDG. MATERIAL - LUMBER, HARDWARE, PAINT, ETC.		\$30,000.00	\$30,000.00
505-0550-419-4246	CARPET/WINDOW MAINTENANCE		\$14,000.00	\$14,000.00
505-0550-419-4246	ELECTRICAL SUPPLIES AND REPAIRS		\$5,000.00	\$5,000.00
505-0550-419-4246	FIRE DEPARTMENT AUTOMATIC DOOR MAINTENANCE		\$12,500.00	\$12,500.00
505-0550-419-4246	FIRE TRAINING TOWER ANNUAL MAINTENANCE		\$10,000.00	\$10,000.00
505-0550-419-4246	GOVERNMENT CENTER MAINTENANCE		\$58,000.00	\$58,000.00
505-0550-419-4246	HVAC REPAIR AND MAINTENANCE		\$27,500.00	\$100,000.00
505-0550-419-4246	JANITORIAL SUPPLIES		\$40,000.00	\$50,000.00
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	\$9,600.00
505-0550-419-4246	PLUMBING SUPPLIES		\$2,000.00	\$2,000.00
505-0550-419-4246	SECURITY CAMERA MAINTENANCE		\$3,000.00	\$3,000.00
505-0550-419-4246	STANDBY GENERATORS REPAIR		\$20,200.00	\$20,200.00
505-0550-419-4246	SUSTAINABILITY PROJECTS		\$10,000.00	\$10,000.00
505-0550-419-4246	VANDALISM REPAIRS		\$1,000.00	\$1,000.00
		Subtotal	\$244,900.00	\$328,300.00
505-0550-419-4248	UTILITIES FOR ALL CITY FACILITIES		\$462,000.00	\$562,000.00
505-0550-419-4248	UTILITIES FOR JOINT USE FACILITIES		\$0.00	\$40,000.00
		Subtotal	\$462,000.00	\$602,000.00
505-0550-419-4251	DISPOSAL OF HAZARDOUS MATERIALS		\$4,600.00	\$4,600.00
505-0550-419-4251	ELEVATOR MAINTENANCE CONTRACT		\$5,750.00	\$15,000.00

505-0550-419-4251	ELEVATOR SMOKE GUARD MAINTENANCE		\$8,600.00	\$8,600.00
505-0550-419-4251	FIRE EXTINGUISHER MAINTENANCE		\$4,100.00	\$4,200.00
505-0550-419-4251	FIRE PROTECTION SYSTEM		\$12,700.00	\$20,000.00
505-0550-419-4251	GOVERNMENT CENTER MAINTENANCE AND BUILDING REPAIRS		\$34,600.00	\$34,600.00
505-0550-419-4251	JANITORIAL SERVICES - CITYWIDE		\$250,000.00	\$250,000.00
505-0550-419-4251	JANITORIAL SERVICES - JUA BREWER ISLAND GYM		\$0.00	\$40,000.00
505-0550-419-4251	SOLAR MAINTENANCE		\$20,000.00	\$20,000.00
505-0550-419-4251	TEST/REPAIR/REPLACE BUILDING BACKFLOW SYSTEMS		\$15,000.00	\$15,000.00
		Subtotal	\$355,350.00	\$412,000.00
505-0550-419-4254	MAINTENANCE MANAGEMENT SEMINAR		\$2,000.00	\$2,000.00
		Subtotal	\$2,000.00	\$2,000.00
505-0550-419-4255	HVAC INSPECTION		\$750.00	\$750.00
		Subtotal	\$750.00	\$750.00
		Services and Supplies Total	\$1,070,840.00	\$1,350,950.00
Reallocation			Approved 2017-2018	Requested 2018-2019
505-0550-419-4463	INDIRECT COST ALLOCATION		\$314,669.00	\$303,420.00
		Subtotal	\$314,669.00	\$303,420.00
		Reallocation Total	\$314,669.00	\$303,420.00
		BUILDING MAINTENANCE Total	\$2,415,674.00	\$2,750,931.00

Building Maintenance Fund Budget Comparisons (505-0550)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4385	Capital Outlay	340,500	308,050	(32,450)	1
4110	Salaries	366,200	421,500	55,300	2
4112	Overtime	5,000	5,000	-	3
4120	Benefits	202,450	248,800	46,350	4
4520	Compensated Absences	5,410	9,456	4,046	5
4544	Vehicle Replacement	35,003	34,218	(785)	6
4556	Equipment Replacement	46,127	39,855	(6,272)	7
4557	IT Services	29,475	29,682	207	8
4243	Department Supplies	5,840	5,900	60	9
4246	Maintenance	244,900	328,300	83,400	10
4248	Citywide Utilities and JUA Utilities	462,000	602,000	140,000	11
4251	Contractual Services	355,350	412,000	56,650	12
4254	Travel, Conferences, and Meetings	2,000	2,000	-	13
4255	Training	750	750	-	14
4463	Indirect Cost Allocation	314,669	303,420	(11,249)	15
		<u>2,415,674</u>	<u>2,750,931</u>	<u>335,257</u>	

Detailed Analysis:

- Note 1 Courtyard Security Camera Special Project Completed
- Note 2 Increase based on contractual adjustment
- Note 3 No change
- Note 4 Contractual adjustment to benefit formulas (e.g. CalPERS employer rate/unfunded accrued liability, medical, etc.)
- Note 5 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 6 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 7 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 8 Change in assessment per proposed FY 2018-2019 Internal Service Fund budget
- Note 9 No significant change
- Note 10 Increase in cost of supplies based on actual use
- Note 11 Increase in Cost of Utilities based on actual use
- Note 12 Increase in Janitorial Services based on actual use
- Note 13 No significant change
- Note 14 No significant change
- Note 15 Based on annual update of Cost Allocation Plan

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Longevity Recognition Benefits Fund

The Longevity Recognition Benefits Fund was established in FY 2004-2005. The City / District agreed to provide this post-retirement benefit in Memoranda of Understanding with employees represented by the Foster City Police Officers' Association (FCPOA), the International Association of Firefighters (IAFF), San Mateo County Local 2400, the American Federation of State, County and Municipal Employees Local 829 (AFSCME), and employees covered under the Management Employees Compensation and Benefits Plan. This Plan provides monthly benefit payments based upon an employee's length of service with the City at the time of their retirement from the City.



In FY 2007-2008, all AFSCME and non-public safety management employees currently employed with the City voluntarily eliminated the Longevity Recognition plan from their employee agreements. Current FCPOA, IAFF and public safety management employees will continue to participate in the program, but new employees in those groups hired after December 31, 2011 are no longer eligible to participate in the program.

This Fund has been established as an Internal Services Fund. It invests the monies in investment instruments allowed under the CA Government Code and the City's Investment Policy, and benefits are paid out of those earnings and the Fund's reserves. Effective FY 2016-2017, Government Accounting Standards Board (GASB) Statement no. 73 requires the accounting and reporting of the Longevity Recognition Benefits Fund be included in the City's financial statements. Since the assets of the Plan are under the control of the Governing Board and have not been set aside into an irrevocable trust, they are not permitted to offset against the Plan's actuarially determined liability in the Balance Sheet. In addition, GASB 73 requires the Plan's liability to be valued using the 20-year tax-exempt General Obligation Municipal Bonds with an average rating of AA/Aa or higher (2.85% as of June 30, 2016). As a result, based on the April 2017 Actuarial Valuation performed by Bartel Associates, the projected 6/30/17 Actuarial Accrued Liability for the Plan is \$4.108 million. The expected benefits payments for FY 2018-2019 is \$215,720.

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

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 194,000	\$ 194,000	\$ 215,720
SERVICES AND SUPPLIES	8,500	8,500	17,500
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	202,500	202,500	233,220
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	202,500	202,500	233,220
REALLOCATIONS	-	-	-
TOTAL FOR LONGEVITY RECOGNITION BENEFITS FUND (#507)	\$ 202,500	\$ 202,500	\$ 233,220

DETAIL LINE ITEM REPORT

ADMINISTRATIVE SERVICES - Account: 507-0460-999

LONGEVITY RECOGNITION BENEFITS FUND

<i>Employee Services</i>	Approved 2017-2018	Requested 2018-2019
507-0460-999-4120 LONGEVITY RECOGNITION BENEFITS PAYMENTS	\$194,000.00	\$215,720.00
Subtotal	\$194,000.00	\$215,720.00
Employee Services Total	\$194,000.00	\$215,720.00
<i>Services and Supplies</i>	Approved 2017-2018	Requested 2018-2019
507-0460-999-4251 ACTUARIAL VALUATION	\$8,500.00	\$17,500.00
Subtotal	\$8,500.00	\$17,500.00
Services and Supplies Total	\$8,500.00	\$17,500.00
Total	\$202,500.00	\$233,220.00

Longevity Recognition Benefits Fund (Longevity) Budget Comparison (507-0460)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4120	LONGEVITY RECOGNITION BENEFITS PAYMENTS	194,000	215,720	21,720	1
4251	ACTUARIAL VALUATION	8,500	17,500	9,000	2
	Total	202,500	233,220	30,720	

Detailed Analysis:

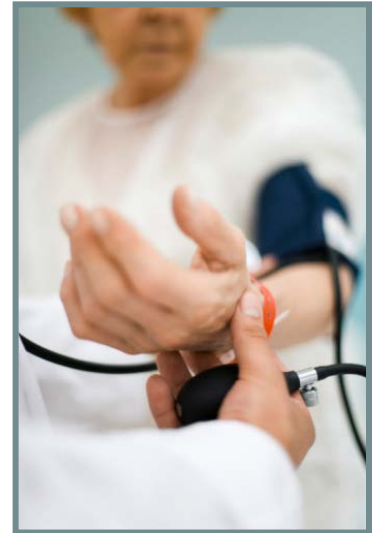
Note 1 Increase in anticipated retirements

Note 2 Biennial Actuarial Valuations are \$17,500 compared to \$8,500 for biennial updates to Actuarial Reports

PEMHCA Benefits Plan Fund

City / District employees participate in a medical benefits plan provided through CalPERS under the Public Employees' Medical and Hospital Care Act (PEMHCA) benefit plan. In accordance with the provisions of the state law, employers must contribute a minimum fixed monthly amount towards the medical benefits costs for current and retired employees participating in the plan. As of January 1, 2017, the minimum monthly employer contribution is \$128, and is subject to cost of living increases as determined by the State Legislature.

The PEMHCA Benefits Plan fund was established on June 30, 2010 through a transfer of reserves from other Internal Service Funds. The fund is established to pay for retiree benefit payments in accordance with the mandated minimum contribution as indicated above (current employee benefits are paid out of operating department expenditures). The Fund invests the monies in investment instruments allowed under the CA Government Code and the City's Investment Policy, and benefits are paid out of those earnings and the Fund's reserves. Effective FY 2017-2018, Government Accounting Standards Board (GASB) Statement no. 75 requires the accounting and reporting of the PEMHCA Benefits Plan be included in the City's financial statements. Since the assets of the Plan are under the control of the Governing Board and have not been set aside into an irrevocable trust, they are not permitted to offset against the Plan's actuarially determined liability in the Balance Sheet. In addition, GASB 75 requires the Plan's liability to be valued using the 20-year tax-exempt General Obligation Municipal Bonds with an average rating of AA/Aa or higher (2.85% as of June 30, 2016). As a result, based on the April 2017 Actuarial Valuation performed by Bartel Associates, the projected 6/30/17 Actuarial Accrued Liability for the Plan is \$13.113 million, inclusive of a \$4.454 million implied subsidy. The expected benefits payments for FY 2018-2019 will total \$162,000.



DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
HUMAN RESOURCES
PEMHCA BENEFITS PLAN FUND (#508)
Annual Budget Appropriation for Fiscal Year

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 162,000	\$ 162,000	\$ 162,000
SERVICES AND SUPPLIES	9,500	9,500	17,500
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	171,500	171,500	179,500
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	171,500	171,500	179,500
REALLOCATIONS	-	-	-
TOTAL FOR PEMHCA BENEFITS PLAN FUND (#508)	\$ 171,500	\$ 171,500	\$ 179,500

DETAIL LINE ITEM REPORT

ADMINISTRATIVE SERVICES - Account: 508-0460-999

PEMHCA BENEFITS PLAN

<i>Employee Services</i>	Approved 2017-2018	Requested 2018-2019
508-0460-999-4120 PEMHCA BENEFITS PAYMENTS	\$162,000.00	\$162,000.00
Subtotal	\$162,000.00	\$162,000.00
Employee Services Total	\$162,000.00	\$162,000.00
<i>Services and Supplies</i>	Approved 2017-2018	Requested 2018-2019
508-0460-999-4251 ACTUARIAL VALUATION	\$9,500.00	\$17,500.00
Subtotal	\$9,500.00	\$17,500.00
Services and Supplies Total	\$9,500.00	\$17,500.00
Total	\$171,500.00	\$179,500.00

**Public Employees' Medical and Hospital Care Act (PEMHCA) Benefits Plan Fund Budget Comparisons
(508-0460)**

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4120	PEMHCA Benefits Payments	162,000	162,000	-	1
4251	Actuarial Valuation	9,500	17,500	8,000	2
	Total	171,500	179,500	8,000	

Detailed Analysis:

- Note 1 No change
- Note 2 Biennial Actuarial Valuations are \$17,500 compared to \$8,500 for biennial updates to Actuarial Reports

Compensated Absences Fund

The Compensated Absences Fund was established in FY 2012-2013. The City / District provides vacation and sick leave benefits to its staff in the compensation and benefits plan for management employees and the various memoranda of understanding with bargaining groups. These compensated absences are payable to employees upon separation from employment. This fund was established as an internal service fund to capture the projected liability for compensated absences. The fund was initially funded at \$2.65 million through a transfer of existing reserves from the General Fund based upon its projected liability as of July 1, 2012. It is funded on an ongoing basis through an internal service charge to each operating department based upon its respective permanent salaries budget. For FY 2018-2019, the assessment is 2.30% of permanent salaries. As employees separate service from the City, payments of earned compensated absences balances are made out of this Fund. Based on a comparison of the projected Fund Balance and the estimated accrued liability at June 30, 2018, the Fund Balance is deficient by approximately \$110,290. As a result, the City Council authorized a transfer from surplus Reserves in the Vehicle Replacement Internal Service Fund at the end of FY 2017-2018 to bridge this deficiency.



DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
HUMAN RESOURCES
COMPENSATED ABSENCES FUND (#509)
Annual Budget Appropriation for Fiscal Year

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 266,796	\$ 266,796	\$ 423,662
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	266,796	266,796	423,662
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	266,796	266,796	423,662
REALLOCATIONS	-	-	-
TOTAL FOR COMPENSATED ABSENCES FUND (#509)	\$ 266,796	\$ 266,796	\$ 423,662

DETAIL LINE ITEM REPORT

ADMINISTRATIVE SERVICES - Account: 509-0460-999

COMPENSATED ABSENCES

<i>Employee Services</i>	Approved 2017-2018	Requested 2018-2019
509-0460-999-4120 COMPENSATED ABSENCES PAYOUTS	\$266,796.00	\$423,662.00
Subtotal	\$266,796.00	\$423,662.00
Employee Services Total	\$266,796.00	\$423,662.00
Total	\$266,796.00	\$423,662.00

Compensated Absences Fund Budget Comparison (509-0460)

Account	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4120 COMPENSATED ABSENCES PAYOUTS	266,796	423,662	156,866	1
Total	<u>266,796</u>	<u>423,662</u>	<u>156,866</u>	

Detailed Analysis:

Note 1 Projected benefit payment for FY 2018-2019 reflects an updated analysis of historical benefit payouts

Successor Agency of Community Development Agency

The Agency fund is used to account for assets held for Foster City's Successor Agency to the City's former Community Development Agency. The Successor Agency Fund is a Private-Purpose Trust Fund that accounts for the accumulation of resources to be used for payments of recognized obligations.

The financial activities of the fund is excluded from the Government-wide financial statements, but are presented in separate Fiduciary Fund financial statements.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
CITY/DISTRICT MANAGER - ADMINISTRATION
SUCCESSOR AGENCY OF CDA (#604)
Annual Budget Appropriation for Fiscal Year

	2017-2018		2018-2019
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 513,000	\$ 513,000	\$ 392,000
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	513,000	513,000	392,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	513,000	513,000	392,000
REALLOCATIONS	-	-	-
TOTAL FOR SUCCESSOR AGENCY OF CDA (#604)	\$ 513,000	\$ 513,000	\$ 392,000

DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION

Account: 604-0110-413

SUCCESSOR AGENCY OF CDA

<i>Services and Supplies</i>	Approved 2017-2018	Requested 2018-2019
604-0110-413-4251 SUCCESSOR AGENCY OF CDA	\$513,000.00	\$392,000.00
Subtotal	\$513,000.00	\$392,000.00
Services and Supplies Total	\$513,000.00	\$392,000.00
ADMINISTRATION Total	\$513,000.00	\$392,000.00

Successor Agency of Community Development Agency Budget Comparisons (604-0110)

Account	Description	Approved FY 2017-2018	Requested FY 2018-2019	Increase (Decrease)	Notes
4251	Successor Agency Recognized Obligations	513,000	392,000	(121,000)	1
	Total	<u>513,000</u>	<u>392,000</u>	<u>(121,000)</u>	

Detailed Analysis:

Note 1 Estimated reduction in recognized obligations (legal fees) in FY 2018-2019

Capital Improvement Program



The Capital Improvement Program (CIP) consists of projects to maintain and enhance the City/District's infrastructure of roadways, sidewalks, utilities, structures, and facilities for the benefit of the community.

The primary objective of the CIP is to develop and implement projects to ensure continued and reliable delivery of service to meet the City/District's needs. The following is a summary of active projects to be managed during Fiscal Year 2018-2019.

Ongoing Projects:

(CIP 455-611, Budget \$1,450,000) Sewer System Rehabilitation (2010-2011)

This project is a continuation of the District's on-going program to assess the condition and perform repairs to the sanitary sewer collection system. Repairs are identified based on the video inspections performed by the District's Public Works Maintenance staff. The project will address localized pipe repair and manhole rehabilitation work.

The City Council awarded the design and construction support services contract to HydroScience Engineers, Inc. at the meeting on February 16, 2016. Funding in the amount of \$1,450,000 has been approved for the project.

Based on the Technical Memorandum which HydroScience Engineers, Inc. has prepared, it was determined that some pipe segments located within easements between residential properties would need to be re-routed to the street (public right-of-way) as it is nearly impossible to do construction work between homes to remove and replace these pipes. In addition, there are pipe segments on busy streets requiring nighttime work.

The design recommendations included in the Technical Memorandum suggested an additional \$1,000,000 is required to fully fund construction. It is requested that \$500,000 budgeted for 2020-2021 Sanitary Sewer System Improvements be used to supplement the funding gap. With an additional funding request of \$500,000, a combined budget of \$1,450,000 will allow design and construction of the project.

Design has been completed. Construction is anticipated to start in Summer 2018 and be completed by early 2019.

Project Timeline:

Design	Completed
Construction	Summer 2018
Project Closeout	Spring 2019

(CIP 455-626, Budget \$8,075,000) Sanitary Sewer Lift Station Improvements Phase 5 (2012-2013)

This project continues the District's program of maintaining sanitary sewer lift stations and addressing preventative maintenance and upgrades to extend the useful life of the lift stations. The rehabilitated lift stations will also provide a safer working environment for the operational staff. The improvements generally include items of work such as: repairing interior wet wells; installing new pumps, motors, and valves; replacing electrical and telemetry control systems; installing by-pass piping and connections; and replacing corroded components with non-corrosive stainless steel materials. Since the program started in 2000, 23 lift stations have been fully or partially rehabilitated. Phase 5 includes 10 lift stations.

The bid opening was held on March 23, 2017 and the construction contract was awarded to Anderson Pacific Construction Engineering at the EMID Board meeting on April 17, 2017. The construction has started and should be completed in 2019.

Project Timeline:

Design	Complete
Construction	Winter 2017
Project Closeout	Winter 2019

(CIP 301-635, Budget \$345,540) Median Modifications – Foster City Boulevard at Chess Drive – Multi-Project #3 (2013-2014)

This project is identified as MP #3 in the report prepared by Fehr & Peers. The project includes increasing the length of the existing 525-foot northbound left-turn lanes from Foster City Boulevard at Chess Drive to 650 feet to prevent queues from extending out of the turn lanes and blocking through traffic on Foster City Boulevard. Funding for the roadway improvements is collected from the various developers based on the terms of their Master Development Agreements.

At the City Council meeting on August 4, 2014, a contract was awarded to BKF Engineers in the amount of \$377,921 to prepare construction documents and provide engineering support services for CIP 301-635 and CIP 301-637. Both of these projects were combined to maximize efficiency, since they are located in the same vicinity. The design phase has been completed, with construction anticipated as soon as the fair share contribution from Gilead Sciences, Inc. (former Chess-Hatch parcel recently purchased by Gilead Sciences, Inc.) is defined and received.

Funding in the amount of \$325,000 was approved for the project in FY 2015-2016. In January 2016, the City received additional funding from one of the developers, BioMed Realty, contributing their fair share to the project. At the City Council meeting on March 7, 2016, the City Council approved the appropriation of \$20,540 received from BioMed Realty to this project.

Project Timeline:

Design	Completed
Construction	Spring 2019
Project Closeout	Winter 2019

(CIP 405-636, Budget \$975,000) Water System Improvements and Valve Replacements (2013-2014)

This project is part of the District’s ongoing program to maintain and upgrade the water system by installing and/or replacing valves and appurtenances to improve reliability and minimize service interruption to the customers.

The project includes:

- Replacement of an 18” gate valve at the intersection of Mariner’s Island Blvd. & Fashion Island Blvd.;
- Replacement of a 16” butterfly valve at the NE corner of the intersection of E. Hillsdale Blvd. and Edgewater Blvd.;
- Installation of two 18” butterfly valves and bypass tees on the 24” transmission main attached to the Seal Slough Bridge. The valves and the bypass tees will be installed at the ends of the bridge to allow bypassing should the almost 100 year old Bridge fail.

During design, additional items of work needing repairs were uncovered and included in the project:

- A leak was discovered on the 24-inch transmission pipeline near the west end of the Seal Slough Bridge. That leak was temporarily repaired but a permanent repair is necessary.
- A leak was discovered on the 8-inch water line that serves Detroit Drive. Currently, a temporary bypass piping is installed to supply water to Detroit Drive.
- A review of a closed-circuit television (CCTV) inspection video revealed damage to the cement mortar lining of the 24” pipe near the west side of Seal Slough Bridge. The repair of the lining will be included in this project.

It is anticipated the design will be completed by spring 2018, with construction to commence in summer 2018.

Project Timeline:

Design	Spring 2018
Construction	Summer 2018
Project closeout	Spring 2019

(CIP 301-637, Budget \$1,141,000) Road Improvements at Foster City Boulevard and Chess Drive – Multi-Project #4, Multi-Project #7, and Multi-Project #8 (2013-2014)

This project is identified as MP #4, MP #7, and MP #8 in the report prepared by Fehr & Peers. The project will add a northbound right-turn lane on Foster City Boulevard at Chess Drive, lengthen the westbound left turn lane on Chess Drive at Foster City Boulevard, and add a westbound lane on Chess Drive east of Foster City Boulevard.

Funding for this roadway improvement project is collected from the Chess Drive Offices developers based on the terms of their Master Development Agreement. At the City Council meeting on August 4, 2014, a contract was awarded to BKF Engineers in the amount of \$377,921 to prepare construction documents and provide engineering support services for CIP 301-635 and CIP 301-637. Both of these projects were combined to maximize efficiency, since they are located in the same vicinity. The design phase has been completed, with construction anticipated as soon as the fair share contribution from Gilead Sciences, Inc. (former Chess-Hatch parcel recently purchased by Gilead Sciences, Inc.) is defined and received.

Funding in the amount of \$1,141,000 is available for the project.

Project Timeline:

Design	Completed
Construction	Spring 2019
Project Closeout	Winter 2019

(CIP 455-652, Budget \$29,260,628) Wastewater Treatment Plant (WWTP) Master Plan Improvements (2015-2016)

The Clean Water Program (CWP) includes capital improvements to upgrade, enhance, and replace the jointly owned (EMID and San Mateo) Wastewater Treatment Plant and portions of the City of San Mateo's wastewater collection system.

October 2017 concluded year 3 of the CWP, which focused on continuing services to assist with full project delivery and execution of major improvement projects. Some notable accomplishments include the following:

- Selected a Construction Manager at Risk (CMAR) contractor for the WWTP Expansion Project and executed an agreement for services during the pre-construction phase.
- Completed the 30% design of the WWTP Expansion Project
- Submitted State Revolving Funds (SRF) loan packages.
- Submitted Grant applications to the San Francisco Bay Water Quality Improvement Fund (SFBWQIF) and the Water Infrastructure Finance and Innovation Act (WIFIA)
- Executed an agreement with HDR for detailed design services.
- Obtained permits for site preparation activities on Detroit Drive and completed site clearing.
- Selected GE as the membrane equipment supplier.
- Executed a new Joint Powers Agreement (JPA) between San Mateo and Foster City.
- As part of the Immediate Action Project I (IAP I), commissioned two rehabilitated gravity thickener systems, two rehabilitated secondary clarifiers, and one new centrifuge bridge crane.
- Developed the scope for IAP 2 and the Annual Major Components project.
- Approval of Amendment No. 3 in an amount of \$17.5M (September 2017), to the professional services agreement

with CH2M, to continue to provide program management for year four (4) of the CWP.

Year 4 of the CWP began October 2017. It will continue to focus on the execution of major improvements including:

- Project management, construction management, and inspection for the following projects:
 - Immediate Action Project 1
 - Immediate Action Project 2
 - WWTP Upgrade and Expansion Project
 - WWTP Annual Major Components Projects
- Project management for the Construction Manager at Risk (CMAR) Contract with Sundt.
- Completion of 60% design of the WWTP Expansion Project
- Issuance of a Guaranteed Maximum Price (GMP) for pile driving in fall 2018.
- Development of a financing agreement in preparation of the first bond issuance.
- Odor control modeling, planning, design review, and operations support
- SCADA (Supervisory Control and Data Acquisition) system master planning for WWTP
- Water reuse exploration
- Procurement management & contracts management
- Permit tracking, permit documentation, CEQA and CEQA-Plus, and other environmental compliance support
- Public Outreach

Erler & Kalinowski, Inc. is continuing to provide technical support services for EMID. Foster City's share of the CWP is estimated at \$155 million dollars over the life of the project.

Project Timeline:

Construction of IAP Projects	2016-2018
Design	2017-2018

Construction of WWTP Expansion begins	2019
Commission WWTP	Fall 2022
WWTP Construction Completion	2024

(CIP 301-655, Budget \$925,000) Lawn Conversion and Bocce Court Expansion (2015-2016) – (On-Hold)

This project is postponed until completion of RECREATION CENTER MASTER PLAN STUDY.

(CIP 301-657, Budget \$6,077,465) Levee Protection Planning and Improvements Project (2015-2016)

This project will raise the levee to meet the required elevation per Title 44 of the Code of Federal Regulations (CFR), section 65.10, to retain accreditation. Based on the FEMA coastal flood hazard study, roughly 85 percent of Foster City’s levee system does not meet the required freeboard elevation. When the new flood insurance rate map becomes effective, Foster City will be designated as a high-risk Special Flood Hazard area and property owners with federally-backed loans will be required to purchase annual flood insurance if no action is taken. To date, FEMA has approved the levee seclusion mapping allowing Foster City to maintain a Zone X designation while the City prepares for construction of the project.

At the meeting on March 5, 2018, the City Council adopted an Ordinance calling for a municipal bond election on a measure providing for the issuance of not more than \$90 million of general obligation bonds for the project on the June 2018 election. If the ballot measure passes, the bidding documents will be finalized for bidding in Winter 2018.

Project Timeline:

Design/Regulatory Permitting	FY 2016-2018
Construction	FY 2019-2021
Project Closeout	FY 2021

(CIP 301-659, Budget \$3,475,000) Soccer Fields S1, S2, and Baseball Field B1 Synthetic Turf Installation at Sea Cloud Park & Synthetic turf Installation at Catamaran Park (2016-2017)

1. Soccer Fields S1, S2, and Baseball Field B1 Synthetic Turf Installation at Sea Cloud Park (Budget \$3,275,000)

Soccer fields S1, S2, and Baseball field B1 are used heavily by Foster City youth sports groups.

The installation of synthetic turf on the baseball infield associated with grass outfield and soccer areas will minimize maintenance of grass turf areas.

The installation of synthetic turf will create a more consistent and level playing surface for baseball play and a durable surface for soccer play.

The addition of the synthetic field to our park system will add value to the entire Foster City community while improving our aging park infrastructure.

Water savings associated with this project is estimated at 2 million gallons annually.

Project Timeline:

Design	July 2016 – March 2017 (Complete)
Request for Proposal	April 2018 – May 2018
Award Construction Contract	June 2018
Construction	March 2019 – July 2019
Project Close-out	December 2019

2. Catamaran Synthetic Turf Replacement (Budget \$200,000)

The synthetic turf at Catamaran soccer-field was deteriorating and was replaced under pro-rated warranty with substantial cost-savings of approximately \$450,000. This warranty included:

- New top of the line, state of the art Field Turf product
- Adjustments and repairs to Brock and drainage corrections
- 12 Year Life-span
- 8 Year Warranty

This project was completed in September, 2016. (Closed out)

(CIP 405-660, Budget \$50,000) Remove and Recoat Water Tanks 1, 2 and 3 (2016-2017)

The water tanks provide emergency supply storage, as well as storage for peak use periods and firefighting needs. In 2004, the coating on the three (3) water tanks was removed completely down to the bare metal and repainted. In the tank coating industry, the estimated life of steel tank coatings is 10 to 15 years. The three tanks are welded steel structures and are approximately 150 feet in diameter and 30 feet in height.

Preliminary review by an inspection firm revealed that the coating on all three (3) steel tanks is beginning to show signs of failure and localized corrosion. The tanks being adjacent to the bay have contributed to the deterioration. This failure requires that the coating be refurbished and/or replaced based on further evaluation.

Funding in the amount of \$50,000 is approved in the FY 2016-2017 budget for design and a budget request of \$2,500,000 is included in FY 2019-2020 as part of the 5-Year CIP plan.

Project Timeline:

Request for Proposal	FY 2019
Design	FY 2019
Construction	FY 2020

(CIP 455-661, Budget \$750,000) Sanitary Sewer Force Main Rehabilitation (2016-2017)

This project is part of the District's continuing program to maintain the sanitary sewer collection system. The project includes the rehabilitation or replacement of the 12-inch force main that runs

along the northbound lanes of Edgewater Boulevard from Beach Park Boulevard to Regulus Street. This 12-inch force main receives wastewater from Neighborhood Nos. 7 and 8 (Lift Station Nos. 33 and 34) and was constructed approximately 40 years ago. This sewer line has been repaired four times in the last 10 years and is in need of a permanent repair or replacement. Due to the highly corrosive soil, the fittings at the pipe joints have deteriorated. Furthermore, as wastewater releases corrosive hydrogen sulfide gas, the internal pipe surface has also eroded.

On their meeting of March 5, 2018, the EMID Board of Directors approved Resolution No. 3406 authorizing the Call for Bids. Construction is anticipated during the summer of 2018.

This project is intended to permanently fix the sewer force main prior to the Edgewater Boulevard street overlay project scheduled to begin in FY 2019-2020.

Project Timeline:

Design	Complete
Construction	FY 2018-2019
Project Closeout	Winter 2019

(CIP 455-662, Budget \$250,000) Wastewater Collection System Master Plan Study (2016-2017)

This project includes the development of a comprehensive Wastewater Collection System Master Plan, that will enable the District to strategize future planning and budgeting efforts in order to maintain wastewater collection reliability and efficiency under current demands and future growth.

The scope of work of the master plan study is to evaluate the system-wide flow characteristics, assess existing hydraulic capacity of the collection system, evaluate pipeline and lift station conditions and potential replacement and/or rehabilitation needs, and create a

prioritized long-range 20-year CIP plan and funding approach to allow a sustainable level of service to the District's ratepayers.

On May 15, 2017, The EMID Board of Directors approved Resolution No. 3378 approving a contract in the amount of \$185,543 with HydroScience Engineers. The final Master Plan report summarizing prioritized wastewater system improvements required and associated cost estimates is anticipated by July 2018.

Project Timeline:

Master Plan Report July 2018

(CIP 455-664, Budget \$325,000) Bicycle, Pedestrian, and Intersection Evaluation Study (2016-2017)

The Bicycle, Pedestrian, and Intersection Evaluation Study includes technical studies of the City's current roadway network to determine whether it adequately serves the needs of its residents and community, or if improvements are needed. The Study is divided into two phases:

- Phase I will focus on Safe Routes to School Assessment, Bicycle Network Assessment, Traffic Signal Network Assessment, and Evaluation of Citizens Requests.
- Phase II will focus on Arterial Traffic Operations.

On August 1, 2016, the City Council approved the scope of work for Phase I of the project, as well as the implementation of Bike Sharrows symbols/legends as street pavements are being rehabilitated. It was recommended that Phase II of the project be postponed until the private development projects, which are currently in construction or entitled, have been completed when traffic conditions are fully realized.

The City Council awarded the consultant agreement to Traffic Patterns, LLC at the meeting on December 19, 2016 to provide traffic engineering and transportation planning services for Phase I of the study Phase I of the study was completed and adopted at the

City Council meeting on February 5, 2018.

Project Timeline:

Phase I Completed
Phase II TBD

(CIP 301-667, Budget \$25,000) Road Improvements at Metro Center Blvd. and SR-92 On-Ramp (2016-2017)

Traffic-related impacts from the BioMed development project in Foster City were identified in the Lincoln Centre Life Sciences Research Campus Project Environmental Impact Report (EIR). Based on the traffic analysis performed for the traffic-related impacts, various roadway improvements were identified to improve existing traffic operations and to accommodate the projected traffic from the new developments.

This project will address the mitigation measure TRANS-2 identified in the EIR:

- Addition of a second right-turn lane on southbound Foster City Boulevard at Metro Center Drive. The additional southbound right-turn lane will reduce queuing from the SR 92 eastbound on-ramp to southbound Foster City Boulevard.

Funding in the amount of \$25,000 has been approved for the preliminary design of the project. A concept plan line study has been completed by Traffic Patterns, LLC. with a preliminary cost estimate that will be presented to BioMed for its share of contribution to fund the roadway improvements.

Project Timeline:

Detailed Design FY 2018-2019
Construction FY 2019-2020

(CIP 405-668, Budget \$250,000) Water Distribution System Master Plan Study (2016-2017)

This project includes the development of a comprehensive Water Distribution Master Plan, that will enable the District to strategize future planning and budgeting efforts in order to maintain distribution reliability and efficiency under current demands, future growth, and emergencies.

The scope of work of the master plan study is to document existing facilities and infrastructure, identify deficiencies, develop efficient maintenance and operational procedures, and prepare a long-range 20-year CIP plan and funding approach to allow a sustainable level of service.

On May 15, 2017, The EMID Board of Directors adopted Resolution No. 3378, approving a contract in the amount of \$194,391 with HydroScience Engineers. The final Master Plan report summarizing prioritized water system improvements required and associated cost estimates is anticipated by May 2018.

Project Timeline

Master Plan Report

July 2018

(CIP 301-669, Budget \$566,002) Corporation Yard Facility Improvements (2016-2017)

This project includes three elements: (1) Refurbishing the men’s locker room, shower room and bathroom to replace aging and failing infrastructure and bring the facility into ADA and Title 24 energy efficiency compliance, (2) Replacing the roof of the training room and workshop building, and (3) Refinishing the Corporation Yard gates.

Plans and Specifications for the Locker/Shower/Restroom phase were approved by the City Council in December 2017 with award of contract in March 2018. Construction commenced at the end of FY

2017-2018 and will continue into the first part of FY 2018-2019 with completion expected in the first quarter of the year.

Bids have been received for the roof phase of the project with award of contract and commencement of work expected to follow the completion of the Locker/Shower Restroom phase in mid-FY 2018-2019.

Project Timeline:

Locker/Shower/Bathroom Construction

In Progress

Gates/Roof Construction

Fall 2018

Project closeout

Spring 2019

(CIP 405-670, Budget \$250,000) Water Quality Dosing and Tank Improvements (2017-2018)

Due to the most recent drought and required State mandated water use reductions, the District’s current water use is at 1990 levels. At that time, the District only had two water tanks, equating to 8 Million Gallons (MG) of storage. The current District water storage is 20 MG. Due to the reduction in water consumption with water conservation and reduced demand during the winter months (2-3 MG per day), the water in the tanks age and result in a drop in water quality.

In order to continue to maintain high water quality at the storage tanks and not resort to keeping tanks empty in the winter months, the District researched various alternatives to improve the water quality throughout the system and the water tanks. The research led to a water dosing system that can provide the needed water quality improvements at the storage tanks that lead to system wide improvements. This dosing system is being proposed to be installed at the water storage tanks at Corporation Yard. The dosing system should improve water quality at both the storage tanks and in the system.

Project Timeline:

Request for Proposal

Spring 2019

(CIP 301-671, Budget \$2,511,189) Bicycle and Pedestrian Improvements along East Hillsdale Boulevard and Beach Park Boulevard Project (2017-2018)

This project consists of repairing and resurfacing street pavement, as well as installing pavement markings along the East Hillsdale Boulevard - Beach Park Boulevard corridor from the westerly City limit to Foster City Boulevard. The project will also implement bicycle facilities and pedestrian improvements. The project will provide a better bicycle facility connection between San Mateo and Foster City at the city boundaries as well as providing bicycle and pedestrian safety.

The project has an approved budget of \$2,511,189 with multiple funding sources (Measure A, Measure M, TDA Article 3, Gas tax and Senate Bill 1 funds). Design has completed. At its meeting on April 2, 2018, the City Council adopted Resolution No. 2018-22 approving the Plans and Specifications and authoring the call for bids for this project. Construction is anticipated to start in summer 2018.

Project Timeline:

Design

Completed

Construction

FY 2018-2019

Project Closeout

Spring 2019

(CIP 301-672, Budget \$275,000) Tennis and Basketball Courts Resurfacing (2017-2018)

Tennis and Basketball Court surfaces are typically re-surfaced every five to seven years, based on an evaluation of the condition of each court, to ensure that they are safe to play on and aesthetically pleasing.

The total costs include all resurfacing and painting of lines, all of which were last resurfaced in FY 2011-2012.

Basketball posts will be changed as needed during this process.

The following eight (8) Tennis Courts and six (6) Basketball Courts are anticipated to be in need of resurfacing in FY 2017-2018:

TENNIS COURTS:

- (4) Boothbay
- (2) Recreation Center
- (2) Edgewater

BASKET BALL COURTS:

Full Courts:

- (1) Shad
- (1) Sunfish
- (1) Turnstone
- (1) Boothbay

Half Courts:

- (1) Port Royal
- (1) Ketch

PROJECTED TIMELINE:

- Scope of Work October – December 2017
- Construction May 2018
- Close-out August 2018

(CIP 301-673, Budget \$375,000) Dog Park Synthetic Turf Refurbishment (2017-2018)

The synthetic turf inside the Dog Park is scheduled for replacement every seven to eight years. The last replacement of turf was done in 2009. Staff will develop plans and specifications for this project and anticipate putting the project out to bid May 2018

Construction includes:

- Synthetic Turf Replacement
- Drainage Improvement
- Grading Repair
- Header-board Replacement
- Replacement of corroded Fence components
- Replacement of corroded Benches/ Tables
- New Shade Structure fabric
- New Signage

Project Timeline:

Project Design	Spring 2018
Construction	Summer 2018
Project Closeout	Fall 2018

(CIP 301-674, Budget \$215,000) Edgewater Park Concrete Walkway Replacement (2017-2018)

Staff has assessed the concrete walkway at Edgewater Park situated between tennis courts and have found it in need of replacement to properly maintain the infrastructure.

The total cost includes removing and replacing approximately 8,000 square feet of concrete at Edgewater Park tennis court area in FY 2017-2018. Staff will develop plans and specifications and seek bids from qualified contractors in the fall of 2017.

Project Timeline:

Project Design	Fall 2017
Construction	Spring 2018
Project Closeout	Summer 2018

(CIP 301-675, Budget \$550,000) Playground ADA compliance Projects - Gull Park (2017-2018)

The play areas are scheduled for replacement in FY 2018-2019. However, this project is on hold until the completion of the Parks Master Plan which will determine the priority of this project in relationship to the Parks System.

Currently, there are three (3) separate play-areas at Gull Park. This project consists of design, construction, and project management for replacement of existing play areas in order to meet ADA accessibility requirements since requirements have changed since the last time these playgrounds were replaced. Staff has consulted with a landscape design firm which provided the numbers shown in the estimated budget.

Scope of work includes:

- Design ADA-compliant access from the street into both play areas
- Repair asphalt path between play areas
- Relocate swings nearer to the “tot lot” (play area for 2-5 year olds) by converting the small adjacent lawn area
- Modify landscaping where the swings currently are located
- Add Group Picnic area with new tables
- Install fencing as needed per ASTM, based upon the proximity to the street
- Install synthetic surfacing

(CIP 301-676, Budget \$550,000) Playground ADA compliance Projects - Marlin Park (2017-2018)

The play areas are scheduled for replacement in FY 2018-2019. However, this project is on hold until the completion of the Parks Master Plan which will determine the priority of this project in relationship to the Parks System.

Currently, there are two (2) separate play areas at Marlin Park. This project consists of design, construction, and project management for replacement of existing play areas in order to meet ADA accessibility requirements since requirements have changed since the construction of these playgrounds. Staff has consulted with a landscape design firm, which provided the numbers shown in the estimated budget.

Scope of work includes:

- Design ADA-compliant Access from the street into the play area
- Repair asphalt path
- Relocate swings nearer to the play-area for 5-12 year olds by the converting small adjacent lawn area
- Install new seating near play area
- Modify landscaping where the swings currently are located
- Add group picnic area with new tables
- Install fencing as needed per ASTM, based upon the proximity to the street
- Install synthetic surfacing

(CIP 301-677, Budget \$120,000) Library Exterior Wall Sealing and Tile Installation (2017-2018) – (On-Hold)

This project is postponed until completion of RECREATION CENTER MASTER PLAN STUDY.

(CIP 301-678, Budget \$300,000) Recreation Center Master Plan Conceptual Design Plans for Multi-use Recreation / Community Facility and Adjoining Park Site (2017-2018)

In December 2017, the City Council authorized the addition of a Capital Improvement Project for the purpose of further study for the Recreation Center Master Plan. This project and budget was

established mid-year to allow for the completion of the Conceptual Design Plans by December 2018.

Projects Completed but Not Yet Closed in FY 2017-2018

(CIP 301-629, Budget \$1,950,000) Dredging at the Lagoon Intake Structure (2012-2013)

The water level in the City's lagoon is controlled by allowing water to flow through the intake structure by Sea Cloud Park and pumping water out of the lagoon into the bay by the Corporation Yard. Over the years, sedimentation has built up on the Belmont Slough side of the intake structure resulting in limited water flow into the lagoon. The sedimentation in front of the lagoon intake structure obstructs water from flowing freely into the lagoon, except during periods of high tides. Occasionally, the sediment also blocks the Bay Level Transducer, compromising water level readings. The dredging project was completed in February 2018. The project closeout will be completed later in the year.

(CIP 405-651, Budget \$964,295) Two Natural Gas Powered Engines and Pumps Replacement (2013-2014)

The engines were installed in early 2016 and currently they are being retrofitted with an improved exhaust system to meet the emission requirements from the Bay Area Air Quality Management District to allow the engines to be used full time. This would allow for flexibility and increased reliability. The project closeout will be completed later in the year.

(CIP 301-654, Budget \$75,000) Lagoon Intake Gate Replacement (2015-2016)

There are three (3) lagoon intake gates that are used to control the bay waters entering into Foster City's lagoon. Currently, one (1) gate is in the closed position and the remaining two (2) gates have become significantly worn. The intake gates were on the equipment replacement list, which provided for three (3) new gates being

purchased in FY2012-2013. However, the new gates could not be installed due to the amount of silt, which had built-up within the lagoon intake structure. The intake gates were replaced in February 2018. The project closeout will be completed later in the year.

(CIP 301-658, Budget \$676,175) Traffic Improvements at Lincoln Center Drive and 3rd Avenue (2015-2016)

This project includes installation of traffic signals and site improvements, including crosswalks with pedestrian signal heads, LED street name signs, safety lighting, and curb ramps, at the intersection of Lincoln Centre Drive and East Third Avenue. The project also includes installation of a traffic signal interconnect between this intersection and the Foster City Boulevard/East Third Avenue intersection, establishing communications from the field to the central system at City Hall.

This project was identified in the Environmental Impact Report prepared for the Lincoln Centre Life Sciences Research Center Project. To meet its obligations, the developer had submitted a total payment in the amount of \$676,175 with a caveat that any unused funds will be refunded back to them at the time of project closeout.

Construction was completed in Spring 2018. The project closeout will be completed later in the year.

(CIP 301-663, Budget \$1,838,436) Street Rehabilitation (2016-2017)

This project is intended to repair/resurface public streets. To implement this ongoing program in the most cost-effective manner, a Pavement Management Program (PMP) is used. The streets are inspected every two years and the database is updated in the PMP. The streets selected for the project are determined primarily through the PMP program analysis. The program also helps determine the most cost-effective treatment to extend the life of the roadway. The normal repair methods include: crack seal, slurry

seal, dig-out repairs, surface overlays, ADA ramps retrofit, curb and gutter replacement, and sidewalk repairs.

Another project (CIP 301-666) Rehabilitation of Crosswalk Pavers on Chess Drive was combined with this project. The CIP 301-666 replaced brick pavers and concrete bands on Chess Drive with asphalt concrete. The federal and state transportation grant funding is used when available. The construction was completed during the summer of 2017. The project closeout will be completed later in the year.

Projects Completed and Closed Out in FY 2017-2018:

- (CIP 301-665, Budget \$140,000) Sidewalk Installation Adjacent to Bridgeview Park Entrance (2016-2017)

THE CAPITAL IMPROVEMENT PROJECT BUDGETING PROCESS

As part of the City's Annual Budget and Five Year Financial Plan process, the City prepares a Five Year Capital Improvement Project plan. A Capital Improvement Project (or "CIP") is a plan for capital expenditures to provide for the acquisition, expansion or rehabilitation of an element of the City's physical plant to be incurred over a fixed period of several future years. Examples of such projects include:

- Street pavement projects
- City facilities construction / refurbishment
- Park infrastructure improvements (e.g., paving basketball courts, walkway construction or rehabilitation)
- Water valve or pipe replacement
- Sewer Lift Station refurbishment

Because the costs of such improvements are usually significant, the City prepares a Five Year Capital Improvement Project Plan so it can anticipate future costs and funding strategies for projects.

CIP Planning Process

Identifying CIP Projects

Throughout the fiscal year, City staff members continually monitor the functional status and performance of all of the City's physical plant. Maintenance activities supporting City infrastructure are documented and analyzed to determine if rehabilitation or replacement is necessary. In addition, throughout the year, policy direction from the City Council may be received to construct, enhance or rehabilitate City facilities. Staff makes note of these projects and begins to define the scope, nature and extent of

projects as may be required.

In January of each year, under the direction of the City Manager, staff members assemble to kick-off the Five Year CIP planning process. Updates on CIP projects currently underway are prepared for City Council review in a February study session. Existing projects on the previous year's Five Year CIP Plan are reviewed and updated. Staff also begins the process of formally identifying, for consideration by the City Council, any new CIP's which were not on the list in the previous year.

Cost Estimates

Over the next few months, staff develops a draft CIP Plan. Upon identifying the scope and nature of each project, staff begins to prepare cost estimates of the projects. Projects which come up within the next 1-2 years have detailed engineers' cost estimates prepared for purposes of determining the total costs of the projects. Projects which are 3-5 years out have less detailed cost estimates prepared, but they are sufficient in detail to give an overall order-of-magnitude cost estimate for planning purposes. This is performed for both newly identified projects and projects that are being updated from the previous year's Five Year CIP Plan.

The City builds in an inflationary factor for cost estimates that are 2-5 years out. Inflationary factors can range anywhere from 2% to 10% per year. Assumptions are made based upon the historical trends and future expectations of raw materials and labor costs for projects. For example, projects that have significant amounts of steel or oil products may have a high inflationary factor due to the price increases experienced and forecasted for those raw materials. On the other hand, projects which entail dirt and sod may yield lower inflationary factors.

Cost estimates also include contingency factors that can range from 10% to 25% based upon the historical experience of similar projects and the relative uncertainty with respect to the project itself. For example, a construction project built upon ground that is suspected to have hazardous materials may yield a higher contingency factor than a relatively simple replacement of walkways in a park. Staff exercises significant judgment based upon its professional experience in determining both inflationary and contingency factors.

Cost Components

Staff develops separate cost components for the design phase and the construction phase of a project, where necessary. For larger projects, the construction phase may also be split into separate components for project identification and manageability. In this way, the costs can be identified based upon the timing for each phase of the project. Cost estimates are then prepared and time-activated based upon each component of the project, as described above.

Funding Sources

Once the costs have been identified and projected, a financial analysis is prepared to determine whether or not the projects can be funded. Consideration is given to a variety of sources of funds including:

- Grant funds
- Revenues dedicated for such purposes (e.g., Measure A funds for street improvements)
- Park In-lieu fees
- Water and Wastewater revenue rate projections
- Interest earnings
- Existing undesignated funds

Development of Five Year Plan

Funding sources are then compared to project cost estimates to develop the Five Year CIP Plan. The timing of the various projects is taken into consideration given the status of the existing infrastructure, risk management considerations, Council Policy Calendar initiatives, bidding environment, and available funding.

Once the draft plan is created, it is presented to the City Council at a Study Session that is typically held in late March. Council then provides direction on each of the projects within the plan and any changes are incorporated into a revised Five Year CIP Plan. In April, the Planning Commission reviews the proposed Capital Improvement Projects for consistency with the General Plan. Any updates requiring further discussion are provided once again to the City Council at its May Budget Study Session.

The Council then holds a Public Hearing on the budget, which includes the Five Year CIP Plan, normally on the first Monday in June. Subject to any public testimony and final Council direction, the final Five Year CIP Plan is prepared, and the project costs associated with any projects which are funded in the next fiscal year are appropriated by the City Council as part of the adoption of the Annual Budget.

FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FISCAL YEAR 2018-2019 TO 2022-2023)

Category	NO.	PROJECT NAME	Funding Source*	TOTAL - Not Including Prior Years	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
WATER PROJECTS									
B	W-01	(CIP 660) REMOVE AND RECOAT WATER TANKS 1, 2 AND 3 (2016-2017)	CW	\$ 2,500,000	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -
B	W-02	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2019-2020)	CW	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -
B	W-03	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2, AND 3 (2019-2020)	CW	\$ 300,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -
TOTAL WATER PROJECTS				3	\$ 2,900,000	\$ 2,500,000	\$ 400,000	\$ -	\$ -
WASTEWATER PROJECTS									
A	WW-01	(CIP 652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)	WWRB	\$ 122,042,335	\$ 8,680,985	\$ 16,875,057	\$ 32,368,952	\$ 48,121,671	\$ 15,995,670
A	WW-02	(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS – PHASE 6 (2020-2021)	CWW	\$ 6,000,000	\$ -	\$ -	\$ 600,000	\$ 5,400,000	\$ -
TOTAL WASTEWATER COLLECTION SYSTEM PROJECTS				2	\$ 128,042,335	\$ 8,680,985	\$ 16,875,057	\$ 32,968,952	\$ 53,521,671
STREETS/TRAFFIC PROJECTS									
A	ST-01	(NEW CIP) STREET REHABILITATION - OBAG2 (2018-2019)	OG/MA/GT/MM/SB1	\$ 1,917,000	\$ 1,917,000	\$ -	\$ -	\$ -	\$ -
A	ST-02	(NEW CIP) ENHANCED PEDSTRIAN SAFETY CROSSWALK SYSTEM (2018-2019)	MA/GT	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -
A	ST-03	(NEW CIP) NEW TRAFFIC SIGNALS AT VARIOUS LOCATIONS (2018-2019)	CC/GT	\$ 2,850,000	\$ 1,000,000	\$ 1,850,000	\$ -	\$ -	\$ -
A	ST-04	(NEW CIP) STREET REHABILITATION (2019-2020)	MA/GT/MM/SB1	\$ 1,350,000	\$ -	\$ 1,350,000	\$ -	\$ -	\$ -
A	ST-05	(NEW CIP) STREET REHABILITATION (2020-2021)	MA/GT/MM/SB1	\$ 1,350,000	\$ -	\$ -	\$ 1,350,000	\$ -	\$ -
A	ST-06	(NEW CIP) STREET REHABILITATION (2021-2022)	MA/GT/MM/SB1	\$ 1,350,000	\$ -	\$ -	\$ -	\$ 1,350,000	\$ -
B	ST-07	(NEW CIP) TRAFFIC SIGNAL SYSTEM UPGRADES (2021-2022)	CC	\$ 8,461,500	\$ -	\$ -	\$ -	\$ 84,000	\$ 8,377,500
A	ST-08	(NEW CIP) STREET REHABILITATION (2022-2023)	MA/GT/MM/SB1	\$ 1,350,000	\$ -	\$ -	\$ -	\$ -	\$ 1,350,000
TOTAL STREETS/TRAFFIC PROJECTS				8	\$ 18,878,500	\$ 3,167,000	\$ 3,200,000	\$ 1,350,000	\$ 1,434,000
STORMWATER/LAGOON PROJECTS									
B	SW-01	(NEW CIP) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2019-2020)	CC	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -
B	SW-02	(NEW CIP) UNDERWATER BRIDGE SUPPORT STRUCTURES INSPECTION AND REPAIR PROJECT (2021-2022)	CC	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000	\$ -
TOTAL STORMWATER/LAGOON PROJECTS				2	\$ 400,000	\$ -	\$ 150,000	\$ -	\$ 250,000
LEEVE PROJECTS									
A	L-01	(CIP 657) LEEVE PROTECTION PLANNING AND IMPROVEMENTS PROJECT (2015-2016)	LGOB	\$ 80,712,865	\$ 31,790,330	\$ 39,000,000	\$ 9,922,535	\$ -	\$ -
TOTAL LEEVE PROJECTS				1	\$ 80,712,865	\$ 31,790,330	\$ 39,000,000	\$ 9,922,535	\$ -
PARKS PROJECTS									
A	P-01	(NEW CIP) PARK SYSTEM MASTER PLAN STUDY (2018-2019)	CC	\$ 257,500	\$ 257,500	\$ -	\$ -	\$ -	\$ -
C	P-02	(NEW CIP) FITNESS COURT AT SHOREBIRD PARK (2018-2019)	CC/PG	\$ 187,500	\$ 187,500	\$ -	\$ -	\$ -	\$ -
C	P-03	(NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (2019-2020)	CC	\$ 725,000	\$ -	\$ 725,000	\$ -	\$ -	\$ -
A	P-04	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2019-2020)	CC	\$ 1,175,000	\$ -	\$ 1,175,000	\$ -	\$ -	\$ -
C	P-05	(NEW CIP) SPORT COURT RESURFACING (2020-2021)	CC	\$ 200,000	\$ -	\$ -	\$ 200,000	\$ -	\$ -
A	P-06	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2020-2021)	CC	\$ 1,700,000	\$ -	\$ -	\$ 1,700,000	\$ -	\$ -
C	P-07	(NEW CIP) BOARDWALK RE-FINISHING AND RE-SEALING (2021-2022)	CC	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000	\$ -
C	P-08	(NEW CIP) PARKING LOT RESURFACING (2021-2022)	CC	\$ 600,000	\$ -	\$ -	\$ -	\$ 600,000	\$ -
C	P-09	(NEW CIP) PARK PATHWAY RESURFACING (2021-2022)	CC	\$ 550,000	\$ -	\$ -	\$ -	\$ 550,000	\$ -
A	P-10	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2021-2022)	CC	\$ 700,000	\$ -	\$ -	\$ -	\$ 700,000	\$ -
C	P-11	(NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (2022-2023)	CC	\$ 1,294,000	\$ -	\$ -	\$ -	\$ -	\$ 1,294,000
A	P-12	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2022-2023)	CC	\$ 606,000	\$ -	\$ -	\$ -	\$ -	\$ 606,000
TOTAL PARKS PROJECTS				12	\$ 8,045,000	\$ 445,000	\$ 1,900,000	\$ 1,900,000	\$ 1,900,000
BUILDING PROJECTS									
B	B-01	(NEW CIP) POLICE STATION EXTERIOR PAINT (2018-2019)	CC	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -
B	B-02	(NEW CIP) CORPORATION YARD HVAC REPLACEMENT (2018-2019)	BMF/CC	\$ 380,000	\$ 380,000	\$ -	\$ -	\$ -	\$ -
A	B-03	(NEW CIP) CIVIC CENTER REAR SECURITY GATE INSTALLATION (2018-2019)	CC	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -
B	B-04	(NEW CIP) PARKS WORKSHOP ROOF REPLACEMENT (2019-2020)	CC	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ -	\$ -
B	B-05	(NEW CIP) VEHICLE SHOP ROOF REPLACEMENT (2019-2020)	CC	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ -	\$ -
B	B-06	(NEW CIP) POLICE STATION ROOF REPLACEMENT (2019-2020)	BMF/CC	\$ 120,000	\$ -	\$ 120,000	\$ -	\$ -	\$ -
B	B-07	(NEW CIP) TEEN CENTER INTERIOR PAINT (2019-2020)	CC	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ -	\$ -
B	B-08	(NEW CIP) TEEN CENTER EXTERIOR PAINT (2019-2020)	BMF/CC	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -
B	B-09	(NEW CIP) CORPORATION YARD WORKSHOPS EXTERIOR PAINT (2019-2020)	CC	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ -	\$ -
B	B-10	(NEW CIP) POLICE STATION HVAC REPLACEMENT (2019-2020)	BMF/CC	\$ 90,000	\$ -	\$ 90,000	\$ -	\$ -	\$ -
B	B-11	(NEW CIP) COUNCIL CHAMBERS CARPET REPLACEMENT (2020-2021)	CC	\$ 45,000	\$ -	\$ -	\$ 45,000	\$ -	\$ -
B	B-12	(NEW CIP) COUNCIL CHAMBERS ROOF REPLACEMENT (2021-2022)	CC	\$ 115,000	\$ -	\$ -	\$ -	\$ 115,000	\$ -
B	B-13	(NEW CIP) CORPORATION YARD PUMPHOUSE ROOF REPLACEMENT (2021-2022)	CC	\$ 90,000	\$ -	\$ -	\$ -	\$ 90,000	\$ -
B	B-14	(NEW CIP) GOVERNMENT CENTER HVAC REPLACEMENT (2022-2023)	BMF/CC	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ 800,000
TOTAL BUILDING PROJECTS				14	\$ 2,340,000	\$ 690,000	\$ 600,000	\$ 45,000	\$ 205,000
GRAND TOTAL				42	\$ 241,318,700	\$ 47,273,315	\$ 62,125,057	\$ 46,186,487	\$ 57,310,671

*BMF=Building Maintenance Fund; CC=CIP City; CW=CIP Water; CWW=CIP Wastewater; DD = Developer Deposits; GT=Gas Tax (2103); LGOB=Levee GO Bonds; MA=Measure A; MM=Measure M; OG=OBAG 2 Grant; PG=Public Grant; PIL=Park-in-Lieu;
SB 1 = Road Maintenance & Rehab; WWRB=Wastewater Revenue Bond

**TABLE A
FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FISCAL YEAR 2018-2019 TO 2022-2023)**

Project No.	PROJECT DESCRIPTION	TOTAL
CATEGORY A PROJECTS		
WW-01	(CIP 652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)	\$ 122,042,335
WW-02	(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS – PHASE 6 (2020-2021)	\$ 6,000,000
ST-01	(NEW CIP) STREET REHABILITATION - OBAG2 (2018-2019)	\$ 1,917,000
ST-02	(NEW CIP) ENHANCED PEDSTRIAN SAFETY CROSSWALK SYSTEM (2018-2019)	\$ 250,000
ST-03	(NEW CIP) NEW TRAFFIC SIGNALS AT VARIOUS LOCATIONS (2018-2019)	\$ 2,850,000
ST-04	(NEW CIP) STREET REHABILITATION (2019-2020)	\$ 1,350,000
ST-05	(NEW CIP) STREET REHABILITATION (2020-2021)	\$ 1,350,000
ST-06	(NEW CIP) STREET REHABILITATION (2021-2022)	\$ 1,350,000
ST-08	(NEW CIP) STREET REHABILITATION (2022-2023)	\$ 1,350,000
L-01	(CIP 657) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT (2015-2016)	\$ 80,712,865
P-01	(NEW CIP) PARK SYSTEM MASTER PLAN STUDY (2018-2019)	\$ 257,500
P-04	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2019-2020)	\$ 1,175,000
P-06	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2020-2021)	\$ 1,700,000
P-10	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2021-2022)	\$ 700,000
P-12	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2022-2023)	\$ 606,000
B-03	(NEW CIP) CIVIC CENTER REAR SECURITY GATE INSTALLATION (2018-2019)	\$ 250,000
Subtotal for Category A Projects		\$223,860,700
CATEGORY B PROJECTS		
W-01	(CIP 660) REMOVE AND RECOAT WATER TANKS 1, 2 AND 3 (2016-2017)	\$ 2,500,000
W-02	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2019-2020)	\$ 100,000
W-03	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2, AND 3 (2019-2020)	\$ 300,000
SW-01	(NEW CIP) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2019-2020)	\$ 150,000
SW-02	(NEW CIP) UNDERWATER BRIDGE SUPPORT STRUCTURES INSPECTION AND REPAIR PROJECT (2021-2022)	\$ 250,000
ST-07	(NEW CIP) TRAFFIC SIGNAL SYSTEM UPGRADES (2021-2022)	\$ 8,461,500
B-01	(NEW CIP) POLICE STATION EXTERIOR PAINT (2018-2019)	\$ 60,000
B-02	(NEW CIP) CORPORATION YARD HVAC REPLACEMENT (2018-2019)	\$ 380,000
B-04	(NEW CIP) PARKS WORKSHOP ROOF REPLACEMENT (2019-2020)	\$ 40,000
B-05	(NEW CIP) VEHICLE SHOP ROOF REPLACEMENT (2019-2020)	\$ 40,000
B-06	(NEW CIP) POLICE STATION ROOF REPLACEMENT (2019-2020)	\$ 120,000
B-07	(NEW CIP) TEEN CENTER INTERIOR PAINT (2019-2020)	\$ 60,000
B-08	(NEW CIP) TEEN CENTER EXTERIOR PAINT (2019-2020)	\$ 50,000
B-09	(NEW CIP) CORPORATION YARD WORKSHOPS EXTERIOR PAINT (2019-2020)	\$ 200,000
B-10	(NEW CIP) POLICE STATION HVAC REPLACEMENT (2019-2020)	\$ 90,000
B-11	(NEW CIP) COUNCIL CHAMBERS CARPET REPLACEMENT (2020-2021)	\$ 45,000
B-12	(NEW CIP) COUNCIL CHAMBERS ROOF REPLACEMENT (2021-2022)	\$ 115,000
B-13	(NEW CIP) CORPORATION YARD PUMPHOUSE ROOF REPLACEMENT (2021-2022)	\$ 90,000
B-14	(NEW CIP) GOVERNMENT CENTER HVAC REPLACEMENT (2022-2023)	\$ 800,000
Subtotal for Category B Projects		\$13,851,500
CATEGORY C PROJECTS		
P-02	(NEW CIP) FITNESS COURT AT SHOREBIRD PARK (2018-2019)	\$ 187,500
P-03	(NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (2019-2020)	\$ 725,000
P-05	(NEW CIP) SPORT COURT RESURFACING (2020-2021)	\$ 200,000
P-07	(NEW CIP) BOARDWALK RE-FINISHING AND RE-SEALING (2021-2022)	\$ 50,000
P-08	(NEW CIP) PARKING LOT RESURFACING (2021-2022)	\$ 600,000
P-09	(NEW CIP) PARK PATHWAY RESURFACING (2021-2022)	\$ 550,000
P-11	(NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (2022-2023)	\$ 1,294,000
Subtotal for Category C Projects		\$3,606,500
GRAND TOTAL		\$241,318,700

**TABLE B
FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FISCAL YEAR 2018-2019 TO 2022-2023)**

No.	DESCRIPTION	CIP City (Fund 301)	Capital Asset Acquisition & Replacement (Fund 304)	Building Maintenance Internal Service Fund (Fund 505)	Developer Deposits (4)	Grant (6)	Measure A (Fund 102)	Gas Tax 2103 (Fund 103)	Park-In-Lieu Fees (Fund 104)	Measure M (Fund 105)	SB1 Road Maint and Rehab (Fund 119)	Levee GO Bonds (Fund 230)	Water Capital Investment (Fund 405)	Wastewater Revenue Bonds (Fund 454)	Wastewater Capital Investment (Fund 455)	TOTAL	No.
	Est. Funds Available for CIP Projects, 6/30/18 (1)	\$ 96,010	\$ 38,018,040		\$ 2,457,147		\$ 40,382	\$ 611,230	\$ 914,046				\$ 5,363,347		\$ 8,040,241	\$ 55,540,443	
	Long-Term CIP Funding Program (2)	\$ 14,500,000											\$ 1,025,000		\$ 5,400,000	\$ 20,925,000	
	Revenue Projections (3)	\$ 8,515,165	\$ 8,662,400			\$ 451,000	\$ 3,333,700	\$ 839,400	\$ 9,900	\$ 579,700	\$ 2,928,500					\$ 25,319,765	
	Bond Proceeds											\$ 90,000,000		\$ 141,302,963		\$ 231,302,963	
	Transfer In from Building Maint Fund (5)			\$ 417,650												\$ 417,650	
	Total Available	\$ 23,111,175	\$ 46,680,440	\$ 417,650	\$ 2,457,147	\$ 451,000	\$ 3,374,082	\$ 1,450,630	\$ 923,946	\$ 579,700	\$ 2,928,500	\$ 90,000,000	\$ 6,388,347	\$ 141,302,963	\$ 13,440,241	\$ 333,505,821	
CATEGORY A PROJECTS																	
WW-01	(CIP 652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)													\$ 122,042,335		\$ 122,042,335	WW-01
WW-02	(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS - PHASE 6 (2020-2021)														\$ 6,000,000	\$ 6,000,000	WW-02
ST-01	(NEW CIP) STREET REHABILITATION - OBAG2 (2018-2019)				\$ 441,000		\$ 640,600	\$ 161,300		\$ 111,400	\$562,700					\$ 1,917,000	ST-01
ST-02	(NEW CIP) ENHANCED PEDSTRIAN SAFETY CROSSWALK SYSTEM (2018-2019)						\$ 40,382	\$ 209,618								\$ 250,000	ST-02
ST-03	(NEW CIP) NEW TRAFFIC SIGNALS AT VARIOUS LOCATIONS (2018-2019)	\$ 2,448,388						\$ 401,612								\$ 2,850,000	ST-03
ST-04	(NEW CIP) STREET REHABILITATION (2019-2020)						\$ 653,400	\$ 164,500		\$ 113,600	\$418,500					\$ 1,350,000	ST-04
ST-05	(NEW CIP) STREET REHABILITATION (2020-2021)						\$ 666,500	\$ 167,800		\$ 115,900	\$399,800					\$ 1,350,000	ST-05
ST-06	(NEW CIP) STREET REHABILITATION (2021-2022)						\$ 679,800	\$ 171,200		\$ 118,200	\$380,800					\$ 1,350,000	ST-06
ST-08	(NEW CIP) STREET REHABILITATION (2022-2023)						\$ 693,400	\$ 174,600		\$ 120,600	\$361,400					\$ 1,350,000	ST-08
L-01	(CIP 657) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT (2015-2016)											\$ 80,712,865				\$ 80,712,865	L-01
P-01	(NEW CIP) PARK SYSTEM MASTER PLAN STUDY (2018-2019)	\$ 257,500														\$ 257,500	P-01
P-04	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2019-2020)	\$ 1,175,000														\$ 1,175,000	P-04
P-06	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2020-2021)	\$ 1,700,000														\$ 1,700,000	P-06
P-10	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2021-2022)	\$ 700,000														\$ 700,000	P-10
P-12	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2022-2023)	\$ 606,000														\$ 606,000	P-12
B-03	(NEW CIP) CIVIC CENTER REAR SECURITY GATE INSTALLATION (2018-2019)	\$ 250,000														\$ 250,000	B-03
	SUB TOTAL OF CATEGORY A PROJECTS	\$ 7,136,888	\$ -	\$ -	\$ 441,000	\$ 3,374,082	\$ 1,450,630	\$ -	\$ 579,700	\$ 2,123,200	\$ 80,712,865	\$ -	\$ 122,042,335	\$ 6,000,000	\$ 223,860,700		
	FUNDS AVAIL. (LESS CATEGORY A PROJECTS)	\$ 15,974,287	\$ 46,680,440	\$ 417,650	\$ 2,457,147	\$ 10,000	\$ -	\$ -	\$ 923,946	\$ -	\$ 805,300	\$ 9,287,135	\$ 6,388,347	\$ 19,260,628	\$ 7,440,241	\$ 109,645,121	
CATEGORY B PROJECTS																	
W-01	(CIP 660) REMOVE AND RECOAT WATER TANKS 1, 2 AND 3 (2016-2017)												\$ 2,500,000			\$ 2,500,000	W-01
W-02	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2019-2020)												\$ 100,000			\$ 100,000	W-02
W-03	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2, AND 3 (2019-2020)												\$ 300,000			\$ 300,000	W-03
SW-01	(NEW CIP) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2019-2020)	\$ 150,000														\$ 150,000	SW-01
SW-02	(NEW CIP) UNDERWATER BRIDGE SUPPORT STRUCTURES INSPECTION AND REPAIR PROJECT (2021-2022)	\$ 250,000														\$ 250,000	SW-02
ST-07	(NEW CIP) TRAFFIC SIGNAL SYSTEM UPGRADES (2021-2022)	\$ 8,461,500														\$ 8,461,500	ST-07
B-01	(NEW CIP) POLICE STATION EXTERIOR PAINT (2018-2019)	\$ 60,000														\$ 60,000	B-01
B-02	(NEW CIP) CORPORATION YARD HVAC REPLACEMENT (2018-2019)	\$ 291,850		\$ 88,150												\$ 380,000	B-02
B-04	(NEW CIP) PARKS WORKSHOP ROOF REPLACEMENT (2019-2020)	\$ 40,000														\$ 40,000	B-04
B-05	(NEW CIP) VEHICLE SHOP ROOF REPLACEMENT (2019-2020)	\$ 40,000														\$ 40,000	B-05
B-06	(NEW CIP) POLICE STATION ROOF REPLACEMENT (2019-2020)	\$ 78,000		\$ 42,000												\$ 120,000	B-06
B-07	(NEW CIP) TEEN CENTER INTERIOR PAINT (2019-2020)	\$ 60,000														\$ 60,000	B-07
B-08	(NEW CIP) TEEN CENTER EXTERIOR PAINT (2019-2020)	\$ 22,000		\$ 28,000												\$ 50,000	B-08
B-09	(NEW CIP) CORPORATION YARD WORKSHOPS EXTERIOR PAINT (2019-2020)	\$ 200,000														\$ 200,000	B-09
B-10	(NEW CIP) POLICE STATION HVAC REPLACEMENT (2019-2020)	\$ 30,500		\$ 59,500												\$ 90,000	B-10
B-11	(NEW CIP) COUNCIL CHAMBERS CARPET REPLACEMENT (2020-2021)	\$ 45,000														\$ 45,000	B-11
B-12	(NEW CIP) COUNCIL CHAMBERS ROOF REPLACEMENT (2021-2022)	\$ 115,000														\$ 115,000	B-12
B-13	(NEW CIP) CORPORATION YARD PUMPHOUSE ROOF REPLACEMENT (2021-2022)	\$ 90,000														\$ 90,000	B-13
B-14	(NEW CIP) GOVERNMENT CENTER HVAC REPLACEMENT (2022-2023)	\$ 600,000		\$ 200,000												\$ 800,000	B-14
	SUB TOTAL OF CATEGORY B PROJECTS	\$ 10,533,850	\$ -	\$ 417,650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,900,000	\$ -	\$ -	\$ 13,851,500	
	FUNDS AVAIL. (LESS CATEGORY A AND B PROJECTS)	\$ 5,440,437	\$ 46,680,440	\$ -	\$ 2,457,147	\$ 10,000	\$ -	\$ -	\$ 923,946	\$ -	\$ 805,300	\$ 9,287,135	\$ 3,488,347	\$ 19,260,628	\$ 7,440,241	\$ 95,793,621	
CATEGORY C PROJECTS																	
P-02	(NEW CIP) FITNESS COURT AT SHOREBIRD PARK (2018-2019)	\$ 177,500			\$ 10,000											\$ 187,500	P-02
P-03	(NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (2019-2020)	\$ 725,000														\$ 725,000	P-03
P-05	(NEW CIP) SPORT COURT RESURFACING (2020-2021)	\$ 200,000														\$ 200,000	P-05
P-07	(NEW CIP) BOARDWALK RE-FINISHING AND RE-SEALING (2021-2022)	\$ 50,000														\$ 50,000	P-07
P-08	(NEW CIP) PARKING LOT RESURFACING (2021-2022)	\$ 600,000														\$ 600,000	P-08
P-09	(NEW CIP) PARK PATHWAY RESURFACING (2021-2022)	\$ 550,000														\$ 550,000	P-09
P-11	(NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (2022-2023)	\$ 1,294,000														\$ 1,294,000	P-11
	SUB TOTAL OF CATEGORY C PROJECTS	\$ 3,596,500	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,606,500	
	FUNDS AVAIL. (LESS CATEGORY A, B, AND C PROJECTS)	\$ 1,843,937	\$ 46,680,440	\$ -	\$ 2,457,147	\$ -	\$ -	\$ -	\$ 923,946	\$ -	\$ 805,300	\$ 9,287,135	\$ 3,488,347	\$ 19,260,628	\$ 7,440,241	\$ 92,187,121	

(1) Funds Available are based upon a February 12, 2018 financial review and also include \$2.0M Emergency Reserve for CIP Water and CIP Wastewater.
(2) Funds transferred from the City General Fund (for CIP - City), Water Operations (CIP Water) and Wastewater Operations (CIP Wastewater) over the next five years per the Long-Term CIP Funding Program.
(3) Revenue projections based on a preliminary projection of revenues in preparation of the 5-Year Financial Plan forecast.
(4) Funds represent the deposits made by the developers of the following projects: Gilead Sciences; Chess Drive Offices; Pilgrim-Triton; 15-acre site; Biomed.
(5) Funds represent transfers in from the Building Maintenance Internal Service Fund for CIP projects.
(6) Grant Funding from National Fitness Campaign.

**TABLE C
CAPITAL IMPROVEMENT PROJECT (CIP) PLAN (FISCAL YEAR 2018-2019)**

PROJECT NAME	Funding Source*	Total Project Cost	Prior Years' Funding	FY 2018-2019 Funding	CIP City (Fund 301)	Building Maintenance Internal Service Fund (Fund 505)	Grant	Measure A (Fund 102)	Gas Tax 2103 (Fund 103)	Measure M (Fund 105)	SB1 Road Maint and Rehab (Fund 119)	Levee GO Bonds (Fund 230)	Water Capital Investment (Fund 405)	Wastewater Revenue Bonds (Fund 454)
WATER PROJECTS														
(CIP 660) REMOVE AND RECOAT WATER TANKS 1, 2 AND 3 (2016-2017)	CW	\$ 2,550,000	\$ 50,000	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ -
TOTAL WATER PROJECTS	1	\$ 2,550,000	\$ 50,000	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ -
WASTEWATER PROJECTS														
(CIP 652) WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)	WWRB	\$ 37,941,613	\$ 29,260,628	\$ 8,680,985	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,680,985
TOTAL WASTEWATER PROJECTS	1	\$ 37,941,613	\$ 29,260,628	\$ 8,680,985	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,680,985
STREETS/TRAFFIC PROJECTS														
(NEW CIP) STREET REHABILITATION - OBAG2 (2018-2019)	OG/MA/GT/M/SB1	\$ 1,917,000	\$ -	\$ 1,917,000	\$ -	\$ -	\$ 441,000	\$ 640,600	\$ 161,300	\$ 111,400	\$ 562,700	\$ -	\$ -	\$ -
(NEW CIP) ENHANCED PEDSTRIAN SAFETY CROSSWALK SYSTEM (2018-2019)	MA/GT	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 40,382	\$ 209,618	\$ -	\$ -	\$ -	\$ -	\$ -
(NEW CIP) NEW TRAFFIC SIGNALS AT VARIOUS LOCATIONS (2018-2019)	CC/GT	\$ 1,000,000	\$ -	\$ 1,000,000	\$ 598,388	\$ -	\$ -	\$ -	\$ 401,612	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL STREETS/TRAFFIC PROJECTS	1	\$ 3,167,000	\$ -	\$ 3,167,000	\$ 598,388	\$ -	\$ 441,000	\$ 680,982	\$ 772,530	\$ 111,400	\$ 562,700	\$ -	\$ -	\$ -
STORMWATER/LAGOON PROJECTS														
NONE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL STORMWATER/LAGOON PROJECTS	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LEVEE PROJECTS														
(CIP 657) LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT (2015-2016)	LGOB	\$ 37,867,795	\$ 6,077,465	\$ 31,790,330	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,790,330	\$ -	\$ -
TOTAL LEVEE PROJECTS	1	\$ 37,867,795	\$ 6,077,465	\$ 31,790,330	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,790,330	\$ -	\$ -
PARKS PROJECTS														
(NEW CIP) PARK SYSTEM MASTER PLAN STUDY (2018-2019)	CC	\$ 257,500	\$ -	\$ 257,500	\$ 257,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(NEW CIP) FITNESS COURT AT SHOREBIRD PARK (2018-2019)	CC/PG	\$ 187,500	\$ -	\$ 187,500	\$ 177,500	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PARKS PROJECTS	2	\$ 445,000	\$ -	\$ 445,000	\$ 435,000	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BUILDING PROJECTS														
(NEW CIP) POLICE STATION EXTERIOR PAINT (2018-2019)	CC	\$ 60,000	\$ -	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(NEW CIP) CORPORATION YARD PUMPHOUSE ROOF REPLACEMENT (2021-2022)	BMF/CC	\$ 380,000	\$ -	\$ 380,000	\$ 291,850	\$ 88,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(NEW CIP) CIVIC CENTER REAR SECURITY GATE INSTALLATION (2018-2019)	CC	\$ 250,000	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL BUILDING PROJECTS	3	\$ 690,000	\$ -	\$ 690,000	\$ 601,850	\$ 88,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	9	\$ 82,661,408	\$ 35,388,093	\$ 47,273,315	\$ 1,635,238	\$ 88,150	\$ 451,000	\$ 680,982	\$ 772,530	\$ 111,400	\$ 562,700	\$ 31,790,330	\$ 2,500,000	\$ 8,680,985

*BMF=Building Maintenance Fund; CC=CIP City; CW=CIP Water; CWW=CIP Wastewater; DD = Developer Deposits; GT=Gas Tax (2103); LGOB=Levee GO Bonds; MA=Measure A; MM=Measure M; OG=OBAG 2 Grant; PG=Public Grant; PIL=Park-in-Lieu; SB 1 = Road Maintenance & Rehab; WWRB=Wastewater Revenue Bond

**TABLE D
ACTIVE AND PROPOSED CIP'S THROUGH FY 2022-2023**

ACTIVE PROJECT	DESCRIPTION	FY AUTH	PRIOR YEARS BUDGET AND ADJUSTMENT	CURRENT YEAR BUDGET AND ADJUSTMENT (FY 2017-2018)	TOTAL APPROVED BUDGET AND ADJUSTMENT	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	ESTIMATED TOTAL PROJECT BUDGET
455-611	SANITARY SEWER SYSTEM IMPROVEMENTS (2010-2011)	10-11	\$ 450,000	\$ 1,000,000	\$ 1,450,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,450,000
455-626	SANITARY SEWER LIFT STATION IMPROVEMENTS PROJECT-PHASE 5 (2012-2013)	12-13	\$ 8,075,000	\$ -	\$ 8,075,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,075,000
301-629	DREDGING AT THE LAGOON INTAKE STRUCTURE (2012-2013)	12-13	\$ 1,950,000	\$ -	\$ 1,950,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,950,000
301-635	MEDIAN MODIFICATIONS - FOSTER CITY BLVD AT CHESS DRIVE - MP#3 (2013-2014, 2014-2015)	13-14	\$ 345,540	\$ -	\$ 345,540	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 345,540
405-636	WATER SYSTEM IMPROVEMENTS AND VALVE REPLACEMENTS (2013-2014)	13-14	\$ 475,000	\$ 500,000	\$ 975,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 975,000
301-637	ROAD IMPROVEMENTS AT FOSTER CITY BLVD AT CHESS DRIVE - MP #4, #7, #8 (2013-2014)	13-14	\$ 1,141,000	\$ -	\$ 1,141,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,141,000
455-652	WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (2015-2016)	15-16	\$ 16,915,000	\$ 12,345,628	\$ 29,260,628	\$ 8,680,985	\$ 16,875,057	\$ 32,368,952	\$ 48,121,671	\$ 15,995,670	\$ 151,302,963
301-654	LAGOON INTAKE GATE REPLACEMENT (2015-2016)	15-16	\$ 75,000	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
301-655	PARK INFRASTRUCTURE IMPROVEMENTS- LEO RYAN PARK LAWN CONVERSION AND BOCCE COURTS (2015-2016)	15-16	\$ 925,000	\$ -	\$ 925,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 925,000
301-657	LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT - (2015-2016)	15-16	\$ 4,077,465	\$ 2,000,000	\$ 6,077,465	\$ 31,790,330	\$ 39,000,000	\$ 9,922,535	\$ -	\$ -	\$ 86,790,330
301-658	TRAFFIC IMPROVEMENTS @ LINCOLN CENTRE DR. AND E. 3RD AVE. (2015-2016)	15-16	\$ 626,175	\$ 50,000	\$ 676,175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 676,175
301-659	SOCCER FIELDS S1, S2 AND B1 BASEBALL FIELD SYNTHETIC TURF INSTALLATION – SEA CLOUD PARK & SYNTHETIC TURF REPLACEMENT – CATAMARAN PARK (2016-2017)	16-17	\$ 3,475,000	\$ -	\$ 3,475,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,475,000
405-660	REMOVE AND RECOAT WATER TANKS 1, 2 AND 3 (2016-2017)	16-17	\$ 50,000	\$ -	\$ 50,000	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ 2,550,000
455-661	SANITARY SEWER FORCE MAIN REHABILITATION (2016-2017)	16-17	\$ 750,000	\$ -	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000
455-662	WASTEWATER COLLECTION SYSTEM MASTER PLAN STUDY (2016-2017)	16-17	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
301-663	STREET REHABILITATION (2016-2017)	16-17	\$ 1,530,000	\$ 308,436	\$ 1,838,436	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,838,436
301-664	BICYCLE, PEDESTRIAN, AND INTERSECTION EVALUATION STUDY (2016-2017)	16-17	\$ 325,000	\$ -	\$ 325,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 325,000
301-667	ROAD IMPROVEMENTS AT METRO CENTER BOULEVARD AND SR 92 ON-RAMP (2016-2017)	16-17	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
405-668	WATER DISTRIBUTION SYSTEM MASTER PLAN STUDY (2016-2017)	16-17	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
301-669	CORPORATION YARD FACILITY IMPROVEMENTS (2016-2017)	16-17	\$ 240,757	\$ 325,245	\$ 566,002	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 566,002
405-670	WATER QUALITY DOSING AND TANK IMPROVEMENTS (2017-2018)	17-18	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
301-671	STREET REHABILITATION (2017-2018)	17-18	\$ -	\$ 2,511,189	\$ 2,511,189	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,511,189
301-672	TENNIS AND BASKETBALL COURTS RESURFACING (2017-2018)	17-18	\$ -	\$ 275,000	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000
301-673	DOG PARK REFURBISHMENT (2017-2018)	17-18	\$ -	\$ 375,000	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375,000
301-674	EDGEWATER PARK CONCRETE WALKWAY REPLACEMENT (2017-2018)	17-18	\$ -	\$ 215,000	\$ 215,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 215,000
301-675	PLAYGROUND ADA COMPLIANCE PROJECTS - GULL PARK (2017-2018)	17-18	\$ -	\$ 550,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000
301-676	PLAYGROUND ADA COMPLIANCE PROJECTS - MARLIN PARK (2017-2018)	17-18	\$ -	\$ 550,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000
301-677	LIBRARY EXTERIOR WALL SEALING AND TILE INSTALLATION (2017-2018)	17-18	\$ -	\$ 120,000	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000
301-678	NEW RECREATION CENTER MASTER PLAN CAPITAL IMPROVEMENT PROJECT (2017-2018)	17-18	\$ -	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000
NEW	(NEW CIP) CORPORATION YARD HVAC REPLACEMENT (2018-2019)	18-19	\$ -	\$ -	\$ -	\$ 380,000	\$ -	\$ -	\$ -	\$ -	\$ 380,000
NEW	(NEW CIP) FITNESS COURT AT SHOREBIRD PARK (2018-2019)	18-19	\$ -	\$ -	\$ -	\$ 187,500	\$ -	\$ -	\$ -	\$ -	\$ 187,500
NEW	(NEW CIP) PARK SYSTEM MASTER PLAN STUDY (2018-2019)	18-19	\$ -	\$ -	\$ -	\$ 257,500	\$ -	\$ -	\$ -	\$ -	\$ 257,500
NEW	(NEW CIP) POLICE STATION EXTERIOR PAINT (2018-2019)	18-19	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
NEW	(NEW CIP) STREET REHABILITATION - OBAG2 (2018-2019)	18-19	\$ -	\$ -	\$ -	\$ 1,917,000	\$ -	\$ -	\$ -	\$ -	\$ 1,917,000
NEW	(NEW CIP) ENHANCED PEDSTRIAN SAFETY CROSSWALK SYSTEM (2018-2019)	18-19	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
NEW	(NEW CIP) NEW TRAFFIC SIGNALS AT VARIOUS LOCATIONS (2018-2019)	18-19	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,850,000	\$ -	\$ -	\$ -	\$ 2,850,000
NEW	(NEW CIP) CIVIC CENTER REAR SECURITY GATE INSTALLATION (2018-2019)	18-19	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
NEW	(NEW CIP) CORPORATION YARD WORKSHOPS EXTERIOR PAINT (2019-2020)	19-20	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
NEW	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2019-2020)	19-20	\$ -	\$ -	\$ -	\$ -	\$ 1,175,000	\$ -	\$ -	\$ -	\$ 1,175,000
NEW	(NEW CIP) PARKS WORKSHOP ROOF REPLACEMENT (2019-2020)	19-20	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
NEW	(NEW CIP) POLICE STATION HVAC REPLACEMENT (2019-2020)	19-20	\$ -	\$ -	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ 90,000
NEW	(NEW CIP) POLICE STATION ROOF REPLACEMENT (2019-2020)	19-20	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ 120,000
NEW	(NEW CIP) SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (2019-2020)	19-20	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
NEW	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (2019-2020)	19-20	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
NEW	(NEW CIP) SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2, AND 3 (2019-2020)	19-20	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000
NEW	(NEW CIP) STREET REHABILITATION (2019-2020)	19-20	\$ -	\$ -	\$ -	\$ -	\$ 1,350,000	\$ -	\$ -	\$ -	\$ 1,350,000
NEW	(NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (2019-2020)	19-20	\$ -	\$ -	\$ -	\$ -	\$ 725,000	\$ -	\$ -	\$ -	\$ 725,000
NEW	(NEW CIP) TEEN CENTER EXTERIOR PAINT (2019-2020)	19-20	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
NEW	(NEW CIP) TEEN CENTER INTERIOR PAINT (2019-2020)	19-20	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000
NEW	(NEW CIP) VEHICLE SHOP ROOF REPLACEMENT (2019-2020)	19-20	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
NEW	(NEW CIP) COUNCIL CHAMBERS CARPET REPLACEMENT (2020-2021)	20-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ 45,000
NEW	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2020-2021)	20-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,700,000	\$ -	\$ -	\$ 1,700,000
NEW	(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS – PHASE 6 (2020-2021)	20-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 5,400,000	\$ -	\$ 6,000,000
NEW	(NEW CIP) SPORT COURT RESURFACING (2020-2021)	20-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ 200,000
NEW	(NEW CIP) STREET REHABILITATION (2020-2021)	20-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,350,000	\$ -	\$ -	\$ 1,350,000
NEW	(NEW CIP) BOARDWALK RE-FINISHING AND RE-SEALING (2021-2022)	21-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
NEW	(NEW CIP) CORPORATION YARD PUMPHOUSE ROOF REPLACEMENT (2021-2022)	21-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000	\$ -	\$ 90,000
NEW	(NEW CIP) COUNCIL CHAMBERS ROOF REPLACEMENT (2021-2022)	21-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,000	\$ -	\$ 115,000
NEW	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2021-2022)	21-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000	\$ -	\$ 700,000
NEW	(NEW CIP) PARK PATHWAY RESURFACING (2021-2022)	21-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000	\$ -	\$ 550,000
NEW	(NEW CIP) PARKING LOT RESURFACING (2021-2022)	21-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ 600,000
NEW	(NEW CIP) STREET REHABILITATION (2021-2022)	21-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,350,000	\$ -	\$ 1,350,000
NEW	(NEW CIP) TRAFFIC SIGNAL SYSTEM UPGRADES (2021-2022)	21-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 84,000	\$ 8,377,500	\$ 8,461,500
NEW	(NEW CIP) UNDERWATER BRIDGE SUPPORT STRUCTURES INSPECTION AND REPAIR PROJECT (2021-2022)	21-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000
NEW	(NEW CIP) GOVERNMENT CENTER HVAC REPLACEMENT (2022-2023)	22-23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$ 800,000
NEW	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2022-2023)	22-23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 606,000	\$ 606,000
NEW	(NEW CIP) STREET REHABILITATION (2022-2023)	22-23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,350,000	\$ 1,350,000
NEW	(NEW CIP) SYNTHETIC SURFACE REPLACEMENTS (2022-2023)	22-23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,294,000	\$ 1,294,000
	TOTAL		\$ 41,950,937	\$ 21,675,498	\$ 63,626,435	\$ 47,273,315	\$ 62,125,057	\$ 46,186,487	\$ 57,310,671	\$ 28,423,170	\$ 304,945,135

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

REMOVE AND RECOAT WATER TANKS 1, 2 AND 3 (FY 2016-2017)

Funding	Funding Sources	
	CIP Water	Total
2018-2019	2,500,000	2,500,000
2019-2020	-	-
2020-2021	-	-
2021-2022	-	-
2022-2023	-	-
Total	2,500,000	2,500,000

Expenditures	Expenditure Categories			Total
	Estimated Project Cost	Inflation %	Inflation Escalation	
2018-2019	2,083,300	0%	-	2,083,300
2019-2020	-	3%	-	-
2020-2021	-	6%	-	-
2021-2022	-	9%	-	-
2022-2023	-	12%	-	-
Subtotal	2,083,300	-	-	2,083,300
Contingency 20%	416,700	-	-	416,700
Totals	2,500,000	-	-	2,500,000

The water tanks provide emergency supply storage, as well as storage for peak use periods and firefighting needs. In 2004, the coating on the three (3) water tanks was removed completely down to the bare metal and repainted. In the tank coating industry, the estimated life of steel tank coatings is 10 to 15 years. The three tanks are welded steel structures and are approximately 150 feet in diameter and 30 feet in height.

Preliminary review by an inspection firm revealed that the coating on all three (3) steel tanks is beginning to show signs of failure and localized corrosion. The tanks being adjacent to the bay have contributed to the deterioration. This failure requires that the coating be refurbished and/or replaced based on further evaluation.

Funding in the amount of \$50,000 is approved in the FY 2016-2017 budget for design and \$2,500,000 is requested in FY 2018-2019 for the construction of the project.

ESTIMATED PROJECT SCHEDULE:

Request for Proposal	FY 2017-2018
Design	FY 2018-2019
Construction	FY 2019-2020

PROJECT PRIORITY CATEGORY: BPROJECT DESCRIPTION:

In January 2015, a review of the tank coatings on the District's three (3) steel water storage tanks (4 million gallons) located at the City's/District's Corporation Yard was performed. The review confirmed the need to repaint the three (3) steel tanks in the near future.

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SEISMIC IMPROVEMENTS AT WATER BOOSTER PUMP STATION (FY 2019-2020)

Funding	Funding Sources	
	CIP Water	Total
2018-2019	-	-
2019-2020	100,000	100,000
2020-2021	-	-
2021-2022	-	-
2022-2023	-	-
Total	100,000	100,000

Expenditures	Expenditure Categories			Total
	Estimated Project Cost	Inflation %	Inflation Escalation	
2018-2019	-	0%	-	-
2019-2020	77,700	3%	2,300	80,000
2020-2021	-	6%	-	-
2021-2022	-	9%	-	-
2022-2023	-	12%	-	-
Subtotal	77,700		2,300	80,000
Contingency 25%	19,400		600	20,000
Totals	97,100		2,900	100,000

A contract with G&E Engineering Systems, Inc. was executed in Summer 2012 to perform the seismic vulnerability assessment of the pump station. The report was completed in September 2013.

The report concluded that the pump station meets the current Seismic Code. However, the report recommended reinforcing the door frame of the roll-up door to prevent deformation or drifts resulting from a seismic event that may prevent the door from opening and closing. The report also recommended installing flexible connections on the underground utilities entering the building to allow differential movement during earthquakes.

Funding is requested in the amount of \$100,000 in FY 2019-2020 for the design and construction of the project.

ESTIMATED PROJECT SCHEDULE:

Evaluation/Study Completed	September 2013
Request for Proposal	FY 2019-2020
Design and Construction	FY 2020-2021

PROJECT PRIORITY CATEGORY: B

PROJECT DESCRIPTION:

The Water Booster Pump Station located at the District's Corporation Yard, houses six (6) engines and pumps that are used to pump water from the District's four (4) storage tanks into the distribution system during periods of peak demand and to cycle the water in the storage tanks.

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SEISMIC IMPROVEMENTS AT WATER TANKS 1, 2, AND 3 (FY 2019-2020)

Funding	Funding Sources	
	CIP Water	Total
2018-2019	-	-
2019-2020	300,000	300,000
2020-2021	-	-
2021-2022	-	-
2022-2023	-	-
Total	300,000	300,000

Expenditures	Expenditure Categories			Total
	Estimated Project Cost	Inflation %	Inflation Escalation	
2018-2019	-	0%	-	-
2019-2020	233,000	3%	7,000	240,000
2020-2021	-	6%	-	-
2021-2022	-	9%	-	-
2022-2023	-	12%	-	-
Subtotal	233,000		7,000	240,000
Contingency 25%	58,250		1,750	60,000
Totals	291,250		8,750	300,000

Summer 2012 to perform the seismic vulnerability assessment of the District's three (3) water storage tanks located at the City's/District's Corporation Yard. The report was completed in September 2013.

The report concluded that all three tanks meet the current seismic code and are adequate for the 475 year minimum code level earthquake. However, the drain pipes in the older tanks, Tank Nos. 1 and 2 are connected to the floors of the tanks, and could potentially break in the event any earthquakes should occur due to the ground movement. G&E recommended that the drain pipes be installed onto the tanks' shells with flexible connections.

Funding is requested in the amount of \$300,000 in FY 2019-2020 for the design and construction of the project.

ESTIMATED PROJECT SCHEDULE:

Evaluation/Study Completed	September 2013
Request for Proposal	FY 2019-2020
Design and Construction	FY 2020-2021

PROJECT PRIORITY CATEGORY: B

PROJECT DESCRIPTION:

The water tanks provide emergency supply storage, as well as storage for peak use periods and firefighting needs. Water Tank Nos. 1 and 2 are the oldest of the tanks and were constructed in 1965 and 1974 respectively. Water Tank No. 3 was built in 1993. All three tanks are welded steel structures and are approximately 150 feet in diameter and 30 feet in height. The protective coating on all three tanks was replaced in 2004.

A contract with G&E Engineering Systems, Inc. was executed in

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WASTEWATER TREATMENT PLANT MASTER PLAN IMPROVEMENTS (FY 2015-2016)

Funding	Funding Sources	
	Wastewater Revenue Bond	Total
2018-2019	8,680,985	8,680,985
2019-2020	16,875,057	16,875,057
2020-2021	32,368,952	32,368,952
2021-2022	48,121,671	48,121,671
2022-2023	15,995,670	15,995,670
Total	122,042,335	122,042,335

Expenditures	Expenditure Categories	
	Estimated Project Cost	Total
2018-2019	8,680,985	8,680,985
2019-2020	16,875,057	16,875,057
2020-2021	32,368,952	32,368,952
2021-2022	48,121,671	48,121,671
2022-2023	15,995,670	15,995,670
Subtotal	122,042,335	122,042,335
Contingency 0%	-	-
Totals	122,042,335	122,042,335

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

The Clean Water Program (CWP) includes capital improvements to the San Mateo WWTP and San Mateo's sanitary sewer collection system necessary to replace aging infrastructure and meet regulatory requirements.

In accordance with the percentages of ownership of the WWTP established in the JPA (as lead agency, San Mateo owns 75 percent and EMID owns 25 percent), EMID is only responsible for the relevant work related to the Wastewater Treatment Plant Master Plan improvements. The estimated share of the WWTP

costs for EMID is approximately \$155 million dollars. To date, \$29,260,628 has been encumbered for this multi-year project. Approximately an additional \$126 million is anticipated over the next 8 years as follows:

Encumbered:

FY 2015-2016	\$ 5,931,000
FY 2016-2017	\$ 10,984,000
FY 2017-2018	<u>\$ 12,345,628</u>
	\$ 29,260,628

Anticipated Budget Required:

FY 2018-2019	\$ 8,680,985
FY 2019-2020	\$ 16,875,057
FY 2020-2021	\$ 32,368,952
FY 2021-2022	\$ 48,121,671
FY 2022-2023	\$ 15,995,670
FY 2023-2024	\$ 2,291,123
FY 2024-2025	\$ 716,609
FY 2025-2026	<u>\$ 745,441</u>
	\$125,795,508

Total Project Budget: \$155,056,136

In June 2017, the design team developed an opinion of probable construction costs based on the 30% design submitted in May, 2017. The 30% design costs exceeded the City's project budget by approximately \$93 million. In an effort to close the gap, the team looked at opportunities to optimize the design and reduce capital costs by performing value engineering in July/August/September, 2017 to reduce various design items while maintaining the original intent/operations of the WWTP. A revised cost estimate will be prepared in association with the 60% design in spring of 2018 to reflect any

cost savings identified. Currently, the total project budget reflects EMID's share of the \$93 million gap between the baseline budget and the 30% design cost estimate (approximately 25%).

In 2017 (year 3), the CWP focused on continuing services to assist with full project delivery and execution of major improvement projects. Some notable accomplishments include the following:

- Selected a Construction Manager at Risk (CMAR) contractor for the WWTP Expansion Project and executed an agreement for services during the pre-construction phase
- Completed the 30% design of the WWTP Expansion Project
- Submitted State Revolving Funds (SRF) loan packages
- Submitted Grant applications to the San Francisco Bay Water Quality Improvement Fund (SFBWQIF) and the Water Infrastructure Finance and Innovation Act (WIFIA)
- Executed an agreement with HDR for detailed design services
- Obtained permits for site preparation activities on Detroit Drive and completed site clearing
- Selected GE as the membrane equipment supplier
- Executed a new Joint Powers Agreement (JPA) between San Mateo and Foster City
- As part of the Immediate Action Project 1 (IAP 1), commissioned two rehabilitated gravity thickener systems, two rehabilitated secondary clarifiers, and one new centrifuge bridge crane
- Developed the scope for IAP 2 and the Annual Major Components project
- Approval of Amendment No. 3 in an amount of \$17.5M (September 2017), to the professional services agreement with CH2M, to continue to provide program management for year four (4) of the CWP

In 2018 (year 4), the CWP will continue to focus on full project delivery and execution of major improvement projects. Key Year 4 program activities will include the following:

- Risk and change management for overall Program and individual projects
- Program controls including cost, schedule, scope, and document management for all projects; monthly Program reporting; and Program portal management
- Economic and sensitivity modeling, strategic funding management, and funding application support
- Project management, construction management, and inspection for the following projects:
 - Immediate Action Project 1
 - Immediate Action Project 2
 - WWTP Upgrade and Expansion Project
 - WWTP Annual Major Components Projects
- Project management for the Construction Manager at Risk (CMAR) Contract with Sundt
- Odor control modeling, planning, design review, and operations support
- SCADA (Supervisory Control and Data Acquisition) system master planning for WWTP
- Water reuse exploration
- Procurement management & contracts management
- Permit tracking, permit documentation, CEQA and CEQA-Plus, and other environmental compliance support
- Regional Water Quality Control Board (RWQCB) and Bay Area Clean Water Association (BACWA) coordination and communications.
- Program sustainability strategy development and implementation
- Air quality and Stormwater Pollution Prevention Plan (SWPPP) support
- Public Outreach

Erler & Kalinowski, Inc. is providing technical support services for EMID. As projects are bid and construction continues, budget numbers will be further refined and shall be included in future funding requests.

ESTIMATED PROJECT SCHEDULE:

Construction Summer 2018 through Fall 2023

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SANITARY SEWER LIFT STATION IMPROVEMENTS – PHASE 6 (FY 2020-2021)

Funding Sources

Funding	CIP	
	Wastewater	Total
2018-2019	-	-
2019-2020	-	-
2020-2021	600,000	600,000
2021-2022	5,400,000	5,400,000
2022-2023	-	-
Total	6,000,000	6,000,000

Expenditure Categories

Expenditures	Estimated		Inflation		Total
	Project Cost	Inflation %	Escalation		
2018-2019	-	0%	-	-	-
2019-2020	-	3%	-	-	-
2020-2021	566,000	6%	34,000		600,000
2021-2022	3,853,200	9%	346,800		4,200,000
2022-2023	-	12%	-		-
Subtotal	4,419,200		380,800		4,800,000
Contingency 25%	1,104,800		95,200		1,200,000
Totals	5,524,000		476,000		6,000,000

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

This project is part of a multi-phase program started in 2000 to rehabilitate the sewer system lift stations by performing preventative maintenance and upgrades to ensure reliable operation of them. The program provides for a project to be

constructed every three to four years to achieve economies of scale. Over a 25-year period, all of the District's 48-lift stations will be repaired and rehabilitated.

Lift station improvements generally include items of work such as: repairing interior wet wells; installing new pumps, motors and valves; replacing electrical control cabinets and components; installing bypass piping and connections; replacing corroded components; replacing manhole covers with lighter hatches; and installing control monitoring equipment.

Phase 4 was completed in February 2012 and included improvements to six (6) lift stations. Phase 5 will include various repairs at ten (10) lift stations. Phase 5 is anticipated to be completed in FY 2019-2020. It is anticipated Phase 6 will begin in FY 2020-2021.

Funding of \$600,000 is requested in FY 2020-2021 to develop construction documents for Phase 6. Depending on the priority list, the amount of funding for construction and construction schedule will be adjusted.

ESTIMATED PROJECT SCHEDULE:

Project Report and Design	FY 2020-2021
Project Construction	FY 2021-2022
Project Closeout	FY 2023-2025

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

STREET REHABILITATION – OBAG2 (FY 2018-2019)

	Funding Sources					Total
	OBAG2	Gas Tax			SB1	
	Grant	Measure A	(2103)	Measure M		
2018-2019	441,000	640,600	161,300	111,400	562,700	1,917,000
2019-2020	-	-	-	-	-	-
2020-2021	-	-	-	-	-	-
2021-2022	-	-	-	-	-	-
2022-2023	-	-	-	-	-	-
Total	441,000	640,600	161,300	111,400	562,700	1,917,000

Expenditures	Expenditure Categories				Total
	Estimated	Inflation		Escalation	
	Project Cost	Inflation %			
2018-2019	1,533,600	0%	-	-	1,533,600
2019-2020	-	3%	-	-	-
2020-2021	-	6%	-	-	-
2021-2022	-	9%	-	-	-
2022-2023	-	12%	-	-	-
Subtotal	1,533,600		-	-	1,533,600
Contingency 25%	383,400		-	-	383,400
Totals	1,917,000		-	-	1,917,000

cost-effective treatment to extend the life of the roadway. The normal repair methods include: crack seal, slurry seal, dig-out repairs and surface overlays. The project also includes curb and gutter replacement and sidewalk repairs on the streets that are being repaired. Sharrow symbols/legends will be incorporated in this project as appropriate.

City/County Association of Governments (C/CAG) adopted the One Bay Area Grant (OBAG) 2 framework that directed grant funding for the preservation of local streets and roads on the federal-aid system. The city submitted an application to OBAG 2 and was approved for funding in the amount of \$441,000 which will be added to the project. Funding for the local share of the project will be provided by Measure A, Measure M, Gas Tax, and SB 1. A cost estimate of \$1,917,000 was prepared by staff.

Funding is requested in the amount of \$1,917,000 in FY 2018-2019 for the project.

ESTIMATED PROJECT SCHEDULE:

Project Design (In-house)	FY 2018-2019
Construction	Summer 2019

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

Ongoing maintenance of the public streets is essential. This project is intended to repair/resurface public streets. To implement this ongoing program in the most cost-effective manner, a Pavement Management Program (PMP) is used. The streets are inspected every two years and the database is updated in the PMP. The streets selected for the project are determined primarily through the PMP program analysis. The program also helps determine the most

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

ENHANCED PEDSTRIAN SAFETY CROSSWALK SYSTEM (FY 2018-2019)

	Funding Sources		
	Measure A	Gas Tax	Total
2018-2019	40,382	209,618	250,000
2019-2020	-	-	-
2020-2021	-	-	-
2021-2022	-	-	-
2022-2023	-	-	-
Total	40,382	209,618	250,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2018-2019	227,300	0%	-	227,300
2019-2020	-	3%	-	-
2020-2021	-	6%	-	-
2021-2022	-	9%	-	-
2022-2023	-	12%	-	-
Subtotal	227,300	-	-	227,300
Contingency 10%	22,700	-	-	22,700
Totals	250,000	-	-	250,000

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

Individual intersection spot studies were conducted as part of the Bicycle, Pedestrian, and Intersection Evaluation Study – Phase I (CIP 301-664). This part of the study focused on findings of traffic related requests received from residents, such as traffic signal, stop sign, and crosswalk at various locations. This project is based on recommendations from Phase I of CIP 301-664, as well as input received from the City Council at its meeting on February 5, 2018 when Phase I of CIP 301-664 was adopted. Phase II of CIP 301-664, which focuses on Arterial Traffic Operations, is postponed until the private development projects currently in construction or entitled have been completed when traffic conditions are fully realized.

This project includes the installation of an enhanced pedestrian safety crosswalk system at two uncontrolled marked crosswalks at the following locations:

- *Beach Park Boulevard and Teal Street*
Crosswalk between the residential neighborhood and Bridgeview Park/adjacent levee pedway.
- *Beach Park Boulevard and Halibut Street*
Crosswalk between the residential neighborhood and Shorebird Park/adjacent levee pedway.

The proposed enhanced crosswalk system will increase driver awareness of crossing pedestrians at uncontrolled crosswalks, such as enhancing the edge of a standard Pedestrian Crossing warning sign with light-emitting diodes that can be activated by pedestrians or pedestrian-activated flashing yellow warning beacons. The proposed enhanced crosswalk system will comply with Federal Highway Administration and the California Manual of Uniform Traffic Control Devices.

Funding for the design and construction of the enhanced pedestrian safety crosswalk systems will be provided by the Measure A and Gas Tax. A total funding in the amount of \$250,000 is requested in FY 2018-2019.

ESTIMATED PROJECT SCHEDULE:

Project Design	FY 2018-2019
Construction	FY 2019-2020

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

NEW TRAFFIC SIGNALS AT VARIOUS LOCATIONS (FY 2018-2019)

	Funding Sources		
	City CIP	Gas Tax	Total
2018-2019	598,388	401,612	1,000,000
2019-2020	1,850,000	-	1,850,000
2020-2021	-	-	-
2021-2022	-	-	-
2022-2023	-	-	-
Total	2,448,388	401,612	2,850,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2018-2019	807,000	0%	-	807,000
2019-2020	1,430,000	3%	43,000	1,473,000
2020-2021	-	6%	-	-
2021-2022	-	9%	-	-
2022-2023	-	12%	-	-
Subtotal	2,237,000		43,000	2,280,000
Contingency 25%	559,000		11,000	570,000
Totals	2,796,000		54,000	2,850,000

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

Individual intersection spot studies were conducted as part of the Bicycle, Pedestrian, and Intersection Evaluation Study – Phase I (CIP 301-664). This part of the study focused on findings of traffic related requests received from residents, such as traffic signals, stop signs, and crosswalks at various locations. This project is based on recommendations from Phase I of CIP 301-664, as well

as input received from the City Council at its meeting on February 5, 2018 when Phase I of CIP 301-664 was adopted. Phase II of CIP 301-664, which focuses on Arterial Traffic Operations, is postponed until the private development projects currently in construction or entitled have been completed when traffic conditions are fully realized.

This project will include design and construction of new traffic signals at the following intersections:

- *Beach Park Boulevard and Gull Avenue (north)*
This intersection currently operates as a Multi-Way Stop controlled intersection. A traffic signal is recommended in the CIP 301-664 Phase I Study as it will help improve traffic operations for Gull Avenue, and improve accessibility for bicyclist and pedestrians. The biggest impact to traffic flow would be during the peak morning commute hours.
- *Foster City Boulevard and Polynesia Drive*
This intersection currently operates with stop-controlled on the minor street (Polynesia Drive). A traffic signal is recommended in the CIP 301-664 Phase I Study given the changing land uses along Foster City Boulevard and its proximity to Brewer Island Elementary School. The request for a signalized crosswalk at this location has been a common request from several members of the community each year.
- *Edgewater Boulevard and Port Royal Avenue (north)*
This intersection operates with stop-controlled on the minor

street (Port Royal Avenue), and Rectangular Rapid Flash Beacons on the major street (Edgewater Boulevard). Although the traffic signal warrant study indicates that the warrants for installation were not met, members of the community have indicated the difficulties for vehicles entering Edgewater Boulevard from Port Royal Avenue. Staff is including this intersection as part of this project for the City Council's consideration.

Funding for the design and construction of the traffic signal installation will be provided by Gas Tax and the General Fund. A total funding in the amount of \$2,850,000 is requested over the next two years to fully fund the design and construction of the project.

ESTIMATED PROJECT SCHEDULE:

Project Design	FY 2018-2019
Construction	FY 2019-2020

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

STREET REHABILITATION (FY 2019-2020)

	Funding Sources				Total
	Measure A	Gas Tax (2103)	Measure M	SB1	
2018-2019	-	-	-	-	-
2019-2020	653,400	164,500	113,600	418,500	1,350,000
2020-2021	-	-	-	-	-
2021-2022	-	-	-	-	-
2022-2023	-	-	-	-	-
Total	653,400	164,500	113,600	418,500	1,350,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2018-2019	-	0%	-	-
2019-2020	1,048,500	3%	31,500	1,080,000
2020-2021	-	6%	-	-
2021-2022	-	9%	-	-
2022-2023	-	12%	-	-
Subtotal	1,048,500		31,500	1,080,000
Contingency 25%	262,100		7,900	270,000
Totals	1,310,600		39,400	1,350,000

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

Ongoing maintenance of the public streets is essential. This project is intended to repair/resurface public streets. To implement this ongoing program in the most cost-effective manner, a Pavement Management Program (PMP) is used. The streets are inspected every two years and the database is updated in the PMP. The streets selected for the project are determined primarily through the PMP program analysis. The program also helps determine the most

cost-effective treatment to extend the life of the roadway. The normal repair methods include: crack seal, slurry seal, dig-out repairs and surface overlays. The project also includes curb and gutter replacement and sidewalk repairs on the streets that are being repaired. Sharrow symbols/legends will be incorporated in this project as appropriate.

The federal and state transportation grant funding is used when available. Future multi-year funding is proposed to assure availability of local matching funds to maximize grant eligibilities. Funding for the local share of the project will be provided by Measure A, Measure M, Gas Tax, and SB 1. The latest inspection report dated February 2016 indicated the need for an amount of \$1,350,000 to increase the network average Pavement Condition Index (PCI) from 82 to 84 and maintain it over a five-year period.

Funding is requested in the amount of \$1,350,000 in FY 2019-2020 for the project.

ESTIMATED PROJECT SCHEDULE:

Project Design (In-house)
Construction

FY 2019-2020
Summer 2020

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

STREET REHABILITATION (FY 2020-2021)

	Funding Sources				Total
	Measure A	Gas Tax (2103)	Measure M	SB1	
2018-2019	-	-	-	-	-
2019-2020	-	-	-	-	-
2020-2021	666,500	167,800	115,900	399,800	1,350,000
2021-2022	-	-	-	-	-
2022-2023	-	-	-	-	-
Total	666,500	167,800	115,900	399,800	1,350,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2018-2019	-	0%	-	-
2019-2020	-	3%	-	-
2020-2021	1,018,900	6%	61,100	1,080,000
2021-2022	-	9%	-	-
2022-2023	-	12%	-	-
Subtotal	1,018,900		61,100	1,080,000
Contingency 25%	254,700		15,300	270,000
Totals	1,273,600		76,400	1,350,000

cost-effective treatment to extend the life of the roadway. The normal repair methods include: crack seal, slurry seal, dig-out repairs and surface overlays. The project also includes curb and gutter replacement and sidewalk repairs on the streets that are being repaired. Sharrow symbols/legends will be incorporated in this project as appropriate.

The federal and state transportation grant funding is used when available. Future multi-year funding is proposed to assure availability of local matching funds to maximize grant eligibilities. Funding for the local share of the project will be provided by Measure A, Measure M, Gas Tax, and SB 1. The latest inspection report dated February 2016 indicated the need for an amount of \$1,350,000 to increase the network average Pavement Condition Index (PCI) from 82 to 84 and maintain it over a five-year period.

Funding is requested in the amount of \$1,350,000 in FY 2020-2021 for the project.

ESTIMATED PROJECT SCHEDULE:

Project Design (In-house)
Construction

FY 2020-2021
Summer 2021

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

Ongoing maintenance of the public streets is essential. This project is intended to repair/resurface public streets. To implement this ongoing program in the most cost-effective manner, a Pavement Management Program (PMP) is used. The streets are inspected every two years and the database is updated in the PMP. The streets selected for the project are determined primarily through the PMP program analysis. The program also helps determine the most

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

STREET REHABILITATION (FY 2021-2022)

	Funding Sources				
	Gas Tax				Total
	Measure A	(2103)	Measure M	SB1	
2018-2019	-	-	-	-	-
2019-2020	-	-	-	-	-
2020-2021	-	-	-	-	-
2021-2022	679,800	171,200	118,200	380,800	1,350,000
2022-2023	-	-	-	-	-
Total	679,800	171,200	118,200	380,800	1,350,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation		Total
		Inflation %	Escalation	
2018-2019	-	0%	-	-
2019-2020	-	3%	-	-
2020-2021	-	6%	-	-
2021-2022	990,800	9%	89,200	1,080,000
2022-2023	-	12%	-	-
Subtotal	990,800		89,200	1,080,000
Contingency 25%	247,700		22,300	270,000
Totals	1,238,500		111,500	1,350,000

inspected every two years and the database is updated in the PMP. The streets selected for the project are determined primarily through the PMP program analysis. The program also helps determine the most cost-effective treatment to extend the life of the roadway. The normal repair methods include: crack seal, slurry seal, dig-out repairs and surface overlays. The project also includes curb and gutter replacement and sidewalk repairs on the streets that are being repaired. Sharrow symbols/legends will be incorporated in this project as appropriate.

The federal and state transportation grant funding is used when available. Future multi-year funding is proposed to assure availability of local matching funds to maximize grant eligibilities. Funding for the local share of the project will be provided by Measure A, Measure M, Gas Tax, and SB 1. The latest inspection report dated February 2016 indicated the need for an amount of \$1,350,000 to increase the network average Pavement Condition Index (PCI) from 82 to 84 and maintain it over a five-year period.

Funding is requested in the amount of \$1,350,000 in FY 2021-2022 for the project.

ESTIMATED PROJECT SCHEDULE:

Project Design (In-house)
Construction

FY 2021-2022
Summer 2022

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

Ongoing maintenance of the public streets is essential. This project is intended to repair/resurface public streets. To implement this ongoing program in the most cost-effective manner, a Pavement Management Program (PMP) is used. The streets are

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

TRAFFIC SIGNAL SYSTEM UPGRADES (FY 2021-2022)

Funding Sources		
	CITY CIP	Total
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
2021-2022	84,000	84,000
2022-2023	8,377,500	8,377,500
Total	8,461,500	8,461,500

Expenditure Categories				
Expenditures	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2018-2019	-	0%	-	-
2019-2020	-	3%	-	-
2020-2021	-	6%	-	-
2021-2022	70,000	9%	6,300	76,300
2022-2023	6,800,000	12%	816,000	7,616,000
Subtotal	6,870,000		822,300	7,692,300
Contingency 10%	687,000		82,200	769,200
Totals	7,557,000		904,500	8,461,500

PROJECT PRIORITY CATEGORY: BPROJECT DESCRIPTION:

The City's traffic signal system was evaluated as part of the Bicycle, Pedestrian, and Intersection Evaluation Study – Phase I (CIP 301-664). This part of the study focused on inventory of the existing traffic signal infrastructure network and identifies opportunities to improve efficiency through either equipment or

operations enhancements. This project is based on recommendations from Phase I of CIP 301-664. Phase II of CIP 301-664, which focuses on Arterial Traffic Operations, is postponed until the private development projects currently in construction or entitled have been completed when traffic conditions are fully realized.

This project will include the following tasks for design and construction. The following tasks have to be implemented in sequence to minimize impact to the traffic flow and therefore it is proposed to be performed as a single project for coordination purposes.

- **Citywide Fiber Optic Communications Upgrade**

The City's existing traffic signal communications network operates over twisted-copper pair cables using 9,600-baud modems. The fiber-optic communications upgrade will offer the City more bandwidth capabilities compared to Ethernet over Copper equipment, and the bandwidth can be used to introduce traffic monitoring capabilities citywide, traffic camera video buffering, and pan/tilt/zoom closed circuit television cameras for use during citywide emergency or incident management.

- **Traffic Signal Field Hardware for Vehicle & Pedestrian Signal Heads Replacement**

The majority of the City's traffic signal vehicle and pedestrian signal heads are oxidized and in need of replacement. With the traffic signal pole hardware in good shape, replacement of the traffic signal and pedestrian framework and installation of new light-emitting diode

(LED) indications will give the City's traffic signal network a clean and refreshed look as well as bringing the equipment up to standard.

- **Accessible Pedestrian Signals (APS) Replacement**

Accessible Pedestrian Signals (APS) are required federal mandates when major traffic signal modification projects are constructed to help provide additional audible and tactile information for pedestrians with visual or hearing impediments. Rewiring of the underground traffic signal conduit network is normally required to install APS equipment to the manufacturer's recommendation, which require each APS unit (pedestrian push button) to be hardwired individually back to the traffic control cabinet.

- **Traffic Signal Cabinets Upgrade to NEMA TS-2**

The traffic signal cabinet houses the traffic signal controller and other auxiliary equipment that operate the signalized intersection. The City currently utilizes legacy NEMA TS-1 cabinets, an original NEMA standard for traffic signal cabinets in the 1980s.

NEMA TS-2 cabinets are considered the most modern traffic signal cabinets as they can be easily retrofitted onto existing cabinet foundations to reduce costs. The new cabinets include new video detection equipment, new malfunction monitoring units (MMUs), new Emergency Vehicles Preemption equipment, and new Battery Back-Up Systems. They also maximize detection input opportunities (64-channels) and offer robust maintenance features that can be viewed at the central computer system.

- **Traffic Signal Controllers Replacement**

The traffic signal controller is considered the "brain" of the signalized intersection and processes detection inputs from the field and sends out signals to turn on and off the traffic

signal indications. These field units communicate with the Central Computer System located in the Public Works Engineering office.

- **Advanced Traffic Management System (ATMS) – Central Computer System Upgrade**

The Advanced Traffic Management System (ATMS) is the central computer system that communicates to the field traffic signal controllers and stores data to help future traffic forecasting and traffic signal timing development. Current ATMS functionality is limited due to the lack of Ethernet-based communications. A new ATMS Central Computer System will provide an enhanced user interface with access to special functions such as traffic signal coordination, basic timing data access and modification, historical data queries, and user account privileges.

Funding for the design and construction of the traffic signal system upgrades will be provided by the General Fund. A total funding in the amount of \$8,461,500 is requested over the next five years to fully fund the design and construction of the traffic signal system upgrades.

ESTIMATED PROJECT SCHEDULE:

Project Design	FY 2021-2022
Construction	FY 2022-2024

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

STREET REHABILITATION (FY 2022-2023)

	Funding Sources				
	Gas Tax				Total
	Measure A	(2103)	Measure M	SB1	
2018-2019	-	-	-	-	-
2019-2020	-	-	-	-	-
2020-2021	-	-	-	-	-
2021-2022	-	-	-	-	-
2022-2023	693,400	174,600	120,600	361,400	1,350,000
Total	693,400	174,600	120,600	361,400	1,350,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
	2018-2019	-	0%	-
2019-2020	-	3%	-	-
2020-2021	-	6%	-	-
2021-2022	-	9%	-	-
2022-2023	964,300	12%	115,700	1,080,000
Subtotal	964,300		115,700	1,080,000
Contingency 25%	241,100		28,900	270,000
Totals	1,205,400		144,600	1,350,000

through the PMP program analysis. The program also helps determine the most cost-effective treatment to extend the life of the roadway. The normal repair methods include: crack seal, slurry seal, dig-out repairs and surface overlays. The project also includes curb and gutter replacement and sidewalk repairs on the streets that are being repaired. Sharrow symbols/legends will be incorporated in this project as appropriate.

The federal and state transportation grant funding is used when available. Future multi-year funding is proposed to assure availability of local matching funds to maximize grant eligibilities. Funding for the local share of the project will be provided by Measure A, Measure M, Gas Tax, and SB 1. The latest inspection report dated February 2016 indicated the need for an amount of \$1,350,000 to increase the network average Pavement Condition Index (PCI) from 82 to 84 and maintain it over a five-year period.

Funding is requested in the amount of \$1,350,000 in FY 2022-2023 for the project.

ESTIMATED PROJECT SCHEDULE:

Project Design (In-house)
Construction

FY 2022-2023
Summer 2023

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

Ongoing maintenance of the public streets is essential. This project is intended to repair/resurface public streets. To implement this ongoing program in the most cost-effective manner, a Pavement Management Program (PMP) is used. The streets are inspected every two years and the database is updated in the PMP. The streets selected for the project are determined primarily

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SEISMIC IMPROVEMENTS AT LAGOON PUMP STATION (FY 2019-2020)

Funding	Funding Sources	
	CIP City	Total
2018-2019	-	-
2019-2020	150,000	150,000
2020-2021	-	-
2021-2022	-	-
2022-2023	-	-
Total	150,000	150,000

Expenditures	Expenditure Categories			Total
	Estimated Project Cost	Inflation %	Inflation Escalation	
2018-2019	-	0%	-	-
2019-2020	116,500	3%	3,500	120,000
2020-2021	-	6%	-	-
2021-2022	-	9%	-	-
2022-2023	-	12%	-	-
Subtotal	116,500		3,500	120,000
Contingency 25%	29,100		900	30,000
Totals	145,600		4,400	150,000

PROJECT PRIORITY CATEGORY: B

PROJECT DESCRIPTION:

The Lagoon Pump Station located at the City/District's Corporation Yard, houses two (2) engines/pumps used to pump lagoon water into the bay to control the water level in the interior lagoon.

A contract with G&E Engineering Systems, Inc. was executed in summer 2012 to perform the seismic vulnerability assessment of

the building. The report was completed in September 2013. It concluded that the pump station meets the current Seismic Code. However, the report recommended the following improvements:

1. Reinforce the door frame of the roll-up door to prevent deformation or drifts resulting from a seismic event that may prevent the door from opening and closing.
2. Isolate the tidal channel walls from the building to stop and prevent differential settlement.
3. Install flexible connections onto the underground utilities entering the building to allow movement during earthquakes.

Funding is requested in the amount of \$150,000 in FY 2019-2020 for the design and construction of the project.

ESTIMATED PROJECT SCHEDULE:

Evaluation/Study Completed
Request for Proposal and Design
Construction

September 2013
FY 2019-2020
FY 2020-2021

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

UNDERWATER BRIDGE SUPPORT STRUCTURES INSPECTION AND REPAIR PROJECT (FY 2021-2022)

	Funding Sources	
	CIP City	Total
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
2021-2022	250,000	250,000
2022-2023	-	-
Total	250,000	250,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2018-2019	-	0%	-	-
2019-2020	-	3%	-	-
2020-2021	-	6%	-	-
2021-2022	183,500	9%	16,500	200,000
2022-2023	-	12%	-	-
Subtotal	183,500		16,500	200,000
Contingency 25%	45,900		4,100	50,000
Totals	229,400		20,600	250,000

report indicated that the bridges are in good condition with no outstanding structural issues that require immediate attention. In 2009, Nolte Associates, Inc. (Nolte) was hired to review CSG's report as well as Caltrans' inspection reports for the years 2007 and 2009. Based on the findings, Nolte developed project plans and specifications and construction was completed in 2010.

Caltrans performed underwater inspections in 2010 and 2015. The reports did not identify any immediate repairs but did identify some concerns. The next scheduled underwater inspection is planned in 2020.

The proposed project involves the review of Caltrans' under-water inspection reports for 2010, 2015, and 2020 by a structural consultant. The consultant will also conduct additional underwater inspection as needed. If structural deficiencies are found, the consultant will prepare construction documents to address the issues.

Funding of \$250,000 is requested in the FY 2021-2022 for the comprehensive underwater inspections of the support piers. If the inspections show that repairs are needed, a request for funding will be brought to the City Council for approval.

PROJECT PRIORITY CATEGORY: B**PROJECT DESCRIPTION:**

Caltrans performs routine inspections of City-owned bridges (Bicentennial, Foster City, Rainbow, and Shell). The bridge structure above water is inspected every two years and the bridge structure underwater is inspected every five years.

In 2006, CSG Consultants, Inc. reviewed Caltrans' above water inspection reports for the years 1999, 2001, 2003, and 2005. CSG's

ESTIMATED PROJECT SCHEDULE:

Project Inspection and Design	FY 2021-2022
Construction	Summer 2023

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT (FY 2015-2016)

Funding Sources					
Funding	Levee GO		Bonds		Total
	Estimated	Inflation %	Escalation	Contingency	
2018-2019	25,432,264	0%	-	6,358,066	31,790,330
2019-2020	30,291,262	3%	908,738	7,800,000	39,000,000
2020-2021	7,488,705	6%	449,320	1,984,510	9,922,535
2021-2022	-	9%	-	-	-
2022-2023	-	12%	-	-	-
Total	80,712,865		1,358,058	16,142,576	80,712,865

Expenditure Categories					
Expenditures	Levee GO		Bonds		Total
	Estimated	Inflation %	Escalation	Contingency	
2018-2019	25,432,264	0%	-	6,358,066	31,790,330
2019-2020	30,291,262	3%	908,738	7,800,000	39,000,000
2020-2021	7,488,705	6%	449,320	1,984,510	9,922,535
2021-2022	-	9%	-	-	-
2022-2023	-	12%	-	-	-
Subtotal	63,212,231		1,358,058	16,142,576	80,712,865
Totals	63,212,231		1,358,058	16,142,576	80,712,865

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

This project will raise the levee to meet the required elevation per Title 44 of the Code of Federal Regulations (CFR), section 65.10, to retain accreditation. Based on the FEMA coastal flood hazard study, roughly 85 percent of Foster City's levee system does not meet the required freeboard elevation. If improvements are not made, Foster City will be designated as a high-risk Special Flood Hazard area and property owners with federally-backed loans will be required to purchase annual flood insurance.

To date, FEMA has approved the levee seclusion mapping allowing Foster City to maintain a Zone X designation while the City prepares

for construction of the project. The design team led by Schaaf & Wheeler Consulting Engineers has completed 60% design work including geotechnical investigation, topographical survey, and regulatory permitting. In addition, the environmental planning and municipal financial consultants have completed the Environmental Impact Report and exploration of funding options. On May 8, 2017, the City Council adopted the resolution for the following:

1. Certifying the final EIR;
2. Adopting California Environmental Quality Act (CEQA) Findings, Statement of Overriding Considerations, and Mitigation Monitoring and Reporting Program
3. Approving the 2050 SLR project scenario and direct staff to further develop and analyze the 2050 SLR and future adaption for submittal to regulatory agencies for processing; and direct staff to proceed with the 30-Year General Obligation Bond Alternative.

Additional funding request in FY 2018-2019 will pay for support services, including specialty testing and inspection, submittal review, regulatory permit fees and construction management during construction. Assuming the passage of the ballot measure in June 2018, the issuance of up to \$90 million in General Obligation Bond is anticipated between December 2018 and February 2019.

To date, \$6,077,465 has been encumbered for this multi-year project:

Encumbered:

FY 2015-2016	\$1,577,465
FY 2016-2017	\$2,500,000
FY 2017-2018	<u>\$2,000,000</u>
	\$6,077,465

Bond Issuance Costs
and capitalized interest: \$3,209,670

Anticipated Budget Required:

FY 2018-2019	\$31,790,330
FY 2019-2020	\$39,000,000
FY 2020-2021	<u>\$ 9,922,535</u>
	\$80,712,865

Total Project Budget: \$90,000,000

The remaining bond proceeds in the amount of \$83,922,535 (\$90 million less encumbrances) will be used for construction and support services.

ESTIMATED PROJECT SCHEDULE:

Design	FY 2016-2018
Construction	FY 2018-2021

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS – Park System Master Plan Study (FY 2018-2019)

Funding	Funding Sources	
	CIP City	Total
2018-2019	257,500	257,500
2019-2020	-	-
2020-2021	-	-
2021-2022	-	-
2022-2023	-	-
Total	257,500	257,500

Expenditures	Expenditure Categories			
	Estimated	Inflation		Total
	Project Cost	Inflation %	Escalation	
2018-2019	206,000	0%	-	206,000
2019-2020	-	3%	-	-
2020-2021	-	6%	-	-
2021-2022	-	9%	-	-
2022-2023	-	12%	-	-
Subtotal	206,000	-	-	206,000
Contingency 25%	51,500	-	-	51,500
Totals	257,500	-	-	257,500

PROJECT PRIORITY CATEGORY: A

POSSIBLE FUNDING SOURCES:

- Capital Investment – City Fund

PROJECT DESCRIPTION:

Park System Master Plan - \$257,500

Several City parks are nearing 50 years old and at the end of their useful life. As part of the City’s ongoing effort to properly and adequately maintain its Parks Infrastructure valued at approximately \$100 million, a Park System Master Plan is necessary to ensure future maintenance, sustainability, and water conservation opportunities are identified.

The Park System consists of 160 acres of parks and open space which includes 24 parks and eight miles of levee pedway in four square miles. There are 16 playgrounds, nine park sites with at least one court activity, seven synthetic turf fields, and 14 park restrooms.

The completion of a Park System Master Plan will safeguard community assets that provide for stable home prices, safe neighborhoods, quality of life for community residents, and responsible fiscal management.

PROJECTED TIMELINE:

Award Agreement	January 2019
Conduct Study	January – December 2019

Findings Incorporated into FY 2020-2021 Budget in March 2020

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS – Fitness Court at Shorebird Park (FY 2018-2019)

Funding	Funding Sources		
	CIP City	Grant	Total
2018-2019	177,500	10,000	187,500
2019-2020	-	-	-
2020-2021	-	-	-
2021-2022	-	-	-
2022-2023	-	-	-
Total	177,500	10,000	187,500

Expenditures	Expenditure Categories			
	Estimated	Inflation		Total
	Project Cost	Inflation %	Escalation	
2018-2019	150,000	0%	-	150,000
2019-2020	-	3%	-	-
2020-2021	-	6%	-	-
2021-2022	-	9%	-	-
2022-2023	-	12%	-	-
Subtotal	150,000	-	-	150,000
Contingency 25%	37,500	-	-	37,500
Totals	187,500	-	-	187,500

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund
2. Grant Funding from National Fitness Campaign

PROJECT DESCRIPTION:

Fitness Court Equipment and Installation - \$187,500

The National Fitness Campaign promotes outdoor fitness stations that are a compact, engaging social experience. The fitness court includes:

- Outdoor Bodyweight Circuit Training System
- Sport flooring
- Campaign Ecosystem, an app that users can download to network with other users and follow fitness challenges

An area at Shorebird Park has been identified as a prime location for an outdoor fitness facility because of its close proximity to the bay trail and Beach Park Boulevard. The outdoor fitness facility will be constructed in an area that was formally slated for natural grass. Because of the drought, this area was never planted with grass and instead converted to a wood mulch area.

PROJECTED TIMELINE:

- Award Agreement January 2019
- Construction January – December 2019

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS – Synthetic Surface Replacements (FY 2019-2020)

Funding	Funding Sources	
	CIP City	Total
2018-2019	-	-
2019-2020	725,000	725,000
2020-2021	-	-
2021-2022	-	-
2022-2023	-	-
Total	725,000	725,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2018-2019	-	0%	-	-
2019-2020	563,100	3%	16,900	580,000
2020-2021	-	6%	-	-
2021-2022	-	9%	-	-
2022-2023	-	12%	-	-
Subtotal	563,100		16,900	580,000
Contingency 25%	140,775		4,225	145,000
Totals	703,875		21,125	725,000

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

PROJECT DESCRIPTION:

Synthetic Surface Replacements - \$725,000

The synthetic turf surfaces at the following locations were installed in FY 2004-2005 and are scheduled for replacement in FY 2019-2020:

1. Boat Park along the boardwalk ¹
2. Recreation Center to the Boat House along the boardwalk ^{1,2}

The project consists of removal and disposal of old synthetic turf, and installation of new synthetic turf as appropriate for each site.

Notes:

1. Public Works and Parks Departments will coordinate prior to construction for any corrections to the bulkhead cathodic protection.
2. The timing of the Recreation Center replacement will be considered in coordination with the Recreation Center Master Plan.

PROJECTED TIMELINE:

- Construction Winter 2019

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS (FY 2019-2020)

Funding	Funding Sources	
	CIP City	Total
2018-2019	-	-
2019-2020	1,175,000	1,175,000
2020-2021	-	-
2021-2022	-	-
2022-2023	-	-
Total	1,175,000	1,175,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2018-2019	-	0%	-	-
2019-2020	1,140,800	3%	34,200	1,175,000
2020-2021	-	6%	-	-
2021-2022	-	9%	-	-
2022-2023	-	12%	-	-
Subtotal	1,140,800		34,200	1,175,000
Contingency 0%	-		-	-
Totals	1,140,800		34,200	1,175,000

PROJECT DESCRIPTION:

In FY 2018-2019, the City will be undertaking a comprehensive Parks Master Plan project. Staff has identified a number of potential projects that may be included in the Master Plan; however, the timing of those projects, as prioritized with any new projects that result from the plan development process, is unknown at this time. Therefore, a funding placeholder has been used to represent the projects that will be completed for the identified Fiscal Year and the actual projects and required funding will be brought to the City Council as part of the Parks Master Plan report.

PROJECTED TIMELINE:

Findings to be incorporated into FY 2019-2020 and future budgets.

PROJECT PRIORITY CATEGORY: A

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS - Sport Court Resurfacing (FY 2020-2021)

Funding	Funding Sources	
	CIP City	Total
2018-2019	-	-
2019-2020	-	-
2020-2021	200,000	200,000
2021-2022	-	-
2022-2023	-	-
Total	200,000	200,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2018-2019	-	0%	-	-
2019-2020	-	3%	-	-
2020-2021	150,900	6%	9,100	160,000
2021-2022	-	9%	-	-
2022-2023	-	12%	-	-
Subtotal	150,900		9,100	160,000
Contingency 25%	37,700		2,300	40,000
Totals	188,600		11,400	200,000

The total costs include all resurfacing and painting of lines.

The following five (5) Tennis Courts and three (3) Basketball Courts are anticipated to be in need of resurfacing in FY 2020-2021. The Tennis and Basketball Courts were last resurfaced in FY 2014-2015. The Pickleball Courts were installed in FY 2016-2017 and will be inspected and to determine need for minor repairs. The PickleBall courts will then be added to the regular resurfacing schedule.

TENNIS COURTS:

- (3) Edgewater
- (2) Catamaran

BASKETBALL COURTS:

- Full Courts:
- (1) Catamaran
 - (1) Teen Center
 - (1) Edgewater

PICKLEBALL COURTS:

- (6) Recreation Center

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

PROJECT DESCRIPTION:

Sport Court Resurfacing - \$200,000

Tennis and Basketball Court surfaces are typically resurfaced every five to seven years, based on an evaluation of the condition of each court, to ensure that they are safe to play on and aesthetically pleasing.

PROJECTED TIMELINE:

Estimates	Aug – Dec 2020
Construction	Mar – May 2021

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS (FY 2020-2021)

Funding	Funding Sources	
	CIP City	Total
2018-2019	-	-
2019-2020	-	-
2020-2021	1,700,000	1,700,000
2021-2022	-	-
2022-2023	-	-
Total	1,700,000	1,700,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2018-2019	-	0%	-	-
2019-2020	-	3%	-	-
2020-2021	1,603,800	6%	96,200	1,700,000
2021-2022	-	9%	-	-
2022-2023	-	12%	-	-
Subtotal	1,603,800		96,200	1,700,000
<i>Contingency</i> 0%	-		-	-
Totals	1,603,800		96,200	1,700,000

PROJECT DESCRIPTION:

In FY 2018-2019, the City will be undertaking a comprehensive Parks Master Plan project. Staff has identified a number of potential projects that may be included in the Master Plan; however, the timing of those projects, as prioritized with any new projects that result from the plan development process, is unknown at this time. Therefore, a funding placeholder has been used to represent the projects that will be completed for the identified Fiscal Year and the actual projects and required funding will be brought to the City Council as part of the Parks Master Plan report.

PROJECTED TIMELINE:

Findings to be incorporated into FY 2019-2020 and future budgets.

PROJECT PRIORITY CATEGORY: A

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS – Boardwalk Re-finishing and Re-sealing (FY 2021-2022)

Funding	Funding Sources	
	CIP City	Total
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
2021-2022	50,000	50,000
2022-2023	-	-
Total	50,000	50,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2018-2019	-	0%	-	-
2019-2020	-	3%	-	-
2020-2021	-	6%	-	-
2021-2022	36,700	9%	3,300	40,000
2022-2023	-	12%	-	-
Subtotal	36,700		3,300	40,000
Contingency 25%	9,200		800	10,000
Totals	45,900		4,100	50,000

PROJECT DESCRIPTION:

Boardwalk Re-finishing and Re-sealing - \$50,000

Re-finishing and re-sealing of the wooden boardwalk and chain-rail support poles at Leo J. Ryan Park should be done every three to five years. This was last done in 2016.

This project will include replacing the goose control fencing along the water at Leo J. Ryan Park, as part of on-going habitat modification efforts.

PROJECTED TIMELINE: August-November 2021

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS – Parking Lot Resurfacing (FY 2021-2022)

Funding	Funding Sources	
	CIP City	Total
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
2021-2022	600,000	600,000
2022-2023	-	-
Total	600,000	600,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2018-2019	-	0%	-	-
2019-2020	-	3%	-	-
2020-2021	-	6%	-	-
2021-2022	440,400	9%	39,600	480,000
2022-2023	-	12%	-	-
Subtotal	440,400		39,600	480,000
Contingency 25%	110,100		9,900	120,000
Totals	550,500		49,500	600,000

Resurfacing City-owned parking lots should be done every five to seven years. Maintenance items that are necessary to keep the parking lots in good condition include:

- Removal and replacement of failed and root-damaged asphalt
- Installation of root barrier, slurry seal, and line striping.

This will add to the general surface life of the asphalt before major repairs or replacements are needed.

This will be done in conjunction with Public Works Street Rehabilitation projects, similar to the latest Park Pathways project.

PARKING LOTS:

1. Civic Center Complex
2. Library
3. Recreation Center Complex
4. Boat Park
5. Boothbay Park
6. Erckenbrack Park
7. Sea Cloud Park
8. Port Royal Park
9. Bridgeview Park
10. Baywinds Park
11. Corporation Yard

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

PROJECT DESCRIPTION:

Parking Lot Resurfacing - \$600,000

PROJECTED TIMELINE:

Plans and Specifications	Winter FY 2021-2022
Construction	Summer 2022
Close-out	Winter 2022

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS – Park Pathway Resurfacing (FY 2021-2022)

Funding	Funding Sources	
	CIP City	Total
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
2021-2022	550,000	550,000
2022-2023	-	-
Total	550,000	550,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2018-2019	-	0%	-	-
2019-2020	-	3%	-	-
2020-2021	-	6%	-	-
2021-2022	403,700	9%	36,300	440,000
2022-2023	-	12%	-	-
Subtotal	403,700		36,300	440,000
Contingency 25%	100,900		9,100	110,000
Totals	504,600		45,400	550,000

PROJECT DESCRIPTION:

Park Pathway Renovation/ Repairs - \$550,000

Staff routinely assesses the park pathways for uplifting, cracked, and damaged asphalt, and performs localized repairs as needed. Every 5-7 years more major renovations are typically needed in various areas of our park system.

Maintenance items that are necessary to keep the pathways in good condition include:

- Removal and replacement of failed and root-damaged asphalt
- Installation of Header-board
- Slurry seal or Seal Coat
- Crack-seal

This will add to the general surface life of the asphalt before major repairs or replacements are needed.

This will be done in conjunction with Public Works Street Rehabilitation projects, similar to latest Park Pathways project.

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

PROJECTED TIMELINE:

Plans and Specifications	Winter FY 2021-2022
Construction	Summer 2022
Close-out	Winter 2022

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN**PARK INFRASTRUCTURE IMPROVEMENTS (FY 2021-2022)**

Funding	Funding Sources	
	CIP City	Total
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
2021-2022	700,000	700,000
2022-2023	-	-
Total	700,000	700,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2018-2019	-	0%	-	-
2019-2020	-	3%	-	-
2020-2021	-	6%	-	-
2021-2022	642,200	9%	57,800	700,000
2022-2023	-	12%	-	-
Subtotal	642,200		57,800	700,000
Contingency	0%		-	-
Totals	642,200		57,800	700,000

PROJECT DESCRIPTION:

In FY 2018-2019, the City will be undertaking a comprehensive Parks Master Plan project. Staff has identified a number of potential projects that may be included in the Master Plan; however, the timing of those projects, as prioritized with any new projects that result from the plan development process, is unknown at this time. Therefore, a funding placeholder has been used to represent the projects that will be completed for the identified Fiscal Year and the actual projects and required funding will be brought to the City Council as part of the Parks Master Plan report.

PROJECTED TIMELINE:

Findings to be incorporated into FY 2019-2020 and future budgets.

PROJECT PRIORITY CATEGORY: A

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS – Synthetic Surface Replacements (FY 2022-2023)

Funding	Funding Sources	
	CIP City	Total
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
2021-2022	-	-
2022-2023	1,294,000	1,294,000
Total	1,294,000	1,294,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2018-2019	-	0%	-	-
2019-2020	-	3%	-	-
2020-2021	-	6%	-	-
2021-2022	-	9%	-	-
2022-2023	924,300	12%	110,900	1,035,200
Subtotal	924,300		110,900	1,035,200
Contingency 25%	231,075		27,725	258,800
Totals	1,155,375		138,625	1,294,000

PROJECT DESCRIPTION:

Synthetic Surface Replacements - \$1,294,000

The synthetic turf surfaces at the following locations were installed in FY 2012-2013 and are scheduled for replacement in FY 2022-2023:

1. Sea Cloud Park S-4
2. Port Royal Park

The project consists of removal and disposal of old synthetic turf, and installation of new synthetic turf as appropriate for each site.

PROJECTED TIMELINE:

- Construction Winter FY 2022-2023

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN**PARK INFRASTRUCTURE IMPROVEMENTS (FY 2022-2023)**

Funding	Funding Sources	
	CIP City	Total
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
2021-2022	-	-
2022-2023	606,000	606,000
Total	606,000	606,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2018-2019	-	0%	-	-
2019-2020	-	3%	-	-
2020-2021	-	6%	-	-
2021-2022	-	9%	-	-
2022-2023	541,100	12%	64,900	606,000
Subtotal	541,100		64,900	606,000
Contingency	0%	-	-	-
Totals	541,100		64,900	606,000

PROJECT DESCRIPTION:

In FY 2018-2019, the City will be undertaking a comprehensive Parks Master Plan project. Staff has identified a number of potential projects that may be included in the Master Plan; however, the timing of those projects, as prioritized with any new projects that result from the plan development process, is unknown at this time. Therefore, a funding placeholder has been used to represent the projects that will be completed for the identified Fiscal Year and the actual projects and required funding will be brought to the City Council as part of the Parks Master Plan report.

PROJECTED TIMELINE:

Findings to be incorporated into FY 2019-2020 and future budgets.

PROJECT PRIORITY CATEGORY: A

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

POLICE STATION EXTERIOR PAINT (FY 2018-2019)

Funding	Funding Sources	
	CIP City	Total
2018-2019	60,000	60,000
2019-2020	-	-
2020-2021	-	-
2021-2022	-	-
2022-2023	-	-
Total	60,000	60,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2018-2019	48,000	0%	-	48,000
2019-2020	-	3%	-	-
2020-2021	-	6%	-	-
2021-2022	-	9%	-	-
2022-2023	-	12%	-	-
Subtotal	48,000		-	48,000
Contingency 25%	12,000		-	12,000
Totals	60,000		-	60,000

PROJECT DESCRIPTION:

The Building Maintenance Division maintains the quality of interior and exterior paint on all City facilities on an on-going basis. Periodically City facilities require comprehensive paint replacement.

The Police Station was last painted in FY 2011-2012 and is due to be repainted in order to protect and maintain the overall appearance of the building. The project will include any repairs that are identified to the building exterior.

Once complete, Police Station Exterior Paint will be included in the Building Maintenance Replacement List to be fully funded for the next scheduled replacement in approximately 8 years.

PROJECTED TIMELINE:

- Summer 2019

PROJECT PRIORITY CATEGORY: B

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

CORPORATION YARD HVAC REPLACEMENT (FY 2018-2019)

Funding	Funding Sources		
	BMF	CIP City	Total
2018-2019	88,150	291,850	380,000
2019-2020	-	-	-
2020-2021	-	-	-
2021-2022	-	-	-
2022-2023	-	-	-
Total	88,150	291,850	380,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2018-2019	304,000	0%	-	304,000
2019-2020	-	3%	-	-
2020-2021	-	6%	-	-
2021-2022	-	9%	-	-
2022-2023	-	12%	-	-
Subtotal	304,000		-	304,000
Contingency 25%	76,000		-	76,000
Totals	380,000		-	380,000

PROJECT DESCRIPTION:

The Corporation Yard Buildings are some of the oldest buildings in Foster City. Repairs and maintenance has been undertaken to keep the HVAC system in working condition, but a major overhaul of the system is required as the system has become obsolete and inefficient to repair and maintain.

The proposed system will eliminate major component parts in favor of a system which is vastly more efficient and modular for the purpose of future maintenance.

PROJECTED TIMELINE:

- Project Development and Pricing Winter FY 2018-2019
- Installation Spring 2019

PROJECT PRIORITY CATEGORY: B

POSSIBLE FUNDING SOURCES:

1. Building Maintenance Fund
2. Capital Investment – City Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

CIVIC CENTER REAR SECURITY GATE INSTALLATION (2018-2019)

Funding	Funding Sources	
	CIP City	Total
2018-2019	250,000	250,000
2019-2020	-	-
2020-2021	-	-
2021-2022	-	-
2022-2023	-	-
Total	250,000	250,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2018-2019	200,000	0%	-	200,000
2019-2020	-	3%	-	-
2020-2021	-	6%	-	-
2021-2022	-	9%	-	-
2022-2023	-	12%	-	-
Subtotal	200,000	-	-	200,000
Contingency 25%	50,000	-	-	50,000
Totals	250,000	-	-	250,000

PROJECT DESCRIPTION:

When the building was constructed, the access to the parking lot behind City Hall, the Police Station and the Fire Station was signed for authorized vehicles only, with the possibility of future gate installation. Over the years and in increasing volumes, Staff has consistently observed general public pedestrian and vehicle users accessing the driveway. With the development of the 15 acres, it is expected that there could be even more throughway access if it is not prevented.

Security of this area is important for a number of reasons. Most significantly, pedestrians and unauthorized vehicles present a hazard to themselves and public safety vehicles that are departing the station in an expeditious manner through this area. In addition, this area is designated for parking for both City vehicles and 24-hour personnel that can be the targets of vandalism or theft of sensitive and expensive equipment in vehicles.

This project includes installation of the gates, loop detectors, UL required safety devices and local controls as well as required electrical and concrete work required which could include curb modifications, center island construction and trenching/back filling for power and control wiring.

PROJECT PRIORITY CATEGORY: A

POSSIBLE FUNDING SOURCES:

- 1. Capital Investment – City Fund

PROJECTED TIMELINE:

- Spring/Summer 2019

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARKS WORKSHOP ROOF REPLACEMENT (FY 2019-2020)

Funding	Funding Sources	
	CIP City	Total
2018-2019	-	-
2019-2020	40,000	40,000
2020-2021	-	-
2021-2022	-	-
2022-2023	-	-
Total	40,000	40,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2018-2019	-	0%	-	-
2019-2020	31,100	3%	900	32,000
2020-2021	-	6%	-	-
2021-2022	-	9%	-	-
2022-2023	-	12%	-	-
Subtotal	31,100		900	32,000
Contingency 25%	7,775		225	8,000
Totals	38,875		1,125	40,000

PROJECT DESCRIPTION:

The Corporation Yard Buildings are some of the oldest buildings in Foster City. The roof of the Parks Workshops (Parks Key Room Building) is over 20 years old. While maintenance and repairs have been conducted as needed, the roof is now due for replacement.

Once complete, the Parks Workshops (Parks Key Room Building) Roof will be included in the Building Maintenance Replacement List to be fully funded for the next scheduled replacement in approximately 25 years.

PROJECTED TIMELINE:

- Summer 2019

PROJECT PRIORITY CATEGORY: B

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

VEHICLE SHOP ROOF REPLACEMENT (FY 2019-2020)

Funding	Funding Sources	
	CIP City	Total
2018-2019	-	-
2019-2020	40,000	40,000
2020-2021	-	-
2021-2022	-	-
2022-2023	-	-
Total	40,000	40,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2018-2019	-	0%	-	-
2019-2020	31,100	3%	900	32,000
2020-2021	-	6%	-	-
2021-2022	-	9%	-	-
2022-2023	-	12%	-	-
Subtotal	31,100		900	32,000
Contingency 25%	7,775		225	8,000
Totals	38,875		1,125	40,000

PROJECT DESCRIPTION:

The Corporation Yard Buildings are some of the oldest buildings in Foster City. The roof of the Vehicle Maintenance Shop is over 20 years old. While maintenance and repairs have been conducted as needed, the roof is now is due for replacement.

Once complete, the Vehicle Maintenance Shop Roof will be included in the Building Maintenance Replacement List to be fully funded for the next scheduled replacement in approximately 25 years.

PROJECTED TIMELINE:

- Summer 2019

PROJECT PRIORITY CATEGORY: B

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

POLICE STATION ROOF REPLACEMENT (FY 2019-2020)

Funding	Funding Sources		
	BMF	CIP City	Total
2018-2019	-	-	-
2019-2020	42,000	78,000	120,000
2020-2021	-	-	-
2021-2022	-	-	-
2022-2023	-	-	-
Total	42,000	78,000	120,000

Expenditures	Expenditure Categories			
	Estimated	Inflation		Total
	Project Cost	Inflation %	Escalation	
2018-2019	-	0%	-	-
2019-2020	93,200	3%	2,800	96,000
2020-2021	-	6%	-	-
2021-2022	-	9%	-	-
2022-2023	-	12%	-	-
Subtotal	93,200		2,800	96,000
Contingency 25%	23,300		700	24,000
Totals	116,500		3,500	120,000

PROJECT DESCRIPTION:

The Police Station Roof was installed when the building underwent its major remodel in 2000 as part of the Government Center Project. Since that time, the Building Maintenance Division has performed on-going maintenance and repairs to address on-going leaks in the line up room, kitchen and lobby areas. The roof is scheduled and due for replacement.

Funding in the amount of \$42,000 has been set aside for this project, but it is expected that additional funds are needed. Once complete, the Police Station Roof will be included in the Building Maintenance Replacement List to be fully funded for the next replacement in approximately 20 years.

PROJECTED TIMELINE:

- Summer 2020

PROJECT PRIORITY CATEGORY: BPOSSIBLE FUNDING SOURCES:

1. Building Maintenance Fund
2. Capital Investment – City Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

TEEN CENTER INTERIOR PAINT (FY 2019-2020)

Funding	Funding Sources	
	CIP City	Total
2018-2019	-	-
2019-2020	60,000	60,000
2020-2021	-	-
2021-2022	-	-
2022-2023	-	-
Total	60,000	60,000

PROJECT DESCRIPTION:

The Teen Center Interior was last painted in 2009 and is due for replacement in FY 2019-2020 due to normal wear and tear in a facility that sees extensive regular use.

Once complete, the Teen Center Interior Paint will be added to the Building Maintenance Replacement List to be fully funded for its next replacement in approximately 10 years.

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2018-2019	-	0%	-	-
2019-2020	46,600	3%	1,400	48,000
2020-2021	-	6%	-	-
2021-2022	-	9%	-	-
2022-2023	-	12%	-	-
Subtotal	46,600		1,400	48,000
Contingency 25%	11,650		350	12,000
Totals	58,250		1,750	60,000

PROJECTED TIMELINE:

- Winter FY 2019-2020

PROJECT PRIORITY CATEGORY: B

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

TEEN CENTER EXTERIOR PAINT (FY 2019-2020)

Funding	Funding Sources		
	BMF	CIP City	Total
2018-2019	-	-	-
2019-2020	28,000	22,000	50,000
2020-2021	-	-	-
2021-2022	-	-	-
2022-2023	-	-	-
Total	28,000	22,000	50,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2018-2019	-	0%	-	-
2019-2020	38,800	3%	1,200	40,000
2020-2021	-	6%	-	-
2021-2022	-	9%	-	-
2022-2023	-	12%	-	-
Subtotal	38,800		1,200	40,000
Contingency 25%	9,700		300	10,000
Totals	48,500		1,500	50,000

PROJECT DESCRIPTION:

The Building Maintenance Division maintains the quality of interior and exterior paint on all City facilities on an on-going basis. Periodically City facilities require comprehensive paint replacement.

The Teen Center exterior was last painted in 2009 and is due to be repainted in order to protect and maintain the overall appearance of the building. The project will include any repairs that are identified to the building exterior.

Funding in the amount of \$28,000 has been set aside for this project, but it is expected that additional funds are needed. Once complete, the Teen Center Exterior Paint will be included in the Building Maintenance Replacement List to be fully funded for the next replacement in approximately 10 years.

PROJECTED TIMELINE:

- Summer 2020

PROJECT PRIORITY CATEGORY: B

POSSIBLE FUNDING SOURCES:

1. Building Maintenance Fund
2. Capital Investment – City Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

CORPORATION YARD WORKSHOPS EXTERIOR PAINT (FY 2019-2020)

Funding	Funding Sources	
	CIP City	Total
2018-2019	-	-
2019-2020	200,000	200,000
2020-2021	-	-
2021-2022	-	-
2022-2023	-	-
Total	200,000	200,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2018-2019	-	0%	-	-
2019-2020	155,300	3%	4,700	160,000
2020-2021	-	6%	-	-
2021-2022	-	9%	-	-
2022-2023	-	12%	-	-
Subtotal	155,300		4,700	160,000
Contingency 25%	38,825		1,175	40,000
Totals	194,125		5,875	200,000

PROJECT DESCRIPTION:

The Building Maintenance Division maintains the quality of interior and exterior paint on all City facilities on an on-going basis. Periodically City facilities require comprehensive paint replacement. The salt air where the Corporation Yard is located along the San Francisco Bay is especially hard on exterior paint.

The Corporation Yard Shops were last painted in 2007 and are due to be repainted in order to protect and maintain the overall appearance of the building. The project will include any repairs that are identified to the building exterior.

Once complete, Corporation Yard Shops Exterior Paint will be included in the Building Maintenance Replacement List to be fully funded for the next scheduled replacement in approximately 7 years.

PROJECTED TIMELINE:

- Summer 2020

PROJECT PRIORITY CATEGORY: B

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

POLICE STATION HVAC REPLACEMENT (FY 2019-2020)

Funding	Funding Sources		
	BMF	CIP City	Total
2018-2019	-	-	-
2019-2020	59,500	30,500	90,000
2020-2021	-	-	-
2021-2022	-	-	-
2022-2023	-	-	-
Total	59,500	30,500	90,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2018-2019	-	0%	-	-
2019-2020	69,900	3%	2,100	72,000
2020-2021	-	6%	-	-
2021-2022	-	9%	-	-
2022-2023	-	12%	-	-
Subtotal	69,900		2,100	72,000
Contingency 25%	17,475		525	18,000
Totals	87,375		2,625	90,000

PROJECT DESCRIPTION:

The Police Station HVAC was installed when the building underwent its major remodel in 2000 as part of the Government Center Project. Since that time, the Building Maintenance Division has performed on-going maintenance and repairs and a portion of the system was upgraded as part of the energy efficiency project in 2014. The remaining portions of the system are scheduled and due for replacement.

Funding in the amount of \$59,500 has been set aside for this project, but it is expected that additional funds will be needed. Once complete, the Police Station HVAC Replacement Project will be included in the Building Maintenance Replacement List to be fully funded for the next replacement in approximately 15 years.

PROJECTED TIMELINE:

- Summer 2020

PROJECT PRIORITY CATEGORY: B

POSSIBLE FUNDING SOURCES:

1. Building Maintenance Fund
2. Capital Investment – City Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

COUNCIL CHAMBERS CARPET REPLACEMENT (FY 2020-2021)

Funding	Funding Sources	
	CIP City	Total
2018-2019	-	-
2019-2020	-	-
2020-2021	45,000	45,000
2021-2022	-	-
2022-2023	-	-
Total	45,000	45,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2018-2019	-	0%	-	-
2019-2020	-	3%	-	-
2020-2021	34,000	6%	2,000	36,000
2021-2022	-	9%	-	-
2022-2023	-	12%	-	-
Subtotal	34,000		2,000	36,000
Contingency 25%	8,500		500	9,000
Totals	42,500		2,500	45,000

PROJECT DESCRIPTION:

The Council Chambers Carpet was installed when the building was constructed in 2001. Since that time, the Building Maintenance Division has performed on-going cleaning as needed, but the carpet is beginning to show wear and is scheduled and due for replacement.

Once complete, the Council Chambers Carpet Replacement will be included in the Building Maintenance Replacement List to be fully funded for the next replacement in approximately 12 years.

PROJECTED TIMELINE:

- Winter/Spring 2021

PROJECT PRIORITY CATEGORY: B

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

COUNCIL CHAMBERS ROOF REPLACEMENT (FY 2021-2022)

Funding	Funding Sources	
	CIP City	Total
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
2021-2022	115,000	115,000
2022-2023	-	-
Total	115,000	115,000

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2018-2019	-	0%	-	-
2019-2020	-	3%	-	-
2020-2021	-	6%	-	-
2021-2022	84,400	9%	7,600	92,000
2022-2023	-	12%	-	-
Subtotal	84,400		7,600	92,000
Contingency 25%	21,100		1,900	23,000
Totals	105,500		9,500	115,000

PROJECT DESCRIPTION:

The Council Chambers Roof was installed when the building was constructed in 2001. Since that time, the Building Maintenance Division has performed on-going maintenance and repairs to address identified leaks and roof problems. The roof is scheduled and due for replacement.

Once complete, the Council Chambers Roof will be included on the Building Maintenance Replacement List to be fully funded for the next replacement in approximately 20 years.

PROJECTED TIMELINE:

- Winter FY 2021-2022

PROJECT PRIORITY CATEGORY: B

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

CORPORATION YARD PUMPHOUSE ROOF REPLACEMENT (FY 2021-2022)

Funding	Funding Sources	
	CIP City	Total
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
2021-2022	90,000	90,000
2022-2023	-	-
Total	90,000	90,000

Expenditures	Expenditure Categories			
	Estimated	Inflation		Total
	Project Cost	Inflation %	Escalation	
2018-2019	-	0%	-	-
2019-2020	-	3%	-	-
2020-2021	-	6%	-	-
2021-2022	66,000	9%	6,000	72,000
2022-2023	-	12%	-	-
Subtotal	66,000		6,000	72,000
Contingency 25%	16,000		2,000	18,000
Totals	82,000		8,000	90,000

PROJECT DESCRIPTION:

The Corporation Yard Buildings are some of the oldest buildings in Foster City. The roof of the Pumphouse is over 20 years old. While maintenance and repairs have been conducted as needed, the roof is now due for replacement.

Once complete, the Pumphouse Roof will be included in the Building Maintenance Replacement List to be fully funded for the next scheduled replacement in approximately 25 years.

PROJECTED TIMELINE:

- Summer 2022

PROJECT PRIORITY CATEGORY: B

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

GOVERNMENT CENTER HVAC REPLACEMENT (FY 2022-2023)

Funding	Funding Sources		
	BMF	CIP City	Total
2018-2019	-	-	-
2019-2020	-	-	-
2020-2021	-	-	-
2021-2022	-	-	-
2022-2023	200,000	600,000	800,000
Total	200,000	600,000	800,000

Expenditures	Expenditure Categories			
	Estimated	Inflation		Total
	Project Cost	Inflation %	Escalation	
2018-2019	-	0%	-	-
2019-2020	-	3%	-	-
2020-2021	-	6%	-	-
2021-2022	-	9%	-	-
2022-2023	571,400	12%	68,600	640,000
Subtotal	571,400		68,600	640,000
Contingency 25%	142,850		17,150	160,000
Totals	714,250		85,750	800,000

PROJECT DESCRIPTION:

The Government Center HVAC was installed when the building was constructed in 2000. Since that time, the Building Maintenance Division has performed on-going maintenance and repairs but the system is beginning to fail intermittently and is scheduled and due for replacement.

Funding in the amount of \$200,000 has been set aside for this project, but it is expected that additional funds are needed. Once complete, the Government Center HVAC will be included in the Building Maintenance Replacement List to be fully funded for the next replacement in approximately 20 years.

PROJECTED TIMELINE:

- Summer 2022

PROJECT PRIORITY CATEGORY: B

POSSIBLE FUNDING SOURCES:

1. Building Maintenance Fund
2. Capital Investment – City Fund