

# **POLICY CALENDAR FOR 2014: THIRD QUARTER UPDATE**

## **Affordable Housing**

- 1. Develop and execute a strategic plan for the creation, oversight and management of Affordable Housing opportunities within Foster City in light of the dissolution of redevelopment agency funding, including:**

- a. Exploring the implementation of an Affordable Housing Impact Fee**

Staff was been working with the consultant regarding housing types and house costs in Foster City. The draft report is being finalized and will be ready this fall with the final report expected in the 1st Quarter of 2015.

- b. Reviewing, supporting and advocating for State legislation creating new funding mechanisms for affordable housing**

Staff is not aware of any significant legislation that was passed by the State Legislature and signed by the Governor regarding affordable housing that would benefit Foster City.

## **Department Strategic Plans and Priorities**

- 2. Develop and execute a comprehensive City Strategic Plan for all City Departments that include goals, performance measures, timelines, and periodic reporting to the City Council**

Each department is in the process of developing their 2015 strategic plans to be shared with the City Council as part of the Team Building Session in January 2015.

- 3. Develop and execute a City Council Request Listing based upon requests made by members of the City Council during public meetings, including periodic status update reporting to the City Council**

A City Council Request Listing is maintained and updated online.

## **Economic Development**

- 4. Develop and execute an Economic Development Strategic Plan as a means of achieving the initiatives of the Sustainable Foster City Plan that includes performance measures as well as staffing and resource needs**

There is no change in the status of the Plan which is currently on hold pending further Council direction or the process to seek funding approval for use of the Sustainability Fund which requires City Council approval for each proposed expenditure. The City Council did

approve \$42,000 for the printing (\$40,000) and distribution (\$2,000) of the Foster City living!LOCAL Guide from the Sustainability Fund.

## **Environmental Sustainability and Resources**

### **5. Review, update and implement a comprehensive Urban Water Management Plan, including:**

#### **a. Review and update the District's Water Conservation and Rationing Ordinance**

This item is scheduled for the Council meeting on 11/3/2014, as a continuation from the Council meeting on 10/6/2014.

A staff report and resolution have been prepared for the 10/6/2014 District Board meeting to add the measure to prohibit fountain use (8.60.050 F) to be implemented as part of the water conservation measures. In addition, the resolution will establish fines for violations and amend the Master Fee Schedule.

A resolution was passed by the District Board on 8/4/2014 declaring a water shortage emergency, which implemented a portion of the District Code Section 8.60.050.

#### **b. Identify opportunities for the use of alternative water sources, including:**

##### **i. Recycled (or "grey") water resources**

On 10/21/2014 the Division of Financial Assistance of the Water Recycling Funding Program (WRFP) of the State Water Resources Control Board approved the Plan of Study (POS) for the Joint Recycled Water Facilities Plan Study between EMID and the City of San Mateo. With the signed preliminary grant funding commitment for \$75,000, the City may commence accruing grant eligible costs associated with its Recycled Water Facilities Plan. Staff will be meeting with the City of San Mateo in late October/early November, to start to put together a draft RFP for the facilities feasibility study.

On 9/10/2014, the State Water Resources Control Board notified the City that it is currently performing an internal review of the Plan of Study Approval and Preliminary Funding Commitment (PFC) and asked the City to address some clarifying questions in the application. Once the internal review is complete, the Plan of Study Approval and PFC will be sent to the City of San Mateo for approval.

Staff met with City of Redwood City on 7/28/2014 to discuss its capability to deliver recycled water to EMID.

## **ii. Desalination**

EMID prescribes to the BAWSCA Long-Term Reliable Water Supply Strategy and will continue on a collaborative effort as a member agency.

### **6. Consider implementation of an Energy Efficiency Loan Program for residential and commercial property owners**

Staff continues to research the issues associated with an Energy Efficiency Loan Program as time permits.

## **Fire Shared Services**

### **7. Complete the implementation of the Fire Management Shared Services model through agreements with the cities of San Mateo and Belmont**

On March 11, 2014 the Belmont City Council unanimously voted to approve the Fire Administration Shared Services Agreement. On March 17, 2014 the agreement was approved in Foster City and San Mateo. The current agreement is an "evergreen" contract which renews each year unless an agency chooses to end the agreement. All Councilmembers in the three cities were very supportive of the shared services achievements thus far.

### **8. Begin discussion and development of long-term strategic plans for further sharing of Fire services, including fire suppression apparatus and personnel resources**

Progress has been made in the following areas:

#### Station 23 Modifications:

Plans completed, bids close on 10/24/14. Work to begin following selection of contractor. Anticipated completion date is January 2015.

#### Truck Evaluation:

Evaluating Belmont's 2010 Seagrave Ladder Truck for purchase. Truck is being evaluated by mechanics, manufacture's service center and our truck operators. Recommendation currently targeted for 11/17/14 Council meeting.

#### Joint City Manager's Meeting:

Held meeting with command staff and all three City Managers regarding long-term strategic plans for shared services. Good group discussion about long-term structure possibilities. Agreed to bring in a facilitator to next meeting to help guide us through the process of developing interests and options.

#### Joint Truck Staffing:

Committee developed plan for a joint staffed truck company with our partners in Belmont. Plan will be implemented when the Truck relocates to San Mateo Station 23.

#### Policies and Procedures:

Our tri-city policy and procedure committee continues to meet and are working toward a blending of our policies and procedures across all three agencies.

#### Joint Promotional Test:

A joint promotional Captain's test was developed and held in October. The test includes all three partner agencies and HR departments.

### **Infrastructure Improvements**

#### **9. Develop and implement a comprehensive Parks Infrastructure Improvement Strategic Plan including the following components:**

##### **a. Build-out of the parks system, including completion of Werder Park and Destination Park and exploration of the feasibility of developing Sea Cloud Park Phase II**

City Council awarded a Construction Contract to McGuire/Hester for the construction of both Werder and Destination Parks. Pre-construction meetings were held on August 20th and 26<sup>th</sup>.

Project Construction has started in early October at both Werder and Destination Parks with site demo and site preparation. Construction fencing is in place with equipment in place.

##### **b. Resource needs and funding strategies, including the use of Park-In-Lieu Funds**

Park-in-lieu fees have been collected from developers of residential properties in accordance with the City's Ordinance and as provided in the respective development agreements of those properties. Park-in-lieu fees must be spent within five years of receipt or they are turned back to the developers. The Park-in-lieu Fee Fund is expected to have a balance of \$758,648 as of June 30, 2014. In addition, the City expects to see estimated park-in-lieu fees of \$4,088,000 from the Waverly project (Pilgrim/Triton Phase 3) in FY 2014/15 and \$3,241,000 from the Foster Square (15-acre site) during FY 2016/17 through FY 2018/19, for a potential total of \$7,329,000. The recommended use of some of these funds has been identified in the 5-year CIP plan previously presented to the City Council at the March 24, 2014 Budget Study Session.

Projects that have previously been funded through park-in-lieu fees include synthetic turf sports fields at Sea Cloud Park, Catamaran Park, Port Royal Park and Edgewater Park, as well as the Werder Park and Destination Park development projects. Future projects being proposed to be funded through park-in-lieu fees include Catamaran Park beach area synthetic turf and fencing installation, Boothbay Park outdoor fitness area, Leo J. Ryan Park bocce court expansion, Sea Cloud Park

Colt field synthetic turf installation, and the Port Royal Park Levee Landscape improvement.

### **Municipal Code Amendments**

**10. Develop and execute a plan to review and update all City and District Municipal Codes / Ordinances to reflect the long-term vision of the community**

Updating the City Codes will continue to be the focus of effort in FY 2014-2015 as time permits.

**11. Develop and implement amendments to the City's Smoking Ordinance**

The City Council decided to tackle the smoking ordinance in smaller focus areas so proposed amendments have appeared on a number of Council agendas, the next one being on November 3, 2014.

**12. Develop and implement amendments to the City's Zoning Ordinance, Section 17.52.010 relative to Fences, Hedges and Walls**

Staff has begun the public information outreach for this newly adopted ordinance.

**13. Develop and implement a "Gatekeeper" Ordinance or Policy to provide the City Council an opportunity to initially review any development project that proposes a change in land use or zoning or a significant change in the use (density) of a currently approved land use or zoning prior to the development project proceeding through the planning process**

Since the end of June, one project was reviewed by the City Council on July 21, 2014, and another project was scheduled and reviewed on October 13, 2014.

### **Public Engagement**

**14. Develop and implement strategies towards a comprehensive public communications and outreach plan utilizing the latest appropriate technology resources, including social media and mobile access tools**

Staff continues to work on this plan as time permits.

## **Education**

### **15. Continue development of ongoing proactive relationships with the San Mateo-Foster City School District (K-8) and the San Mateo Union High School District (9-12)**

The liaison relationship continues with the two school districts. A liaison meeting with the SM-FCSD was held on August 26, 2014 and a liaison meeting with the SMUHSD is being scheduled for the 4th Quarter of 2014.

### **16. Participate with the San Mateo-Foster City School District in the development of options regarding the increasing school enrollment and school facilities issues facing Foster City and San Mateo**

The "Next Steps" Committee made a presentation to the City Council at the 9/15/14 Council meeting and is continuing to do community outreach to obtain input and suggestions from the public with a goal of making recommendations to the School Board in the Spring of 2015.

## **Governance Issues**

### **17. Review and update City Council protocols concerning the selection of the Mayor and Vice-Mayor positions**

A discussion was held at the July 21 Council meeting.

### **18. Review the recruitment and selection process for City employees who are hired or promoted pursuant to the City/District Personnel Rules**

A discussion was held at the July 21 Council meeting.

## **Grant Funding**

### **19. Develop and implement a plan to identify and take advantage of Grant Funding opportunities for the benefit of the community, with specific focus on City services, projects, amenities and programs**

Staff continues to explore grant opportunities as time permits.

## **Levee / Pedway System Infrastructure**

### **20. Develop strategies in response to the potential Sea Level Rise issues that impact the Levee system, including collaboration with other affected communities and government agencies**

On October 1, 2014, City Manager and Interim Director of Public Works attended a meeting regarding the Bayfront Levee System Interior Drainage Study Physical Map

Revision (PMR) of San Mateo County. Councilmembers have attended follow-up meetings regarding Sea Level Rise issues for San Mateo County.

On September 25, 2014, Interim Director of Public Works attended a CHARG meeting.

On July 24, 2014, Director of Public Works attended the CHARG meeting hosted by FEMA. The next meeting is scheduled for 9/25/2014. At this meeting, participants will be asked to provide information about potential project needs in their community.

### **Traffic Management**

#### **21. Develop and execute a comprehensive Traffic Management Strategic Plan to address current and projected traffic impacts**

A Study Session was held on September 8, 2014. Staff is doing additional research pursuant to Council direction.

#### **22. Complete the review of the operations of the traffic signals and make adjustments as necessary**

A press release was issued on August 14, 2014, and the public was notified via the marque and changeable message signs during the week of September 1, 2014. Implementation of the suggested timing revisions and fine-tuning was conducted between Tuesday, September 9, 2014 and Thursday, September 11, 2014. The new timing sequences are being monitored.

#### **23. Develop and monitor initiatives to address traffic and pedestrian safety**

A Study Session was held on September 8, 2014. Staff is doing additional research pursuant to Council direction.