



**CITY OF FOSTER CITY/
ESTERO MUNICIPAL IMPROVEMENT DISTRICT
FOSTER CITY COUNCIL CHAMBERS
620 FOSTER CITY BOULEVARD
FOSTER CITY, CALIFORNIA**

AGENDA

Tuesday, February 21, 2017 6:30 PM

REGULAR MEETING AS CITY COUNCIL/EMID BOARD OF DIRECTORS

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**

Councilmembers/ex officio EMID Directors Sam Hindi, Catherine Mahanpour, Herb Perez, Gary Pollard and Mayor/President Charlie Bronitsky

- 4. PUBLIC**

FCCMC 2.08.240 Addressing the Council. "...Each person desiring to address the Council shall step up to the public rostrum after being recognized to speak by the presiding officer, shall state his/her name and address for the record, state the subject he/she wishes to discuss, state who he/she is representing if he/she represents an organization or other persons and, unless further time is granted by majority vote of the Council, shall limit his/her remarks to three minutes. The City Council may vary the time limit for any speaker, if it deems this necessary."

- 5. CITY/EMID CONSENT CALENDAR**

All matters listed under Consent Calendar are considered to be routine by the

City Council/EMID Board of Directors and will be enacted by one motion unless removed by a member of the Council/Board, staff, or public. There will be no separate discussion on these items unless a citizen or a Council/Board member so requests. If discussion is required, that item will be removed from the Consent Calendar and will be considered separately after approval of the remaining items on the Consent Calendar. Vote may be by roll call.

5.1. City/EMID Minutes

5.1.1. City/EMID Regular Meeting of February 6, 2017

5.2. City/EMID Resolutions for Adoption (First City Resolution Number to be used tonight is 2017-11 and EMID Resolution Number to be used tonight is 3371)

5.2.1. A Resolution of the City Council of the City of Foster City Accepting the Work by G. Bortolotto & Company, Inc. for the Street Rehabilitation Project (CIP 301-653) and Directing the City Clerk to File the Notice of Completion
a) Staff Report

5.2.2. A Resolution of the City Council of the City of Foster City Authorizing the Purchase of Artwork for Shorebird Park in the Amount of \$37,500 from Park Infrastructure Improvements (CIP 301-656)
a) Staff Report

5.2.3. A Resolution of the City Council of the City of Foster City Approving a Policy Statement for the Newly Formed Information Technology Advisory Committee
a) Staff Report

5.2.4. A Resolution of the Board of Directors of the Estero Municipal Improvement District Approving an Agreement and Authorizing the Purchase of a New Three (3) Ton Bridge Crane System with GP Crane & Hoist Company in the Amount of \$99,537 for Sanitary Sewer Pump Station 59 in the District Corporation Yard
a) Staff Report

6. NEW BUSINESS

- 6.1.** Consideration of the Information Technology Advisory Committee's Mission Statement and Goals for 2017
 - a) Staff Report
 - b) Action - By Minute Order Accept Report

- 6.2.** Consideration of Establishing an Ad Hoc Citizens Education Facilities Committee
 - a) Staff Report
 - b) Action - A Resolution of the City Council of the City of Foster City Establishing the Ad Hoc Citizens Education Facilities Committee
 - c) Action - By Minute Order, Appoint Council Liaison and Update Council Liaisons List

- 6.3.** Consideration of Recreation Center Master Plan - Phase I: Community Input Findings
 - a) Staff Report
 - b) Action - By Minute Order Provide Policy Direction

7. COMMUNICATIONS

- 7.1.** City/District Warrant of Demands Were Processed and Issued on January 25, 2017, February 01, 2017 and February 06, 2017
 - a) Information Item Only
 - b) No Action Required

8. CITY/DISTRICT MANAGER REPORTS, COUNCIL/BOARD STATEMENTS AND REQUESTS, AND COUNCIL LIAISON REPORTS

City/District Manager and Council/EMID Board Members report on their various assignments and liaison roles and Council/EMID Board requests for scheduling future items.

9. ADJOURNMENT

The public is invited to attend.

Any attendee wishing special accommodations at the meeting should contact the City Clerk's Department at (650) 286-3250 at least 48 hours in advance of the meeting.

Any writings or documents provided to a majority of the City Council or EMID Board regarding any item on this agenda after the agenda packet was distributed will be made available for public inspection in the City Clerk Department at City Hall located at 610 Foster City Boulevard during normal business hours and at the meeting.

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

REGULAR MEETING OF FEBRUARY 6, 2017

MINUTES

CALL TO ORDER OF CITY COUNCIL/EMID BOARD OF DIRECTORS

The Regular Meeting of February 6, 2017 of the City Council of the City of Foster City, sitting as said Council and as ex officio the Board of Directors of the Estero Municipal Improvement District (EMID), was called to order at 6:30 p.m. in the Council Chambers, 620 Foster City Boulevard, Foster City, San Mateo County, California, by Mayor/President Charlie Bronitsky.

ROLL CALL

The Communications Director/City Clerk/District Secretary called the roll:

PRESENT: Councilmembers/ex officio Directors Catherine Mahanpour, Herb Perez, Gary Pollard and Mayor/President Charlie Bronitsky.

ABSENT: Councilmember/ex officio Director Sam Hindi.

STAFF PRESENT: Kevin M. Miller, City/District Manager; Dante Hall, Assistant City Manager; Jean Savaree, City Attorney/ District Legal Counsel; Curtis Banks, Community Development Director; Ann Ritzma, Human Resources Director Jennifer Liu, Parks and Recreation Director; Jeff Moneda, Public Works Director; Joe Pierucci, Police Chief; Edmund Suen, Finance Director; 'Andra Lorenz, Senior Management Analyst; Shuli Chen, Video Technician and Doris L. Palmer, Communications Director/City Clerk/District Secretary/Recording Secretary.

PUBLIC

The following people addressed the City Council/EMID Board of Directors:

1. Steve Morris, 340 Bramble Court;
2. Phyllis Moore, 1019 Monterey Avenue; and
3. Shikha Hamilton, 602 Bainbridge Street, representing the Lions Club.

SPECIAL PRESENTATIONS

PROCLAMATION COMMEMORATING THE 50TH ANNIVERSARY OF THE FOSTER CITY LIONS CLUB.

On behalf of the City Council, Councilmember Mahanpour presented the proclamation Commemorating the 50th Anniversary of the Foster City Lions Club to Foster City Lions Club President Shikha Hamilton.

RECESS. The Mayor/President recessed the meeting from 6:46 p.m. to 6:52 p.m.

CONSENT CALENDAR

Motion by Councilmember/Director Pollard, seconded by Vice Mayor/Vice President Hindi, and carried, 4-0-0, Councilmember/Director Hindi absent, approving the following items on the City/District Consent Calendar:

City/EMID Consent Calendar

1. City/EMID Minutes of Regular Meeting of January 17, 2017;
2. City/EMID Minutes of Special Meeting of January 21, 2017;
3. City Resolution No. 2017-6, "A Resolution of the City Council of the City of Foster City Approving the Plans and Specifications and Authorizing the Call for Bids for the Sidewalk Installation Adjacent to Bridgeview Park Entrance Project (CIP 301-665);"
4. City Resolution No. 2017-7, "A Resolution of the City Council of the City of Foster City Appropriating \$5,425.80 from the CRV Grant Fund Balance to Account No. 133-0933-431-4251;"
5. City Resolution No. 2017-8, "A Resolution of the City Council of the City of Foster City Approving an Agreement with Loral Horticultural Services for Park Infrastructure Improvements - Catamaran Park Lawn Conversion Project (CIP 301-656) in the Amount of \$45,258.67"
6. EMID Resolution No. 3367, "A Resolution of the Board of Directors of the Estero Municipal Improvement District Approving the Plans and Specifications Authorizing the Call for Bids for the Sanitary Sewer Lift Station Improvements Project Phase 5 (CIP 455-626);"
7. EMID Resolution No. 3368, "A Resolution of the Board of Directors of the Estero Municipal Improvement District Approving and Authorizing Staff to Issue the Request for Proposal for Professional Engineering Services for the Water Distribution System and Wastewater Collection System Master Plan Studies (CIP 405-668 and CIP 455-662);" and
8. EMID Resolution No. 3369, "A Resolution of the Board of Directors of the Estero Municipal Improvement District Approving Contract Amendment No. 1 in the Amount of \$56,256 to the Contract Agreement with HydroScience Engineers, Inc. for Professional Engineering Services for the Water System Improvements and Valve Replacement Project (CIP 405-636)."

NEW BUSINESS

CITIZEN ADVISORY COMMITTEE POLICY STATEMENTS. CITY RESOLUTION NO. 2017-9. EMID RESOLUTION NO. 3369. CITY RESOLUTION NO. 2017-10.

Communications Director/City Clerk Palmer presented the staff report.

Discussion ensued.

Motion by Councilmember Pollard, seconded by Councilmember Mahanpour, and carried unanimously 4-0-0, Councilmember Hindi absent, adopting City Resolution No. 2017-9, "A Resolution of the City Council of the City of Foster City Approving a Policy Statement for the Newly Formed Audit Committee."

Motion by Director Pollard, seconded by Director Mahanpour, and carried unanimously 4-0-0, Director Hindi absent, adopting EMID Resolution No. 3370, "A Resolution of the Board of Directors of the Estero Municipal Improvement District Approving a Policy Statement for the Newly Formed Audit Committee."

Motion by Councilmember Pollard, seconded by Councilmember Mahanpour, and carried unanimously 4-0-0, Councilmember Hindi absent, adopting City Resolution No. 2017-10, "A Resolution of the City Council of the City of Foster City Approving a Policy Statement for the Newly Formed Parks and Recreation Committee."

AUDIT COMMITTEE APPOINTMENT OF ONE MEMBER TO A PARTIAL TERM.
MINUTE ORDER NO. 1490.

The City Council/EMID Board of Directors interviewed the following applicants:

1. Bob Buyers; and
2. John Ji.

Applicants Jenni De Leon and Robert C. Schwartzer were not in attendance.

By Consensus of the City Council/EMID Board of Directors, Minute Order No. 1485 was adopted, 4-0-0, Councilmember/Director Hindi absent, appointing John Ji to an unexpired partial term from January 1, 2017 through December 31, 2019 on the Audit Committee.

FOSTER CITY COUNCIL LIAISONS LIST DATED FEBRUARY 6, 2017. MINUTE ORDER NO. 1491.

Motion by Mayor Bronitsky, seconded by Councilmember Mahanpour, and carried unanimously 4-0-0, Councilmember Hindi absent, adopting Minute Order No. 1491 approving the Foster City Council Liaisons List dated February 6, 2017 with the amendment of appointing Councilmember Pollard/Councilmember Perez as the liaisons to the San Mateo Union High School District.

REPORTS

YOUTH ADVISORY COMMITTEE'S 2016 YEAR END REPORT, REVIEW OF MISSION STATEMENT AND GOALS FOR 2017. MINUTE ORDER NO. 1492.

Youth Advisory Committee Chair Anderz Zhou and Vice Chair Sethmi Kachchakaduge presented the Youth Advisory Committee's 2016 Year End Report, Mission Statement, and Goals for 2017.

Motion by Councilmember Perez seconded by Councilmember Pollard, and carried unanimously, 4-0-0, Councilmember Hindi absent, to adopt Minute Order No. 1492, to receive and accept the Youth Advisory Committee's 2016 Year End Report, Mission Statement, and Goals for 2017.

AUDIT COMMITTEE'S MISSION STATEMENT AND GOALS FOR 2017. MINUTE ORDER NO. 1493.

Audit Committee Member Bob Tessler presented the Audit Committee's Mission Statement and Goals for 2017.

Motion by Councilmember/Director Perez seconded by Councilmember/Director Pollard, and carried unanimously, 4-0-0, Councilmember/Director Hindi absent, to adopt Minute Order No. 1493, receiving and accepting the Audit Committee's Mission Statement and Goals for 2017 and amending the mission statement to state "To advise, support, and provide fiscal insight to the City Council/District Board."

COMMUNICATIONS

CITY/DISTRICT WARRANT OF DEMANDS. NO ACTION TAKEN.

The City/District Warrant of Demands were processed and issued on January 11, 2017, January 18, 2017 and January 23, 2017 were listed on the agenda for information purposes only. No action was taken.

COUNCIL/BOARD STATEMENTS AND REQUESTS, COUNCIL LIAISON REPORTS, AND CITY/DISTRICT MANAGER REPORTS

City/District Manager Miller stated that at his monthly meeting with the Public Works Director and the Mayor regarding the Levee Project, they discussed forming a subcommittee specific to the Levee. He asked the Councilmembers to work through the Mayor and identify by next few week which two Councilmembers would be working with staff on this subcommittee. He also mentioned that he spoke to the City Attorney and Communications Director/City Clerk in regards to forming the Ad Hoc Citizens Education Facilities Subcommittee brought up by the Mayor during the January 21 City Council Vision and Policy Summit Special Meeting. He explained that the process will be presented to the Council for comments and that the formation of the Ad Hoc

Subcommittee will be considered by the City Council at the February 21, 2017 Council meeting. He added that the news releases regarding the recent arrests made by the Foster City Police Department in regards to auto theft and armed robbery will be released on February 7, 2017 and praised the Police Department and the Chief of Police for a job well done. Finally, he stated that the City Council Policy Calendar/Mid-Year Financial Report (MYFR)/Budget Strategies Special Meeting will take place on Monday, February 13 at 7:00 p.m.

Councilmember/Director Mahanpour stated that she attended the Information Technology Advisory Committee Special Meeting on January 31, 2017 at which the policies and goals of the Committee were discussed. A subcommittee was formed at the meeting and another Special Meeting will take place on February 7, 2017 to finalize the goals and bring them to the Council for consideration at the February 21 meeting. She also attended the Peninsula Clean Energy (PCE) meeting for Councilmember Pollard and stated that they will be moving to a new office sometime in May 2017. She also mentioned that the Board for PCE approved four new power purchase agreements with power providers, 3 of them hydroelectric projects and one a solar panel project, which will begin operation on November 30, 2018. She also mentioned that the opt-out rate for being enrolled into PCE is much lower than expected at 1.5% total and 0.8% for the Foster City and that Phase 2 of enrollment was beginning. Finally, she stated that she attended the Rotary Club of Foster City's Annual Spaghetti Feed and Bingo Night on January 28, 2017, and it was a highly successful event.

Councilmember/Director Perez stated that he attended the Association of Bay Area Governments (ABAG) Meeting on January 19, 2017, where he proposed three suggestions: 1) Developing a mission and vision statement, 2) Trumpeting their success, and 3) Examples of how they can be successful. He also stated that he attended meetings for both the Youth Advisory Committee and Parks and Recreation Committee. He added that the Parks and Recreation Committee is composed of an energized group with ideas on how to move forward. He reminded citizens to choose wisely during elections when empowering elected officials to do what is necessary and praised the Council for continuing to make great decisions. He added that the City should aim to grow, change, and adapt in order to avoid being lost in the past.

Councilmember/Director Pollard stated that he attended the Bicycle-Pedestrian Advisory Committee meeting on January 26, 2017 (a subcommittee of the City/County Association of Governments), at which reports were presented regarding offering grants to various cities within the County. He added that Foster City has benefitted from these grants in the past and will hopefully be able to take advantage of them again in the future. He also stated that he attended the California League of Cities dinner last Thursday night in Mountain View where much discussion took place in regards to immigration and Sanctuary Cities. Finally, he reminded his fellow Councilmembers to maintain good leadership decorum at Council meetings.

Mayor/President Bronitsky stated that he attended the Southbay Waste Management Authority meeting on January 26, 2017, which, despite having to shut down due to a fire

last year, has recovered, with all damages covered by insurance, three months ahead of time due to outstanding leadership and hard work. He also reminded the public to follow the correct procedure for disposing batteries by placing them in plastic bags and putting them on top of trash cans so that they can be collected separately, thereby avoiding potential, costly fires. He also stated that he attended the ribbon cutting ceremony for the Atria Senior Living complex on February 2, 2017 which enables Foster City to provide assisted living and memory care opportunities for citizens. He also reminded the public to use Council Meetings to discuss City business only. He added that, per discussion at the January 21 City Council Vision and Policy Summit Special Meeting, the Council is working on implementing 60-90 minute office hours open to the public – he urged citizens to use these office hours in the future, as well as email and calls, to discuss various matters with Councilmembers.

CLOSED SESSION

Mayor/President Bronitsky recessed the meeting into Closed Session for Conference with City Labor Negotiators (pursuant to Government Code Section 54957.6(a)); Agency Negotiators: Kevin M. Miller, Jean Savaree, Dante Hall and Ann Ritzma; Employee Organizations: American Federation of State, County and Municipal Employees (AFSCME) and Management Employees.

Meeting recessed into Closed Session at 7:43 p.m. and reconvened at 8:27 p.m.

Mayor/President Bronitsky reported that no action was taken in Closed Session.

ADJOURNMENT

Hearing no objection from the City Council/EMID Board, Mayor/President Bronitsky adjourned the meeting. Meeting adjourned at 8:27 p.m.



DATE: February 21, 2017

TO: Mayor and Members of the City Council

VIA: Kevin M. Miller, City Manager

FROM: Jeff Moneda, Public Works Director/District Engineer

SUBJECT: STREET REHABILITATION PROJECT (CIP 301-653) - NOTICE OF COMPLETION

RECOMMENDATION

It is recommended that the City Council approve the attached resolution accepting the work performed by G. Bortolotto & Company, Inc. (Bortolotto) for the construction of the Street Rehabilitation Project (CIP 301-653) and directing the City Clerk to file the Notice of Completion.

EXECUTIVE SUMMARY

The Street Rehabilitation Project (CIP 301-653) consisted of the asphalt concrete resurfacing of various streets and parks pathways. The work has been completed in conformance with the contract documents. It is recommended that the City Council accept the work and direct the City Clerk to file the Notice of Completion.

BACKGROUND

City Resolution No. 2016-51, adopted on July 18, 2016, approved the execution of a contract with Bortolotto in the amount of \$1,880,678.91 for the Street Rehabilitation Project (CIP 301-653) and established a project contingency of \$200,000. Funding in the amount of \$2,107,670 was approved for the project.

CIP 301-653 serves as the major element of the City's effort to maintain approximately 120 lane miles of public roadway within the City of Foster City. Foster City's current overall Pavement Condition Index (PCI) is 82. Pavement with a PCI score in the 80 to

89 range is characterized as “good” and shows only slight or moderate distress, requiring mostly preventive maintenance. The design of the project was performed in-house by Public Works and Parks staff.

The project consisted of repairing and resurfacing various streets in the city and the park pathways in various parks. The park pathways repair work was identified in the approved Parks Infrastructure Improvements Project (CIP 301-656). CIP 301-656 and CIP 301-653 were combined to expedite repairs and take advantage of the cost savings from the economies of scale by bidding them as one large project. The project also included the pavement restoration of Pilgrim Drive between East Hillsdale Boulevard and Triton Drive. The Pilgrim Drive pavement was damaged during the construction of the sewer line upgrade project performed by the developer’s contractor. A check for full reimbursement of the Pilgrim Drive roadway work has been received from the developer.

The Notice to Proceed was issued on August 29, 2016, with 49 calendar days established for final completion of the project. Project construction was substantially completed on October 29, 2016, and the contractor has completed all punch list items of work.

ANALYSIS & FISCAL IMPACT

There was a Contract Change Order No. 1 (CCO #1) to pay for additional quantities of sidewalk and curb and gutter replacement that were not included in the original scope. CCO #1 also included credit for the restoration of traffic loops at the intersection of East Hillsdale Boulevard and Pilgrim Drive and additional costs associated with the installation of a video detection system, in lieu of the traffic loop system at the intersection. The video detection system addressed concerns from the public regarding the ability to detect bicycles and motorcycles, while modernizing the traffic signal system.

CCO #1 resulted in an additional amount of \$61,634.65, with 13 calendars days added to the construction schedule. The project was substantially completed on October 29, 2016. The following is the project funding and expenditures summary:

<u>BUDGET</u>	<u>AMOUNT</u>
Measure A	\$ 1,000,000.00
Measure M Funding	\$ 150,000.00
Transfer from Measure A	\$ 325,000.00
Transfer from CIP 301-656	\$ 330,000.00
Reimbursed by the Developer	\$ 302,670.94
Total Available Budget	\$ 2,107,670.94

EXPENDITURES

Original Construction Contract	\$ 1,880,678.91
CCO #1	\$ 61,634.65
Specialty Inspection & Testing	\$ 20,023.00
Advertising and Printing	<u>\$ 3,435.86</u>
Final Expenditure	\$ 1,965,772.42

Balance **\$ 141,898.52**

The work has been completed, and the Notice of Completion can now be filed. The unused balance will be returned to Measure A and CIP 301-656 funds upon project closeout. The newly paved streets and park pathways will be re-inspected by the staff prior to the end of the one-year warranty period.

Attachments:

- Attachment 1 – Resolution
- Attachment 2 – Notice of Completion

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOSTER CITY ACCEPTING THE WORK BY G. BORTOLOTTO & COMPANY, INC. FOR THE STREET REHABILITATION PROJECT (CIP 301-653) AND DIRECTING THE CITY CLERK TO FILE THE NOTICE OF COMPLETION

CITY OF FOSTER CITY

WHEREAS, the Public Works Director/City Engineer has filed with the City Clerk the Notice of Completion for the work known as the Street Rehabilitation Project (CIP 301-653) located in the City of Foster City, situated in San Mateo County, California; provided to be done under and pursuant to the contract documents and agreement between the City of Foster City and G. Bortolotto & Company, Inc. dated July 18, 2016; and

WHEREAS, it appears to the satisfaction of the City Council that said work has been completed in an acceptable manner.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Foster City hereby authorizes:

1. Acceptance of said work subject to reservation of all City's rights arising from any defective workmanship and/or materials not observed during construction being hereafter discovered and becoming known to City; and
2. The City Clerk to notarize and file for record with the County Recorder of the County of San Mateo, the Notice of Completion thereof, as required by law, and file a conformed, recorded copy of said notice with the Finance Director and Public Works Director/City Engineer; and
3. The City Clerk to notify G. Bortolotto & Company, Inc. that the Faithful Performance Bond No. 12121868 from The Guarantee Company of North America USA may be released upon receipt of a maintenance bond in the amount of 50% of the performance bond; and
4. The City Clerk to release the Labor and Materials Bond No. 12121868 from The Guarantee Company of North America USA, thirty-five (35) days after the date of recording of the Notice of Completion if no claims or Stop Notices have been received.

PASSED AND ADOPTED as a resolution of the City Council of the City of Foster City at the regular meeting held on the 21st day of February, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CHARLIE BRONITSKY, MAYOR

ATTEST:

DORIS L. PALMER, CITY CLERK

NOTICE OF COMPLETION
STREET REHABILITATION PROJECT (CIP 301-653)
CITY OF FOSTER CITY

NOTICE IS HEREBY GIVEN that G. Bortolotto & Company, Inc. entered into a contract dated the 18th day of July, 2016, for the construction of certain improvements in the City of Foster City, situated in San Mateo County, California. Said construction is known as the Street Rehabilitation Project (CIP 301-653) and consists of the asphalt concrete resurfacing of various streets and parks pathways.

That said work is located in the City of Foster City, situated in San Mateo County, California, and was substantially completed on the 29th day of October, 2016.


That acceptance of said work was ordered by resolution of the City of Foster City adopted on the 21st day of February, 2017.

That the name of the surety of the contractor's bond for labor and materials on said project is The Guarantee Company of North America USA.

That said work and improvements consisted of the furnishing of all labor, materials, tools, equipment, services, and incidentals required to undertake and complete the Street Rehabilitation Project (CIP 301-653), all in accordance with the contract documents as required by the City of Foster City and more particularly described in the agreement approved by the City Council of the City of Foster City pursuant to City Resolution No. 2016-51, adopted on the 18th of July, 2016, subject to reservation of all City rights arising from the contract documents and further, any defective workmanship and/or materials not observed during construction being thereafter discovered and known to the City.

DATED: _____

2/8/17



Jeff C. Moneda, Public Works Director/City Engineer
City of Foster City



DATE: February 21, 2017

TO: Mayor and Members of the City Council

VIA: Kevin M. Miller, City Manager

FROM: Jennifer Liu, Parks and Recreation Director

SUBJECT: AUTHORIZATION TO PURCHASE ARTWORK FOR SHOREBIRD
PARK UTILIZING HOUSING-RELATED PARKS PROGRAM GRANT
FUNDING

RECOMMENDATION

It is recommended that the City Council authorize the purchase of artwork for Shorebird Park in the amount of \$37,500 utilizing Housing-Related Parks Program Grant Funding.

EXECUTIVE SUMMARY

Foster City was eligible for a non-competitive Housing-Related Parks Program grant associated with the Waverly project. City Council authorized the City Manager to submit an application for the Housing-Related Parks Program grant for proposed artwork at Shorebird Park at the January 9, 2016 City Council meeting. The City was notified in June 2016 of the \$115,775 grant award. Staff is prepared to purchase one piece of artwork and requests City Council authorization to utilize \$37,500 of the designated Housing-Related Grant Funding.

BACKGROUND

Shorebird Park was completed in June 2015. In response to water conservation efforts, staff completed the park with limited landscaping material, with the understanding that additional enhancements would be made to the park based on how the community began to use the park.

Shorebird Park has evolved into a respite for many either coming off the Bay Trail or

meandering through the park on the trails within the park. In addition, the Association of Bay Area Governments through the Bay Trail Program has created an artwork initiative, Migrations, along the Bay Trail to encourage increased use of the Bay Trail through the use of artwork.

At the January 9, 2016 City Council meeting, staff presented proposed artwork for the Housing-Related Parks Program grant for which the City Council authorized the City Manager to apply.

ANALYSIS

The first piece of artwork proposed for Shorebird Park is a bronze sculpture of geese by Burt Brent, of Portola Valley. While the typical cost of this sculpture is \$66,000, the City has secured the piece at a substantial savings for a total cost of \$37,500. The sculpture is approximately 4' x 4' at the base and 6' tall. The sculpture has also been placed at the San Francisco Zoo, Houston Children's Zoo, and a spa in Hawaii. The size of the sculpture creates the ability for the public to climb on it, which will provide a new interactive feature at Shorebird Park.

Mr. Brent has received the Award of Excellence five times from the Society of Animal Artists and thus has been promoted to Master Signature Member; he is also three-time recipient of their Memorial Awards for Interpretive Sculpture and has received the Members' Choice Award for "best in show." He was also recently honored as "Clinician of the Year," a lifetime achievement award from the prestigious American Association of Plastic Surgeons for his work in repairing birth defects in children from all over the world.

FISCAL IMPACT

The Housing-Related Parks Program grant is a reimbursable grant. The initial payment will be taking from funding in Park Infrastructure Improvements (CIP 301-656), which will be reimbursed by grant funds. There is no additional fiscal impact.

Attachments:

- Attachment 1 - Resolution
- Attachment 2 - Shorebird Park Artwork Proposal

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOSTER CITY
AUTHORIZING THE PURCHASE OF ARTWORK FOR SHOREBIRD PARK IN THE
AMOUNT OF \$37,500 FROM PARK INFRASTRUCTURE IMPROVEMENTS (CIP 301-
656)

CITY OF FOSTER CITY

WHEREAS, Shorebird Park was completed in June 2015 with the understanding
that future enhancements would be made based on community use of the park; and

WHEREAS, the City Council passed Resolution No. 2016-5, authorizing the City
Manager to submit an application and Foster City was awarded \$115,775 through a
Housing-Related Parks Program grant associated with the Waverly project for proposed
artwork at Shorebird Park; and

WHEREAS, staff recommends purchasing one piece of artwork at this time, to
take advantage of available cooperative purchasing discounts, with future purchases to
be determined at a later date.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of
Foster City does hereby approve the acquisition of a bronze sculpture of geese by Burt
Brent of Portola Valley in an amount of \$37,500 to be placed in Shorebird Park and the
use of funding from Park Infrastructure Improvements (CIP 301-656) for the initial
purchase, which would then be eligible for reimbursement from the Housing-related
Parks Program grant program.

PASSED AND ADOPTED as a resolution of the City Council of the City of Foster
City at the regular meeting held on the 21st day of February, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CHARLIE BRONITSKY, MAYOR

ATTEST:

DORIS L. PALMER, CITY CLERK

Artwork and Shade Structure for Shorebird Park – Proposal

Foster City Parks and Recreation Department park system artwork is a conservative style that currently consists of realistic pieces and one abstract piece. As an enhancement to the park system, Shorebird Park specifically, the Department would like to proceed with the installation of two sculptures that reflect the style of park system artwork and how Shorebird Park is being used. The Department's goal is to eventually be able to tell a story that connects the artwork in the park system. In addition, a shade structure to protect park users would also be incorporated to compliment the new artwork.



Shade Structure by NatureShade
Stainless Steel / **\$35,000**

Realistic



Bronze Sculpture by Burt Brent:
Monumental Geese / **\$37,500**



Abstract



Bronze Sculpture by David Harber:
Hydra / **\$22,000**

The cost for the two proposed sculptures is approximately \$59,500. The shade structure would cost approximately \$35,000. Total park improvements would be approximately \$94,500. The installation would be another cost to consider, and the goal would be to complete the project within the **\$115,775 grant**.



DATE: February 21, 2017

TO: Mayor and Members of the City Council

VIA: Kevin M. Miller, City Manager

FROM: Doris L. Palmer, Communications Director/City Clerk

SUBJECT: INFORMATION TECHNOLOGY ADVISORY COMMITTEE POLICY STATEMENT

RECOMMENDATION

It is recommended that the City Council adopt a resolution approving a Policy Statement for the newly formed Information Technology Advisory Committee.

BACKGROUND/ANALYSIS

At the October 4, 2016 City Council meeting, the City Council adopted City Resolution No. 2016-70 and EMID Resolution No. 3358 disbanding the Audit, Information Technology Advisory and Parks and Recreation Committees. They also adopted City Resolution No. 2016-71 and EMID Resolution No. 3359 authorizing the establishment of new Audit, Information Technology Advisory and Parks and Recreation Committees, each with a membership of five.

At the January 3, 2017 City Council meeting, the City Council adopted Minute Order No. 1485 appointing five (5) members to new full terms on each of these newly formed Audit, Information Technology Advisory and Parks and Recreation Committees.

The following committees held their initial meetings of 2017 to review and set mission and goals/policy statements, as well as meeting dates and frequency on the following dates:

- Audit – Tuesday, January 10, 2017, 7:00 p.m.
- Information Technology Advisory – Tuesday, January 10, 2017, 7:00 p.m.

- Parks and Recreation – Wednesday, January 11, 2017, 6:30 p.m.

Both the Audit and Parks and Recreation Committees adopted policy statements at the February 6, 2017 City Council meeting. The Information Technology Advisory Committee held additional special meetings on January 31, 2017 and February 7, 2017 to finalize its policy statement and has submitted its policy statement for City Council consideration tonight.

FISCAL IMPACT

There is no fiscal impact.

Attachments:

- Attachment 1: Resolution
- Attachment 2: Information Technology Advisory Committee Policy Statement

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOSTER CITY
APPROVING A POLICY STATEMENT FOR THE NEWLY FORMED INFORMATION
TECHNOLOGY ADVISORY COMMITTEE

CITY OF FOSTER CITY

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FOSTER CITY, as follows:

WHEREAS, at its regular meeting October 4, 2016 the City Council adopted City Resolution No. 2016-71 authorizing the establishment of new Audit, Information Technology Advisory and Parks and Recreation Committees each with a membership of five;

WHEREAS, at its regular meeting of January 3, 2017, five members were appointed to new full terms on the Information Technology Advisory Committee; and

WHEREAS, at its special meetings of January 10, 2017, January 31, 2017 and February 7, 2017, the Information Technology Advisory Committee held meetings to review and set mission and goals/policy statements and meeting dates and frequency.

NOW, THEREFORE, BE IT RESOLVED, that the Policy Statement of the Foster City Information Technology Advisory Committee, attached hereto and by reference incorporated herein as Exhibit A, is hereby approved.

PASSED AND ADOPTED as a Resolution of the City Council of the City of Foster City at the regular meeting held on the 21st day of February, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CHARLIE BRONITSKY, MAYOR

ATTEST:

DORIS L. PALMER, CITY CLERK

Exhibit A

Policy Statement for Information Technology Advisory Committee

Statement of Purpose: The purpose of the Foster City Information Technology Advisory Committee (ITAC) is to:

Advise and assist the City Council and staff on Information Technology and Telecommunications matters that have an impact on the needs of the community.

- I. Monitor technology issues in relation to Foster City, promote use of technology to further Citywide goals, and promote security as a foundation of the City's operations.
- II. Serve as a forum for public input, expressing concerns and engaging in dialogue about Information Technology and Telecommunications matters that have an impact on the community.
- III. Facilitate communications among residents - young and old, businesses, the City Council, city staff, Information Technology and Telecommunications service providers.

FUNCTIONS

The Committee shall advise the City Council on and assist staff with the following functions:

- I. Provide a varied assembly of interested and knowledgeable residents who will:
 - A. Serve as liaison between the City Council, staff, the public and Information and Telecommunications providers in enhancing content and education by distributing noncommercial educational materials about Information Technology and Telecommunications services and by holding regular meetings to provide a forum for informative and productive interaction.
 - B. Confer with representatives from the school district, county library system, local businesses and other similar entities to improve the community through:
 1. Drawing on these representatives' Information Technology and Telecommunications expertise in order to be able to provide more informed advice and assistance to Council.
 2. Collaborating with these organizations to:
 - a. Determine and attempt to respond to their future Information Technology and Telecommunications needs.
 - b. Explore possibilities for linkages in the Information Technology and Telecommunications arena.
 - C. Conduct periodic review of Information Technology and Telecommunications providers, facilities and products and make recommendations about such subjects to the City Council.

- D. Follow legislative developments and their impact on Information Technology and Telecommunications.
 - E. Provide feedback to the City Council to better understand the community perspective, or be an advocate as it relates to Information Technology and Telecommunications that impact the Community.
 - F. Initiate and facilitate discussions with the public about the community's needs in the Information Technology and Telecommunications arena as approved or directed by the City Council.
 - G. As requested by the City Council or staff, evaluate regulatory and statutory compliance with any franchise or other agreement between the city and an Information Technology and Telecommunications provider and make recommendations to the City Council.
 - H. As requested or approved by the City Council or staff, recommend avenues for fostering the best use and development of the city's Information Technology and Telecommunications infrastructure for the community's benefit.
- II. As requested or approved by the City Council or staff, promote and encourage use of a wide array of Information Technology and Telecommunications to:
- A. Inform residents about government activities.
 - B. Enhance communications between the community and the City Council and staff.
 - C. Support Foster City government and departments.

Membership: This Committee shall consist of five voting members appointed by the City Council. The term of membership on this Committee shall be as stated in Chapter 2.36 of the Foster City Municipal Code.

Officers: The officers of this Committee shall be the chair and vice-chair. Duties of the chair and vice-chair shall be as stated in Chapter 2.36 of the City Code for City Committees.

At the first meeting of this Committee, nominations shall be made and the election of the officers accomplished. Subsequently, nominations shall be made and the election of the officers made by the committee as a whole shall be made at the first meeting on or after January 1st of each year.

In accordance with Chapter 2.36 of the City Code, officers shall serve a term of one year only and shall not succeed themselves.

Meetings: Regular meetings of this Committee shall be held on the 2nd Tuesday of each month at 7:00pm in the Foster City Council Chambers Conference Room at 620 Foster City Boulevard, Foster City, CA. Regular, adjourned, and special meetings will follow the procedures as stated in the Chapter 2.36 of the City Code for City Committees and the Ralph M. Brown Act.

Annual Report: The Committee shall submit and present a year-end report (Information Technology Advisory Committee mission statement, accomplishments and goals) to the City Council.

Committee Support: The City Manager shall designate a city staff representative to be available for all meetings to act as an advisor and to perform related services. Action minutes shall be recorded and a copy forwarded to the City Council.

Procedures: All Committee procedures shall be conducted in accordance with Robert's Rules of Order and the Chapter 2.36 of the City Code for the duties of City Committees. The City Manager shall review all Committee recommendations for City Council action before presentation to the City Council in accordance with Chapter 2.36 of the City Code.



DATE: February 21, 2017

TO: President and Members of the Estero Municipal Improvement District (EMID) Board of Directors

VIA: Kevin M. Miller, District Manager

FROM: Jeff Moneda, Public Works Director/District Engineer

SUBJECT: REPLACEMENT OF THE THREE-TON BRIDGE CRANE SYSTEM AT
SANITARY SEWER PUMP STATION 59

RECOMMENDATION

It is recommended that the Estero Municipal Improvement District (EMID) Board of Directors:

1. Approve an agreement in the amount of \$99,537 for the replacement of the three (3) ton bridge crane system for the District's main Sanitary Sewer Pump Station located at the Corporation Yard (Pump Station 59) with GP Crane & Hoist Company.
2. Approve an appropriation of \$99,537 from the Equipment Replacement Fund, Account No. 455-0110-413-4385, for the purchase and installation of the bridge crane system.

EXECUTIVE SUMMARY

Pump Station 59 is the last and most important pump station in EMID's wastewater infrastructure. It conveys all of the District's sewage to the San Mateo Wastewater Treatment Plant. The bridge crane system is 26 years old and has reached the end of its useful life expectancy. The three (3) ton bridge crane is a vital part of the operation at Pump Station 59, because it enables staff to remove the large pumps located 20 feet below ground from the wet well. The bridge crane was identified as a critical asset and has been accumulating funds for replacement within the Equipment Replacement Fund. The replacement of this bridge crane is imperative to ensure the efficient and

uninterrupted conveyance of EMID's wastewater to the San Mateo Wastewater Treatment Plant and to reduce the risk of sanitary overflows.

BACKGROUND/ANALYSIS

The three (3) ton bridge crane was installed 26 years ago when the pump station was constructed in 1991. The bridge crane is continually exposed to the salty bay air and is in need of replacement. The bridge crane will have variable frequency drive motor controls for smoother control and less swinging of the large pumps when removing the pumps from the wet well area at Pump Station 59. This will put less stress on the building structure and provide for safer operation by maintenance staff. The bridge crane superstructure will have an epoxy coat for a longer life expectancy.

Failure of the bridge crane would prevent staff from maintaining the pumps as needed. Any equipment malfunction could result in a sewage overflow that could potentially pollute the lagoon and/or the San Francisco Bay.

FISCAL IMPACT

Funds have been budgeted for this project from the Equipment Replacement Fund, Account No. 455-0110-413-4385.

Attachments:

- Attachment 1 - Resolution
- Attachment 2 - Agreement with GP Crane & Hoist Company
- Attachment 3 - Quote from GP Crane & Hoist Company
- Attachment 4 - Quote from Konecranes, Inc.
- Attachment 5 - Quote from AllCal Equipment Services Inc.

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ESTERO MUNICIPAL IMPROVEMENT DISTRICT APPROVING AN AGREEMENT AND AUTHORIZING THE PURCHASE OF A NEW THREE (3) TON BRIDGE CRANE SYSTEM WITH GP CRANE & HOIST COMPANY IN THE AMOUNT OF \$99,537 FOR SANITARY SEWER PUMP STATION 59 IN THE DISTRICT CORPORATION YARD

ESTERO MUNICIPAL IMPROVEMENT DISTRICT

WHEREAS, the existing three (3) ton bridge crane system on top of Sanitary Sewer Pump Station 59 is 26 years old and in need of replacement; and

WHEREAS, this piece of equipment is imperative for the proper maintenance of the large pumps installed within Pump Station 59; and

WHEREAS, the Equipment Replacement Fund, Account No. 455-0110-413-4385, has fully accumulated the funds for the replacement of the three (3) ton bridge crane system in FY 2016/2017; and

WHEREAS, three (3) quotes were obtained for the replacement of the three (3) ton bridge crane system with the lowest submitted by GP Crane & Hoist Company in the amount of \$99,537.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Estero Municipal Improvement District does hereby:

1. Approve an agreement with GP Crane & Hoist Company in the amount of \$99,537 for the replacement of the three (3) ton bridge crane system; and
2. Approve an appropriation of \$99,537 from the Equipment Replacement Fund, Account No. 455-0110-413-4385, for the purchase and installation of the bridge crane.

PASSED AND ADOPTED as a resolution of the Board of Directors of the Estero Municipal Improvement District at the regular meeting held on the 21st day of February, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CHARLIE BRONITSKY, PRESIDENT

ATTEST:

DORIS L. PALMER, DISTRICT SECRETARY

AGREEMENT FOR PRODUCTS AND/OR SERVICES
FOR
REPLACEMENT OF A THREE (3) TON CRANE AT THE CORPORATION YARD WITH
GP CRANE & HOIST COMPANY

This Agreement is made and entered into as of the 21st day of February, 2017 by and between the Estero Municipal Improvement District hereinafter called "DISTRICT" and GP Crane & Hoist Company hereinafter called "VENDOR".

RECITALS

This Agreement is entered into with reference to the following facts and circumstances:

- A. That DISTRICT desires to engage VENDOR to provide a product and/or services to the DISTRICT;
- B. That VENDOR is qualified to provide the product and/or services to the DISTRICT and;
- C. That the DISTRICT has elected to engage VENDOR upon the terms and conditions as hereinafter set forth.
 - 1. A. Services. The services to be performed by VENDOR under this Agreement are set forth in Exhibit A, which is, by this reference, incorporated herein and made a part hereof as though it were fully set forth herein.

Performance of the work specified in said Exhibit is hereby made an obligation of VENDOR under this Agreement, subject to any changes that may be made subsequently hereto upon the mutual written agreement of the said parties.

Where in conflict, the terms of this Agreement supersede and prevail over any terms set forth in Exhibit A.

- B. Product. The product to be supplied by VENDOR under this Agreement is set forth in Exhibit A which is, by this reference, incorporated herein and made a part hereof as though it were fully set forth herein.

Timely delivery of the product specified in said Exhibit A is hereby made an obligation of VENDOR under this Agreement, subject to any changes that may be made subsequently hereto upon the mutual written agreement of the said parties.

2. Term; Termination. (a) The term of this Agreement shall commence upon the date hereinabove written and shall expire upon the date enumerated in Exhibit A, delivery of the product or completion of performance of services hereunder by VENDOR, whichever date shall first occur.
(b) Notwithstanding the provisions of (a) above, either party may terminate this Agreement without cause by giving written notice not less than thirty (30) days prior to the effective date of termination, which date shall be included in said notice. DISTRICT shall compensate VENDOR for any product delivered and/or for services rendered, and reimburse VENDOR for costs and expenses incurred, to the date of termination, calculated in accordance with the provisions of paragraph 3. In ascertaining the services actually rendered to the date of termination, consideration shall be given both to completed work and work in process of completion. Nothing herein contained shall be deemed a limitation upon the right of DISTRICT to terminate this Agreement for cause, or otherwise to exercise such rights or pursue such remedies as may accrue to DISTRICT hereunder.
3. Compensation; Expenses; Payment. DISTRICT shall compensate VENDOR for all products supplied or services performed by VENDOR hereunder as shown in Exhibit B attached hereto and by this reference incorporated herein.

Notwithstanding the foregoing, the combined total of compensation and reimbursement of costs payable hereunder shall not exceed the sum \$99,537 unless additional amounts have been approved in advance of supplying the product, performing the services or incurring the costs and expenses by DISTRICT's District Manager (for contracts less than \$30,000) or District Board of Directors (for contracts \$30,000 or more) evidenced by motion duly made and carried.

Compensation and reimbursement of costs and expenses hereunder shall be payable upon VENDOR meeting contract milestones as defined in Exhibit B. Billing shall include an itemized statement, briefly describing by task and labor category or cost/expense items billed.

4. Additional Services. In the event DISTRICT desires the delivery of additional products or performance of additional services not otherwise included within Exhibit A, such products or services shall be authorized in advance by DISTRICT's District Manager (for contracts less than \$30,000) or District Board of Directors (for contracts \$30,000 or more) by motion duly made and carried. Such amendment to this Agreement shall include a description of the product to be delivered or services to be performed thereunder, the maximum compensation and reimbursement of costs and expenses payable therefor, the time of performance thereof, and such

other matters as the parties deem appropriate. Except to the extent modified by written amendment, all other terms and conditions of this Agreement shall be deemed incorporated in each such amendment.

5. Records. VENDOR shall keep and maintain accurate records of products delivered or of all time expended in performing services and costs and expenses incurred relating thereto. Said records shall be available to DISTRICT for review and copying during regular business hours at VENDOR's place of business or as otherwise agreed upon by the parties.
6. Authorization. This Agreement becomes effective when endorsed by both parties in the space provided below.
7. Reliance on Specialized Professional Skill of VENDOR. VENDOR represents that it has the necessary professional skills to perform the services required and the DISTRICT shall rely on such specialized skills of the VENDOR to do and perform the work. In performing services hereunder VENDOR shall adhere to the standards generally prevailing for the performance of expert consulting services similar to those to be performed by VENDOR hereunder.
8. Documents. All documents, plans, drawings, renderings, and other papers, or copies thereof, as finally rendered, prepared by VENDOR pursuant to the terms of this Agreement, shall, upon preparation and delivery to DISTRICT, become the property of DISTRICT
9. Relationship of Parties. It is understood that the relationship of VENDOR to the DISTRICT is that of an independent contractor and all persons working for or under the direction of VENDOR are its agents or employees and not agents or employees of the DISTRICT.
10. Schedule. VENDOR shall adhere to the schedule set forth in Exhibit A; provided, that DISTRICT shall grant reasonable extensions of time for the delivery of products or performance of services occasioned by governmental reviews of VENDOR's work product or other unavoidable delays; provided, further, that such unavoidable delay shall not include strikes, lockouts, work stoppages, or other labor disturbances conducted by, or on behalf of, VENDOR's officers or employees.

VENDOR acknowledges the importance to DISTRICT of timely delivery of products or services and agrees to put forth its best professional efforts to perform in a manner consistent with that schedule.

11. Indemnity. To the fullest extent allowed by law, VENDOR hereby agrees to defend, indemnify, and save harmless DISTRICT and City of Foster City, its Council, boards, commissions, officers, employees and agents,

from and against any and all claims, suits, actions liability, loss, damage, expense, cost (including, without limitation, costs and fees of litigation) of every nature, kind or description, which may be brought against, or suffered or sustained by, DISTRICT or City of Foster City, its Council, boards, commissions, officers, employees or agents caused by, or alleged to have been caused by, the negligence, intentional tortuous act or omission, or willful misconduct of VENDOR, its officers, employees, subcontractors or agents in the performance of any services or work pursuant to this Agreement.

The duty of VENDOR to indemnify and save harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein contained shall be construed to require VENDOR to indemnify DISTRICT and City of Foster City, its Council, boards, commissions, officers, employees and agents against any responsibility or liability in contravention of Section 2782 of the California Civil Code.

VENDOR's responsibility for such defense and indemnity obligations shall survive the termination or completion of this Agreement for the full period of time allowed by law.

The defense and indemnification obligations of this agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained within this Agreement.

12. Insurance. VENDOR shall acquire and maintain Workers' Compensation, employer's liability, commercial general liability, owned and non-owned and hired automobile liability insurance coverage relating to VENDOR's services to be performed hereunder covering DISTRICT's and City of Foster City's risks in form subject to the approval of the District Legal Counsel and/or DISTRICT's Risk Manager. The minimum amounts of coverage corresponding to the aforesaid categories of insurance per insurable event shall be as follows:

<u>Insurance Category</u>	<u>Minimum Limits</u>
Workers' Compensation	statutory minimum
Employer's Liability	\$1,000,000 per accident for bodily injury or disease
Commercial General Liability	\$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury, personal injury and property damage

Automobile Liability	\$1,000,000 per accident for bodily injury and property damage (coverage required to the extent applicable to VENDOR's vehicle usage in performing services hereunder)
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It shall be a requirement under this Agreement that any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements and/or limits shall be available to the DISTRICT and City of Foster City as an Additional Insured. Furthermore, the requirements for coverage and limits shall be the greater of either (1) the minimum coverage and limits specified in this Agreement or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named Insured.

VENDOR agrees to include with all subcontractors in their subcontracts the same requirements and provisions of this agreement including the indemnity and insurance requirements to the extent they apply to the scope of the subcontractor's work. Subcontractors hired by VENDOR shall agree to be bound to VENDOR and DISTRICT in the same manner and to the same extent as VENDOR is bound to DISTRICT under this Agreement and its accompanying documents. Subcontractors shall further agree to include these same provisions with any sub-subcontractors. A copy of the indemnity and insurance provisions of this Agreement will be furnished to the Subcontractor upon request. VENDOR shall require all subcontractors to provide a valid certificate of insurance and the required endorsements included in the subcontract agreement and will provide proof of compliance to the DISTRICT prior to commencement of any work by the subcontractor.

Concurrently with the execution of this Agreement, VENDOR shall, on the Insurance Coverage form provided in Exhibit D, or equivalent, furnish DISTRICT with certificates and copies of all declaration and endorsement pages for the insurance policy or policies required hereunder. With respect to commercial general liability and automobile liability insurance coverage, VENDOR must obtain and provide the following original endorsements:

- (a) Precluding cancellation or reduction in per occurrence limits before the expiration of thirty (30) days (10 days for nonpayment) after DISTRICT shall have received written notification of cancellation in coverage or reduction in per occurrence limits by first class mail;

- (b) Naming the DISTRICT and City of Foster City, its Council, officers, boards, commissions, employees, and agents, as additional insureds; and
- (c) Providing the additional insured coverage under VENDOR's insurance policy shall be primary and non-contributory insurance with respect to DISTRICT and City of Foster City, its Council, officers, boards, commissions, employees, and agents, and any insurance or self-insurance maintained by DISTRICT and City of Foster City for itself, its Council, officers, boards, commissions, employees, or agents shall be in excess of VENDOR's insurance and not contributory with it. VENDOR and its insurer may not seek contribution from DISTRICT's and/or City of Foster City's insurance or self-insurance.

The limits of insurance required in this agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of DISTRICT, to the extent required by this Agreement, before the DISTRICT's and/or City of Foster City's insurance or self-insurance may be called upon to protect DISTRICT and/or City of Foster City as a named Insured.

All self-insured retentions (SIR) must be disclosed to DISTRICT for approval and shall not reduce the limits of liability coverage. Policies containing and SIR provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named VENDOR/Named Insured or DISTRICT.

DISTRICT reserves the right to obtain a full certified copy of any insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of right to exercise later.

Any and all Subcontractors shall agree to be bound to VENDOR and DISTRICT in the same manner and to the same extent as VENDOR is bound to DISTRICT under this Agreement. Subcontractors shall further agree to include the same requirements and provisions of this Agreement, including the indemnity and insurance requirements, in any agreement with sub-subcontractors to the extent that they apply to the scope of the sub-subcontractor's work. A copy of the indemnity and insurance provisions of this Agreement shall be furnished to any subcontractor upon request.

13. WORKERS' COMPENSATION. VENDOR certifies that he is aware of the provisions of the Labor Code of the State of California which require every

employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and VENDOR certifies that he will comply with such provisions before commencing the performance of the work of this agreement.

14. NON-DISCRIMINATION. The VENDOR will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The VENDOR will take affirmative action to insure that applicants are employed and the employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, advancement, demotion, transfer, recruitment, or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The VENDOR shall at all times be in compliance with the requirements of the Federal Americans With Disabilities Act (Public Law 101-336) which prohibits discrimination on the basis of disability by public entities. The VENDOR agrees to post in conspicuous places available to employees and applicants for employment any notices provided by the CITY setting forth the provisions of this non-discrimination clause.

15. Notice. All notices required by this Agreement shall be given to the DISTRICT and VENDOR in writing, by first class mail, postage prepaid, addressed as follows:

DISTRICT: Estero Municipal Improvement District
610 Foster City Boulevard
Foster City, CA 94404-2299
Attention: Norman Dorais

VENDOR: GP Crane & Hoist Company
PO Box 6497
Napa, CA 94581
Attention: Doug Gregerson

16. Non-Assignment. This Agreement is not assignable either in whole or in part.
17. Amendments. This Agreement may be amended or modified only by written agreement signed by both parties.
18. Validity. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

19. Governing Law. This Agreement shall be governed by the laws of the State of California and any suit or action initiated by either party shall be brought in the County of San Mateo, California. In the event of litigation between the parties hereto to enforce any provision of the Agreement, the unsuccessful party will pay the reasonable attorney's fees and expenses of litigation of the successful party.
20. Mediation. Should any dispute arise out of this Agreement, the parties shall meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. Neither party shall be permitted to file legal action without first meeting in mediation and making a good faith attempt to reach a mediated resolution. The costs of the mediator, if any, shall be paid equally by the parties. If a mediated settlement is reached neither party shall be deemed the prevailing party for purposes of the settlement and each party shall bear its own legal costs.
21. Conflict of Interest. VENDOR may serve other clients, but none who are active within the City of Foster City or who conduct business that would place VENDOR in a "conflict of interest" as that term is defined in State law.
22. Entire Agreement. This Agreement, including Exhibits comprises the entire Agreement.

Incorporation of Recitals and Exhibits

- A.) The recitals constitute a material part hereof, and hereby incorporated by reference herein as though full set forth her at.
- B.) The Exhibits constitute a material part hereof, and are hereby incorporated by reference herein as though fully set forth here at.

Complete Agreement

- A.) Each party acknowledges that this agreement, the exhibits hereto, and the documents incorporated by reference herein constitute the complete agreement and exclusive statement of the terms and conditions between the parties, which supercedes and merges all prior proposals, understandings and all other agreements, verbal and written, between the parties relating to the subject matter of this agreement. This agreement may not be modified or altered except by written instrument duly executed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the date first above written by their respective officers duly authorized in that behalf.

ESTERO MUNICIPAL IMPROVEMENT DISTRICT

Dated: _____

Charlie Bronitsky, President
(for contracts \$30,000 or more)

ATTEST:

Dated: _____

Doris L. Palmer, District Clerk

APPROVED AS TO FORM

Dated: _____

Jean Savaree, District Legal Counsel

VENDOR

Dated: _____

Brian Pinckney, President

EXHIBIT A
SCOPE OF WORK and SCHEDULE
FOR
REPLACEMENT OF A THREE (3) TON CRANE AT THE CORPORATION YARD
WITH GP CRANE & HOIST COMPANY

Scope of Deliverables:

Replacement of existing three (3) ton crane system on existing foundation using existing electrical supply and anchor bolts complete in place and operational.

Scope of Services:

Removal of existing three (3) ton crane system.

Installation of new crane superstructure.

Installation of hoist/Trolley equipment.

Configuration and Testing of crane system per Cal/ OSHA requirements.

Project Schedule:

Crane system ordering – within one week following contract approval.

Crane system delivery – 30 days following crane system order.

Installation and Testing – two (2) weeks following delivery of crane system materials.

EXHIBIT B

VENDOR'S FEES and PAYMENT MILESTONES

Summary

Total Contract Services	\$99,536.54
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Itemized Fees

Crane & System	\$74,649.07 + tax
Removal of existing system	\$9,155.24
Equipment / Trucking	\$6,013.81
Delivery	\$3,000.00

Project Payment Schedule

<u>Milestone</u>	<u>Amount of Payment</u>
Contract Approved	40%
Delivery of Materials on-site	35%
Completion of Installation/Load Testing	25%

EXHIBIT C
ADDITIONAL TERMS and CONDITIONS

EXHIBIT D

This **INSURANCE COVERAGE FORM** modifies or documents insurance provided under the following:

Named Insured: _____ Effective Work Date(s): _____

Description of Work/Locations/Vehicles: _____

ADDITIONAL INSURED: **City of Foster City/Estero Municipal Improvement District (DISTRICT)**

610 Foster City Boulevard, Foster City, CA 94404

Attention: _____

Contract Administrator

Endorsement and Certificates of Insurance Required		Insurer	Policy No.
The Additional Insured, its elected or appointed officers, officials, employees and volunteers are included as insureds with regard to damages and defense of claims arising from: (Check all that apply)			
<input type="checkbox"/>	General Liability: (a) activities performed by or on behalf of the Named Insured, (b) products and completed operations of the Named Insured, (c) premises owned, leased occupied or used by the Named Insured, and/or (d) permits issued for operations performed by the Named Insured. {Note: MEETS OR EXCEEDS ISO Form # CG 20 10 11 85}		
<input type="checkbox"/>	Auto Liability: the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the Named Insured, regardless of whether liability is attributable to the Named Insured or a combination of the Named Insured and the Additional Insured, its elected or appointed officers, officials, employees or volunteers.		
<input type="checkbox"/>	Other:		
Certificates of Insurance Required (no endorsement needed) (Check all that apply)		Insurer	Policy No.
<input type="checkbox"/>	Workers Compensation: work performed by employees of the Named Insured while those employees are engaged in work under the simultaneous directions and control of the Named Insured and the Additional Insured.		
<input type="checkbox"/>	Professional Liability:		

PRIMARY/NON-CONTRIBUTORY: This insurance is primary and is not additional to or contributing with any other insurance carried by or for the benefit of Additional Insureds.

SEVERABILITY OF INTEREST: The insurance afforded by this policy applies separately to each insured who is seeking coverage or against whom a claim is made or a suit is brought, except with respect to the insurer's limit of liability.

PROVISIONS REGARDING THE INSURED'S DUTIES AFTER ACCIDENT OR LOSS: Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the Additional Insured, its elected or appointed officers, officials, employees, or volunteers.

CANCELLATION NOTICE. The insurance afforded by this policy shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice (ten (10) days if canceled due to non-payment) by regular mail return receipt requested has been given to the Additional Insured. Such notice shall be addressed as shown above.

WAIVER OF SUBROGATION: The insurer(s) named above agree to waive all rights of subrogation against the DISTRICT, its elected or appointed officers, officials, agents, volunteers and employees for losses paid under the terms of this policy which arise from work performed by the Named Insured for the DISTRICT.

Nothing herein contained shall vary, alter or extend any provision or condition of the Policy other than as above stated.

SIGNATURE OF INSURER OR AUTHORIZED REPRESENTATIVE OF THE INSURER

I, _____ (print/type name), warrant that I have authority to bind the above-named insurance company and by my signature hereon do so bind this company.

SIGNATURE OF AUTHORIZED REPRESENTATIVE (original signature required)

ORGANIZATION: _____ **TITLE:** _____

ADDRESS: _____

TELEPHONE: () _____ **DATE ISSUED:** _____

Exhibit E
SPECIAL TERMS and CONDITIONS



December 29, 2016

Proposal Number: 122916DG

City of Foster City
100 Lincoln Center Dr
Foster City, CA 94404

Attn: Allen Smith

Ref: New 3 ton crane system

GP Crane & Hoist Services is pleased to submit the following proposal for your consideration.

Scope of Work:

GP Crane & Hoist Services will remove the existing 3 ton crane system. We will then install a new 3 ton crane system using the existing foundation and anchor bolts. The new system will be wired to the existing electrical supply. After completion the crane will be test ran and operational within Cal/OSHA safety standards. This work will be done in accordance per state and federal codes including OSHA CFR 1910.179, ASME, ANSI, and CAL OSHA.

Crane Specs:

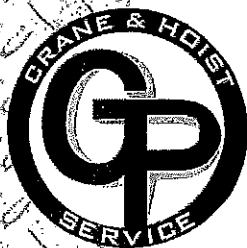
- Span approximately 25'
- VFD controls 110 FPM
- Radio control with back up pendant
- Bridge panel with disconnect, mainline and horn
- Epoxy safety yellow

Hoist/Trolley specs

- Lift available: 40'
- Voltage - Line: 460/3/60 Control: 115v
- Location: outdoor
- Hoist speed: 20 FPM (Variable speed)
- Trolley speed: 55 FPM (Variable speed)
- Epoxy paint

System

- OAL approximately 40'
- 4 column system with a 20' cantilever section
- Epoxy Paint
- Engineered system



Pricing:

- Crane & System \$74,649.07
- Removal of existing system \$9,155.24
- Equipment / Trucking \$6,013.81

Subtotal:

\$89,818.12

Plus tax - \$ 6,718.42 - Parts only

Shipping Cost, not to exceed - \$3,000.00

Terms of Sale:

- Above pricing doesn't include tax or shipping/delivery charges
- Pricing based on free and clear access during normal business hours with no delays
- Pricing is good for 30 days
- Payment is net 30 days
- Standard **GP Crane & Hoist Services** Terms and Conditions apply
- Permits and inspections are paid for by City of Foster City Waste Water
- Disposal of existing crane is not part **GP Crane & Hoist Services** of this quote.

Total \$99,536.54

Payment Terms:

- 40% Contract
- 45% 5 weeks after contract date
- 15% Completion of Load Testing Net 30

Thank you for the opportunity to quote your repairs. If you have any questions please feel free to call or e-mail.

Sincerely,

Doug Gregerson

GP Crane & Hoist Services

Office: (866) 973-5511

Direct: (925) 408-5886

Fax: (707) 307-7733

E-mail: Doug@gpcraneandhoist.com

Konecranes, Inc.
4751 Pell Dr #1
Sacramento, CA 95838
TEL: 916-648-9818
FAX: 916-648-9825

KONECRANES®

Lifting Businesses™

Handled by / Version
Joseph Page

Offer date Revision date Offer number
12/29/2016 12/29/2016 T21911-150

Customer
City of Foster City
100 Lincoln Center Drive
Foster City, CA 94404
USA

Customer's ref / Inquiry date
Reference City of Foster City
Inquiry date 12/22/2016

Subject Overhead Travelling Cranes

Contact person
Allen Smith

Customer's Tel. Customer's Fax.
650-286-3546

Dear Sirs,

Konecranes Inc. thanks you for your valued inquiry and takes pleasure in submitting our formal proposal for the Overhead Travelling Cranes.

The CXT-- wire rope hoists are Konecranes latest innovation. The revolutionary compact design of the CXT wire rope hoist is designed to offer more efficient use of floor space under the crane and increased lifting heights as well as accurate load positioning by minimised horizontal hook drift. The CXT wire rope hoist is designed to improve safety by using 4 step rotating limit switch for standard applications. The lifetime of the rope is increased and adjustment free hoisting brake is measured to last over 1 million operations.

Konecranes is one of the leading companies in the crane business. Worldwide sales and maintenance organizations as well as extensive production resources provide professional customer service and the most advanced crane techniques. Over the past decades we have delivered material handling solutions to virtually any application to all industries. This experience combined with wide range of components enable us to produce optimized customer-engineered solutions with computer aided component selection and design.

Konecranes design, material and final products are certified and inspected by most worldwide standards. All the strategic components of our crane such as motors, gears and drums are specially designed for crane applications and produced in Konecranes owned component factories providing the highest quality, compatibility and availability.

We trust that this offer meets with your present requirement, however, should you require further information, please do not hesitate to contact the undersigned, we will be pleased to be of further assistance.

Yours truly,
KONECRANES, INC.

Joseph Page
Industrial Crane Sales Rep.



NOTE :

KONECRANES EXCLUSIONS and COMMENTS

Pricing in this proposal does not include any applicable taxes, electrical service disconnects, footings, structural additions/reinforcements to the existing building, permits or bonds.

We understand a specification is usually based on a specific manufacturer and every manufacturer has their own proprietary manufacturing standards, we have strived to provide the products that meet the intention of the specification and fit the type of use intended in this project.

This quotation, proposal or offer is subject to and incorporates as if fully rewritten herein the Seller's Standard Terms and Conditions of Sale (Equipment) (Revision 12.31.2012), a copy of which is attached hereto or is available at www.konecranesUSA.com or upon request of Buyer.



1 COMMERCIAL TERMS

1.1 Pricing summary

Item No	Qty	Description	Customer's reference Seller's reference	Price
1	1	CXTS Single girder crane 3-TON, spans 25'-0" Removal of existing 3-ton runway Fabrication on new runway system Festoon power system Transportation to site * FOB: Lodi, CA Complete installation *See: PROPOSAL (below) Commissioning and testing		USD 123 141
TOTAL PRICE:				USD 123 141 [Excluding Taxes]

Regarding: City of Foster City

PROPOSAL

Konecranes Inc. proposes to provide materials, labor and equipment to design, fabricate, epoxy paint, deliver and install (1) 3 ton SGUH bridge crane runway per:

- Remove existing crane and runway
 - Set adjacent to site or directly on customer provided truck.
 - 2nd rigging not included
- Approximately 34' long runway, cantilevered 18' on one end
- Install 4 columns, 2 header beams, 2 struts, 2 runway beams
- Install one 3 ton SGUH bridge crane**
 - Startup Included
- Excluded: Foundation work,
- Included: Engineering submittal, engineering drawings



1.2 Payment terms

- 25% of the price as down payment
- 25% of the price against approval drawing
- 40% of the price when the crane is ready for delivery
- 10% of the price after commissioning and testing

In the event that installation, start-up or commissioning is delayed due to any site conditions, Konecranes, Inc. may at its discretion, elect to close and invoice the portion of the order that is already delivered, not including the 10% holdback for commissioning and testing listed above.

1.3 Delivery time

10 weeks from receipt of signed approval clearance drawings.

1.4 Delivery terms

FOB our fabrication facility

1.5 Warranty

The Equipment is warranted for a period of 24 months from acceptance (not to exceed 24 months from shipment) against all defects in workmanship. The warranty does not apply to parts that must be replaced due to wear or due to abuse of the Equipment.

1.6 Validity of the offer

This offer is valid until 01/28/2017.

1.7 Terms and conditions

This quotation, proposal or offer is subject to and incorporates as if fully rewritten herein the Seller's Standard Terms and Conditions of Sale (Equipment) (Revision 08.01.2016), a copy of which is attached hereto or is available at www.konecranesUSA.com or upon request of Buyer.

1.8 Data Collection and Reporting Services

The Equipment purchased by the Customer may have functionality, through an included data connection, that monitors and records data related to certain aspects of equipment usage. If the Equipment has such functionality, it will be activated upon installation and commissioning of the Equipment, and, unless and until the Customer directs Konecranes otherwise in writing, the data collected will be transmitted to and collected by Konecranes through the data connection. If separately agreed or the Customer otherwise receives such reporting services, Konecranes shall deliver reporting services by collecting data on the Equipment and its operation through the data connection. The Customer has the right to prohibit such collection and transmission of data at any time. Despite of such prohibition the Customer is obliged to pay any agreed charges until the end of the contract period. Reporting services provided to the Customer shall be provided subject to the Konecranes Remote Services Terms and Conditions in effect from time to time which shall be provided to the Customer upon request and/or upon the Customer's use of Konecranes' Internet portal through which the reporting services may be provided.



T 209.464.1472 F 209.464.2314
PO Box 30035 Stockton CA

12-21-2016

City of Foster City
100 Lincoln Centre Drive
Foster City, CA 94404

Attn: Allen Smith
650-286-3546 Off
asmith@fostercity.org

Subject: City of Foster Freestanding Under Running Overhead Bridge Crane, Radio Controls, VFD on all Powered Functions, Outdoor Rated for Corrosive Environment.

BRIDGE SPECIFICATIONS

- Type: Under running single girder
- Capacity: 3 ton / 6,000 lbs.
- Span: 25'-0"
- Speed: 100 fpm VFD
- Electrification: Flat wire festoon

- Control: Radio w/backup roving PB
- Collectors: 4 conductors
- CMAA Class: C
- Voltage: 460v / 3ph / 60hz
- Color: Safety Yellow - Epoxy
- Bridge Design: Outdoor

HOIST/TROLLEY SPECIFICATIONS

- Type: Wire Rope
- Manufacturer: R&M
- Model number: SX - low headroom
- Capacity: 3 ton / 6,000 lbs.

- Lift: 25'-4"
- Hoist speed: 20 fpm VFD
- Trolley speed: 65 fpm VFD
- Hoist true vertical lift: Yes

RUNWAY SPECIFICATIONS

- Type: Free standing - outdoor
- Capacity: 3 ton / 6,000 lbs.
- Length: 36'-0"
- Runway support centers: 17'-5", 18' cantilever

- Crane Span: 25'-0"
- Overall height: 15'-0" est.
- Bracing: Headers, Cross Bracing
- Electrification: Safe Lec II conductor bar

QTY	Description	Cost Each	Total Cost
	Labor to Install		\$37,600.00
	Aerial lift Rental (billed at Cost)		\$4,900.00
	Crane Rental		\$10,000.00
	Total Labor and Equipment Rental		\$52,500.00

Price Based on Above Listed Specifications:	\$146,004.16
Estimated Shipping Cost (Must Travel Via Dedicated Flatbed Truck w/Tarp)	\$2,432.16
Total Investment	\$200,936.32

Terms:
35% w/ Order, 35% at Time of Shipping, Balance Net 30 Days
Ships within 11-13 Weeks After Approval

Should you have any questions, please don't hesitate to contact me at 209-244-7802.

Sincerely,

Todd R. Drake
All Cal Equipment Services
Office - (209)-244-7802
Mobile - (209)-609-5837
tdrake@allcales.com



DATE: February 21, 2017

TO: Mayor and Members of the City Council

VIA: Kevin M. Miller, City Manager

FROM: Doris L. Palmer, Communications Director/City Clerk

SUBJECT: INFORMATION TECHNOLOGY ADVISORY COMMITTEE'S MISSION STATEMENT AND GOALS FOR 2017

RECOMMENDATION

It is recommended that the City Council by Minute Order accept the Information Technology Advisory Committee's Mission Statement and Goals for 2017.

EXECUTIVE SUMMARY

Pursuant to Minute Order No. 802, each citizen advisory committee must prepare a written year end report, review its mission statement, and prepare a written annual goals/work program for the upcoming year for presentation to the City Council at a City Council meeting in the first quarter of 2017.

The Information Technology Advisory Committee held an initial special meeting on Tuesday, January 10, 2017. Two additional special meetings were held on January 31, 2017 and February 7, 2017 to finalize its policy statement and approve the following:

1. Mission Statement: The Information Technology Advisory Committee serves to advise and assist the City Council and staff on Information Technology and Telecommunications matters that meet the needs of the community today and prepare Foster City for the future.
2. Goals for 2017

It is recommended that by Minute Order, the City Council accept the Information Technology Advisory Committee's Mission Statement and Goals for 2017.

Attachment:

- Attachment 1 - Mission Statement and Goals for 2017

INFORMATION TECHNOLOGY ADVISORY COMMITTEE MISSION STATEMENT AND GOALS FOR 2017

Mission Statement:

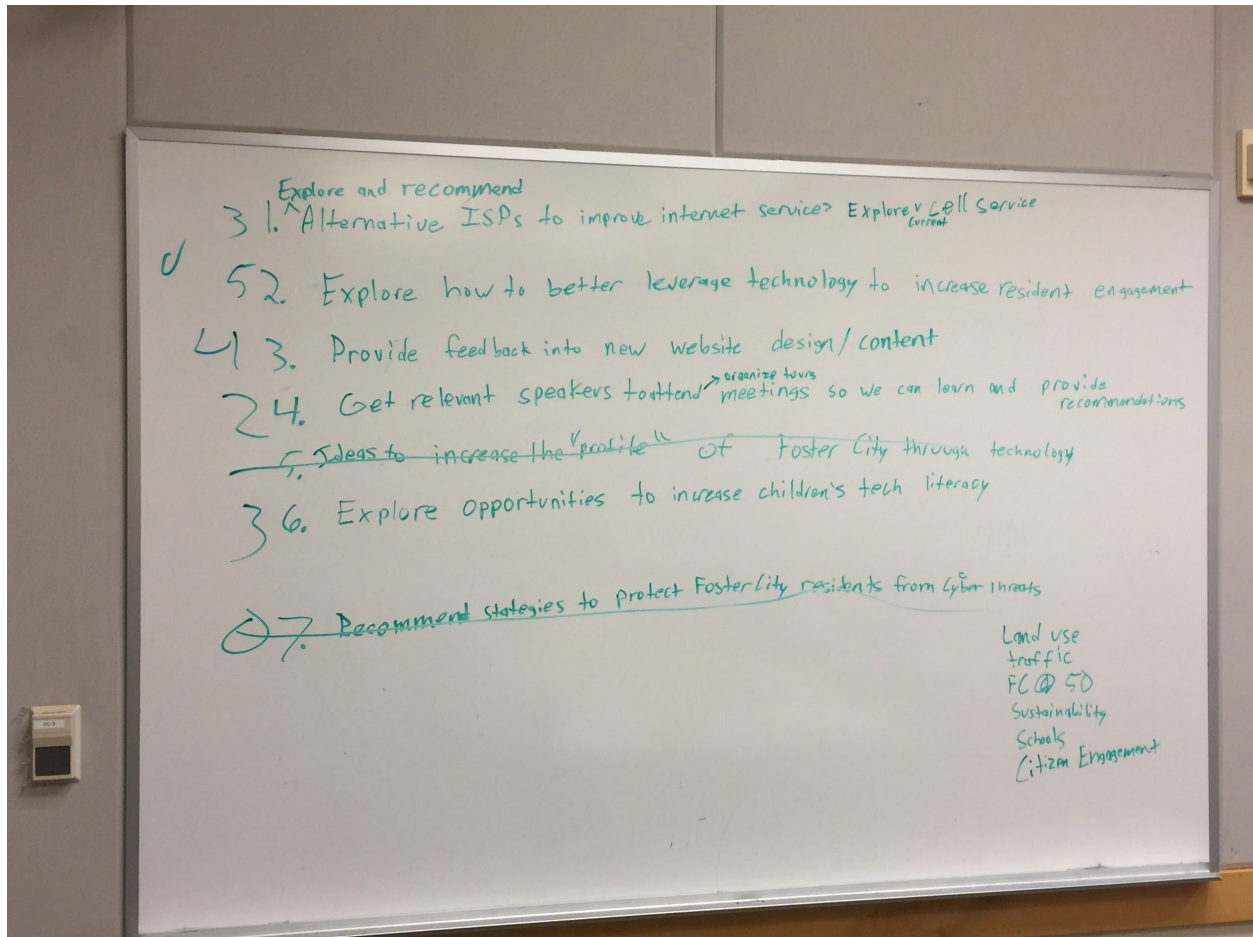
The Information Technology Advisory Committee serves to advise and assist the City Council and staff on Information Technology and Telecommunications matters that meet the needs of the community today and prepare Foster City for the future.

The goals for 2017 are:

1. **ITAC Exploration and Learning:**
 - a. Increase effectiveness of ITAC through education and awareness so we can learn and provide well-informed technology recommendations
 - b. Get relevant speakers to attend ITAC meetings
 - c. Organize tours of city departments.
2. **Council Focus Area: *Infrastructure at 50:***
 - a. Explore and recommend ways to improve Internet services and cellular services for Foster City residents and businesses.
3. **Council Focus Area: *Citizen Engagement:***
 - a. Explore and recommend ways to better leverage technology to increase resident engagement.
 - b. Provide feedback into new website design and content.
 - c. Explore opportunities to increase children's tech literacy.

CITY COUNCIL PRIORITY FOCUS AREAS

1. **LAND USE** - Utilize the recently adopted General Plan Land Use Element as a baseline to develop implementation strategies that further articulate how and where growth and development will happen in the future
2. **TRAFFIC and TRANSPORTATION** - Ensure that the City's transportation and circulation system meets the needs of the community and provides "complete streets"
3. **INFRASTRUCTURE AT 50** - Assess the current condition of the City's aging infrastructure and develop a plan for addressing future needs
4. **SUSTAINABLE FOSTER CITY**- Develop and implement strategies and activities in the areas of
 - a. economic development,
 - b. protecting the environment, and
 - c. ensuring social equity that promotes the long-term viability of the Foster City community and its way of life.
5. **QUALITY SCHOOLS** - Support the San Mateo-Foster City School District as it continues to provide great public schools to serve Foster City residents.
6. **CITIZEN ENGAGEMENT** - Engage the community in the decision making process and emphasize City-Community partnerships that are collaborative, participatory, empowering, systemic, and transformative.



The goals for 2016 were:

1. Monitor technology issues in relation to Foster City
 - a. Review and comment on Foster City IT budget and IT Strategic Plan
 - b. Monitor and report on legislative actions that impact information technology and telecommunications in Foster City
 - c. Review and comment on new technologies and/or services that can benefit Foster City as they relate to information technology and telecommunications.
 - d. Discuss emerging technology and trends that may help optimize City services or improve quality of life for those that live work or play in Foster City
2. Promote use of technology to further Citywide goals
 - a. Review and comment on the City's social media/citizen engagement strategy
 - b. Review the City's upcoming economic development strategy and provide comment on opportunities to incorporate technology as a driver of economic development
 - c. Provide testing and feedback of the City's public facing systems, such as:
 - i. Citizen request mobile app

- ii. Permitting/Inspection software customer portal
 - iii. Upcoming website redesign
- 3. Promote security as a foundation of the City's operations
 - a. Evaluate and recommend a strategy to protect Foster City residents from identity theft and cybercrime
 - b. Review and comment on the upcoming revised IT Disaster
 - c. Recovery/Business Continuity plan



DATE: February 21, 2017

TO: Mayor and Members of the City Council

VIA: Kevin M. Miller, City Manager

FROM: Doris L. Palmer, Communications Director/City Clerk

SUBJECT: ESTABLISHING AN AD HOC CITIZENS EDUCATION FACILITIES COMMITTEE

RECOMMENDATION

It is recommended that the City Council take the following actions:

1. Approve the resolution establishing an Ad Hoc Citizens Education Facilities Committee; and
2. By Minute Order, appoint a Council Liaison to the Ad Hoc Citizens Education Facilities Committee and update the Council Liaisons List.

BACKGROUND AND ANALYSIS

At the January 21, 2017 City Council Special Meeting, Mayor Bronitsky and the City Council discussed forming an Ad Hoc Citizens Education Facilities Committee. The purpose of this ad hoc committee is to create a citizen task force to review and provide comments regarding the San Mateo-Foster City School District's plan to redevelop Charter Square as its new school site.

This ad hoc subcommittee will be established with a dedicated function and limited duration, rather than a "Citizen Advisory Committee" of unlimited duration. Due to the critical nature of the timeframe, it is recommended that we proceed with both a limited recruitment period and membership of five, so as to accept applications and appoint members as soon as possible.

The Youth Advisory Committee will be tasked with creating a subcommittee of five

members that will have discussions regarding the new school site and report back to the City Council as well.

The City Council is authorized to appoint a Council Liaison to each of its citizen advisory committees to provide policy direction and support to the group. At this meeting, the City Council will need to do the same for this ad hoc subcommittee. Once the City Council makes its selection, staff will update the Council Liaisons List to include the Ad Hoc Citizens Education Facilities Committee with its designated Council Liaison.

Timeline

- February 21, 2017: Council meeting to authorize establishment of Ad Hoc Citizens Education Facilities Committee
 - Resolution establishing Ad Hoc Subcommittee with Exhibit A attached (statement of purpose and other organizational policies)
- February 22-March 7, 2017: Advertise for recruitment of five members (2 weeks)
- March 7, 2017: Application Deadline
- March 20, 2017: Ad Hoc Subcommittee Appointments
- April 2017: First meeting of the Ad Hoc Citizens Education Facilities Committee

FISCAL IMPACT

There is no fiscal impact.

Attachments:

- Attachment 1: Resolution
- Attachment 2: Exhibit A
- Attachment 3: Press Release

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOSTER CITY
ESTABLISHING THE AD HOC CITIZENS EDUCATION FACILITIES COMMITTEE

CITY OF FOSTER CITY

WHEREAS, one of the City Council Priority Focus Areas is Quality Schools and supporting the San Mateo-Foster City School District as it continues to provide great public schools to serve Foster City residents; and

WHEREAS, the City Council at its January 21, 2017 City Council Special Meeting discussed the formation of an Ad Hoc Citizens Education Facilities Committee to review and provide comments regarding the San Mateo-Foster City School District's plan to redevelop Charter Square as its new school site.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Foster City does hereby establish an Ad Hoc Citizens Education Facilities Committee and approves its policy statement as outlined in Exhibit A attached hereto and incorporated herein.

PASSED AND ADOPTED as a resolution of the City Council of the City of Foster City at the regular meeting held on the 21st day of February, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CHARLIE BRONITSKY, MAYOR

ATTEST:

DORIS L. PALMER, CITY CLERK

EXHIBIT A

Policy Statement for Ad Hoc Citizens Education Facilities Committee

Statement of Purpose

The Ad Hoc Citizens Education Facilities Committee serves in an advisory capacity at the pleasure of the City Council. The Ad Hoc Citizens Education Facilities Committee shall advise the City Council regarding the San Mateo-Foster City School District's plan to redevelop Charter Square as its new school site.

Duration

The ad hoc committee shall exist at the discretion of the City Council or until the completion of the San Mateo-Foster City School District's plan, whichever comes first.

Membership

Ad hoc committee membership shall be five (5) in number. Additional ex-officio members of the ad hoc committee may be appointed at the discretion of the City Council. All five (5) members must be residents of Foster City. Ad hoc committee membership shall include diverse interests and appropriate expertise. To this end, ad hoc committee members shall be recruited through a combination of advertisement and invitation.

City Council and Staff Liaisons

The City Council shall appoint a City Council liaison to the ad hoc committee. The City Manager shall appoint a staff liaison to the ad hoc committee.

Ad Hoc Committee Organization and Procedures

The ad hoc committee shall select a chair and vice-chair. Duties of the chair and vice-chair shall be as stated in the City Municipal Code for Advisory Committees. Ad hoc committee procedures shall be conducted in accordance with Robert's Rules of Order and the City Municipal Code for Advisory Committees.

Meetings

The ad hoc committee shall establish a meeting schedule. It should meet at least monthly, but can meet more frequently if necessary.



NEWS

Contact: Doris Palmer, Communications Director/City Clerk
(650) 286-3252
dpalmer@fostercity.org

FOR IMMEDIATE RELEASE

Ad Hoc Citizens Education Facilities Committee Openings

Foster City, CA: February 22, 2016 -- Looking for a way to serve your community and be involved?

The City of Foster City is looking for residents interested in serving its new Ad Hoc Citizens Education Facilities Committee! The purpose of this ad hoc committee is to create a citizen task force to review and provide comments regarding the San Mateo-Foster City School District's plan to redevelop Charter Square as its new school site.

Interested applicants are invited to **submit applications by 5:00 p.m. on Tuesday, March 7**. Applicants for the Ad Hoc Citizens Education Facilities Committee are required to attend the March 20, 2017 City Council meeting for consideration of final appointment.

Application forms are available at City Hall, by calling 286-3250 or can be downloaded from the City's website at www.fostercity.org. Return completed application forms to the Communications/City Clerk Department, City Hall, 610 Foster City Boulevard, Foster City, CA 94404 by 5:00 p.m. Tuesday, March 7, 2017 or email completed application to clerk@fostercity.org. For more information about any of the committees or the process, feel free to contact the Communications/City Clerk Doris Palmer at 286-3252 or dpalmer@fostercity.org.

Dated/Posted: February 21, 2017

Publish: Weekly through March 1, 2017



DATE: February 21, 2017

TO: Mayor and Members of the City Council

VIA: Kevin M. Miller, City Manager

FROM: Jennifer Liu, Parks and Recreation Director

SUBJECT: RECREATION CENTER MASTER PLAN - PHASE I: COMMUNITY
INPUT FINDINGS

RECOMMENDATION

It is recommended that City Council receive and review the information presented in the following staff report and, by minute order, provide policy direction on next steps for the Recreation Center Master Plan project.

EXECUTIVE SUMMARY

At its special meeting on July 18, 2016, and its regular meeting on October 17, 2016, the City Council approved a process and plan for a comprehensive outreach effort to frame and engage the public in the Recreation Center Master Plan project.

Between October 24, 2016 and January 28, 2017, City staff implemented the Outreach Plan that was authorized by the City Council at its October 17, 2016 meeting. Outreach was conducted through a variety of methods including one-on-one meetings, focus groups, public meetings and an online and paper survey in an effort to engage a wide variety of stakeholders and collect diverse viewpoints and opinions.

Attachment 1 provides a detailed report of the findings of the outreach process. Based upon these findings, City Council is asked to provide policy direction on next steps in the development of the Recreation Center Master Plan.

BACKGROUND

The Recreation Center opened to the public in 1974. Due to its location as a central amenity in Foster City's "crown jewel" Leo J. Ryan Park, the William E. Walker Recreation Center is a hub of activity in the Foster City community.

Given the age of the building, significant upgrades are necessary such as a complete roof replacement and assessing structural requirements for emergency shelter readiness. Also, the Recreation program and the needs that it fulfills in the community have evolved over time, making now a good time to assess the best future for the Recreation Center building.

Staff's initial assessment for repairing/replacing the roof has been estimated at between two and three million dollars (\$2,000,000-\$3,000,000) and additional funding would be needed to address shelter readiness and programmatic needs. Within the context of the various public meetings and the preparation of the FY 2016-2017 budget, the City Council approved engaging the public and conducting structural studies of the existing facility to guide the question of whether it would be more efficient to invest funding to rectify identified issues with the existing facility or create a new, enhanced recreational facility.

At the January 25, 2016 City Council Special Meeting and re-confirmed at the January 21, 2017 City Council Special Meeting, the City Council identified City Infrastructure as a priority. At the March 28, 2016 Budget Study Session Special Meeting, the City Council considered a report on the Recreation Center's structural integrity, ongoing maintenance and relevance to emerging City demographics and trends in recreation facility use. Based on all the information received through the process to that point, the City Council approved a \$200,000 budget placeholder for a Recreation Center Master Plan Study at its May 9, 2016 Budget Study Session Special Meeting.

At the special meeting on July 18, 2016, the City Council approved a process for a comprehensive outreach effort spearheaded by City staff and in October 2016, the City Council concurred with the City Manager's recommendation to enter into an agreement with a parks development facilitator to help implement the Recreation Center Master Plan public outreach strategy which had been vetted and supported by the Recreation Center Master Plan Ad Hoc Subcommittee. On October 17, 2016, the City Council approved the outreach plan and on November 14, 2016, the City Council provided its input and guidance on the characteristics to be considered during the public outreach process.

Between October 24, 2016, and January 28, 2017, City staff implemented the Outreach Plan that was authorized by the City Council at its October 17, 2016 meeting. Outreach was conducted through a variety of methods in an effort to engage a wide variety of

stakeholders and collect diverse viewpoints and opinions (Attachment 2). Outreach forums included:

- One-on-one stakeholder interviews
- Focus groups
- Public meetings
- Community Workshop
- Survey (online and paper)

Parks and Recreation and Communications/City Clerk staff utilized an array of outreach tools to make the public aware of their opportunities to be part of the process (Attachment 3).

Foster City is not alone in the region to grapple with the effectiveness of older recreation center buildings; the cities of Burlingame, San Mateo, Millbrae, and Belmont are all in various stages of planning for the replacement of (or adding new) recreation center structures. Staff met with these cities to discuss potential collaborative programming and utilization, and will continue to pursue potential mutual benefits, but determined the recognition that each community has distinct and local programs that would be best served by its own local recreation center.

Foster City is not isolated from the recreational offerings in the surrounding area. If the City Council wishes to continue to consider the building of a new facility, further study will include a component that examines how any proposed Recreation Center amenities might fit in with other regional recreation offerings.

ANALYSIS

Attachment A contains a detailed report of the feedback received from the community outreach through all of the feedback opportunities.

There were four outreach tools utilized to gather input and feedback from the community regarding the recreation programming and facility needs for the recreation center and Leo J. Ryan Park. The common threads from all four of these tools help weave the consensus of what the residents and user groups have repeated throughout the process, as follows:

- Location and views of the lagoon are great attributes but the size and inefficient floor plan of the building negatively impact the effectiveness of the facility to meet the current and future recreation needs of the community
- Lack of adequate electrical service, technological capabilities, and a commercial kitchen impact the relevance and usefulness of the facility
- Need for an environmentally sustainable project

- Need for better parking and sense of arrival at the destination
- Need for additional and larger multi-purpose rooms, performing arts space, a café or restaurant, and casual lounging spaces
- Need for larger dedicated senior programming space, adequate space for pottery studio/visual arts program, and more variety of sizes of meeting spaces and recreation program/class rooms
- Importance of maintaining or enhancing access to and relationship with existing features of the amphitheater, bocce courts, boat docks, VIBE, skatepark, and open park areas of the site

In addition to the public outreach, the City also commissioned a comprehensive independent analysis of the existing roof to verify the alternatives for working within the existing building. The report on the current roof condition concludes that repairing the existing roof would cost approximately \$100,000 and would extend the life of the roof by approximately five (5) years, at which time the existing roof will need to be completely replaced. A complete rebuild of the roof is a major project that is estimated to cost upwards of \$2,000,000 and may be more if damage from roof leaks has extended into the building structure. Repairing/replacing the roof does not address the inefficiencies of the building layout or the inadequacy of the building to accommodate modern program needs.

This staff report and its attachments were shared with the City Council Infrastructure Committee and the Recreation Center Master Plan Ad Hoc Subcommittee prior to tonight's meeting.

Policy Questions

Based upon the findings of the public outreach process, City staff is seeking City Council policy direction on the future of the Recreation Center Master Plan project.

1. Is the scope of the community outreach sufficient, or does the City Council wish for any additional community input from other groups? If so, which groups or outreach strategies does the City Council wish to pursue?
2. What are the City Council's priorities for the future of the Recreation Center and how do those priorities align with the findings from the Community Outreach effort?
3. How does the City Council wish staff to proceed with the Recreation Center Master Plan Project, given that some action is required to maintain the usefulness of the facility? Potential next steps are outlined in the following alternatives:

Alternative 1: Direct staff to proceed to the next phase of aligning the Recreation Center with the evolving needs of the community, which is likely to entail a

reconstruction of the building. If the City Council selects Alternative 1, staff would move forward to develop the following deliverables, as well as a report on the fiscal impact of creating these deliverables. Some of these deliverables can be managed by City staff and staff will develop a Request for Proposals (RFP) for City Council consideration at a future meeting for a technical consultant for the technical studies needed. Costs that are projected to occur in FY 2017-2018 will be included for City Council consideration in the FY 2017-2018 proposed budget.

- A detailed community needs assessment that includes an assessment of regional amenities and opportunities
- Identification of possible partnerships
- Identification of site location alternatives
- Identification of financing alternatives (to be included in a report being developed by the Finance Director for the City Council Special Meeting on March 27, 2017)
- Identification of construction delivery method
- Architecture and community input regarding conceptual design

Alternative 2: Direct staff to continue in the public outreach phase of the Recreation Center Master Plan project, specifying additional tools to use or *groups to engage*.

Alternative 3: Direct staff to discontinue the analysis of a comprehensive Recreation Center Master Plan and proceed with developing a Capital Improvement Project with detailed cost information for complete replacement of the Recreation Center roof to be included in the Five Year Capital Improvement Plan in the FY 2017-2018 budget.

Alternative 4: Provide direction to proceed with a different set of actions than those identified above.

FISCAL IMPACT

The fiscal impact will depend upon the direction given by the City Council.

Attachments:

- Attachment 1 - Report on Public Outreach Findings, RJM Design Group
- Attachment 2 - Milestone Dates and Meeting Schedule
- Attachment 3 - Public Outreach Communication Plans



**FOSTER CITY RECREATION CENTER
NEEDS ASSESMENT AND MASTER PLAN**



February 8, 2017

Prepared by: RJM Design Group, Inc.



EXECUTIVE SUMMARY

Between November 2016 and January 2017, RJM Design Group collaborated with City of Foster City staff to gather community input, provide an assessment of the current recreation programming capabilities and study the effectiveness of the existing Foster City Recreation Center to provide adequate space for current and future recreation programs. Four community input tools were provided:

1. Key stakeholder individual interviews
2. Focus group meetings
3. Communitywide internet survey
4. Community workshop meeting

The detailed reports from each of the four community input tools provide insights into the consensus results of each method of outreach. The following summary provides the synthesis of all four input tools into an overall consensus list of needs and goals for the facility:

- The location and views of the lagoon are great attributes but the size and inefficient floor plan of the building negatively impact the effectiveness of the facility to meet the current and future recreation needs of the community
- Lack of adequate electrical service, technological capabilities, and a commercial kitchen impact the relevance and usefulness of the facility
- Need for an environmentally sustainable project
- Need for better parking and sense of arrival at the destination
- Need for additional and larger multi-purpose rooms, performing arts space, a café or restaurant, and casual lounging spaces
- Need for larger dedicated senior programming space, adequate space for pottery studio/visual arts program, and more variety of sizes of meeting spaces and recreation program/class rooms
- Importance in maintaining or enhancing access to and relationship with existing features of the amphitheater, bocce courts, boat docks, VIBE, skatepark, and open park areas of the site

A technical study of the roof was prepared in December 2016, and found that persistent leaks in the structure require repairs to the roof, the waterproof membrane, flashing and perhaps some unseen structural or dry rot issues could be necessary. Part of the problem lies in the fact that the building was originally three separate structures that were all combined into one roof in 1997, with multiple penetrations added for HVAC equipment and screens on the flat deck of the roof. The preliminary estimate of roof renovations are in excess of approximately \$2,000,000, not including any dryrot, structural or aesthetic interior ceiling work.

In summary, given that there would be a major expense inevitable to repair the roof, and that the existing layout of the building has an inefficient space plan as a result of adding onto the building in 1997, and that the demographic composition of the City has changed greatly since the original construction of the facility, the consultant team recommends that a new replacement structure be considered, master planned and budgeted for future consideration of Capital Improvement Plan budget cycles.

TABLE OF CONTENTS

Cover Page	
Executive Summary	1
Table of Contents	2
Methodology	3
Existing Conditions Report	4
Roof Report	4
Electrical Conditions	4
HVAC Conditions	4
Demographics	5
Programming and Community Context	6
Summary of Input	7
Key Stakeholder Individual Interviews	8
Focus Group Meetings	10
Communitywide Internet Survey	12
Community Workshop Meeting	15
Appendices	
Tremco Roof Report Documents	18
Community Input Full Reports	
Key Stakeholder Individual Meetings	21
Focus Group Meetings	30
Community Workshop Meeting	44
Communitywide Internet Survey (by reference, under separate cover)	

METHODOLOGY

Preparing a needs assessment and master plan for a project as significant as a citywide recreation center and community park requires a multiple-faceted approach of analysis, community input, professional and technical input and oversight. The following input methods and analysis tools were utilized in the planning process to engage the community in the dialogue and assess the conditions of the structure and park:

- Building condition report
- Programming and space planning analysis
 - Demographics
 - Community context
- Community input
 - Key Stakeholder Individual Interviews
 - Focus Groups Meetings
 - Communitywide Internet Survey
 - Community Workshop Meeting
- City Council oversight (Council and subcommittee meetings)
- Parks and Recreation Committee oversight
- Planning Commission oversight

EXISTING CONDITIONS REPORT

ROOF REPORT

The roof was studied by a non-destructive diagnostic testing technique by Tremco on December 5, 2016, and was found to have multiple leaks and weaknesses symptomatic of a 20-year old built-up membrane roofing system. The recommendations from Tremco advised at a minimum a repair project should be done for approximately \$200,000 that would result in a short term (5-year, approximately) extended life span of the roof, and that a larger removal and replacement project of approximately \$2,000,000 cost to remove the roof screens, HVAC units, plumbing and mechanical penetrations would be required now or within at most 5 years.

The full Tremco report can be found in the Appendix.

ELECTRICAL CONDITIONS

City maintenance staff and user groups report inadequacies in the existing electrical wiring, switching and controls systems that results in regular overloading of the circuits. While this does not present an immediate electrical risk, it does result in inconveniences during community events for users of the facility and maintenance staff interruptions, and awkward extension cord utilization.

The wiring of the building is at least 20 years old, and probably older in some areas of the unaltered original building, and would require complete replacement with new electrical engineering design so as to comply with current building code requirements if repairing the existing system is desired.

HVAC CONDITIONS

User groups, City staff and City maintenance staff report inadequacies in the ventilation system, air handling capabilities, heating and cooling systems that manifest in hot spots, cold spots and inefficient air flow and balance within and throughout the building envelope. These problems may not present long term health risks but do result in inconveniences in terms of comfort of the building spaces and comingling of odors from the pottery studio with airflows in the common areas of the structure.

Resolution of this problem would require comprehensive analysis of the existing mechanical systems, new mechanical engineering design, replacement of the ducts, air handlers, air conditioning units, heaters, coils etc, and if sustainable and energy efficient systems are desired, it is possible that a new approach should be considered such as heat pumps, etc. that may require structural changes to the building for loading, etc.

DEMOGRAPHICS AND CONTEXT

DEMOGRAPHICS ANALYSIS

Foster City was officially incorporated in 1971, after Jack Foster had developed an engineering solution to building homes on what was estuary mudflats of the San Francisco Bay. A culturally diverse town emerged in Foster City because the leadership of the development team established from the beginning that persons of any ethnicity could purchase a home, which was surprisingly not the norm for new community planning in the late 1960's.

On February 9, 1974, the Recreation Center was dedicated and opened. The US Census reports that in 1970 the population of Foster City was 8,389, and grew quickly to 23,297 by 1980, then to 28,176 by 1990. Since 1990 the population growth has flattened, with a population of 28,803 by the 2000 Census, 31,000 in 2010, and is expected to grow mostly through increases in density (multi-family housing) to 31,700 by 2020. The ethnicity of the City has become much more diverse over the decades, for example the following table illustrates changes in demographic ethnicities over time.

	1970	1980	1990	2000	2010
Population	8,389	23,279	28,176	28,803	31,700
White (%)	89.9%	81.8%	73.5%	59.3%	45.5%
African American	1.8%	3.9%	3.1%	2.1%	1.9%
American Indian	.1%	.3%	.1%	.1%	.1%
Asian	6.3%	12.6%	22%	32.5%	45%
Nat. Hawaiian	Not reported	.2%	.3%	.6%	.6%
Hispanic/Latino	Not reported	6.5%	6%	5.3%	6.5%
Median Age	Not reported	32.1 yrs	35.6 yrs	38.1 yrs	39.3 yrs
Works at home		2%	2.5%	3.6%	6.6%
Carpooled		13.3%	9.9%	8.2%	9.4%

In order for communitywide recreation facilities and programs to remain relevant and appropriate for the community, they should keep pace with changing demographics over time. From the above chart it can be summarized that Foster City has a stable population that will continue to be similar but increase slightly due to density increases, has slowly gotten older, and has significantly increased in ethnic diversity over time. Planning for recreation programs and facilities should focus on expanding senior services, providing open space and flexible space for increasing population density levels (especially in and around the neighborhood where the recreation center is located), and increased capabilities to host events and programs that promote ethnic diversity, festivals, programs and special events.

COMMUNITY CONTEXT

Foster City is not alone in the region to grapple with the effectiveness of older recreation center buildings; the cities of Burlingame, San Mateo, Millbrae, and Belmont are all in various stages of planning for the replacement of (or adding new) recreation center structures. Staff has met with these cities to discuss potential collaborative programming and utilization, and will continue to pursue potential mutually beneficial programs and facilities. Through these discussions it has been determined that each community has distinct and local programs that would be best served by providing its own local recreation center.

RECREATION PROGRAMS AND SPACE PLANNING

The diversity of recreation programs, special events, user group utilization and rentals has increased over the decades along with growth of the community and the changing demographic makeup of the City. The building has evolved somewhat, undergoing a renovation in 1997 to encapsulate the three separate structures originally constructed in 1974. The current spaces within the building and their sizes are shown on the following table (a floor plan diagram is included on the following page for reference):

Key Map Number	Room Name	Size	Dimensions	Use
1	Lagoon	3,381 SF	91' x 36'	Large Groups, Assembly
2	Bluebird	978 SF	31' x 33'	Small Group Meetings, Lunch
3	Sunfish	750 SF	30' x 25'	Meetings, Senior Activities
4	Clipper	750 SF	30' x 25'	Meetings, Senior Activities
5	Mist	1,213 SF	38' x 32'	Active (Yoga, Martial Arts, etc.)
6	Spray	527 SF	24' x 22'	Classes, Meetings
7	Crane	804 SF	27' x 27'	Meetings
8	Gull	703 SF	33' x 19'	Meetings, Art
9	Mallard	929 SF	33' x 19'	Meetings
10	Spirit	1,393 SF	40' x 34'	Dance, Fitness
11	Offices	1,360 SF	30' x 34'	Staff Workspace
12	Ceramics	1,452SF	44' x 33'	Ceramics, Arts & Crafts
13	Preschool	1,410SF	47' x 30'	Classroom Spaces
14	Senior Center	2,400SF		Senior Programs & Functions
TOTAL		18,050		Usable, rentable floor space
GROSS		35,682		Gross building footprint
		17,632		Circulation, restrooms, halls storage, utility and inefficient loading space
Utilization Rate		50.5%		

The utilization rate is very inefficient, and is a result of the oversized halls and awkward circulation plan that occurs when three separate structures are combined into a building envelope.



Recreation Center Floor Plan Diagram

COMMUNITY INPUT

Between November, 2016 and January 2017 a Community Outreach Plan was conducted through a variety of methods in comprehensive efforts to engage a wide variety of stakeholders and collect diverse viewpoints and opinions. Outreach forums included:

- Key Stakeholder Individual Interviews
- Focus Group Meetings
- Communitywide Internet Survey
- Community Workshop Meeting

The dialogue at the above meetings was focused, thoughtful and respectful of different viewpoints and opinions. The tools utilized were intentionally diverse so as to collect input from user groups, the general public, specialized areas of focus, diverse ages and ethnicities, residents who normally utilize the facility as well as residents that may not have ever utilized the facilities. Inputs on the recreation programs and facilities of the building and the site were discussed so as to complete a full inventory of input from the community. The following is a consensus summary of the items common to all the topics identified by the four input tools:

- The location and views of the lagoon are great attributes but the size and inefficient floor plan of the building negatively impact the effectiveness of the facility to meet the current and future recreation needs of the community

- Lack of adequate electrical service, technological capabilities, and a commercial kitchen impact the relevance and usefulness of the facility
- Need for an environmentally sustainable project
- Need for better parking and sense of arrival at the destination
- Need for additional and larger multi-purpose rooms, performing arts space, a café or restaurant, and casual lounging spaces
- Need for larger dedicated senior programming space, adequate space for pottery studio/visual arts program, and more variety of sizes of meeting spaces and recreation program/class rooms
- Importance in maintaining or enhancing access to and relationship with existing features of the amphitheater, bocce courts, boat docks, VIBE, skatepark, and open park areas of the site

The following summaries of each of the four outreach tools provides details on the discussions and consensus summaries; please see the appendix for complete reports with all the subgroup summaries:

KEY STAKEHOLDER INTERVIEWS

SUMMARY REPORT

INTRODUCTION

This report summarizes the results of ten (10) key stakeholder interviews conducted as part of the Foster City Recreation Center Master Plan. The following lists the various steps in the process.

INTERVIEW INTRODUCTION

As part of the planning process, ten (10) interviews were conducted over a period of three separate days (The first being Wednesday, November 2nd, the second Monday, November 14th, and the third Thursday, Dec 1st).

A list of key stakeholders were selected by Foster City, from a variety of backgrounds and interests to provide input regarding the use of the Recreation Center. Stakeholders included council members from Foster City, regular users of the facilities, and community organizers/leaders.

PROCESS

Each of these stakeholders were given a list of questions prior to the interviews, which aimed to address their specific concerns and interests. During the interviews, the responses from each party were recorded.

After the final set of interviews were conducted, these responses were typed, and a cross-comparison of all ten stakeholders was done to analyze areas of overlap in responses. Finally, a consensus was drawn from the areas of overlap between responses.

INTERVIEW SUMMARY

The following summarizes the input from all interviews:

Issues

Parking
Insufficient capacity and inflexibility of space
Lack of performance space
Outdated equipment/technology
Lighting
Infrastructure
Safety
Accommodation for a variety of ages
Sustainability

Recreational Programs

Arts and Performance
After-school programs
Weddings
Dance programs
Cultural events

Opportunities/ Vision and feel

Primarily active space, with elements of passive
Open spaces
Outdoor sports areas
Unobstructed views of the lagoon
Two or three stories

Funding/ Financial Sustainability

Bond measures or existing funds
Commercialization, Corporate sponsors

Recreation Facilities

Connections to the library
Amphitheatre
Children's play apparatus

FOCUS GROUP MEETINGS SUMMARY REPORT

Introduction

This report summarizes the results of six focus group meetings conducted as part of the Foster City Recreation Center Master Plan project. The following lists the various steps in the process.

WORKSHOP INTRODUCTION

As part of the planning process, six focus groups were held in November and December 2017. A total of seventy-five stakeholders attended the six focus group meetings. Participants included City residents and City Staff as well as representatives from the business, volunteer, seniors, youth, sports and community organizations.

Similar topical questions were asked of all the groups, and the responses were recorded during the meetings. The responses of all six focus groups were analyzed together, and where there was a similarity of responses, the synthesis of the common responses formed the consensus shown below.

SUMMARY (Consensus of all six focus group sessions):

Strengths and Benefits of the Existing Recreation Center

- Location
- Major focal point
- Large venue for communitywide gatherings
- Parking
- Variety of spaces

Issues Regarding the Existing Recreation Center

- Size of facility inadequate
- Electrical issues, roof leaks & energy inefficiency
- Inadequate storage
- No sense of arrival/poor building layout & flow
- No flexibility

Opportunities for the Recreation Center

- Café
- Go up two or three stories
- Commercial kitchen
- Larger space capability
- Pedestrian overpass or crossing

Recreation Programs Important for the Recreation Center

- Art
- Music programs and performances

Dance programs
Cooking classes
Guest speaker lecture series
Fitness programs
Weddings

Recreation Facilities Important for the Recreation Center

Commercial kitchen
Pedestrian sky bridge
Dedicated rooms for seniors programs
Performing arts
Ceramics / art studio
Classrooms
Bocce courts

Funding / Financial Sustainability Ideas for the Recreation Center

Public/Private partnerships
Grants / Sponsorships
Use existing available funds / bonding / tax

COMMUNITYWIDE INTERNET SURVEY

SUMMARY REPORT

INTRODUCTION

This report summarizes the public response to the internet survey open from Tuesday, October 25th 2016, to Saturday, December 31st 2016.

SURVEY INTRODUCTION

As part of the public outreach component of the Foster City Recreation Center Needs Assessment and Master Plan, Foster City compiled an internet survey with the aid of the consulting firm Peak Democracy. This survey was an attempt to better understand the qualitative needs of the broader Foster City community, specifically oriented towards users of the Foster City Recreation Center programs and facilities, and Leo Ryan Park.

A total of two hundred and eighty-six (286) responses were collected between the initial release of the survey on Tuesday, October 25th 2016, and Saturday, December 31st 2016. Advertising for the survey was done through a combination of emails, announcements during public workshops regarding the planning process, and announcements printed on mailed utility bills.

PROCESS

The survey contained four initial questions regarding community suggestions:

1. What is one park feature, element, or design concept that you would suggest for the upgrade, expansion or rebuilding of the current Foster City Recreation Center?
2. Describe one amenity in the Recreation Center which would contribute to creating a sense of place / a gathering space and community destination.
3. How could the Recreation Center integrate better with its location in Leo Ryan Park to support activities and special events? (You may rank all or some of the initiatives below according to your priorities)
4. Please describe one recreation activity or community service that ought to be added in Foster City.

In addition to these responses, an optional second portion included questions regarding use-related information depending on what portion of the general public the responder identified themselves as (i.e. on behalf of an organized group, or simply a member of the general public). The final question addressed in this summary (In general, what recreation activities do you participate in at the FOSTER CITY Recreation Center?) was taken from this portion of the survey.

All responses of the survey were first scanned, to determine broad, and most frequently occurring response categories for each question. Then, all responses were tallied and counted using an Excel spreadsheet. After tallying, percentage answers were determined for each category.

SURVEY RESULTS

Compiling the responses onto an Excel spreadsheet, the following percentage of responses for each category were observed below:

QUESTION 1: WHAT IS ONE PARK FEATURE, ELEMENT, OR DESIGN CONCEPT THAT YOU WOULD SUGGEST FOR THE UPGRADE, EXPANSION OR REBUILDING OF THE CURRENT FOSTER CITY RECREATION CENTER?

1. LARGER MULTIPURPOSE ROOM (27.3%)
2. OUTDOOR SEATING AREA (18.8%)
3. GYMNASIUM (13.3%)
4. RESTAURANT OR CAFÉ (10.2%)
5. PLAY AREA (7.8%)
6. REBUILD AMPHITHEATER (7.0%)

QUESTION 2: DESCRIBE ONE AMENITY IN THE RECREATION CENTER WHICH WOULD CONTRIBUTE TO A SENSE OF PLACE / A GATHERING SPACE AND COMMUNITY DESTINATION?

1. COFFEE BAR / SNACK BAR (24.3%)
2. RESTAURANT (13.6%)
3. OUTDOOR PATIO SPACE (12.6%)
4. THEATER FOR PERFORMANCES (12.6%)
5. DANCE HALL (10.7%)
6. PLAY AREA (5.8%)

QUESTION 3: HOW COULD THE RECREATION CENTER INTEGRATE BETTER WITH ITS LOCATION IN LEO RYAN PARK TO SUPPORT ACTIVITIES AND SPECIAL EVENTS? (YOU MAY RANK ALL OR SOME OF THE INITIATIVES BELOW ACCORDING TO YOUR PRIORITIES)

1. CAFÉ / REFRESHMENT (67.3%)
2. OPEN AIR SPACES THAT BLEND THE INDOORS WITH THE OUTDOORS (49.8%)
3. ROOFTOP DECK (43.4%)
4. OUTDOOR RESERVABLE SPACE/ROOM/PATIO (42.4%)
5. FUNCTIONAL ACCESS TO OUTDOOR SPECIAL EVENTS (EX. POWER, STORAGE, CHANGING AREA, RESTROOM) (42.0%)
6. RESTING / SEATING OUTDOORS (39.0%)
7. ENHANCED LAGOON ACCESS / DOCK (36.6%)
8. EXERCISE ROOM (36.1%)
9. PLAY AREA (28.3%)
10. ARTS / CERAMICS STUDIO (25.9%)
11. INTERACTIVE ELEMENTS (22.0%)
12. INDOOR RUNNING / TRACK (22.0%)
13. PET FRIENDLY (16.6%)

QUESTION 4: PLEASE DESCRIBE ONE RECREATION ACTIVITY OR COMMUNITY SERVICE THAT OUGHT TO BE ADDED IN FOSTER CITY

1. SENIOR PROGRAMS (24.3%)
2. SWIMMING (18.4%)
3. CAFÉ / COFFEE BAR (13.6%)
4. GYMNASIUM (13.6%)
5. ICE SKATING (8.7%)
6. PICKLEBALL (7.8%)
7. EXERCISE EQUIPMENT (6.8%)
8. FOREIGN LANGUAGE CLASSES (5.8%)
9. BOCCE BALL (2.9%)

QUESTION 5: IN GENERAL, WHAT RECREATION ACTIVITIES DO YOU PARTICIPATE IN AT THE FOSTER CITY RECREATION CENTER?

1. REST AND RELAXATION, ENJOYING THE PARK (73.5%)
2. SPECIAL EVENTS (54.8%)
3. LAGOON ACCESS (45.8%)
4. COMMUNITY MEETING SPACE (32.5%)
5. OTHER FORMS OF EXERCISE (28.3%)
6. MUSIC (25.3%)
7. SENIOR ACTIVITIES (21.7%)
8. YOUTH PROGRAMS (INCLUDING CAMPS) (19.3%)
9. VOLUNTEER ACTIVITIES (18.1%)
10. BOCCE BALL (16.3%)
11. ART (E.G. PAINTING, DRAWING, CERAMICS) (15.1%)
12. SPORTS (14.5%)
13. TENNIS (13.3%)
14. TEEN PROGRAMS (12.0%)
15. OTHER (10.8%)
16. NONE (6.6%)
17. PRESCHOOL (6.0%)

COMMUNITY WORKSHOP SUMMARY RESULTS

Introduction

This report summarizes the results of the communitywide workshop conducted as a part of the public outreach effort to assist in the preparation of the needs assessment and master plan for the Foster City Recreation Center. The workshop was held on Saturday January 28th from 10:00am to 2:00pm at the VIBE Teen Center multi-purpose room in Leo Ryan Park. The Consultant Team worked with Foster City staff to develop and coordinate the workshop program. City recreation staff and the public information department provided outreach to the community through multiple print, digital, social and multi-media advertising campaigns to spread the word of the workshop. There were 43 residents in attendance at the four-hour workshop.

Jennifer Liu, Director of Foster City Parks and Recreation Department began the workshops by welcoming and thanking the attendees for their participation in the process. John Courtney, Principal of RJM Design Group, then reviewed the overall process and schedule for the needs assessment and master plan project, as well as a general review of the input tools used so far, and the workshop objectives and proceeded to facilitate the process.

WORKSHOP GOALS

The results of the workshop are discussed below and do not include the results from other outreach efforts such as individual interviews, recent input from the internet survey and the focus groups.

The goals of the workshop were presented as follows:

1. Provide a summary overview of the process and existing site characteristics;
2. Review a summary of the community inputs that have been analyzed to date;
3. Gather input from the workshop attendees on the existing recreation center and park site, needs for future planning of the recreation programs and facilities, and priorities for the facilities.

The following lists summarize the consensus of all the input provided during the workshop. The 43 individuals in attendance were divided into six tables of 5 to 8 persons at each table. For each of the topics below, the attendees were asked to answer the topical question with a quick personal response of their top 5 lists. Then they were instructed to discuss their answers in the small group settings and develop a consensus list of 8 responses for the table small group. The consultants then compiled all the small group responses and determined where there was consensus among all the group lists. The following summary lists represent the responses common to all six of the small groups.

TOPIC A

Please list the 5 favorite things you like most about the existing recreation center and/or Leo Ryan Park

Views of the lagoon from the building
Meeting rooms (large and small variety)
Location
Specialty features (pottery studio and bocce courts)
Kitchen access
Amphitheater
Outdoor use
Senior facilities

TOPIC B

Please list the 5 least favorite things you dislike most about the existing recreation center and/or Leo Ryan Park

Lack of parking
Electrical wiring inadequate for current needs & technology
Senior wing too small
Wasted space, inefficient layout
Inadequate kitchen facilities
Nondescript architectural design

TOPIC C

Please list the 5 most important existing amenities or features you think need to be emphasized in the recreation center and/or Leo Ryan Park

Amphitheater
Outdoor activity areas/skatepark
Senior center
Water use / boating facilities
Passive space in park
Class/event space

TOPIC D

Please list the 5 most important recreation programs or activities enjoy at the recreation center and/or Leo Ryan Park

Special events & summer concerts

Recreation center classes
Senior programs
Sports & exercise programs (pickleball, bocce, badminton)
Community & cultural events
Boat rentals & windsurfing classes
Passive park utilization programs (walking)

TOPIC E

Please list your top 5 most important new recreation amenities or features you would like to see added to the recreation center and/or Leo Ryan Park

Restaurant / Café
Large multipurpose room with high tech a/v
Preschool space
Kitchen
Senior facilities
Bocce courts

TOPIC F

Please list your top 5 new recreation programs or activities you would like to see added to the recreation center or Leo Ryan Park.

More adult classes
Concerts
Water related boating programs
Movie nights
Classes on technology, computers, device, social media use

TOPIC G

Please list your top 3 priorities for the future of the recreation center and Leo Ryan Park

Environmentally sustainable building with more usefulness
Accommodate cultural diversity of community
Enhance and leverage views and use of the lagoon
Enhance quality of life for Foster City residents and attract regional visitors
Fiscally responsible

APPENDIX 1 – Tremco Roof Report

Tremco Inc.

5674 Drysdale Drive, San Jose CA 95124



December 5, 2016

Kurt Zander
City of Foster City
100 Lincoln Center Blvd.
Foster City, CA 94404

RE: Rec Center

Dear Mr. Zander,

We have completed the roof diagnostic testing at the Rec center. The tests consisted of a non-destructive moisture analysis survey coupled with a Trace core test. The moisture survey was conducted over a 3 day period of September 28th – 30th using a nuclear backscatter moisture meter on a 10' x 10' grid pattern. Per the Moisture Survey Report dated 11/3, no wet insulation was found during the scan. Moisture was however detected between the membrane and patching compounds installed near the site screen indicating a failed patch.

The Trace core test involved extracting a 14" x 18" section of the roof membrane and conducting several ASTM tests to determine the composition and condition of the roof membrane. The laboratory analysis includes the estimated weight of the waterproofing membrane, the type and weight of the surfacing and interply bitumen, the penetration of the bitumen, softening point of the bitumen, the types of plies used, presence of asbestos, and finally the tensile strength of the membrane in both the machine and cross machine direction. A copy of the laboratory report is attached.

The Trace test results were indicative of what one would expect to find with a 20 year old, 4 ply built up roof. The tensile strengths, particularly the cross-machine direction, were approaching minimum acceptable levels. As the roof continues to age, these numbers will continue to decrease below an adequate level and will increase the likelihood of splitting in the roof membrane. In addition, the bitumen softening point and penetration points indicated the waterproofing asphalt has become highly oxidized, hard and brittle.

Recommendations:

Based on the information gathered from the Moisture Survey and Trace tests coupled with the lengthy leak history, restoration of the roof would not be advised. Repairs can be done to address active leak areas and provide short-term (5 years) relief. These repairs would improve the waterproofing integrity of the roof but would likely have a short-term impact. The recommended work would include removal and replacement of the site screen (Rec center side), localized replacement of the roofing in the immediate area of the site screen, re-stripping all base flashing tie-ins, and replacement of all sheet metal flashings on electrical and pipe penetrations.

Tremco Inc.

5674 Drysdale Drive, San Jose CA 95124



Cost estimates for repairs would range from \$70,000 - \$90,000+ based on the final scope of work.

Replacement of the roof would provide long-term waterproofing performance. Due to the phased construction at this site, poor slope conditions, and plethora of roof top mechanical equipment and conduit, this would be an extensive replacement project. Based on a roof area of approximately 40,000 square feet, the preliminary budget estimates to replace the roof in kind and install a new site screen to match the existing location is approximately \$1,160,000. Not included in this preliminary cost study is HVAC work, carpentry, plumbing, painting or contingencies for dry rot in the roof deck, mold abatement, etc.

Please do not hesitate to contact me if there are any questions or if you would like to further discuss either option in greater detail.

Regards,

Dan Lajeunesse
Sr. Field Advisor
Tremco, Inc.

APPENDIX 2 – Key Stakeholder Interviews Summary Report

FOSTER CITY RECREATION CENTER NEEDS ASSESMENT

KEY STAKEHOLDER INTERVIEWS

SUMMARY REPORT

INTRODUCTION

This report summarizes the results of ten (10) key stakeholder interviews conducted as part of the Foster City Recreation Center Master Plan. The following lists the various steps in the process.

INTERVIEW INTRODUCTION

As part of the planning process, ten (10) interviews were conducted over a period of three separate days (The first being Wednesday, November 2nd, the second Monday, November 14th, and the third Thursday, Dec 1st).

A list of key stakeholders were selected by Foster City, from a variety of backgrounds and interests to provide input regarding the use of the Recreation Center. Stakeholders included council members from Foster City, regular users of the facilities, and community organizers/leaders.

PROCESS

Each of these stakeholders were given a list of questions prior to the interviews, which aimed to address their specific concerns and interests. During the interviews, the responses from each party were recorded.

After the final set of interviews were conducted, these responses were typed, and a cross-comparison of all ten stakeholders was done to analyze areas of overlap in responses. Finally, a consensus was drawn from the areas of overlap between responses.

INTERVIEW SUMMARY

The following summarizes the input from all interviews:

Issues

Parking
Insufficient capacity and inflexibility of space
Lack of performance space
Outdated equipment/technology
Lighting
Infrastructure
Safety
Accommodation for a variety of ages
Sustainability

Recreational Programs

Arts and Performance
After-school programs
Weddings
Dance programs
Cultural events

Opportunities/ Vision and feel

Primarily active space, with elements of passive
Open spaces
Outdoor sports areas
Unobstructed views of the lagoon
Two or three stories

Funding/ Financial Sustainability

Bond measures or existing funds
Commercialization, Corporate sponsors

Recreation Facilities

Connections to the library
Amphitheatre
Children's play apparatus

FOSTER CITY RECREATION CENTER NEEDS ASSESMENT

KEY STAKEHOLDER INTERVIEWS

INDIVIDUAL RESPONSES

Interview #1 (11-2-16)

Three Key Issues and Outcomes

- Antiquated 50 year old building, life span end. Knock it down. Constantly full
- Works with youth group! And seniors (remember Senior Ball?)
- Wedding lots - (How far out are they reserved?)
- 2 Building rooms for rental (Go up, not out)
- Where to put it? In meadow?
- Parking – Not too much land hogged, but not too little
- Traffic concerns
- Use parks heavily
- Lots of boats (6 or 2 concerts, 40-50 boats with motors, not enough cleats or docks)
- Get blogger, accommodate boats, and study location carefully

Program Accommodations?

- Have plenty of ball fields, come back to program

Vision and feel

- Small town characteristic
- Not too tall (took down some wood frame, New England – traditional 2-story max)
- Do not reduce library
- Not nuts about the vibe either

Active or Passive Rec

- Need for an active area. Indian and Chinese population increase
- Common cultural festivals
- Model Sailboats – Spectator

Pressing Demands

- Can't accommodate demand now

Funding

- G.O. bonds

Partnering

- Keynote Corp. Naming rights – not so much.
- ULSA family names – okay (rooms not so much)
- Gilead – want control of the names, but buildings okay

Commercialization

- Commercial okay, but pay close attention to exclusivity in agreements

Concerns

- Lots of walking

Interview #2 (11-2-16)

Three Key Issues and Outcomes

- Safety of kids is big priority indoors and outdoors.
- Safe play areas with fencing, indoor play 5 years or older

Program accommodations

- Safe place for students

Vision and Feel

- Coherent with area styles. Take advantage of the lagoon, make use of outdoor spaces
- Create weather protected outdoor areas with drinking fountain

Active or Passive Rec

- Mixture of both active and passive

Pressing Demands

- Need space, has the potential to grow (program has) better if they want to get bigger

Funding

- Bond measure okay, but not a lot of others would

Partnerships

- Partnership would be okay with today's makeup

Commercialization

- Commercialization okay but limitations for safety/security impact

Concerns

- Worries during construction
- Private, age-appropriate restrooms, so don't have to share with adults
- Performing arts opportunities, for Christmastime plays, etc.

Interview #3 (11-2-16)

Three Key Issues

- Welcome wagon, improved police system

- Boothbay Park
- Make more cosmopolitan
- Modifications to outreach, to make it more inclusive
- Foster City Historical Society
- Include Historical Display Area Zone
- Celebration of Unity, Black History Month
- Ethnic food series
- Music room, appreciating, teaching
- BBQs and free use pool
- Own risk pool, shopping center in transition

Interview #4 (11-14-16)

Three Key Issues

- Location is the focal point of a community. Was supposed to be a downtown.
- Parking, roof, infrastructure
- Internal issues – no large groups larger than 180 people
- Circulation issues, security issues/lack of control
- Acoustics bad
- Technology complaints, lighting adequate
- Inefficient, not sustainable
- Perhaps split parking and maximize space

Program Accommodations

- Rec Programs: Indoor aquatics, shuffleboard or horseshoe
- Outdoor table tennis, beach volleyball, water element
- Small community programs in HOAS board rooms
- PJCC is packed, and should be more like a cultural arts center. Palo Alto has similar thing.
- Large flexible room, water access, parks viewed as backyards
- Commercial kitchen, dedicated space

Vision and Feel

- Street crossing safety
- Flexibility, comfort
- Multi-use space, creating synergy

Funding

- Pretty operational budget, commissary, ethnic serving areas (LA)
- Marketing popup marketplace

Concerns

- How to pay for it? Is the city willing to put existing funds in?
- How is it maintained? How to pay for it?
- Energy costs
- Transition from old to new facility – temporary housing or existing programs?

Interview #5 (11-14-16)

Three Key Issues

- Notices lots of vacant commercial land is now formed nonprofit for Indian culture
- Cultural events (ex. Festival of color – all ethnicities)
- Wants capacity to do larger events (1000-1500 people)
- Venue for dance! 750, for the auditorium, with open terraces, decks, patios, special events center
- Sustainable building
- Use of technology – online sign ups, skype for conference rooms
- Parks and rec hub, teach dance here

Program Accommodations

- Parks and recreation is a hub – dance lessons, lots of great programs, but need to utilize space better
- Diversity of room sizes
- Outgrown usefulness
- Conventions for PlayStation, Visa, Gilead, Amazon, Visa

Vision and Feel

- Character – Family friendly, colorful, feeling of community and energy
- Children's play area
- Lots of glass

Active or Passive Recreation

- Prefers passive

Pressing Demands

- Funding, corporate sponsors, lagoon room
- Resident vs. nonresident use

Funding

- Bonding measure – positive idea

Interview #6 (11-14-16)

Three Key Issues

- Community center with no sports complex
- Types of use for a variety of ages, etc.

Vision and Feel

- Character – Open space park, add another picnic area

Passive or Active

- More active

Funding

- User fees or TOT tax, can't go higher. Crown Plaza Building another, too many taxes.

Partnership

- Public private okay to keep staffing

Commercialization

- Don't over-commercialize it, but okay.

Concerns

- Add music, arts, drama centers (think Hillbarn)
- Library connector

Interview #7 (11-14-16)

Three Key Issues

- Expand and market meeting rooms
- Bathroom on second floor
- Always booked, often 80-90% occupancy
- Parking issues, loud Friday concerts, noise issues
- Use library for meetings, room setup
- Equipment is not up to par

Vision and Feel

- Open space feeling, lots of glass where appropriate, an atrium space
- View, glass, water

Pressing Demands

- Middle school group used to come, but because of parking, had to leave
- It's alright to sacrifice some park space for parking or the building

Funding

- Bonds, cooperate sponsors, Gilead or Visa
- Hire marketer of meeting rooms, event planners

Specific Concerns

- Nice room with plan above the library
- Lighted fields (lights at sea park)
- Softball league for over 55
- Overall, Foster City does a great job

Interview #8 (12-1-16)

Three key Issues

- Feels we should tear it down, building too old and limited
- 280 for sit down dinner, weddings, funerals, birthday parties
- 2 story building so we don't lose too much park site

Vision and Feel

- Character – like nice designs and color of new modern styles
- Lots of glass
- Roof terrace on 3rd floor, green roof

Partnerships

- Organizations need a new space
- Enter agreements with neighbors to use their spaces while faculty while under construction

Finances

- Not too many consultant fees
- Would be okay with tax after other construction is done
- Sustainable and pay for itself
- Resident/nonresident fee

Special Concerns

- Better oversight on design

Interview #9 (12-1-16)

- Don't change the vibe, transition from the site to the amphitheater and make community facilities
- Retail component on left side, PJCC – bagel café
- Put community near fine art center – Hillbarn
- Soccer courts

- 2 stories, try not to block the view
- Don't duplicate PJCC. No pool, but gym would be nice.

Interview #10 (12-1-16)

Top 3 issues

- Process good, community concert, meet wants not needs
- Prime real estate, and should promote community gathering. Should have energy, multi-purpose.
- Downtown destination, congregation at the city center, foster square – dialogue with it
- Restaurants should attract outsiders
- Amphitheatre
- Plaza, cricket, badminton

Finances

- Bond, pay as we go

Vision and Feel

- Likes open park, boardwalk feel, use the meadow
- More open, modern, inviting, welcoming
- Glass high ceiling, connected to the library

APPENDIX 2 – Focus Group Meeting Summary Report

FOSTER CITY RECREATION CENTER NEEDS ASSESSMENT / MASTER PLAN FOCUS GROUP SUMMARY

INTRODUCTION

This report summarizes the results of six focus group meetings conducted as part of the Foster City Recreation Center Master Plan project. The following lists the various steps in the process.

WORKSHOP INTRODUCTION

As part of the planning process, six focus groups were held in November and December 2017

A total of seventy-five stakeholders attended the six focus group meetings. Participants included City residents and City Staff as well as representatives from the business, volunteer, seniors, youth, sports and community organizations.

Similar topical questions were asked of all the groups, and the responses were recorded during the meetings. The responses of all six focus groups were analyzed together, and where there was a similarity of responses, the synthesis of the common responses formed the consensus shown below.

SUMMARY (Consensus of all six focus group sessions):

Strengths and Benefits of the Existing Recreation Center

Location
Major focal point
Large venue for communitywide gatherings
Parking
Variety of spaces

Issues Regarding the Existing Recreation Center

Size of facility inadequate
Electrical issues, roof leaks & energy inefficiency
Inadequate storage
No sense of arrival/poor building layout & flow
No flexibility

Opportunities for the Recreation Center

Café

Go up two or three stories

Commercial kitchen

Larger space capability

Pedestrian overpass or crossing

Recreation Programs Important for the Recreation Center

Art

Music programs and performances

Dance programs

Cooking classes

Guest speaker lecture series

Fitness programs

Weddings

Recreation Facilities Important for the Recreation Center

Commercial kitchen

Pedestrian sky bridge

Dedicated rooms for seniors programs

Performing arts

Ceramics / art studio

Classrooms

Bocce courts

Funding / Financial Sustainability Ideas for the Recreation Center

Public/Private partnerships

Grants / Sponsorships

Use existing available funds / bonding / tax

INDIVIDUAL FOCUS GROUP DISCUSSION NOTES:

FOCUS GROUP #1 – Seniors Representatives/Council

Strengths and Benefits

1. Location/Views
2. Place for Weddings
3. Special Events
4. Meeting Space
5. Memorials
6. Variety of Uses

7. Emphasis on Family Activities
8. Preschool – Early Childhood Development
9. Volunteer Opportunities
10. Resource Center – Assistance (Tax, Housing)
11. Trips – Social Enlargement
12. Cultural Experiences
13. Health – Farmer’s Markets
14. Food Trucks – Sharing Meals
15. Fundraising for Community Benefit
16. Graduation Ceremonies

Issues

1. Senior Wing Too Small
2. Noisy – Incompatible Use/Times
3. Better Use/Scheduling Events
4. Underutilized Areas
5. Electricity Substandard (Fuses)
6. Freezer in Both Kitchens, Better Designed Kitchens
7. Improve Maintenance /Sanitation
8. Adequate Functional Design (R.R.)
9. Storage Space
10. Improve Security (Theft of Equipment) – Surveillance Cameras
11. Awareness/Advertising Existing Programs
12. Coordination Within City

Opportunities

1. Outdoor Pergola – Really Nice for Weddings (Photo Opportunity)
2. Pedestrian Overpass
3. Better Utilization of Ex. Resources (Community Center) and J.C.C.
4. Take Advantage of Demand for Large Rentals (Weddings)
5. Can You Schedule Vibe for Before 2:00 Uses?
6. Art Classes Strong

Recreation Program Needs

1. Bus Service
2. Community Education/Outreach (Public Safety)
3. Tech Skills Development Class
4. Education Opportunities
5. Guest Lecture Series (Professors)
6. Music Participation & Education
7. Music Performance (Indoor)
8. Pops in Park
9. Expanded Visual Arts/Pottery Sculpture Program
10. Adult Coloring Book Club

Facilities

1. Indoor/Outdoor Stage/Perf. Arts
2. Bigger Pottery Studio (90+ waiting list)
3. Quiet Rooms (Music, Lectures)
4. Larger Senior Wing and Better Flexibility w/rest of Center
5. More Storage – Arts/Pottery
6. Outdoor Wedding Pergola/Gazebo
7. Adequate Drinking Fountains
8. Second Banquet Room
9. Dividable Space (Sound Proof)
10. No Wasted Space/Rooms
11. Gallery Space
12. P.A. System

Funding

1. Bonding
2. Nominal Higher Nonresident Fee
3. Sales Tax
4. Strategic User Fee/Increases
5. Partner w/Private Groups/Providers

Shuttle

Can we add 1 more out of town day?

Parking issues at Special Events

Better Cross Cultural Events

Awareness Opportunities

FOSTER CITY RECREATION CENTER NEEDS ASSESSMENT

FOCUS GROUP #2 – Department Heads

Strengths and Benefits

1. Events – Availability
2. Classes
3. Photogenic
4. Running Trails
5. Beautiful Environment
6. Well Maintained
7. Flexibility of Open Spaces Around Park (Activities)
8. Traditions Outside (Graduation)
9. Special Events – 4th of July
10. Preserving Traditions

Issues

1. Changing Demographics (More Young Kids, Seniors)
2. Downtown Center Question
3. How to Get Family or More Modern Facility
4. All Ages Served
5. Make Feel Like Lifestyle Center
6. Café – Small Local Business
7. Teens aren't here because the High School is out of town.
8. High Schoolers (But not Obvious)
9. Inviting

Opportunities

1. Music
2. Keep Good Relation of Spaces – Just Make Bigger
3. Go up to two stories (or 3)
4. Lots of Rental Capability
5. Careful about too many Weddings – Disturbing Use of Park
6. Sense of Arrival / Welcome
7. Better Sequence of Spaces
8. Modern, Lots of Glass
9. More Branding

Recreation Programs

1. Dance Program – Ethnic Diversity
2. Girl Scout Program Strengthened
3. Visible Program from Street and Lagoon
4. More Weekend Programs and Activity Around Building
5. Brand It, Marque
6. Arts Wing or Lounge
7. Relax Space
8. Lounge – Quiet
9. Juice Bar
10. Coffee Shop
11. Pottery
12. Music
13. Coding
14. Tutoring and Study Hall

Facilities

1. Conference Rooms Open for Study Hall & Tutoring
2. Class Rooms
3. Distinguishing Features in Rooms
4. Natural Light in all Rooms
5. Bridge Element
6. Café
7. Lounge
8. Juice Bar
9. Family Center
10. Wellness, Healthy
11. Use Outdoor
12. Dock at Amphitheater
13. Entrance noticeable and inviting
14. Solar Panels
15. Yoga on Deck
16. 2 Floors, Lots of Glass
17. Modern

FOSTER CITY RECREATION CENTER NEEDS ASSESSMENT

FOCUS GROUP #3 – Teenagers / Youth Advisory Board

Strengths and Benefits

1. Location, Location, Location
2. City center synergy (civic center)
3. Major focal point
4. Potential connector
5. Large venue for gatherings

Issues

1. Parking
2. Internal design limitations
 - a. Circulation
 - b. Lack of front door
 - c. No sense of arrival
 - d. Lack of control
 - e. Technology lacking
 - f. Acoustics
 - g. Lighting / energy efficiency
 - h. Sustainability
 - i. Limited outdoor connection
 - j. Size of facility – multi story

Opportunities

1. Better connection to civic center
 - a. Street crossings
2. Better flexibility for events
3. Create “identity” (branding)
4. Create a destination
5. Private / public partnership
6. Space for community events
 - a. Plays / music
 - b. Guest speaker
 - c. Cultural activities

- d. Corporate events
- 7. Potential connections to commercial centers
 - a. Businesses
 - b. PJCC

Recreation Programs

- 1. Indoor pool / aquatics
- 2. Shuffle board
- 3. Horseshoe pits
- 4. Beach volleyball
- 5. Water feature
- 6. Speaker (lecture) series
- 7. Live music
- 8. Basketball
- 9. Water recreation

Recreation Facilities

- 1. Large commercial kitchen
 - a. Ethnic gatherings
 - b. Weddings
 - c. Cooking classes
- 2. Ceramics / arts crafts studio

Funding / Financial sustainability

- 1. Food service opportunities
 - a. Ethnic groups
 - b. Outside vendors
- 2. Big question: "how to pay?"
 - a. City capital infrastructure
- 3. How to maintain?
 - a. Energy costs (operations)
- 4. Temporary housing during construction

FOSTER CITY RECREATION CENTER NEEDS ASSESSMENT

FOCUS GROUP #4 – Recreation & Parks Operations Staff

Strengths and Benefits

1. Setting / location / views
2. Accessibility
3. Public transit
4. Free public parking (plenty)
5. Offsite parking (formal agreements)

Issues

1. Not enough flexibility in rooms
 - a. Timing / scheduling conflicts
 - b. No room for growth
 - c. Large room – no flexibility
 - d. No designated multi-purpose space
2. Not adequate storage
3. Ceramic room issues
 - a. Smells
 - b. Footprints
 - c. Noise
4. Roof leaks
5. Design deficiency
 - a. No front door sense to main entry
 - b. Not inviting
 - c. Front door not used
 - d. Awkward arrival to building
 - e. Rush hour parking issue – 5pm

Opportunities

1. Gymnasium
 - a. Dedicated / multi-use
 - b. Fitness classes
 - c. Wood (maple) flooring
2. Space for 300 – 400 people

3. Need more power outside
4. Variety of room sizes
5. Stable fee policy
6. Lagoon opportunities
 - a. More viewing locations
 - b. Weddings / photo opportunities
 - c. Dedicated area for weddings, etc.
 - d. Coffee shop in gazebo

Recreation Programs

1. Classes / programs via skype
2. Dance programs
3. Programs need dedicated spaces
 - a. Dance / art
4. Pre-school
5. Conflict with rented programs (spaces)
6. Top 3:
 - a. Fitness / sports
 - b. Art
 - c. Cooking classes

Recreation Facilities

1. Bocce courts
2. Staff restrooms (more)
3. Rooms of varying sizes
 - a. 70-100 (current need)
4. Indoor / outdoor room – glass wall
5. Dedicated rooms for senior programs
6. Centralized mechanical / electrical room
7. Dedicated maintenance rooms
8. Conference rooms (small to large)
9. Pedestrian sky bridge
10. Current (dedicated) emergency / cooling center

Funding / Financial sustainability

1. Public / private partnerships
2. Corporate rentals

FOSTER CITY RECREATION CENTER NEEDS ASSESSMENT

FOCUS GROUP #5 – Businesses and Nonprofit Organizations

Strengths and Benefits

1. Recreation opportunities
2. Location – access to lagoon
3. Open to community
4. Ample parking (some peak time problems)
5. Highly active- used all the time 7 days
6. Variety of spaces for different uses

Issues

1. Recreation center / community center conflicts?
2. No museum space
3. Electrical / maintenance issues
4. Some design deficiencies
5. Knock down and rebuild
6. Kitchen needs upgrading
7. Dated facility

Opportunities

1. Second story
2. Cultural opportunities (museum)
3. City center (current location)
4. Accommodate various constituents
5. Café
6. Room larger than 200 people (large, dividable)
7. Commercial kitchen
8. Center as a draw to area

9. Auditorium
10. Performing arts center
11. More docking space @ lagoon

Recreation Programs

1. Sports programs (leagues)

Recreation Facilities

1. Museum
2. Performing arts center
3. Bocce courts
4. Meeting spaces for small groups
 - a. Corporate meetings
 - b. Conference center
5. Classrooms (instructional)
6. Computer labs
7. Hobby rooms
8. Ceramics larger space than current
9. Maker's space
 - a. Photo lab
 - b. 3D printing
 - c. Other creative pursuits
10. Preschool
11. Outdoor spaces for festivals
12. Access to water
13. Sustainable building

Funding / Financial sustainability

1. Public / private partnerships
2. Sustainable building grants
3. Use existing allocated funds

FOSTER CITY RECREATION CENTER NEEDS ASSESSMENT

FOCUS GROUP #6 – Volunteers, Citizens and Sports Groups

Strengths and Benefits

1. Nice scale of building
2. Nice features (promenade and amphitheater)
3. Central location
4. Accommodates variety of uses / groups
5. Tennis courts
6. Bocce courts
7. Lots of outdoor spaces
8. Landscaping (roses)

Issues

1. Layout not ideal
2. Shell boulevard hard to cross
3. Front desk too far
4. No specific room designation
5. No room variety
6. Not enough rooms
7. Electrical / power
8. More flexibility for large room
9. More outdoor access from rooms
10. Amphitheater too isolated
11. Better flow into building
12. Vibe located on prime real estate
13. No outdoor restroom access from tennis courts
14. No small children's playground (maybe next to bocce courts?)
15. Dedicated space for work
16. No multi-purpose room
17. Wifi inadequate

Opportunities

1. Café / coffee shop / juice bar
2. Food / coffee 'cart' vendors
3. Youth group / scouts type meeting room and outdoor spaces
4. Kitchen for cooking classes

5. Larger kitchen (commercial)
6. Second story
7. Solar

Recreation Programs

1. Fitness classes / programs
2. Expand art program
3. Technology

Recreation Facilities

1. Pedestrian bridge over Shell Blvd
2. More parking
3. Sports spaces
4. Gymnasium
5. Walking track
6. Rooftop garden

Funding / Financial sustainability

1. Construction: private partnerships / sponsorships
2. Operations/Maintenance: rentable spaces, concessions, classes

APPENDIX 2 – Community Workshop Meeting Summary Report



FOSTER CITY RECREATION CENTER NEEDS ASSESSMENT & MASTER PLAN COMMUNITY WORKSHOP SUMMARY RESULTS

INTRODUCTION

This report summarizes the results of the communitywide workshop conducted as a part of the public outreach effort to assist in the preparation of the needs assessment and master plan for the Foster City Recreation Center. The workshop was held on Saturday January 28th from 10:00am to 2:00pm at the VIBE Teen Center multi-purpose room in Leo Ryan Park. The Consultant Team worked with Foster City staff to develop and coordinate the workshop program. City recreation staff and the public information department provided outreach to the community through multiple print, digital, social and multi-media advertising campaigns to spread the word of the workshop. There were 43 residents in attendance at the four-hour workshop.

Jennifer Liu, Director of Foster City Parks and Recreation Department began the workshops by welcoming and thanking the attendees for their participation in the process. John Courtney, Principal of RJM Design Group, then reviewed the overall process and schedule for the needs assessment and master plan project, as well as a general review of the input tools used so far, and the workshop objectives and proceeded to facilitate the process.

WORKSHOP GOALS

The results of the workshop are discussed below and do not include the results from other outreach efforts such as individual interviews, recent input from the internet survey and the focus groups.

The goals of the workshop were presented as follows:

4. Provide a summary overview of the process and existing site characteristics;
5. Review a summary of the community inputs that have been analyzed to date;

6. Gather input from the workshop attendees on the existing recreation center and park site, needs for future planning of the recreation programs and facilities, and priorities for the facilities.

The following lists summarize the consensus of all the input provided during the workshop. The 43 individuals in attendance were divided into six tables of 5 to 8 persons at each table. For each of the topics below, the attendees were asked to answer the topical question with a quick personal response of their top 5 lists. Then they were instructed to discuss their answers in the small group settings and develop a consensus list of 8 responses for the table small group. The consultants then compiled all the small group responses and determined where there was consensus among all the group lists. The following summary lists represent the responses common to all six of the small groups.

TOPIC A

Please list the 5 favorite things you like most about the existing recreation center and/or Leo Ryan Park

- Views of the lagoon from the building
- Meeting rooms (large and small variety)
- Location
- Specialty features (pottery studio and bocce courts)
- Kitchen access
- Amphitheater
- Outdoor use
- Senior facilities

TOPIC B

Please list the 5 least favorite things you dislike most about the existing recreation center and/or Leo Ryan Park

- Lack of parking
- Electrical wiring inadequate for current needs & technology
- Senior wing too small
- Wasted space, inefficient layout
- Inadequate kitchen facilities
- Nondescript architectural design

TOPIC C

Please list the 5 most important existing amenities or features you think need to be emphasized in the recreation center and/or Leo Ryan Park

- Amphitheater

Outdoor activity areas/skatepark
Senior center
Water use / boating facilities
Passive space in park
Class/event space

TOPIC D

Please list the 5 most important recreation programs or activities enjoy at the recreation center and/or Leo Ryan Park

Special events & summer concerts
Recreation center classes
Senior programs
Sports & exercise programs (pickleball, bocce, badminton)
Community & cultural events
Boat rentals & windsurfing classes
Passive park utilization programs (walking)

TOPIC E

Please list your top 5 most important new recreation amenities or features you would like to see added to the recreation center and/or Leo Ryan Park

Restaurant / Café
Large multipurpose room with high tech a/v
Preschool space
Kitchen
Senior facilities
Bocce courts

TOPIC F

Please list your top 5 new recreation programs or activities you would like to see added to the recreation center or Leo Ryan Park.

More adult classes
Concerts
Water related boating programs
Movie nights
Classes on technology, computers, device, social media use

TOPIC G

Please list your top 3 priorities for the future of the recreation center and Leo Ryan Park

- Environmentally sustainable building with more usefulness
- Accommodate cultural diversity of community
- Enhance and leverage views and use of the lagoon
- Enhance quality of life for Foster City residents and attract regional visitors
- Fiscally responsible

Individual Table Responses:

The following pages record the full text of each group's responses to each of the seven topics discussed during the four-hour workshop:

TOPIC A

Please list the 5 favorite things you like most about the existing recreation center and/or Leo Ryan Park

Group 2

- Open space activities / central location, bocce, concerts, food trucks art & wine
- Community social events (bingo, rotary, weddings, etc.)
- Classes (dance, exercise)
- Games (bridge, cards, ping-pong)

Group 3

- Classroom facilities & multi-use
- Bocce ball
- Access to water – boating, etc.
- View of lagoon
- Kitchen
- Amphitheater
- Lagoon room – large gathering area
- Senior center

Group 4

- Access to / view of lagoon
- Rentable rooms / variety of activities / seamless connection among activity areas & concurrent activities/ great views from primary event room
- Access to water sports equipment & boats
- Walking areas / trails / benches
- Convenient & unobtrusive parking
- Tennis courts / bocce ball

Existing design / architectural features / fits into its location / has inviting open spaces / has good transition to water / merges inside and outside uses

Group 5

Views of water from building
Pottery studio & bocce court (special interest)
Meeting rooms (large and small variety)
Community events and activities
Cleanliness
Kitchen access
Amphitheater
Location

Group 6

Focal point of Foster City
Walking paths with ample seating
Court sport areas (tennis, pickleball, etc.)
Picnic facilities / large outdoor areas
The views of the lagoon
Indoor facilities, meeting rooms, dancing classes
Amphitheater
Adequate parking (for non-event days)

Group 7

Lagoon views
Central location
Senior dedicated area/single level (ease of access)
Space for variety of activities (i.e. exercise, lectures, preschool)
Venue for large group events
Kitchen facilities
Patio / outdoor use area
Passive / active outdoor activities (boating, bocce, tennis, skatepark)

TOPIC B

Please list the 5 least favorite things you dislike most about the existing recreation center and/or Leo Ryan Park

Group 2

Clinical, cold feeling
Lighting
Parking
Inefficient layout

Group 3

Outdated – kitchen, electrical, technology, climate control, acoustics
Lack of appropriate space for classes, lack of auditorium, lack of spaces to support a variety of activities (performing arts, lectures/talks, eating)
Lack of boating access/docking for all types of watercraft

Lack of reasons to come to / stay at the park or rec center is mostly a pass-through and there is no reason to come to rec center unless for a specific event (not a gathering space)
Landscaping in the park is not environmentally friendly, not well maintained, tired

Group 4

- Parking space & access
- Restroom & outside access (closes too early)
- Room quantity and size
- Restaurant with a view
- Better kitchen facilities (larger and multiple kitchens)
- Larger pottery studio
- Not enough bocce ball courts
- No preschool space
- Signage improvements and no lobby
- Noise in hallway (soundproofing needed)

Group 5

- Insufficient for large events
- Flooring dull
- More activities for active seniors
- Need more lounge space to encourage usage
- Bad acoustics
- Poor layout, entry waterfront access
- Goose droppings
- Tennis overcrowded

Group 6

- Cleanliness of building
- Lack of parking
- Senior wing too small
- Wasted space
- Energy inefficient and nondescript architectural design
- Electrical wiring inadequate for current technology needs
- Unrealized revenue potential

Group 7

- Facility used too often by non-residents
- Lack of adequate kitchen facilities (we need a commercial kitchen, not 2 small ones)
- More programs
- Not enough parking

TOPIC C

Please list the 5 most important existing amenities or features you think need to be emphasized in the recreation center and/or Leo Ryan Park

Group 2

- Bocce ball courts
- Amphitheater
- Senior center
- Landscaping

- Meeting facilities
- Food, catering
- Boating, rental access
- Parking

Group 3

- Beautiful, inviting surroundings (inside and out)
- Amphitheater
- Passive use space in park
- Water use / boating facilities
- Senior center
- Class / event space
- Skatepark

Group 4

- Indoor/outdoor recreation activities (bocce, tennis, BBQ, amphitheater, pottery, yoga)
- Meeting rooms & large ballroom (for 250+)
- Views
- Kitchen spaces
- Docks, walkways, open space
- Senior center
- Rose garden

Group 5

- Amphitheater
- Outdoor sports facilities: tennis, bocce, basketball, pickleball
- Common area / game room / activities
- Walking trails
- Senior facility

Group 6

- Senior wing / dedicated
- Available parking
- Kitchen
- Integrated passive & active indoor / outdoor areas
- Attractive landscaping

Group 7

- Large and small meeting rooms
- Bocce courts
- Ceramic studios
- Preschool
- Boat rental / dock area
- Concert area
- Kitchen

TOPIC D

Please list the 5 most important recreation programs or activities enjoy at the recreation center and/or Leo Ryan Park

Group 2

- Bocce ball
- Concerts & festivals
- VIBE
- Senior center
- Classes
- Hosting meetings
- Walking pathways
- Windsurfing, boating activities

Group 3

- Concerts (summer) & events (4th of July, Holi, etc.)
- Boat rentals / windsurfing classes
- Recreation center classes
- Senior off-site excursions
- Park – walking trails, paths passive use

Group 4

- Summer concert
- Community & cultural events
- Bocce ball, yoga, pottery, tennis
- Kids camp
- Senior programs
- 4th of July event
- Rose garden & training
- Enjoy the park

Group 5

- Classes
- Racquet sports programs/clubs
- Events/festivals
- Concerts
- Senior trips, senior rides
- Foster City Village
- Community arts program

Group 6

- Community events (concerts, 4th of July, Cityfest)
- Art programs
- Sports programs/facilities (bocce, skatepark, boating)
- Senior activities / classes
- Adult education classes
- Food trucks
- After school programs
- Fundraising events

Group 7

- Dance & exercise programs
- Summer concerts & camps

Bocce
Movies
Senior luncheons & trips
VIBE
Computer instruction
Discussion programs

TOPIC E

Please list your top 5 most important new recreation amenities or features you would like to see added to the recreation center and/or Leo Ryan Park

Group 2

New bocce ball courts & maintenance for everything
Cleaner restrooms
Swimming pool
Running track
More comfortable meeting rooms
Gym facilities
Boat docks, marina
Performing arts center

Group 3

Café / restaurant / wine bar
Outside / inside views save from seagulls
Overall improvements in technology

Group 4

Large multipurpose room with a/v
Restaurant / café
Preschool space
Boating facilities - docks, marina, charging station
Technology spaces & classes
Nature walk with gardening classes (roses, fruit trees, community garden)
Sound-proofed rooms
Scoreboard for bocce court

Group 5

Pickleball courts
Outdoor movies & amphitheater
Indoor movie theater (like R.W.C. senior center)
Café in recreation center
Informative entrance at senior center and parking lot entrance

Group 6

Expand what we have now
Expand free or inexpensive shuttle to SFO, BART, CalTrain
Expand senior space, amenities, programs
Community pub and or café
Full service restaurant
Repair café / maker fair

City gym with workout equipment

Boats

Group 7

Picnic & BBQ facilities

Commercial kitchen

More bocce courts

Parcourse / putting green

Expanded preschool

TOPIC F

Please list your top 5 new recreation programs or activities you would like to see added to the recreation center or Leo Ryan Park.

Group 2

More adult and teen programs

Pool

More concerts

Lecture series

Track and field

Things offered by PJCC

Adult education programs

Group 3

Card rooms

Offsite activities (shopping, museums, overnights)

Classes – swimming, boat safety hiking, camping, outdoor skills, art, foreign languages,
50+exercise classes, water aerobics

Boat rides, not rentals

Water taxis

Goose deterrent measures

Floating island for cafe

Group 4

Gardening

Cooking (& BBQ)

Preschool

Tech classes (robotics, coding)

Grandparent and child activities

Flyfishing

Calligraphy

Outdoor movies in summer

Group 5

Pickleball programs, classes, tournaments

Swimming

Community arts projects

Bowling alleys

Movie program

“ . . . and Wine” programs (for example, bocce and bowling)

Exercise in the park

Group 6

More adult classes (computer, tech, fashion)

Drop in consultation for tech, computer, phone, home repair

Gym with equipment, personal trainer, fitness classes

Cooking classes

Monthly coffee hour with city council, city employees, e.g. community development, police,
City Manager

Group 7

More programs for active seniors

Christmas concert

Adult discussion groups

Bicycle club

Water sport competition

Revival of “anything goes” activity

TOPIC G

Please list your top 3 priorities for the future of the recreation center and Leo Ryan Park

Group 2

Levee and water plant issues

Renovation, not replacement (roof, heating, lighting, aesthetics)

Improved bocce ball facilities

Kitchen for catering

Group 3

Continue to leverage and enhance views of and use of lagoon

Have a rec center building that is everything that a building should be: safe, flexible, technologically up-to-date, but that is also memorable and spectacular, and that works for more diverse groups / changing demographics

A park that continues to have the same amount of landscaped passive areas and that is beautiful, environmentally friendly and more usable so people want to spend time there, not just pass through

Enhance quality of life for Foster City residents and at the same time attract people from other areas to come to Foster City, enjoy it, and contribute the Foster City’s economy

Develop programs that encourage a lifestyle that includes health, activity and cultural awareness / education

Group 4

Better parking

Larger & state of the art recreation center to accommodate increasingly diverse population

Nice restaurant with water view

Preschool

Keep costs minimal for Foster City residents

Group 5

Improvement to facilities (LEED Certified)

Increase community engagement with new programs

- Add relevant new programs to support all age groups
- Focus on fundraising activities/events for programs
- Informal & friendly gathering places

Group 6

- Expand senior space, amenities, programs; how about a VIBE for seniors?
- Build a new recreation center 1 or 2 stories, attractive, sustainable architecture that integrates with water and park, including revenue producing, events/rental
- Long-term commitment from City Council, staff (especially parks & rec), community, including plan for future expansion

Group 7

- Financial accountability regardless of what improvements are going to be made – proceed only if citizen funding is approved
- Fewer classes that are contracted out
- Have recreation staff actually teaching classes

**Recreation Center Master Plan
Milestone Dates and Meeting Schedule**

Tuesday, October 25, 2016

- Public Survey Activated, Outreach Effort started

Wednesday, November 2, 2016

- 1-1 interviews
- Focus Groups
- Public Meeting: Parks and Recreation Committee

Monday, November 14, 2016

- 1-1 interviews
- Focus Groups
- Public Meeting: City Council Special Meeting

Thursday, December 1, 2016

- 1-1 interviews
- Focus Groups
- Public Meeting: Planning Commission

Saturday, December 31, 2016

- Public Survey Closes

Saturday, January 28, 2017

- Public Meeting: Community Workshop

Tuesday, February 21, 2017

- Public Meeting: City Council Report Back on Community Outreach

Recreation Center Master Plan - Survey Outreach

Beginning Date: Tuesday, October 25, 2016

Completion Date: Wednesday, January 18, 2017

Communications Team Hours Worked: 36 hours

Purpose:

Encourage the community to provide feedback on the future of the Recreation Center by participating in an online survey.

Timeline/Important Dates:

- **Survey goes live: October 25, 2016**
- Parks & Recreation Committee Public Meeting: November 2, 2016
- City Council Study Session: November 14, 2016
- Planning Commission Meeting: December 1, 2016
- **Survey closes: December 31, 2016**
- Community Meeting: January 28, 2017

Communication Plan

<u>Date*</u>	<u>Assignment</u>	<u>Description</u>	<u>Notes</u>	<u>Done?</u>
10/26	Jennifer P./Vanessa	Islander	PR	<input checked="" type="checkbox"/>
10/26	Jennifer P./Vanessa	Examiner	PR	<input checked="" type="checkbox"/>
10/26	Jennifer P./Vanessa	Daily Journal	PR	<input checked="" type="checkbox"/>
10/26	Jennifer L./Andra	Foster City Website	PR	<input checked="" type="checkbox"/>
10/26	Jennifer P./Vanessa	PIO ListServ	PR	<input checked="" type="checkbox"/>
10/26	'Andra/Priscilla/Comm	FCTV Bulletin Board/Slide	Reviewed by Communications Dept.	<input checked="" type="checkbox"/>
10/26-12/31	Communications	City Social Media	City will launch on Nextdoor. Parks & Rec will post a reminder message. Coordinate social media posts w/ Tiffany.	<input checked="" type="checkbox"/>
10/26	Jennifer P./Vanessa	City Council Clipboard	PR	<input checked="" type="checkbox"/>
10/26	Jennifer L./Andra	Marquee		<input checked="" type="checkbox"/>
10/26-11/3	Communications	Department Social Media	Coordinate w/ Tiffany	<input checked="" type="checkbox"/>
10/26	Jennifer L./Andra	Everyone Email		<input checked="" type="checkbox"/>
10/26	Communications	Direct Mail – Committee Members	Email PR	<input checked="" type="checkbox"/>
10/26	Communications	Foster City Current E-Newsletter	November Issue	<input checked="" type="checkbox"/>
10/26	Jennifer L./Andra	Foster City Forum		<input checked="" type="checkbox"/>
10/26-11/2	Jennifer L./Andra	Flyers – 1 Sheet, ½ page flyer, etc.	Designed by Communications Dept.	<input checked="" type="checkbox"/>
10/26-11/3	Jennifer L./Andra	The Guide – Oz	1 Sheet	<input checked="" type="checkbox"/>
10/26	Jennifer L./Andra	Recreation Center Receipts		<input checked="" type="checkbox"/>
10/26	Jennifer L./Andra	Recreation Center Display Case, Digital Board, etc.	Flyer	<input checked="" type="checkbox"/>
10/26	Communications	Digital Posting Board	Flyer	<input checked="" type="checkbox"/>
10/26	Communications	Utility Bill Email List	Message from PR	<input checked="" type="checkbox"/>
10/26	Jennifer L./Andra	Utility Bill "One Liner"		<input checked="" type="checkbox"/>

*Date(s) may vary depending on date of press release.

Action Items:

Communications:

1. Send color codes to Jenn & 'Andra
2. Create Flyer for Survey (add dates for upcoming meetings?)
 - Add QR code & URL
 - Size: Full Page & Half Page
 - Send to Jenn & 'Andra as PDF
3. Create 1 Sheet
 - Size: Full Page
4. Draft Nextdoor Post
5. Post on Social Media (Nextdoor, Facebook, Twitter)
6. Send Powerpoint slide to Priscilla for FCTV Bulletin Board
7. Update outcome statement with correct information

Parks & Recreation:

1. Provide language for flyers to Communications Dept
2. Advise if upcoming meeting dates should be added to survey flyer (provided 2 different flyers)
3. Finalize Press Release
4. Website Updates
 - Update Project Page
 - Move Project from Private Projects section to City Initiated Projects section: <http://www.fostercity.org/projectsandinitiatives/majorprojects.cfm>
 - Add link to project page on Parks & Recreation homepage (suggest to add to banner on top of page)
 - Make project manager's email address a clickable link on project page

Follow Up Action Items – 1/4/17

1. Parks and Recreation will draft Outcome Statement of the survey, with next steps of the process.
 - a. Next steps: 1/28 Feedback Workshop and 2/21 Council Meeting/Study Session
 - i. Work with Peak Democracy to post to the survey
 - ii. Send to all those who took the survey

Communications Outreach Plan

Project: [Recreation Center Master Plan Project – 2/21 City Council Study Session](#)

Beginning Date: 12/6/2016

Project Manager: Jennifer Liu

Completion Date:

Communications Staff: Doris, Natasha, Olivia, Michael

Communications Hours: 10.0 (estimated)

Purpose

Inform the public about and prepare for the upcoming City Council Study Session on 2/21

Timeline/Important Dates

- Survey goes live: October 25, 2016
- Parks & Recreation Committee Public Meeting: November 2, 2016
- City Council Study Session: November 14, 2016
- Planning Commission Meeting: December 1, 2016
- Survey Closes: December 31, 2016
- Community Workshop: January 28, 2017
- **City Council Study Session: February 21, 2017**

Communication Plan

Date*	Team Member	Description/Deliverables	Deadline*	Notes	Done?
12/20-2/21	Communications	City Social Media	Ongoing through 2/21/17	City Facebook, Twitter, Nextdoor, Instagram	<input type="checkbox"/>
12/20-2/21	P&R - Tiffany	Department Social Media	Ongoing through 2/21/17	Ask Police & Fire Departments to share posts from City	<input type="checkbox"/>
2/7	Communications	FCTV Bulletin Board/Slide	2/10/17	Update	<input type="checkbox"/>
2/7	Communications	Marquee	2/10/17	Update	<input type="checkbox"/>
2/1	Communications	Foster City Current E-Newsletter	2/1/17	February Issue – Incl. meeting info, project page	<input checked="" type="checkbox"/>
2/7	P&R	Digital Posting Board – Recreation Center	2/10/17	Use FCTV PowerPoint	<input type="checkbox"/>
2/7	Communications	Digital Posting Board – Council Chambers	2/10/17	Use FCTV PowerPoint	<input type="checkbox"/>
2/7	Communications	City Events Calendar	2/10/17	Edit meeting w/ materials & link to project page	<input type="checkbox"/>
2/7	P&R	Foster City Forum	2/10/17	Contact Sonia re: Subscriber Email & survey respondents – Add link to video & meeting information	<input type="checkbox"/>
2/7	P&R	Targeted Email	2/10/17	Workshop Attendees, Focus Group/One-on-One Attendees, Parks and Recreation Committee Members, Eventbrite registrants (event no shows)	<input type="checkbox"/>
2/7	P&R	Listserve – PIO, Council, Planning Commission, Committees	2/10/17	Comm to draft message; coordinate sending to listserve through Vanessa, Doris, Becki	<input type="checkbox"/>

*Date(s) may vary.

Action Items

Department: Communications

- ☒ Draft messaging: social media, listserv, targeted email, FC Forum subscribers
- ☒ Update FCTV PowerPoint slide
- ☒ Update marquee graphic
- ☒ Send all updated items to P&R for review before distribution
- ☒ Update description of video on YouTube

Department: Parks & Recreation

- ☐ Review updated materials & messaging from Comm.
- ☒ Update project page

Recreation Center Master Plan Project – 1/28 Feedback Workshop Outreach

Beginning Date: Tuesday, December 20, 2016

Completion Date:

Communications Team Hours Worked: 40 hours

Purpose:

Inform the public about upcoming Feedback Workshop.

Timeline/Important Dates:

- Survey goes live: October 25, 2016
- Parks & Recreation Committee Public Meeting: November 2, 2016
- City Council Study Session: November 14, 2016
- Planning Commission Meeting: December 1, 2016
- Survey closes: December 31, 2016
- **Community Feedback Workshop: January 28, 2017**
- City Council Study Session: February 21, 2017

Communication Plan

<u>Date*</u>	<u>Assignment</u>	<u>Description</u>	<u>Notes</u>	<u>Done?</u>
12/21-1/28	Communications/P&R	Social Media	Facebook, Twitter, Nextdoor, Instagram (Ongoing)	<input checked="" type="checkbox"/>
12/21	P&R – Tiffany	Department Social Media	Ask departments to share posts from City	<input checked="" type="checkbox"/>
12/21	P&R	Everyone Email		<input checked="" type="checkbox"/>
12/21	P&R	Website	Update project page (1/12/17)	<input checked="" type="checkbox"/>
12/21	Communications	FCTV Bulletin Board/Slide	Design 1/28 workshop message	<input checked="" type="checkbox"/>
12/21	Communications	Marquee	Design 1/28 workshop message	<input checked="" type="checkbox"/>
12/21-1/3	Communications	Foster City Current E-Newsletter	January Issue – Incl. workshop info, project page	<input checked="" type="checkbox"/>
12/21	Communications & P&R	Flyers	Updated by Communications Dept. w/ meeting info. Distributed by P&R	<input checked="" type="checkbox"/>
12/21	P&R	Recreation Center Display Case, Digital Posting Board, etc.	Update w/ new materials	<input checked="" type="checkbox"/>
12/21	Communications	Digital Posting Board	Update w/ new materials	<input checked="" type="checkbox"/>
12/21	P&R	City Events Calendar	Add meeting w/ materials/links	<input checked="" type="checkbox"/>
12/21	Communications	Listserves	P&R & Comm to determine appropriate listservs to notify	<input checked="" type="checkbox"/>
12/23	P&R – Jen	Foster City Forum	Subscriber email	<input checked="" type="checkbox"/>
12/21	Tiffany	Eventbrite		<input checked="" type="checkbox"/>
1/12	P&R	Foster City Forum – Subscriber Announcement		<input checked="" type="checkbox"/>

*Date(s) may vary.

Action Items:

Communications:

As of 12/6

1. Review the following materials and action items:

- Marquee Message for 1/28 Workshop – Review and confirm date/time/location/look.
 - Invitation Flyer for 1/28 Workshop – Review and confirm date/time/location and supply description.
 - One- Sheet with updated dates – Review and confirm dates/times and all information/messaging.
 - FC TV slide for 1/28 workshop – Review and confirm date/time/location/descriptions/messaging.
2. Add 1/28 meeting to City Events Calendar
 3. Edit 1/28 meeting in Peak Democracy Introduction (currently reads “January 21”)

Parks and Recreation:

As of 12/14

1. Final review of all materials
 - Confirm time/date/location
 - Confirm description/messaging
2. Update Project website with meeting materials

As of 12/20

1. Tiffany will create Eventbrite
2. Tiffany will create event on City Events Calendar
3. Olivia will add link to social media posts for the Feedback Workshop
4. Malinee will update Flyer Invitation
5. Comm will upload to Digital Display Boards
6. P&R will upload to Digital Display Boards
7. Parks and Recreation will post prepared message to marquee
8. Olivia will update Newsletter
9. P&R print materials for distribution
10. Comm will send FCTV slide for posting
11. Comm will send emails out to appropriate listservs

As of 1/5 – Email to Jen

1. Identify 1/28 Feedback Workshop and 2/21 Council Meeting/Study Session in Survey Outreach Statement

Filming

1. Comm - coordinate filming of workshop by PenTV (4 hours)
2. Natasha - attend workshop to assist with Peak Democracy – Open Town Meet and filming
3. Michael - review and edit footage to create a 2 minute video of the workshop
4. Doris and Olivia – draft and record voice over

Recreation Center Master Plan - 12/1 Planning Commission Meeting Outreach

Beginning Date: Wednesday, November 9, 2016

Completion Date: Thursday, December 1, 2016

Communications Team Hours Worked: 15 hours

Purpose:

Inform the public about upcoming 12/1 meeting and encourage survey participation before close of community input process/end of survey on 12/31.

Timeline/Important Dates:

- Survey goes live: October 25, 2016
- Parks & Recreation Committee Public Meeting: November 2, 2016
- City Council Study Session: November 14, 2016
- **Planning Commission Meeting: December 1, 2016**
- **Survey closes: December 31, 2016**
- Community Feedback Workshop: January 28, 2017
- City Council Study Session: February 21, 2017

Communication Plan

<u>Date*</u>	<u>Assignment</u>	<u>Description</u>	<u>Notes</u>	<u>Done?</u>
11/10	Communications	Listserv	PIO, Utility Bill, Planning Commission, Council, Levee, Business License	<input checked="" type="checkbox"/>
11/10-12/31	Communications	Social Media	Facebook, Twitter, Nextdoor, Instagram	<input checked="" type="checkbox"/>
11/10-12/31	P&R – Tiffany	Department Social Media	Ask departments to share posts from City	<input checked="" type="checkbox"/>
11/10	Communications	FCTV Bulletin Board/Slide	Identify upcoming meetings	<input checked="" type="checkbox"/>
11/10	Communications	Marquee	Design 2 messages: 12/1 Meeting, Survey Marquee messages posted 11/17	<input checked="" type="checkbox"/>
11/10	P&R – Jen	Everyone Email		<input checked="" type="checkbox"/>
11/18	Communications	Direct Mail – Committee Members		<input checked="" type="checkbox"/>
Ongoing	Communications	Foster City Current E-Newsletter	Every Issue – Incl. survey, meeting info, project page	<input checked="" type="checkbox"/>
11/10	P&R – Jen	Foster City Forum	Subscriber email	<input checked="" type="checkbox"/>
11/10	Communications & P&R	Flyers	Updated by Communications Dept. w/ meeting info. Distributed by P&R	<input checked="" type="checkbox"/>
11/10	P&R	Recreation Center Display Case, Digital Board, etc.	Update w/ new materials	<input checked="" type="checkbox"/>
11/10	Communications	Digital Posting Board	Update w/ new materials	<input checked="" type="checkbox"/>
11/10	Communications	City Events Calendar	Update meetings w/ materials/links	<input checked="" type="checkbox"/>

*Date(s) may vary.

Action Items:

Communications:

1. Update 1 Sheet –
 - Remove 11/2 meeting
 - Add 1/21 Workshop Info
2. Rewrite social media/Nextdoor posts to emphasize community input period, end of survey date, etc.

3. Draft message for Listserv
4. Create PowerPoint Slides for FCTV bulletin board – Upcoming Meetings
5. Create two marquee messages
 - 12/1 Meeting
 - Survey
6. Create graphics for Instagram posts
 - Survey
7. Create meeting flyers
 - 12/1
8. Update Events Calendar w/ links/flyer
9. Email Becki to update Planning Commission meeting in Events Calendar

Parks & Recreation:

1. Draft Everyone Email
2. Provide language to Comm. division for meeting flyers
3. Contact Sonia for subscriber email
4. Add link to project page on department page
5. Video concept

Recreation Center Master Plan - 11/14 City Council Study Session Outreach

Beginning Date: Wednesday, November 9, 2016

Completion Date: Monday, November 14, 2016

Communications Team Hours Worked: 17 hours

Purpose:

Inform the public about upcoming 11/14 meeting and encourage survey participation before close of community input process/end of survey on 12/31.

Timeline/Important Dates:

- Survey goes live: October 25, 2016
- Parks & Recreation Committee Public Meeting: November 2, 2016
- **City Council Study Session: November 14, 2016**
- Planning Commission Meeting: December 1, 2016
- **Survey closes: December 31, 2016**
- Community Feedback Workshop: January 28, 2017
- City Council Study Session: February 21, 2017

Communication Plan

<u>Date*</u>	<u>Assignment</u>	<u>Description</u>	<u>Notes</u>	<u>Done?</u>
11/10	Communications	Listserv	PIO, Utility Bill, Planning Commission, Council, Levee, Business License	<input checked="" type="checkbox"/>
11/10-12/31	Communications	Social Media	Facebook, Twitter, Nextdoor, Instagram	<input checked="" type="checkbox"/>
11/10-12/31	P&R – Tiffany	Department Social Media	Ask departments to share posts from City	<input checked="" type="checkbox"/>
11/10	Communications	FCTV Bulletin Board/Slide	Identify upcoming meetings	<input checked="" type="checkbox"/>
11/10	Communications	Marquee	Design 2 messages: 12/1 Meeting, Survey Marquee messages posted 11/17	<input checked="" type="checkbox"/>
11/10	P&R – Jen	Everyone Email		<input checked="" type="checkbox"/>
Ongoing	Communications	Foster City Current E-Newsletter	Every Issue – Incl. survey, meeting info, project page	<input checked="" type="checkbox"/>
11/10	P&R – Jen	Foster City Forum	Subscriber email	<input checked="" type="checkbox"/>
11/10	Communications & P&R	Flyers	Updated by Communications Dept. w/ meeting info. Distributed by P&R	<input checked="" type="checkbox"/>
11/10	P&R	Recreation Center Display Case, Digital Board, etc.	Update w/ new materials	<input checked="" type="checkbox"/>
11/10	Communications	Digital Posting Board	Update w/ new materials	<input checked="" type="checkbox"/>
11/10	Communications	City Events Calendar	Update meetings w/ materials/links	<input checked="" type="checkbox"/>

*Date(s) may vary.

Action Items:

Communications:

1. Update 1 Sheet –
 - Remove 11/2 meeting
 - Add 1/21 Workshop Info
2. Rewrite social media/nextdoor posts to emphasize community input period, end of survey date, etc.
3. Draft message for Listserv

4. Create PowerPoint Slides for FCTV bulletin board – Upcoming Meetings
5. Draft January e-news block
6. Create meeting flyers
 - 11/14
7. Update Events Calendar w/ links/flyer
8. Email Becki to update Planning Commission meeting in Events Calendar

Parks & Recreation:

1. Draft Everyone Email
2. Provide language to Comm. division for meeting flyers
3. Contact Sonia for subscriber email
4. Add link to project page on department page
5. Video concept

Recreation Center Master Plan - 11/2 Parks & Rec Committee Meeting Outreach

Beginning Date: Tuesday, October 25, 2016

Completion Date: Wednesday, November 2, 2016

Communications Team Hours Worked: 19 hours

Purpose:

Inform the public about upcoming 11/2 Parks & Recreation Committee meeting.

Timeline/Important Dates:

- Survey goes live: October 25, 2016
- **Parks & Recreation Committee Public Meeting: November 2, 2016**
- City Council Study Session: November 14, 2016
- Planning Commission Meeting: December 1, 2016
- Survey closes: December 31, 2016
- Community Meeting: January 2017 (TBD)

Communication Plan

<u>Date*</u>	<u>Assignment</u>	<u>Description</u>	<u>Notes</u>	<u>Done?</u>
10/26	Jennifer L./'Andra	Foster City Website	PR	<input checked="" type="checkbox"/>
10/26	Jennifer P./Vanessa	PIO ListServ	PR	<input checked="" type="checkbox"/>
10/26	'Andra/Priscilla/Comm	FCTV Bulletin Board/Slide	Reviewed by Communications Dept.	<input checked="" type="checkbox"/>
10/26-12/31	Communications	City Social Media	City will launch on Nextdoor. Parks & Rec will post a reminder message. Coordinate social media posts w/ Tiffany.	<input checked="" type="checkbox"/>
10/26-11/2	Communications	Department Social Media	Coordinate w/ Tiffany	<input checked="" type="checkbox"/>
10/26	Jennifer L./'Andra	Everyone Email		<input checked="" type="checkbox"/>
10/26	Communications	Foster City Current E-Newsletter	November Issue	<input checked="" type="checkbox"/>
10/26	Jennifer L./'Andra	Digital Board, etc.	Flyer	<input checked="" type="checkbox"/>
10/26	Communications	Digital Posting Board	Flyer	<input checked="" type="checkbox"/>

*Date(s) may vary depending on date of press release.

Action Items:

Communications:

1. Social Media – 10/26, 11/1, 11/2
2. Meeting Flyer
 - Size: Full Page
3. Meeting Materials
 - Marketing Materials: Scoop, Citizen Advisory Committee Openings
 - Summary Report from Survey

Parks & Recreation:

1. Add upcoming meetings to City Events Calendar
2. Advise if upcoming meeting dates should be added to survey flyer (provided 2 different flyers)
3. Broadcast Meeting
 - Replay schedule
 - Get link from PenTV; add to project page
4. Meeting Materials
 - 1 Sheet
 - Flyer
5. Meeting Follow Up
 - Upload materials from meeting to project page

Prepared Date 1/25/2017

City of Foster City, CA
Accounts Payable Check Register

Page 1
Accounting Period 2017/07
Report Number 42

Check Date	Check Number	Vendor Name	Description	Check Amount
1/25/2017	126238	BAY AREA AIR QUALITY MANAGEMENT DISTRICT	PERMIT TO OPERATE LIFT STATION 59	1,506.00
1/25/2017	126239	CALABRETTA, GREG M	UTILITY REFUND - #47319-3015	86.24
1/25/2017	126240	CAROLE HADDAD	DEPOSIT REFUND - BOOTHBAY PARK	100.00
1/25/2017	126241	CHRISTINA FONG	DEPOSIT REFUND - BOOTHBAY PARK	245.00
1/25/2017	126242	CONTRACT SWEEPING SERVICES INC.	STREETS CLEANING SERVICES	7,979.20
1/25/2017	126243	GIS PLANNING, INC.	WEB SOFTWARE ANNUAL SUBSCRIPTION	3,000.00
1/25/2017	126244	HINES, EDM, INC.	SIRE DOCUMENT IMAGING	3,648.02
1/25/2017	126245	LEAGUE OF CALIFORNIA CITIES	2017 MEMBERSHIP DUES	100.00
1/25/2017	126246	LU-TE PENG	CLASS REFUND-THEATRE	202.00
1/25/2017	126247	MERCURY TOURS	WINTER CAMP BUS SERVICE	1,306.50
1/25/2017	126248	PACIFIC GAS & ELECTRIC COMPANY	ELECTRICITY & GAS	28,683.08
1/25/2017	126249	THOMAS SMITH	FOSTER CITY WEBSITE DESIGN	1,520.00
1/25/2017	126250	US POSTMASTER	ACTIVITY GUIDE POSTAGE	2,500.00
				<hr/> 50,876.04

Submitted for Information:

Edmund Suen, City Treasurer

CHECKS ON THIS REGISTER PROCESSED AND MAILED ON RUSH REGISTER OF JANUARY 25, 2017

City of Foster City, CA
Accounts Payable Check Register

Check Date	Check Number	Vendor Name	Description	Check Amount
2/1/2017	126251	AARONSON, DICKERSON, COHN & LANZONE	PROFESSIONAL SERVICES-JANUARY 2017	33,060.00
2/1/2017	126252	AMERICAN RESIDENTIAL SERVICES OF CALIFORNIA	BUSINESS LICENSE REFUND	201.00
2/1/2017	126253	STEVEN ARCHER	LONGEVITY 1/16/17-2/15/17	140.00
2/1/2017	126254	AT&T	BUSINESS PHONE LINE ACCOUNT	336.85
2/1/2017	126255	BAYSIDE BUILDING MATERIALS	HYDRAULIC CEMENT	16.70
2/1/2017	126256	CALIFORNIA'S GREAT AMERICA	FIELD TRIP-YOUTH CAMPS	4,278.00
2/1/2017	126257	CITY OF SAN MATEO	JPA ADVISOR WORK PLAN-QUARTER 1	4,377.50
2/1/2017	126258	WILLIAM CLARK	LONGEVITY 1/16/17-2/15/17	210.00
2/1/2017	126259	LEWIS ERIC EGAN	LONGEVITY 1/16/17-2/15/17	210.00
2/1/2017	126260	FOSTER CITY MARINA CENTER,LLC	DEPOSIT REFUND-PZ#14-50000001	2,944.00
2/1/2017	126261	HARGIS & ASSOCIATES	FIRE CAPTAIN POSITION EXAM	4,739.25
2/1/2017	126262	HUMAN INVESTMENT PROJECT INC.	HIP MANAGEMENT FEES-FEBRUARY 2017	1,200.00
2/1/2017	126263	MOSHE JOSHUA	LONGEVITY 1/16/17-2/15/17	275.00
2/1/2017	126264	KAISER FOUNDATION HEALTH PLAN	OCCUPATIONAL HEALTH SERVICES	206.00
2/1/2017	126265	L.N. CURTIS & SONS	LEATHER SAFETY BOOTS	2,465.75
2/1/2017	126266	LEA & BRAZE ENGINEERING	BUSINESS LICENSE REFUND	101.00
2/1/2017	126267	LIEBERT CASSIDY WHITMORE	PROFESSIONAL SERVICES-DECEMBER 2016	3,405.40
2/1/2017	126268	PLATINUM ROOFING INC.	BUSINESS LICENSE REFUND	100.00
2/1/2017	126269	PROTECTOR BOATS SERVICE CENTER INC.	WATERCRAFT MOTOR REPAIR	2,751.65
2/1/2017	126270	WE GO LOGO	BOCCE BALL CHAMPIONS T-SHIRT	464.29
				<hr/> 61,482.39

Prepared Date 2/1/2017

City of Foster City, CA
Accounts Payable Check Register

Page 2
Accounting Period 2017/08
Report Number 43

Check Date	Check Number	Vendor Name	Description	Check Amount
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Submitted for Information:

Edmund Suen, City Treasurer

CHECKS ON THIS REGISTER PROCESSED AND MAILED ON RUSH REGISTER OF FEBRUARY 1, 2017

City of Foster City, CA
Accounts Payable Check Register

Check Date	Check Number	Vendor Name	Description	Check Amount
2/6/2017	126271	AARONSON, DICKERSON, COHN & LANZONE	PZ 15-50000002 RZ-15-002	1,040.00
2/6/2017	126272	ARIFA SABESAN	CLASS REFUND-TENNIS	78.00
2/6/2017	126273	ASSOCIATION OF BAY AREA GOVERNMENT	ABAG LEGAL FEES	7,146.92
2/6/2017	126274	BAY AREA WATER SUPPLY & CONSERVATION	LANDSCAPE AUDIT FY 2016-2017	5,495.00
2/6/2017	126275	BAYSIDE BUILDING MATERIALS	MISCELLANEOUS SUPPLIES STREET PROGRAM	431.11
2/6/2017	126276	BETTIE DAVIS	TOILET REBATE	75.00
2/6/2017	126277	CAL-WEST LIGHTING & SIGNAL MAINTENANCE INC.	STREET LIGHT REPAIR	8,065.89
2/6/2017	126278	CAROL HO	CLASS REFUND-PRE-KARATE	118.00
2/6/2017	126279	CECILE GERONIMO	CLASS REFUND-PRE-BALLET	105.00
2/6/2017	126280	CHEMSEARCH	ECOFLOW BIOAMP PROGRAM	1,310.44
2/6/2017	126281	CINTAS CORPORATION	UNIFORM/LAUNDRY SERVICE	488.84
2/6/2017	126282	CITY OF BURLINGAME	TOURISM ASSESSMENT-DECEMBER 2016	8,745.60
2/6/2017	126283	CITY OF SAN MATEO	FIRE PREVENTION SERVICES	79,046.38
2/6/2017	126284	CLARK PEST CONTROL	PEST AWAY SERVICE-PARKS	595.86
2/6/2017	126285	CLEANSERV UNIVERSAL SERVICES	JANITORIAL SERVICES JANUARY 2017	1,945.00
2/6/2017	126286	COLEEN SIMMONS	REFUND-ACADEMY OF SCIENCE TRIP	75.00
2/6/2017	126287	COMCAST	DIGITAL ADAPTER	63.84
2/6/2017	126288	CONFIDENCE UST SERVICES INC.	UST OPERATOR INSPECTION	75.00
2/6/2017	126289	CONNIE CHEN	CLASS REFUND-YOUNG REMBRANDTS	120.00
2/6/2017	126290	CREST/GOOD MANUFACTURING COMPANY INC.	MISCELLANEOUS PLUMBING SUPPLIES	172.58
2/6/2017	126291	CSG CONSULTANTS INC.	D519-309 VELOCITY NB/309	18,533.75
2/6/2017	126292	CUSTOM METAL MFG. COMPANY	TRUCK REPAIR	125.00
2/6/2017	126293	DLT SOLUTIONS	AUTODESK SUBSCRIPTION RENEWAL	3,177.16
2/6/2017	126294	DULCE LORD	DEPOSIT REFUND-LAGOON ROOM	450.00
2/6/2017	126295	EARL'S PEST CONTROL	PEST CONTROL SERVICES	285.00
2/6/2017	126296	EDMUND SUEN	VISION REIMBURSEMENT-EDMUND SUEN	199.98

City of Foster City, CA
Accounts Payable Check Register

Check Date	Check Number	Vendor Name	Description	Check Amount
2/6/2017	126297	ELENA SULTANOVA	CLASS REFUND-KIDZ DAY	58.00
2/6/2017	126298	ELI ASMAR	CLASS REFUND-LITTLE MEDICAL	390.40
2/6/2017	126299	EPC IT SOLUTIONS	NETWORK ENGINEER SUPPORT	2,808.00
2/6/2017	126300	ERIN HOLMES	CLASS REFUND-SKIPPERS PRESCHOOL	182.50
2/6/2017	126301	FEDERAL EXPRESS CORPORATION	COURIER FEE-PLAN CHECK	72.10
2/6/2017	126302	FORELAND PARTS INC.	AUTO PARTS	365.22
2/6/2017	126303	FULLWEL INTERNATIONAL GROUP	DEPOSIT REFUND-PZ#16-00000051	242.50
2/6/2017	126304	GOODYEAR COMMERCIAL TIRE & SERVICES CENTER	TIRE SERVICES	1,384.37
2/6/2017	126305	GRAINGER	MISCELLANEOUS SUPPLIES PARKS PROGRAM	132.82
2/6/2017	126306	GRANITE ROCK COMPANY #26462	MISCELLANEOUS SUPPLIES STREET PROGRAM	1,093.15
2/6/2017	126307	GREENTECH LANDSCAPE SERVICES	LANDSCAPING SERVICES-DECEMBER 2016	500.00
2/6/2017	126308	GRIMALDI, JENNA	POST TRAINING-JENNA GRIMALDI	110.16
2/6/2017	126309	HOME DEPOT CREDIT SERVICES	MISCELLANEOUS SUPPLIES PARKS PROGRAM	1,875.86
2/6/2017	126310	HOUSE OF COFFEE	COFFEE SUPPLIES	266.25
2/6/2017	126311	HUFFMAN-BROADWAY GROUP, INC.	PZ 14-20000005 UP-14-005	2,349.80
2/6/2017	126312	HYDROSCIENCE ENGINEERS	CIP 645-EFFLUENT LINE IMP	3,575.00
2/6/2017	126313	IBM CORPORATION	MAAS360 ANNUAL RENEWAL	3,024.00
2/6/2017	126314	JEANETTE COURTIN	CLASS REFUND-LINE DANCING	65.00
2/6/2017	126315	JW ENTERPRISES	PORTABLE TOILET RENTAL	75.50
2/6/2017	126316	KELLY-MOORE PAINT COMPANY INC.	PAINT SUPPLIES	70.89
2/6/2017	126317	KEVIN BARRACK	LOGO DESIGN FOR WEBSITES	1,475.00
2/6/2017	126318	LESLIE JALURIA	CLASS REFUND-KIDZ DAY	116.00
2/6/2017	126319	LEXINGTON PLANNING	PROFESSIONAL SERVICES NOVEMBER-DECEMBER	1,194.31
2/6/2017	126320	MARY BETH MEALHOW	CLASS REFUND-KIDZ DAY	48.00
2/6/2017	126321	MASATO HIRAI	CLASS REFUND-SOCCER	111.00
2/6/2017	126322	MATTHEW FARRELL	EDUCATION REIMBURSEMENT-MATTHEW FARRELL	166.00

City of Foster City, CA
Accounts Payable Check Register

Check Date	Check Number	Vendor Name	Description	Check Amount
2/6/2017	126323	MIKE ULLRICH	SYNTHETIC TURF REBATE	1,668.00
2/6/2017	126324	MILLBRAE FURNITURE	MATTRESS	391.41
2/6/2017	126325	MUNICIPAL EMERGENCY SERVICES	STRUCTURE FIREFIGHTING GLOVES AND COAT	5,283.25
2/6/2017	126326	MUNISERVICES LLC.	STARS SERVICES-4TH QUARTER 2016	7,479.73
2/6/2017	126327	MV TRANSPORTATION	SENIOR EXPRESS-DECEMBER 2016	2,631.13
2/6/2017	126328	NANCY HARMON & BILL BORTER	SOLAR REBATE	1,000.00
2/6/2017	126329	NBC SUPPLY CORPORATION	SAFETY SUPPLIES	103.88
2/6/2017	126330	OFFICE DEPOT	OFFICE SUPPLIES	964.92
2/6/2017	126331	DAVE ORLANDO	POST TRAINING-DAVE ORLANDO	723.46
2/6/2017	126332	PACIFIC AUXILIARY FIRE COMPANY	FIRE ALARM INSPECTION SERVICES	1,073.00
2/6/2017	126333	PARTNER ENGINEERING & SCIENCE, INC.	DEPOSIT REFUND-PZ#16-00000052	17.00
2/6/2017	126334	PETTY CASH/FINANCIAL SERVICES	PETTY CASH REIMBURSEMENT-FINANCE	283.91
2/6/2017	126335	PITNEY BOWES INC.	SUPPLIES FOR MAIL MACHINE	189.99
2/6/2017	126336	PRECISION POWDER COATING	POWDER COATING 55 GALLON DRUM	2,000.00
2/6/2017	126337	PREFERRED ALLIANCE	"DOT" COMPLIANCE EXPENSE-DECEMBER 2016	250.95
2/6/2017	126338	PRUDENTIAL OVERALL SUPPLY	TOWEL/UNIFORM LAUNDRY SERVICES	117.02
2/6/2017	126339	R&B COMPANY	MISCELLANEOUS SUPPLIES WATER PROGRAM	1,487.37
2/6/2017	126340	RJM DESIGN GROUP, INC.	RECREATION CENTER ASSESSMENT-DECEMBER 2016	3,376.13
2/6/2017	126341	ROBERTS & BRUNE	IRRIGATION PARTS/SUPPLIES	157.71
2/6/2017	126342	CHRISTINE ROYCE A	PRESCHOOL SUPPLIES REIMBURSEMENT	147.00
2/6/2017	126343	SAMANTHA LONG	CLASS REFUND-PRE-KARATE	118.00
2/6/2017	126344	SAN MATEO CO CONTROLLER'S OFFICE	PARKING PENALTIES COLLECTION-DECEMBER 2016	1,163.80
2/6/2017	126345	COUNTY OF SAN MATEO	SAN MATEO ISD-INFORMATION SERVICES	1,920.33
2/6/2017	126346	SAN MATEO LAWN MOWER SHOP	MISCELLANEOUS SUPPLIES PARKS PROGRAM	294.06
2/6/2017	126347	SAN MATEO LOCK WORKS	LOCKS AND KEYS-BUILDING	163.50
2/6/2017	126348	SCHAAF & WHEELER CONSULTING	D530-T&M LINCOLN CENTRE	29,630.80

City of Foster City, CA
Accounts Payable Check Register

Check Date	Check Number	Vendor Name	Description	Check Amount
2/6/2017	126349	SCOOP TECHNOLOGIES, INC.	FOSTER CITY COMMUTERS-DECEMBER 2016	12,509.00
2/6/2017	126350	SERVICE PRESS INC.	BUSINESS CARDS-GINGER SCALZO & ALLEN SMITH	45.68
2/6/2017	126351	SHAPE INC.	FLYGT PUMP	25,284.38
2/6/2017	126352	SIEGLER, SUSAN	CLASS REFUND-TENNIS	547.00
2/6/2017	126353	SONSRAY MACHINERY LLC	MISCELLANEOUS PARTS-CASE TRACTORS	224.00
2/6/2017	126354	SREELATHA REDDY	TOILET REBATE	150.00
2/6/2017	126355	STAPLES ADVANTAGE (DBA)	OFFICE SUPPLIES-RECREATION CENTER	98.58
2/6/2017	126356	STAPLES CREDIT PLAN	CONFERENCE ROOM CHAIRS	1,982.46
2/6/2017	126357	SUPPLYWORKS	PARKS JANITORIAL SUPPLIES	679.29
2/6/2017	126358	T.H.E. OFFICE CITY	CITYWIDE OFFICE SUPPLIES	805.44
2/6/2017	126359	TELECOMMUNICATIONS ENGINEERING ASSOCIATION	RADIO EQUIPMENT FEE	1,896.00
2/6/2017	126360	THERMAL MECHANICAL INC.	HVAC REPAIRS/MAINTENANCE & SERVICES	12,077.66
2/6/2017	126361	TOWNE FORD SALES	AUTO PARTS	442.39
2/6/2017	126362	TRINE NILSEN	CLASS REFUND-KIDZ DAY	116.00
2/6/2017	126363	TURBO DATA SYSTEM, INC.	CITATION PROCESSING-DECEMBER 2016	334.50
2/6/2017	126364	URBAN INSIGHT, INC.	CALOPPS WEB REDESIGN SERVICES	11,476.85
2/6/2017	126365	URBAN PLANNING PARTNERS INC.	PROFESSIONAL SERVICES DECEMBER 2016	300.05
2/6/2017	126366	VAULT ACCESS SOLUTIONS & FABRICATION	VAULT LID REPLACEMENT	23,350.00
2/6/2017	126367	ZAP MANUFACTURING	MISCELLANEOUS SUPPLIES STREET PROGRAM	576.43
2/6/2017	126368	ZHANG, YUN	CLASS REFUND-MAGIC	185.00
				<hr/> 315,433.24

Prepared Date 2/6/2017

City of Foster City, CA
Accounts Payable Check Register

Page 5
Accounting Period 2017/08
Report Number 44

Check Date	Check Number	Vendor Name	Description	Check Amount
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Submitted for Information:

Edmund Suen, City Treasurer

CHECKS ON THIS REGISTER PROCESSED AND MAILED ON FEBRUARY 6, 2017