

# City of Foster City / Estero Municipal Improvement District 2008-2009 Final Budget Table of Contents

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# City of Foster City

## MISSION STATEMENT

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

## OUR VALUES

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

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

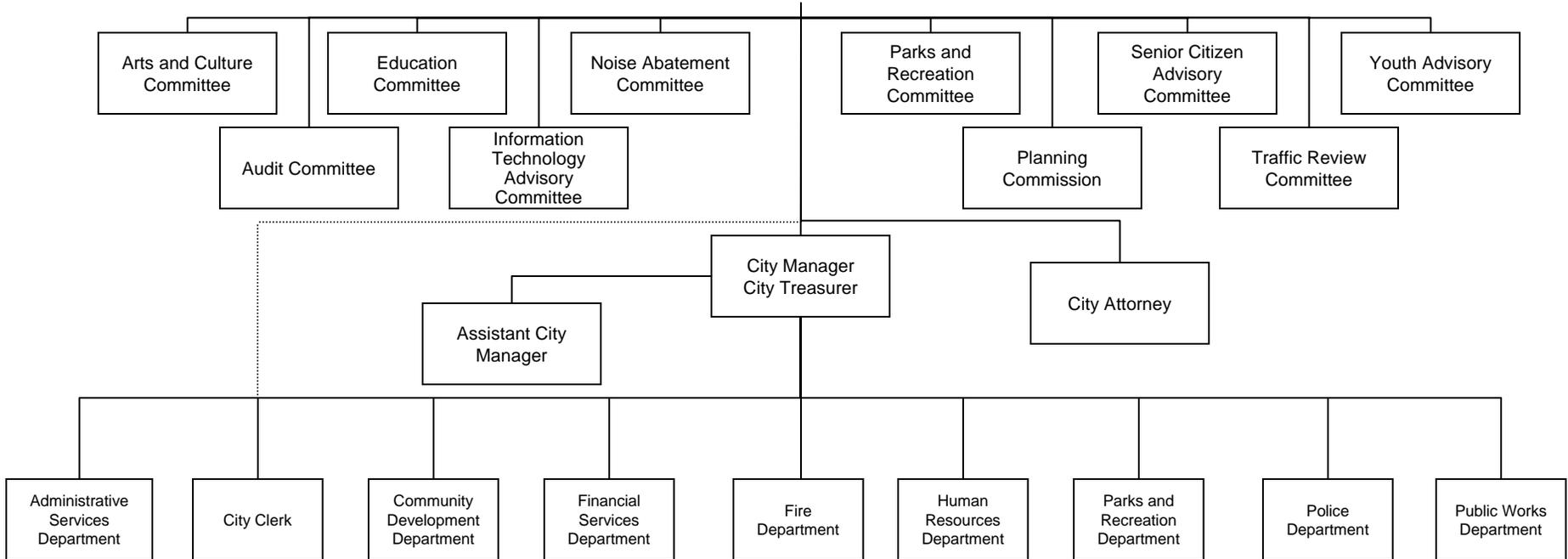
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# Foster City Organization Chart

Foster City Residents



## City Council



# POLICY CALENDAR FOR CALENDAR YEAR 2008

The following projects and issues have been identified as priorities by the City Council. The City Council's highest priority projects are listed in **BOLD**.

1. Civic Center Master Plan
  - A. **Approve Agreements and Commence Planning Process for the Mixed-Use Development on an 11-Acre Portion of the 15-Acre Site Adjacent to the Government Center**
  - B. Consider the Business/Funding Plan to Establish a Public Charter High School on a 4-Acre Portion of the 15-Acre Site Adjacent to the Government Center to be Submitted by the Proponents of a Public Charter High School by June 30, 2008
  - C. **Develop a Master Plan for the 15-Acre Site Adjacent to the Government Center and Update the City of Foster City General Plan Accordingly**
2. Capital Improvement Projects
  - A. **Complete Bid Process for the Permanent Teen Center and Related Facilities and Award Contract for Construction Services**
  - B. Complete Design for Park Renovation Plans to Include a Synthetic Turf Soccer Field at Catamaran Park and at Sea Cloud Park, Commence Bid Process and Award Contract for Construction Services
  - C. **Monitor and Maintain the Integrity of the Levees that Protect Foster City**
3. Municipal Code Amendments/General Plan Amendments/Ordinance Updates
  - A. **Update the City of Foster City General Plan (e.g., Land Use/Circulation Element, Parks Open Space and Conservation Element), Including Conducting a City-wide Traffic Impact Study**
4. Private Development Projects
  - A. Continue to Process Land Use Approvals for the Pilgrim/Triton Redevelopment Project
  - B. Continue to Process Land Use Approvals for the Chess/Hatch Redevelopment Project
5. Other Projects
  - A. **Actively Pursue Reliable and Uninterruptible Alternative Sources of Water**
  - B. **Continue to Provide the Citizen Emergency Response Team (CERT) Training**
  - C. **Monitor the Federal and State Budgets; Support or Oppose Federal and State Budget Proposals as Appropriate; and Evaluate Federal and State Budget Impacts on the City/District/CDA Finances**
  - D. **Explore "Green" Policies, Programs and Practices for City Operations and Community-Wide Efforts to Reduce Greenhouse Gas Emissions Within Foster City**
  - E. Investigate Public Transit and Shuttle Needs in light of the Planned New Development and Redevelopment in Foster City and Staffing Options for Developing and Managing Current and Future Public Transit Programs for Foster City

# BUDGET MESSAGE

## FISCAL YEAR 2008-2009

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July 1, 2008

Honorable Mayor and Members of the City Council:

### INTRODUCTION

The FY 2008-2009 budget is the culmination of many hours of preparation. This year, we have again combined the Five-Year Financial Plan and the Annual Budget document into one seamless document. We have done that by incorporating the City's Five-Year Financial Plan into the Financial and Personnel Summary section, as well as the individual department and non-department sections of this document.

The City's Five-Year Financial Plan is merely that – a five-year forecast of revenues and expenditures based upon the strategies and Policy Calendar adopted earlier this year. While the City Council will incorporate the Five-Year Financial Plan as part of this document, the City Council will only appropriate funds on an annual basis. Thus, the Annual Budget for FY 2008-2009 has been prepared.

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

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

### ELEMENTS OF THE BUDGET

The budget document is organized as follows:

- 1. Introductory Items**
  - Table of Contents
  - Page References for Frequently Asked Questions
  - Mission Statement
  - City Government Organization Chart
  - Policy Calendar for 2008
- 2. Budget Message:** Includes the letter of transmittal from the City Manager submitting the recommended budget to the City Council, major initiatives/issues, organizational changes addressed in the budget and the City's current and projected financial position.
- 3. Budget Guide:** Includes a description of the annual budget process, a glossary of budget terminology and the structure of the City's finances.
- 4. Five Year Financial Plan:** Includes a City-wide look at expenditure and revenue trends affecting the City over the course of the next five years.
- 5. Financial and Personnel Summaries:** Includes financial information on projected revenues, expenditures, fund balances and reserves, a summary of funds as well as fund descriptions and information on all revenue sources and expenditure projections.
- 6. Department Operating Budgets:** Includes for each

operating department or fund, a mission statement of the organization, major accomplishments, trends, new program objectives, resource requirements, graphic depictions of proposed budget expenditure distributions and department account summaries. The account summaries include the following five major categories of department appropriations:

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

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

Internal Service Charges represents vehicle replacement charges, information technology service charges, equipment replacement charges, building maintenance charges, longevity recognition benefit funding, and self-insurance charges.

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

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

Behind the account summaries are the detailed line item expenditures.

7. **Non-Department Budgets:** Includes historical and proposed expenditures for non-department, special revenue, debt service, special assessment, enterprise and internal service fund budgets.
8. **Community Development Agency Budget:** Includes the mission statement, current accomplishments, new program objectives, resource requirements by funds, revenue report, Agency funded capital improvement program, summary of bonds payable, personnel summary and agency account summary.
9. **Capital Improvements:** Includes various tables showing the proposed capital projects for the upcoming fiscal year, along with detailed descriptions of capital improvement projects.

#### HIGHLIGHTS FOR 2008-2009

The City enters FY 2008-2009 with a cautious eye toward the impact of national and state economies on its local budget. The subprime lending crisis has led to an economic crisis across the nation and in the state, with some economists opining that the US economy is in a recession. The State of California has declared a fiscal emergency, facing by some reports a \$24 billion deficit through FY 2008-2009. Yet employment rates and inflation seem to be maintaining consistent levels in the San Francisco Bay Area. The housing market in Foster City remains comparatively strong, with slight increases in median home prices and multiple offers on homes for sale. Yet the turnover rate in homes has declined substantially. There have been only three (3) reported foreclosure sales in Foster City in the past 12 months, and only six (6) reported assessment appeals were filed with the County Tax Assessor's Office. Still, property tax collections appear to be meeting predicted revenues in FY 2007-2008. Growth in

property tax revenues may slow somewhat, but the City is not expecting any declines.

Sales tax revenues are also expected to reach their estimated amounts in the FY 2007-2008 budget, but given the state of the economy and its ripple effect in Foster City, no growth is expected in sales tax revenues over the next two years, with slight growth projected thereafter.

Nevertheless, the City's financial health is the envy of the Peninsula. The General Fund starts FY 2008-2009 with nearly \$17 million in unrestricted reserves, nearly 55% of its annual operating expenditures. Revenues and transfers in exceeded expenditures and transfers out in FY 2006-2007, and are expected to follow that trend in FY 2007-2008 and FY 2008-2009. In FY 2009-2010 and 2010-2011, the City's General Fund projects an infusion of cash flow from: 1) the payoff of the loan to the Community Development Agency; and, 2) based upon the business terms between the City and the developer of the Mirabella San Francisco Bay / Parkview Plaza projects, commonly referred to as the "15-acre site", the first revenues from the ground lease on the site will be realized. Over the next 12 months, the City Council will make land use decisions on the 15-acre site property that will provide greater clarity as to the nature, timing and extent of revenues to be realized from the project. Over the five-year forecast, the City's General Fund is expected to grow by nearly \$5 million, even after nearly \$8 million in transfers to the City Capital Improvement Projects funds.

Given the overall health of the City's General Fund, the budget for FY 2008-2009 has been prepared with an emphasis on maintaining existing service levels.

There are a number of initiatives outlined in each departmental budget, highlights of which are provided here:

- Complete the construction of a Permanent Teen Center and related recreational facilities.
- Commence construction of synthetic turf fields at Catamaran and Sea Cloud (S-3) Parks, which are partially funded by local youth sports groups.
- Update the General Plan of the City.
- Execute a ground lease and overall development plan for the 15-acre site adjacent to City Hall.
- Process the land use approvals for the proposed redevelopment of the commercial space in the Pilgrim / Triton area.
- Maintain emphasis on emergency planning and preparedness for the City, for the residents and for the business community.
- Place increased emphasis on local and regional transportation issues.
- Place increased emphasis and efforts on greenhouse gas emissions and overall environmental sustainability issues.

In the past year, staff updated and reviewed succession plans for key personnel which are likely to retire in the next 5-10 years. The City needs to be prepared for the personnel and organizational changes that will result from these retirements. With a brighter financial future being projected in FY 2009-2010 and beyond, there is an opportunity to restore during this five-year financial plan some positions in the Police and Fire Departments that have not been funded for the last several years. Personnel needs in the Police and Fire Departments will be carefully considered prior to making any recommendations for the FY 2009-2010 budget.

#### ORGANIZATIONAL CHANGES

The City previously reduced its full-time employees by nearly 10% (from 234.5 FTE in FY 2003-2004 to 213 FTE in FY 2005-

2006). Departments redistributed workloads and modified business processes to provide service levels to acceptable levels given the reduction in staffing. Staffing levels as we enter FY 2008-2009 will drop to 213 FTE from 214 FTE in FY 2007-2008 due to the elimination of the Office Assistant II position that was authorized for one year in the City Clerk's department. Three additional part-time positions are included in the FY 2008-2009 budget to help the City manage its citizen emergency response training programs and the enhanced efforts in environmental sustainability and greenhouse gas initiatives as well as local and regional transportation initiatives.

### FINANCIAL OVERVIEW

The City/District/Community Development Agency funds are all in sound financial condition and will have adequate reserves at the beginning and the end of the fiscal year. The City's five-year financial forecast shows that revenues will exceed expenditures throughout the entire forecast before transfers out to other funds. In the third (3<sup>rd</sup>) year (FY 2010-2011), the Community Development Agency Project Area One is projected to hit its \$170 million revenue cap and stop receiving tax increment revenues. Accordingly, the District will see an infusion of approximately \$5 million dollars in annual property tax revenues at that time.

Based upon past City Council direction, the General Fund minimum reserve level has been established at \$10 million. The five-year forecast shows the City being able to stay well above these reserve levels in each of the successive 5 years.

I would like to highlight a few of the significant items found in the proposed FY 2008-2009 Annual Budget.

- The City will maintain existing service levels enjoyed by the community in this budget. The proposed FY 2008-2009 General Fund budget indicates that unrestricted reserves

will grow by over \$131,000 on a budget basis, and that reserve levels will be maintained well above \$10 million throughout the 5-year forecast.

- All employee groups are in multi-year agreements that call for cost-of-living adjustments in FY 2008-2009 with a floor of 0% and a ceiling of 5% based on CPI. A cost of living increase of 3.2% is included in the FY 2008-2009 budget based upon the terms of existing memoranda of understanding and compensation and benefits plans with employee groups.
- There is no increase in Planning Commissioner salaries or City Council salaries.
- Retirement contributions to the PERS retirement system for Miscellaneous Employees will increase in FY 2008-2009 by 5.0% due to the implementation of retirement benefit enhancements adopted in FY 2007-2008. Public Safety employee contribution rates remain virtually the same.
- Water revenues are planned to be increased by 10% in FY 2008-2009 based upon a 10-year Rate Smoothing model adopted by the District Board in FY 2006-2007. That smoothing model was implemented to mitigate the impact of significant increases in water rates charged to EMID by the SFPUC resulting from the costs of significant capital improvements on the Hetch Hetchy System that supplies water to Foster City and much of the Peninsula.
- Increased capital costs expected in conjunction with the Wastewater Treatment Plant owned in conjunction with the City of San Mateo and other District capital improvements will require sewer rate increases of 8% starting in FY 2008-2009.
- The impact of the State of California budget on revenues and expenses will not be known until after the City budget

is adopted. The budget reflects the best information available in the Governor's proposed FY 2008-2009 budget, which includes three primary assumptions: 1) COPS grant funds are expected to be eliminated, which increases General Fund expenditures by \$100,000 per year; 2) reduced state funding of booking fees is anticipated to require an additional \$18,000 from the City's General Fund to the County; and, 3) continued funding of infrastructure-related projects and revenue sources such as Proposition 42 funds.

- There is a 3% increase in the proposed Master Fee Schedule to reflect the increased cost of providing services.
- Funding for the Foster City Connections Shuttle for FY 2008-2009 in the amount of \$200,000 has been included based upon the continued receipt of a 50% matching grant from the City/County Association of Governments (CCAG) under the "Local Transportation Services" component of the Countywide Congestion Relief Plan. The General Fund subsidy is expected to be \$100,000.
- We reviewed carefully all budget requests prior to their inclusion in the budget. The intent of this budget is to maintain the level of services currently being provided to the community.

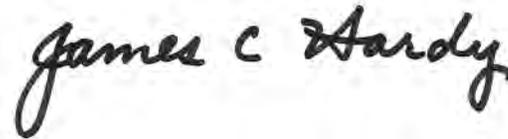
#### CONCLUSION

The City of Foster City, Estero Municipal Improvement District and Community Development Agency have been well managed and are in sound financial condition. This condition is the direct result of the fiscally conservative approach of this City Council and former City Councils. It is also the result of an excellent and talented staff that has committed itself to the City's Mission and Values Statement and to serving the

community to the best of its ability.

On behalf of all the City employees, we look forward to providing the service levels funded in the FY 2008-2009 budget.

Sincerely,

A handwritten signature in black ink that reads "James C. Hardy". The signature is written in a cursive, slightly slanted style.

James C. Hardy  
City/District Manager

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## THE ANNUAL BUDGET PROCESS

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Each year, the City undertakes its annual budget process in the context of a forward looking Five Year Financial Plan. The budget development phase begins in January with the preparation of budget instructions by the City Manager and goal setting sessions with the City Council. Through this process the City Council establishes a “Policy Calendar” that identifies goals for the upcoming year. Next, an analysis of future trends, events and issues that will impact City operations and finances over the five year forecast is reviewed to establish a preliminary budget strategy. Potential significant changes in revenues and expenditures are identified. Ultimately, through discussions involving City department staff, the City Manager, and the City Council, a valuable long-range financial and operational vision for the City emerges.

The next step of the budget process involves the development of the City’s annual budget. Unlike the “Big Picture” view of the Five Year Financial Plan, the annual budget provides a detailed accounting of the City’s proposed fiscal operation for the upcoming year. The City’s annual budget is prepared on a July 1 to June 30 fiscal year basis. Inasmuch as the annual budget authorizes expenditures to be made, the annual budget process includes development, review, adoption, and monitoring.

With the Policy Calendar and preliminary budget direction in place, the budget process for FY 08-09 started in February, with the City Manager providing budget preparation instructions to his Executive Team. Preliminary information relative to cash flow projections of the Community Development Agency, a five-year capital improvement project plan, projected water and sewer rates, and internal services funds operations was prepared and discussed with the City Council in March. Meanwhile, departments prepared their departmental budgets and submitted them to the City Manager for review. Departments met individually with the City Manager to review their service levels and funding needs. The City Manager and his Executive Team then reviewed a five-year forecast of budgeted

operating and capital expenditures, along with estimated revenues, to determine that organizational goals would be met in the proposed budget. Final recommendations and adjustments were made and the preliminary budget for all funds was prepared for presentation to the City Council.

The full preliminary budget is reviewed in May in a study session, which includes review of City general funds, special revenue funds, debt service and special assessment funds, enterprise funds, internal service funds, and the Community Development Agency. Prior to June 30, the City Council holds a public hearing on the budget and adopts the final budget by resolution. The adopted budget takes effect on July 1, the first day of the new fiscal year.

After the budget is adopted, the budget is monitored under the City Manager’s direction by the Administrative Services Director and the Financial Services Department staff. Revenues are monitored to determine that financial resources are available to meet budgeted objectives. Department managers work to ensure that funds are expended as approved. Adjustments within or between departmental budgets are accomplished on an as-needed basis throughout the year. City Council approval is required for additional appropriations from fund balances or from new revenue sources.

The public is encouraged to participate in every phase of the budget process. All five-year plan and annual budget study sessions, meetings, and public hearings, including the Policy Calendar work session, are open to the public. By attending one or more of the study sessions or public meetings, citizens are able to be active participants in the City’s budget process. Citizens can also be a part of the budget process by communicating their priorities to Councilmembers for inclusion in the budget process.

# **FISCAL YEAR 2008-2009 ANNUAL BUDGET FIVE YEAR FINANCIAL PLAN BUDGET CALENDAR**

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

- Review of Comprehensive Annual Financial Report (CAFR) for FY 2006-2007
- Mid-year Financial Review for FY 2007-2008
- Policy Direction Regarding Preparation of FY 2008-2009 Annual Budget and Five-year Financial Plan

## **March 31 (Monday) Study Session at 4:00 p.m.**

- Review of Debt Service Funds; Capital Improvement Projects; Enterprise Funds, Internal Services Funds; and, Community Development Agency Tax Increment Projections
- Review Analysis of Water and Sewer Rates for FY 2008-2009
- Review Non-profit Funding Process and any other Special Reports

## **May 12 (Monday) Study Session at 4:00 p.m.**

- Review of Five-Year Financial Plan, Review of Preliminary FY 2008-2009 Budget (All Funds)
- Proposed Changes for Fees and Charges

## **June 2 (Monday) Study Session at 6:30 p.m.**

- Presentation of Funding Requests from Non-profit Agencies

## **June 2 (Monday) Regular City Council Meeting at 7:30 p.m.**

- Budget Public Hearing and Follow-up from All Prior Budget Study Sessions
- Public Hearing and Adoption of Water and Sewer Rates for FY 2008-2009
- Public Hearing and Adoption of Master Fee Schedule for FY 2008-2009

## **June 16 (Monday) Regular City Council Meeting at 7:30 p.m.**

- Adoption of FY 2008-2009 Budget

## **June 30 (Monday)**

- FY 2008-2009 Budget and Five-Year Financial Plan Printed, Distributed and Posted Online

## GLOSSARY OF BUDGET TERMS

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

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

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

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

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

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

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

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

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

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

**Budget Reserves** - Money accumulated for future purposes - for example, to deal with unforeseen circumstances or to replace buildings or equipment.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Funds are the basic accounting and reporting entities in governmental accounting. The fund types that comprise the 2008-2009 budget are grouped into three major categories, Governmental Funds, Proprietary Funds, and Account Groups. The purpose of the various funds within each category is described below:

## GOVERNMENTAL FUNDS

### GENERAL FUND

The General Fund is used to account for all revenue and expenditures necessary to carry out basic governmental activities of the City/District that are not accounted for through other funds. For the City/District, the General Fund includes such activities as police, fire protection, planning, building inspection, engineering, recreation and community services, public works operation and maintenance, legal and administrative services and local maintenance districts.

### SPECIAL REVENUE FUNDS

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

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

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

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

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

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

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

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

*Proposition 42 Transportation Funds:* Revenues dedicated by the voters of California from sales tax on gasoline to state and local transportation programs. Expenditure of these funds is restricted to capital projects associated with maintenance of local roads.

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

### **DEBT SERVICE FUNDS**

Debt Service Funds are used to account for accumulation of resources for and payment of principal and interest bonds issued by the City/District or Community Development Agency of Foster City. Debt Service Funds used by the City/District/Agency are listed below:

*Land Reclamation Bonds Fund* accounts for accumulation of property taxes for payment of principal and interest on the general obligation bonds of 1967 to fill and reclaim the land that became the City of Foster City.

*Metro Center Special Assessment Bonds Fund* accounts for accumulation of special assessments for payment of principal

and interest on special assessment bonds of 1986 for the development of the Metro Center.

*Vintage Park Special Assessment Bonds Fund* accounts for accumulation of special assessments for payment of principal and interest on special assessment bonds of 1989 for the development of Vintage Park.

*2001 Tax Allocation Refunding Bonds Fund* accounts for the payment of principal and interest on tax allocation refunding bonds, which were issued to refund and defease the loan between the Foster City Redevelopment Agency and Foster City Public Financing Authority.

### **CAPITAL PROJECTS FUNDS**

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

*City Capital Projects Fund:* Revenues from City sources are used for development, construction or acquisition of approved capital projects funded by certain general obligation bonds, the sale of property, or other unrestricted revenue sources of the City.

*Community Development Agency Fund:* Revenues from the property tax increments raised from the Agency's investment in upgrading properties are used for further development.

# PROPRIETARY FUND TYPES

## ENTERPRISE FUNDS

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

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

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

- *Water Revenue* – Accounts for all of the revenues and the operational and maintenance expenditures associated with the retail sale of water to customers.
- *Water Reserve* – A fund that reserves 25% of annual operating expenditures as dictated by Estero Municipal Improvement District Board policy.
- *Water Rate Balancing Fund* – In FY 2006-2007 the District Board implemented a 10-year Rate Smoothing model to even out the rate increases necessary to pay for the anticipated wholesale water rate increases from the San Francisco Public Utilities Commission's Water System Improvement Project. Excess revenues are transferred from the Water Revenue fund to fund the balancing account, with any remaining funds transferred to the Capital Investment Water fund.

- *Capital Investment Water* – Captures funds that are spent towards capital improvements to the Water system, funded through monies collected from ratepayers that go towards current or future capital improvement projects.

*Wastewater Collection System Enterprise Funds:* Activities associated with wastewater collection and treatment including construction of sewer plant facilities (shared with the City of San Mateo) and servicing of interest and principal on sewer bonds of 1964 and 1993. There are five funds associated with the Sewer Enterprise:

- *Wastewater Collection System (Sewer) Revenue* – Accounts for all of the revenues and the operational and maintenance expenditures associated with the wastewater collection system and treatment activities.
- *Wastewater Collection System (Sewer) Reserve* – A fund that reserves 25% of annual operating expenditures as dictated by Estero Municipal Improvement District Board policy.
- *Wastewater Collection System (Sewer) Interest & Redemption (I&R) 1964 / 1993 Fund* – Accounts for the accumulation of property taxes and payment of debt principal and interest associated with the issuance of bonds in 1964 and 1993 for *Wastewater Collection System* (sewer system) development and improvements.
- *Capital Investment Wastewater Collection System (Sewer)* – Captures funds that are spent towards capital improvements to the wastewater collection (sewer) system, funded through monies collected from

ratepayers that go toward current or future capital improvement projects.

- *Wastewater Collection System Expansion* – Accounts for collection of sewer system expansion fees for vacant parcels representing new developments that will be connected to the system. Funds are transferred to the Capital Investment Fund (above) where they are spent on Wastewater Collection (sewer) system expansion capital projects.

*Shuttle Fund:* Activities associated with an intracity shuttle to relieve traffic congestion in Foster City and to serve residents and businesses.

### **INTERNAL SERVICE FUNDS**

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

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

*Equipment Replacement Fund:* Equipment replacement, acquisition and the related billings to various departments.

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

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

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

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

## **ACCOUNT GROUPS**

### **GENERAL FIXED ASSETS ACCOUNT GROUP**

This group is used to maintain control of and cost information on capital assets owned by the City/District other than public domain assets and those of the proprietary funds.

## **COMMUNITY DEVELOPMENT AGENCY FUNDS**

The Community Development Agency's funds are broken out into the following areas:

### **PROJECT AREA ONE FUNDS**

The following funds have been established to account for the activities associated with the project area established in the original Plan of the Agency in 1981.

*Special Fund:* All non-housing tax increment revenue is deposited into this fund annually to the extent necessary to pay the indebtedness of the Agency.

*2001 Tax Allocation Refunding Bonds Fund:* This fund accounts for activities to pay the indebtedness associated with

the bonds issued in 2001 that refinanced the Agency debt at lower interest rates.

*General Fund – Project I:* All non-housing related expenditures, including debt service payments to the City on the outstanding loan balance, are paid for out of this fund, which is funded by excess tax increments available from the Special Fund after bonded indebtedness obligations are met.

*Housing Fund – Project I:* All housing tax increment revenue is deposited into this fund annually. All housing related activities in Project Area One are paid for out of this fund.

*Project Redevelopment Fund:* This fund accounts for funds associated with certain capital improvement projects in Project Area One from a \$5 million loan from the City in FY 2004-2005.

### **MARLIN COVE FUNDS**

The following funds have been established to account for the activities associated with the redevelopment of the Marlin Cove Shopping Center as a multi-use project area established in 1999.

*General Fund – Marlin Cove:* All non-housing related tax increment revenues and expenditures associated with this project area are accounted for in this fund.

*Housing Fund – Marlin Cove:* All housing related tax increment revenues and expenditures, including transfers from excess Marlin Cove General Fund tax increment revenues as allowed by law, associated with this project area are accounted for in this fund.

### **HILLSDALE/GULL FUNDS**

The following funds have been established to account for the activities associated with the redevelopment of the old Port O' Call Shopping Center as a multi-family housing project area established in 1999.

*General Fund – Hillsdale/Gull:* All non-housing related tax increment revenues and expenditures associated with this project area are accounted for in this fund.

*Housing Fund – Hillsdale/Gull:* All housing related tax increment revenues and expenditures, including transfers from excess Project Area One Housing Fund tax increment revenues as allowed by law, associated with this project area are accounted for in this fund.

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CITY OF FOSTER CITY  
ESTERO MUNICIPAL IMPROVEMENT DISTRICT

# **FIVE YEAR FINANCIAL PLAN**

## **For the Five Years ended June 30, 2013**



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

Pam Frisella, Mayor / President  
John Kiramis, Vice-Mayor / Vice-President  
Art Kiesel  
Linda Koelling  
Rick Wykoff

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

James C. Hardy

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# FOSTER CITY COMMUNITY PROFILE

## **Location**

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

## **History**

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

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

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

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



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

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

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

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

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

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

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

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

## ***Government Services***

The Estero Municipal Improvement District, the City of Foster City, and the Foster City Community Development Agency provide governmental services to the citizens of Foster City. The members of the City Council serve as the policy-making body for all three governmental agencies. City voters elect Council members to staggered terms of four years each. The City Council meets regularly on the first and third Mondays of each month at 7:30 p.m. in the Council Chambers at 620 Foster City Boulevard and may call additional special

meetings. These meetings are televised on the City's government access station, FCTV Comcast Channel 27 or ATT Channel 99. All meetings of the City Council, Planning Commission and any committees are open to the public except when certain personnel matters and legal items are discussed.



Figure 2: Foster City Government Center

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

- Arts and Culture Committee
- Audit Committee
- Education Committee
- Information Technology Advisory Committee
- Noise Abatement Committee
- Parks and Recreation Committee
- Planning Commission
- Senior Citizen Advisory Committee
- Traffic Review Committee
- Youth Advisory Committee

For additional information regarding each advisory committee or commission, please refer to the Foster City Roster, available from the City Clerk's Office, (650) 286-3253.

## City of Foster City

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

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

The City's administrative offices are located at 610 Foster City Boulevard, and can be reached by phone at (650) 286-3200 or from the City's web site at [www.fostercity.org](http://www.fostercity.org).

## Estero Municipal Improvement District

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

## Community Development Agency

While Foster City has historically been a bedroom community, the City has made an effort to broaden its tax base and provide a more balanced mix of uses. A substantial amount of commercial and light industrial development has taken place in recent years, although residential growth has also continued. This commercial growth has been assisted by the creation of the Community Development Agency (CDA) and the adoption in 1981 of a redevelopment plan and program, called the "Community Development Project Area." The City Council serves as the Agency's Board of Directors.

Construction was completed in 2002 on two new project areas that were added in 1999: the Marlin Cove and Hillsdale/Gull Redevelopment Project Areas. These redevelopment projects alleviated blighted conditions as well as provided 439 units of needed housing.

The Community Development Agency receives its funding from a "tax increment" portion of the property tax. Pursuant to California Redevelopment Law, the tax increment is the increase in property taxes after the "base year" – the year the Project Area was established. The tax increment is distributed to the Community Development Agency and other agencies, subject to negotiated agreements. The Agency is also obligated to spend a minimum of 20% of the tax increment funds it receives on affordable housing.

## ***Cultural***

Foster City's Arts and Culture Committee provides a range of activities such as workshops, contests, concerts, and monthly showings in the Museum Gallery located in the Foster City Recreation Center, 650 Shell Boulevard. The Parks and

Recreation Department sponsors a very popular annual Summer Concerts in the Park series.

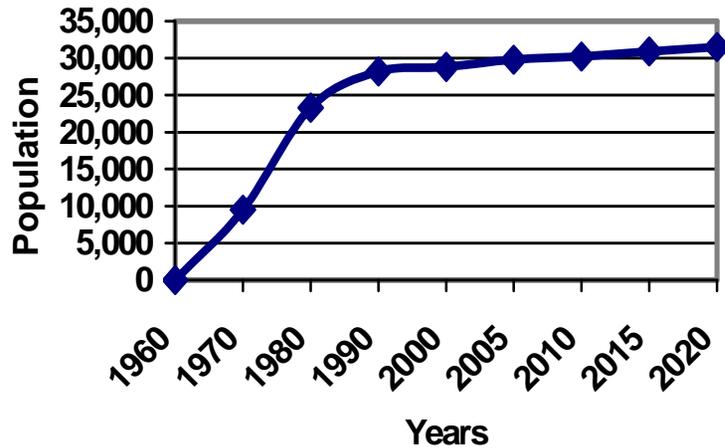
The Foster City Library, a branch of the San Mateo County Library, is located in the Civic Center complex at 1000 East Hillsdale Boulevard. This new library building was completed in 1997 and includes 18,500 sq. ft. of library space and a 9,000 sq. ft. Community Center.

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

## ***Population***

Foster City was virtually undeveloped in 1961 but experienced major growth in the 1970's and grew at a slower pace during the 1980's and 1990's. The City's population was estimated to be 30,269 as of January 1, 2007 by the California Department of Finance.

## Population Growth



The original Master Plan estimated a population at buildout of 35,000. The City's population for the year 2005 was projected to be 31,470 according to the Foster City Land Use and Circulation Element (1993). Projections 2007 published by the Association of Bay Area Governments projects a population of 30,200 in 2010 and 31,500 in 2020.

In 2007-08 no new housing units were completed. Additional housing units are called for in the Housing Element in order to provide the City's share of the region's housing needs. This is estimated to result in a population close to the 31,470 projected in the 1993 General Plan.

## Housing

In late 2002, the 439 new multi-family units included as part of the redevelopment of Marlin Cove and Hillsdale/Gull (Miramar Apartments) were completed. As of 2005, Phase III of

Promontory Point (East Hillsdale Blvd./Promontory Lane) was completed and added 31 housing units bringing the total number of units in the City to 12,480. Remaining housing growth will come through redevelopment of existing sites with new housing. The City adopted a revised Housing Element of the General Plan in December 2001 that identifies potential housing sites for further evaluation in order to meet the state requirements to plan for meeting the City's share of the region's housing needs.

## Housing Unit Growth

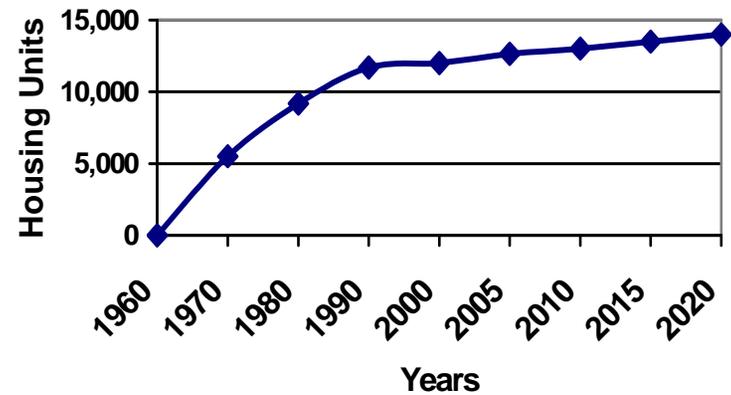




Figure 3: Miramar Apartments (Port O'Call)



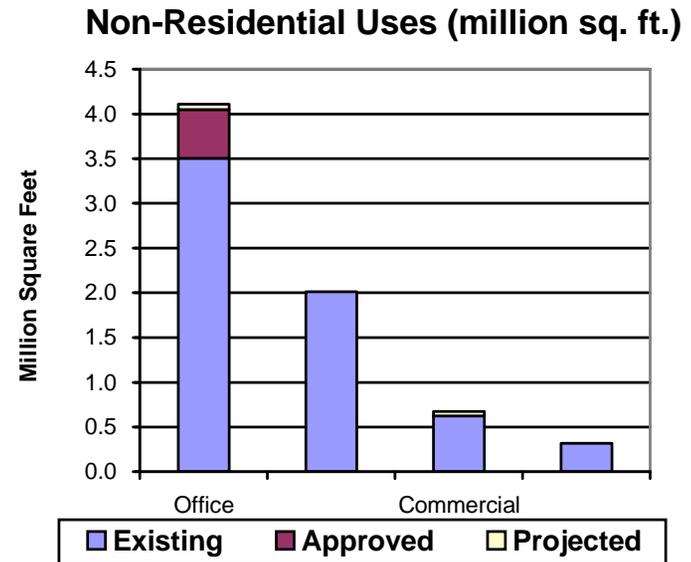
Figure 4: Marlin Cove Apartments

## Land Use

The benefits of providing a balance of land uses that serve a wide range of community needs have been recognized since the first Foster City Master Plan. Although construction during the early years of Foster City was largely residential, the City has actively pursued commercial and light industrial

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

Existing non-residential building stock includes 3.3 million sq. ft. of office, 2.0 million sq. ft. of industrial/research and development, 0.6 million sq. ft. of commercial and 509 hotel rooms.



The amount of office development is expected to increase over the next several years as older properties are redeveloped and the few remaining vacant sites are developed. The Bayside Towers III project for a 92,914 sq. ft. office/research and development building was approved in 2005 and is also expected to be constructed in the next few years.



Figure 5: EFI Model of Proposed Development on East Third Avenue

Also planned are new semi-public buildings as part of the North Peninsula Jewish Center (140,000 sq. ft.). The North Peninsula Jewish Center's Use Permit was approved in June 2000 and construction on Phase I buildings was completed in May 2004. The City is evaluating certain key development proposals: a mixed-use project in the Pilgrim/Triton area that would include commercial / office buildings, a park, and up to 730 housing units; and, the 15-acre Civic Center site, including senior housing, retail and a charter high school.



Figure 6: North Peninsula Jewish Campus

## Shopping

After the redevelopment of the old Port O' Call Shopping Center with the Miramar Apartments, Foster City now has six retail shopping areas: four neighborhood commercial centers (Edgewater Place, Marlin Cove, Charter Square and Beach Park Plaza) and two more regional-serving areas: The Marketplace along East Hillsdale Boulevard and the area

along Metro Center Boulevard that includes Costco Wholesale and Orchard Supply Hardware.

A small amount of additional retail (17,000 sq. ft.) has been provided on the first floor of the Parkside Towers development at the corner of Shell and East Hillsdale Boulevards. Additional retail is also being considered on the 15-acre site as part of the Mirabella San Francisco/Parkview Plaza Project and in the redeveloped Pilgrim-Triton area.

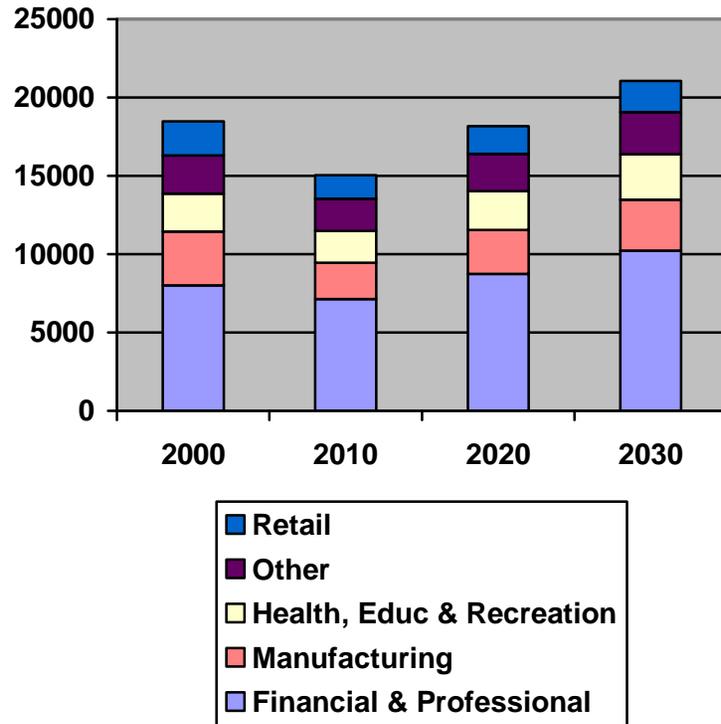
## Jobs

During the initial stages of Foster City's development, new growth was mainly residential or residential-serving in nature. Since 1980, several major commercial and industrial developments have been completed, adding a substantial daytime work force population to the City and providing employment opportunities to Foster City residents. The largest employers as of March 2007 are indicated in the accompanying table.

<u>Largest Employers</u>	<u>No. of Employees</u>
VISA	3,400
Applied Biosystems	1,655
Gilead Sciences	1,000
Electronics for Imaging	600
Sony Computer Entertainment	800

Projections 2007 by the Association of Bay Area Governments noted a decrease in jobs between 2000 and 2005 and then projects increases in the number of jobs, from 14,230 in 2005 to 15,040 in 2010 and 18,270 in 2020.

## Projected Jobs



Source: Projections 2007, Association of Bay Area Governments

## Education

The community is served by various private and public educational facilities. From a public education perspective, Foster City is served by the San Mateo-Foster City School District (elementary), the San Mateo Union High School District (high school), and the San Mateo Community College District (community college). There are six private preschools, three public and three private elementary schools, one private

and one public middle (junior high) school in the city limits. High school students have the opportunity to attend one of the six public high schools in the District, as well as a variety of private high school institutions in the nearby area from which to choose. A public charter high school is proposed for a 4-acre portion of the 15 acres adjacent to City Hall. The elementary schools and high schools serving Foster City youth continue to rank in the top quartile in educational achievement statewide. Finally, there are a variety of public and private colleges and universities within 40 miles of Foster City.

## Recreation

Foster City prides itself on the wealth of recreational amenities and activities provided to the community. Foster City has one of the highest ratios of park acreage to population in the nation, boasting more than 100 acres of park and open space land including bike paths, dog exercise areas, a lighted softball field, numerous soccer and youth baseball fields, tennis courts, basketball courts, picnic facilities, par-courses, and a wildlife refuge. Leo J. Ryan Park, encompassing eight acres overlooking Central Lake, is home to the gazebo, amphitheater, stage area, and the William J. Walker Recreation Center. The City completed a major renovation of the Leo J. Ryan. Park in 2005, which consists of a new boardwalk, amphitheater and other improvements. The boardwalk and the amphitheater were completed early 2004.

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

Through the City's Parks and Recreation Department, a wide variety of classes are offered year-round – from morning preschool programs to creative arts, sports, and fitness

programs for children, teens, adults and seniors alike. The Senior Center offers a variety of programs geared specifically for the seniors in the community. "The Vibe" Teen Center hosts activities for the youth, including a skateboard park. Finally, two bocce ball courts round out the amenities provided at the Recreation Center campus.

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

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

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# FIVE-YEAR FINANCIAL FORECAST (FY 2008-2009 to 2012-2013)

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The City has prided itself in managing its financial resources effectively throughout its history. The City's successful and well-planned growth has allowed the City to maintain the level and quality of the services provided to the community through FY 2008-2009.

Prior to becoming a City, the Estero Municipal Improvement District was established to finance the development of the City's infrastructure via low-interest bonds paid via property tax assessments. The final bond coupons were paid off in FY 2007-2008.

Just as the State of California was beginning to get out of one of its worst economic downturns in recent years, beginning in FY 2007-2008, the State finds itself once again facing a daunting economic crisis. The subprime mortgage crisis has led to homeowners defaulting on their mortgage loans, causing thousands of homes in the Sacramento Valley, Southern California, and various other pockets throughout the state to be foreclosed. This has depressed property values and property tax collections, and the ripple effect has caused sales across the state to decline, leading to unemployment and lower sales tax revenues. This crisis has impacted the entire nation, and for the first time in over a decade economists are indicating that the signals of a recession are upon us.

However, if there is a silver lining in this gloomy outlook, the San Francisco Bay Area has held its own with respect to property values and employment. In Foster City, while home

turnover has slowed, median home prices in the first quarter of 2008 increased by 5% over the previous year. Sales tax revenues continue to hold their own through the end of FY 2007-2008. Transient occupancy taxes have continued their pace, and other General Fund revenues show signs that the City will hit its targets projected in the FY 2007-2008 budget.

As we approach FY 2008-2009, we notice the following revenue trends:

- Property Taxes: Growth in residential property values continues to benefit the City, with the median home price in Foster City close to \$790,000 (\$700,000 for condominiums, and \$1.1 million for single-family residences). Property tax revenues have grown 5-10% per year since FY 2003-2004.
- Sales and Use Tax: Sales taxes have grown 8-10% per year since FY 2003-2004.
- Transient Occupancy Taxes: Transient occupancy tax revenues have risen dramatically, with 12-20% growth per year since FY 2005-2006.
- Building and Planning Permits: Permitting revenues exploded in FY 2005-2006 (32% and 49% increases, respectively), leveled off in FY 2006-2007, and show an 8% revenue growth trend in FY 2007-2008.
- Community Development Agency: Project Area One of the Agency is approaching the \$170 million revenue cap in 2010-2011. The City loaned the CDA an additional \$5 million at the end of FY 2004-2005 at an annual rate of 10%, with the anticipation of that

loan being repaid from tax increment revenues generated by the CDA. The latest tax increment projections show an infusion of nearly \$5 million in FY 2008-2009, and nearly \$7 million in FY 2009-2010 into its General Fund after Project Area One has paid all its indebtedness.

- Development – Two projects are expected to have a positive future impact on Foster City’s General Fund. The 15-acre site adjacent to City Hall, now known as the “Mirabella San Francisco Bay / Parkview Plaza” development has the potential to generate significant one-time and on-going revenues for the lease of that land. In addition, proposed development in the Pilgrim-Triton area has the potential of providing one-time development fees and ongoing property tax and sales tax revenues.

We also note the following trends on the expenditure side of the ledger as we approach FY 2008-2009:

- Personnel Costs: City employee salaries and benefits account for over 82% of total General Fund expenditures. Total personnel costs have risen an average of 3% per year the past 3 years when excluding retirement costs (see below).
- Retirement Costs: The single largest increase in personnel costs in recent years was due to increases in funding retirement plans. CalPERS’ “rate stabilization” plan instituted in FY 2006-2007 is reducing the amount of fluctuation seen in employer contributions rates. The recent decline in the stock market will impact contribution rates in future years, but the implementation of the CalPERS’ rate stabilization model will smooth out those impacts for the next 5-years.

- Services, Supplies, and Internal Service Charges: These expenditure categories have seen relatively little growth in the past 4 years, increasing less than 3% per year over that time.

While the State’s economic downturn has caused California to declare a fiscal emergency, and cities like Vallejo to threaten declaration of bankruptcy, Foster City is far from those dire straits. The City has a healthy General Fund reserve that will serve to protect the City now and in the future. Yet the City must continue to be wise in its management of fiscal resources. Do sustainable revenue sources exist to fund existing services? How will the City fund its long-term capital improvement programs? What is the City doing to plan for its long-term financial health? In short ... what is the City’s long-term financial plan?

The City’s policy of creating a five-year financial forecast allows it the opportunity to understand the fiscal impact of decisions being made today, and gives it the chance to take corrective steps to maintain its fiscal health as it has over the past 3 decades. The forecast is affected based upon the City’s short- and long-term goals as it relates to the City’s overall General Plan, the nature and extent of services and facilities provided to the community, and its capital improvement plans. These are represented in the form of the City’s Policy Calendar, which is created by the City Council each year as its priorities for the future. (See the “Introduction” section of this budget for more information on the City’s priority projects.)

Things outside of the City’s control also affect the five-year financial forecast: property values and the rate of turnover provide continued growth in the property tax revenue base over the long-term; local, regional, national, and worldwide economies affect the City’s financial stability; the State

government's financial situation will play into Foster City's revenue projections if the State were to find other means of circumventing local revenues, even after the passage of Proposition 1A; the economy may impact employment trends and the City's compensation philosophy of its employees. These trends have been considered in the preparation of the "Summary of Key Assumptions Used in Preparation of the Five-Year Financial Plan", located within this section of the budget.

How the City manages its finances over the next five years will set the tone of how it will survive financially well into the future:

- The City is projecting that revenues will exceed expenditures in the City's General Fund in FY 2008-2009 and in every year through FY 2012-2013, with significant one-time revenues generated in FY 2009-2010 through 2011-2012 due to the 15-acre site development, which will generate over \$2 million in lease revenues, let alone property tax and sales tax enhancements generated by the Project.
- The City has been conservative in its revenue and expenditure projections. This same approach is expected to continue in the future.
- The City is able to finance its major capital improvement programs over the next five years. The City projects that \$2 million per year will be set aside from General Fund revenues starting in FY 2009-2010 to fund long-term capital improvement projects such as park, bridge and levee / lagoon infrastructure where other external revenue sources may not be available.
- Water and Wastewater operations will continue to be self-funded. Water operations will experience significant rate volatility in the costs of obtaining water from San Francisco Public Utilities Commission due to the timing of

the \$4.3 billion capital improvement programs to improve Hetch Hetchy Water System. Wastewater operations are experiencing increased costs associated with the wastewater treatment plant operations in San Mateo and the cost of upgrades to the treatment plant and lift station rehabilitation projects.

- Through the assistance of the Community Development Agency, redevelopment is providing, and is expected to continue to provide, enhanced property and sales tax revenues to the City.
- The rates paid by the City to fund employee retirement plans through CalPERS are expected to stay consistent.
- The City / District / CDA will be debt free by the end of FY 2010-2011.

The City will need to pay close attention to the following trends over the next several years:

- The state of the local economy will need to be watched very closely to ensure that the City's revenue projections are consistent with those trends.
- The five-year projections of the City's General Fund, the fund that provides Police, Fire, Parks, Recreation, and other general amenities and services, shows the General Fund reserves staying well above the Council's reserve target policy of \$10 million. Included in those projections is the addition of one (1) Assistant Fire Chief, three (3) Firefighters and two (2) Police Officers in FY 2009-2010. The City will need to stay vigilant in managing its personnel costs in the future, ensuring that any enhanced service levels requiring additional staffing is maintained with long-term, sustainable revenue patterns and financial solvency.
- After the 15-acre site, the Pilgrim-Triton area, and other projected redevelopment activities in the commercial

area north of State Route 92, the City will not be generating as many one-time development fees or other new revenue sources resulting from construction as in the past. Significant decisions regarding land use planning and redevelopment opportunities will be made by the City Council in the coming years that will have a direct impact on the City's long-term financial health and the types and levels of services that the community will enjoy.

- The City will need to develop a long-term (greater than 10 year) capital improvement forecast to ensure that it can fund capital improvement programs beyond the five-year forecast.
- The City will need to develop a plan for fully funding its currently unfunded liabilities, including but not limited to longevity recognition benefits, PERS medical retirement, and its PERS pension liabilities.

Even in the midst of a financial crisis at the national and state levels, the five-year financial plan shows that the City is able to live within its means thanks to wise land use and financial decisions made by current and previous Councils. However, the City will need to carefully review its land use decisions based upon the service requirements to the community and the financial resources those service levels require, as well as look at improving existing revenues and/or new revenue streams to maintain the City's financial health.

The City's financial condition is currently strong. There is reason for optimism over the five-year period, but sound financial decisions will need to be made in the next few years to enable the City to maintain its financial strength, maintaining it as one of the most attractive, safest, and most highly desirable places to live, work and visit in the Bay Area.

## **City of Foster City**

### **Summary of Key Assumptions Used in Preparation of the Five-Year Financial Plan for the Five Years Ended June 30, 2013**

The attached City of Foster City Five-Year Financial Plan covers the five year period ending June 30, 2013. The analysis makes key assumptions that, based on historical trends and current information received from various sources, are considered most likely to be incurred. The key assumptions made in the preparation of the Plan are listed here. Several sources were used in preparing these assumptions:

- Budget information from the State Department of Finance
- Consumer price index adjustments and unemployment rate trends from the Bureau of Labor Statistics
- Residential property value trends from the National Association of Realtors, California Association of Realtors, and MLS Listings.
- Consumer spending and interest rate trends as compiled by the Federal Reserve Bank
- Property assessment valuations from the County Assessor's office
- Anticipated commercial and residential developments in the City through the Community Development Department
- Growth trends in business activity in the Bay Area (especially Silicon Valley)
- Market rates realized on existing investments and securities
- Availability of Federal and State Grants
- Pending and current legislation affecting local government revenues and costs
- Known one-time revenues and expenditures

#### **Revenue Assumptions**

Assumptions made in determining significant revenue amounts are listed below:

#### **Property Taxes**

- Foster City has for the most part been exempt from the foreclosure trends seen in the East Bay and Sacramento Valley relative to the subprime market trends. Nevertheless, home sales volume has declined in the past 12 months. Typical growth in property taxes has been 5-10%. Given the state of the market, a 4% increase per year is assumed based on projected actual property tax collections in FY 2007-2008, the past experience over the past three years, and most recent projections by the County Assessor's office. The Community Development Agency's Project One reaches its cap in FY 2010-2011. An infusion of \$4 million of additional property tax revenue is expected in that year, and a total of \$5.3 million additional property tax revenues per year starting in FY 2011-2012.

#### **Sales & Use Tax**

- Given the recent economic downturn being experienced in the State and locally, a conservative assumption of zero (0%) growth is made for FY 2008-2009 and FY 2009-2010, based on projected actual sales & use tax revenue in FY 2007-2008. Thereafter, a 3% growth rate in each subsequent year is assumed based on anticipated economic recovery in sales and use tax, and expansion plans of key retailers in Foster City.

### Transient Occupancy Tax

- Current tax rate of 8% is assessed to people staying in the City's two hotels -- Crowne Plaza and Marriott Courtyard. Gains have been noted in the past three fiscal years, with a 12% gain projected for FY 2007-2008. Based on this track history and hotel projections, no growth over projected actual TOT revenues is expected in FY 2008-2009, with 3% growth in each subsequent year thereafter, assuming continued tourism and business travel.

### Investment Earnings

- Return on investments rate of 3.5% is anticipated over the next five years. Most of the City's investments are in fixed securities, and the interest market primarily affects the City's rate of return. The City has seen a downturn in market rates over the past year as the Federal Reserve has attempted to stimulate the economy. Additional growth anticipated in the five year period will be based on revenues exceeding expenditures.

### Loan Repayments from CDA

- The Loan balance outstanding owed to the City by the Community Development Agency is \$11.8 million as of July 1, 2008. The CDA cash flow analysis indicates \$13,920,000 in principal and interest repayments over the five year period (\$4,827,000 in FY 2008-2009 to \$61,000 in FY 2012-2013).

### Land Lease Revenues / Park-in-Lieu Fees

- Over the next 12 months, the City Council will make key land use decision on two significant project areas that impact future revenues. The nature, extent and timing of those revenue sources will become clearer in that time. Based upon the business terms between the City and

Mirabella San Francisco Bay project adjacent to the Government Center, the City assumes that over \$2 million in annual land lease revenues will be generated from the project, of which payment will commence in FY 2010-2011. In addition, approximately \$3.5 million in Park-in-Lieu fees is assumed from the project in FY 2010-2011. The Pilgrim-Triton proposed redevelopment includes housing components that is assumed will generate over \$4 million in Park-In-Lieu fees in FY 2012-2013.

### Water and Sewer Revenues

- Water Rates -- The City currently serves approximately 8,400 utility customers. Due to planned water rate increases charged by the SFPUC, water rates assume a 10% revenue increase in FY 2008-2009 and FY 2009-2010, and 9% annual revenue increases starting in FY 2010-2011 through FY 2012-2013, to cover increased costs associated with the Hetch Hetchy Water System improvements.
- Sewer Rates – Sewer rates assume an 8% increase in FY 2008-2009, 5% increases per year in FY 2009-2010 through 2011-2012, and 4% increase in FY 2012-2013, to cover increased costs associated with the WWTP plant operations and capital improvement programs.

### State Funding

Given the State of California's fiscal condition, several key assumptions have been made with respect to funding from the State. All existing State funding that impacts cities is expected to remain unchanged with the following exceptions:

- *COPS Grants* – Annual funding of the COPS Grant program is anticipated to be eliminated. This

\$100,000 per year program that previously funded a Police Officer position is assumed to be eliminated in FY 2008-2009 and for the next five years.

- *Proposition 42 Transportation Funding* – The State has committed to funding transportation initiatives passed by the voters under Proposition 42 for the first time in three years. Funding of approximately \$300,000 per year is expected to commence in FY 2008-2009 through FY 2012-2013.
- *Proposition 1B Funding* – The anticipated allocation of Proposition 1B funding passed by voters in 2006, of which the first payment was received in FY 2007-2008, is not assumed to be received again until FY 2012-2013. Foster City's allocation is estimated to be \$459,000.
- *Booking Fees* – The State's funding to counties in support of booking suspects at county jails is expected to be reduced and/or eliminated in FY 2008-2009. Counties are allowed under State law to pass along those funding decreases to law enforcement agencies that they serve. The anticipated reduction in funding is expected to require Foster City to spend an additional \$18,000 per year.

### Expenditure Assumptions

Assumptions made in determining significant expenditures are listed below:

#### Service Level Changes and Capital Improvement Projects

- No material service level changes are anticipated in the 5-year forecast other than the addition of employees in the Fire and Police departments indicated below.

Proposed Capital Improvement Projects are incorporated into the Plan.

#### Employee Services

- Two (2) Police Officers, one (1) Assistant Fire Chief, and three (3) Firefighters are added in FY 2009-2010.
- Much of the City's workforce falls under collective bargaining agreements. Negotiated agreements with all bargaining units and the Management Employees call for CPI adjustments ranging from 0%-5%. A 3.2% increase has been included as a CPI adjustment for FY 2008-2009, with a 4% increase included for FY 2009-2010 and thereafter.
- Changes to the Miscellaneous Employees retirement benefits in FY 2007-2008 have been incorporated into the FY 2008-2009 budget and the Five-Year Financial Plan. PERS return estimates for the recent 12 months indicate returns less than the actuarial assumption of 7-3/4%. However, given the rate-smoothing policy implemented by the CalPERS board in FY 2006-2007, there is no expectation of significant changes to the employer's contribution rate over the five-year forecast.

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

- An estimate of 3% increase in annual expenditures was used based on CPI trends and actual increased expenditures the past three fiscal years.

#### Anticipated Budgetary Savings (General Fund Only)

- Historical analysis of the General Fund shows that the City has annual budgetary savings (actual expenditures less than budgeted expenditures) averaging 8% per year

over the past 10 years, with smaller percentages in the recent years due to conscious trimming of expenditures. A conservative estimate of 2% budgetary savings per year is used in the financial projections, with no anticipated expenditure savings in FY 2008-2009 as another conservative measure. This is only used in the General Fund analysis.

**City of Foster City, California**  
 Summary -- All Funds  
 Five Year Financial Plan for the Years Ended June 30, 2013

	Approved	Five Year Financial Plan				
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
<b>Revenues by Source:</b>						
<b>Governmental Fund Type Revenues</b>						
Property taxes	\$ 10,845,000	\$ 11,275,000	\$ 11,716,000	\$ 16,175,000	\$ 18,112,000	\$ 18,826,000
Other taxes	\$ 8,604,000	\$ 8,956,000	\$ 9,115,000	\$ 9,387,000	\$ 9,668,000	\$ 9,960,000
Licenses and permits	\$ 1,126,000	\$ 1,204,000	\$ 1,227,000	\$ 2,030,000	\$ 1,330,000	\$ 1,611,000
Intergovernmental	\$ 3,051,250	\$ 2,877,000	\$ 2,872,000	\$ 2,890,000	\$ 2,890,000	\$ 3,849,000
Charges for current services	\$ 1,631,000	\$ 1,587,000	\$ 1,627,000	\$ 3,082,000	\$ 1,703,000	\$ 2,042,000
Special assessments	\$ 275,000	\$ 190,000	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ 3,118,000	\$ 3,123,000	\$ 2,782,000	\$ 7,125,000	\$ 4,621,000	\$ 4,877,000
Other	\$ 1,165,000	\$ 491,000	\$ 455,000	\$ 5,773,000	\$ 1,760,000	\$ 4,694,750
<b>Proprietary Fund Type Revenues</b>						
Sales & service charges	\$ 12,322,000	\$ 13,446,000	\$ 14,499,000	\$ 15,558,000	\$ 16,701,000	\$ 17,866,000
Connection fees	\$ 77,000	\$ 77,000	\$ 22,000	\$ 850,200	\$ 47,000	\$ -
Vehicle, equipment rental and other user charges	\$ 6,399,480	\$ 5,898,501	\$ 6,045,000	\$ 6,143,000	\$ 6,244,000	\$ 6,349,000
Interest and rentals	\$ 871,000	\$ 1,696,000	\$ 1,747,000	\$ 1,799,000	\$ 1,536,000	\$ 1,583,000
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 109,250	\$ 173,600	\$ 176,600	\$ 179,700	\$ 182,900	\$ 186,200
<b>Total Revenues</b>	<b>\$ 49,593,980</b>	<b>\$ 50,994,101</b>	<b>\$ 52,283,600</b>	<b>\$ 70,991,900</b>	<b>\$ 64,794,900</b>	<b>\$ 71,843,950</b>
<b>Expenditures (see attached)</b>	<b>\$ 56,600,520</b>	<b>\$ 53,471,108</b>	<b>\$ 57,502,475</b>	<b>\$ 62,706,118</b>	<b>\$ 60,220,143</b>	<b>\$ 63,523,232</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$ (7,006,540)</b>	<b>\$ (2,477,007)</b>	<b>\$ (5,218,875)</b>	<b>\$ 8,285,782</b>	<b>\$ 4,574,757</b>	<b>\$ 8,320,718</b>
<b>Loan Principal Payment from CDA</b>	<b>\$ 2,943,225</b>	<b>\$ 3,662,643</b>	<b>\$ 6,883,000</b>	<b>\$ 1,010,000</b>	<b>\$ 50,000</b>	<b>\$ 36,000</b>
<b>Net Transfers In (Out)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$ (4,063,315)</b>	<b>\$ 1,185,636</b>	<b>\$ 1,664,125</b>	<b>\$ 9,295,782</b>	<b>\$ 4,624,757</b>	<b>\$ 8,356,718</b>
<b>Opening Fund Balance</b>	<b>\$ 55,416,733</b>	<b>\$ 51,353,418</b>	<b>\$ 52,539,054</b>	<b>\$ 54,203,179</b>	<b>\$ 63,498,961</b>	<b>\$ 68,123,718</b>
<b>Ending Fund Balance</b>	<b>\$ 51,353,418</b>	<b>\$ 52,539,054</b>	<b>\$ 54,203,179</b>	<b>\$ 63,498,961</b>	<b>\$ 68,123,718</b>	<b>\$ 76,480,436</b>

**City of Foster City, California**  
 Expenditure Summary -- All Funds  
 Five Year Financial Plan for the Years Ended June 30, 2013

<b>Total By Expenditure</b>	<b>Approved</b>	<b>Five Year Financial Plan</b>				
	<b>2007-2008</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ 28,741,638	\$ 30,119,480	\$ 32,242,559	\$ 33,475,444	\$ 34,756,225	\$ 36,086,673
<i>Supplies and other</i>	\$ 15,390,546	\$ 14,297,233	\$ 14,639,600	\$ 15,518,828	\$ 17,062,586	\$ 19,162,696
<i>Capital Outlay</i>	\$ 7,000,719	\$ 4,084,267	\$ 6,279,986	\$ 9,367,186	\$ 3,706,402	\$ 3,462,694
<b>Total department expenses</b>	<b>\$ 51,132,903</b>	<b>\$ 48,500,980</b>	<b>\$ 53,162,145</b>	<b>\$ 58,361,458</b>	<b>\$ 55,525,213</b>	<b>\$ 58,712,063</b>
<b>Interdepartmental charges (credits)</b>	<b>\$ 6,263,968</b>	<b>\$ 5,792,574</b>	<b>\$ 5,868,009</b>	<b>\$ 5,944,109</b>	<b>\$ 6,072,962</b>	<b>\$ 6,255,682</b>
<b>Reallocations</b>	<b>\$ (796,351)</b>	<b>\$ (822,446)</b>	<b>\$ (865,679)</b>	<b>\$ (910,449)</b>	<b>\$ (657,032)</b>	<b>\$ (696,513)</b>
<b>Total</b>	<b>\$ 56,600,520</b>	<b>\$ 53,471,108</b>	<b>\$ 58,164,475</b>	<b>\$ 63,395,118</b>	<b>\$ 60,941,143</b>	<b>\$ 64,271,232</b>
Anticipated Expenditure Savings	\$ -	\$ -	\$ (662,000)	\$ (689,000)	\$ (721,000)	\$ (748,000)
<b>Net Expenditures</b>	<b>\$ 56,600,520</b>	<b>\$ 53,471,108</b>	<b>\$ 57,502,475</b>	<b>\$ 62,706,118</b>	<b>\$ 60,220,143</b>	<b>\$ 63,523,232</b>

**City of Foster City, California**  
**General Fund**  
**Five Year Financial Plan for the Years Ended June 30, 2013**

	Approved	Five Year Financial Plan				
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
<b>Revenues by Source:</b>						
Property taxes	\$ 10,845,000	\$ 11,275,000	\$ 11,716,000	\$ 16,175,000	\$ 18,112,000	\$ 18,826,000
Other taxes	\$ 7,540,000	\$ 7,787,000	\$ 7,939,000	\$ 8,194,000	\$ 8,458,000	\$ 8,731,000
Licenses and permits	\$ 1,126,000	\$ 1,204,000	\$ 1,227,000	\$ 2,030,000	\$ 1,330,000	\$ 1,611,000
Intergovernmental	\$ 2,468,000	\$ 2,557,000	\$ 2,557,000	\$ 2,557,000	\$ 2,557,000	\$ 2,557,000
Charges for current services	\$ 1,556,000	\$ 1,453,000	\$ 1,486,000	\$ 2,937,000	\$ 1,554,000	\$ 1,889,000
Interest and rentals	\$ 2,821,000	\$ 2,715,000	\$ 2,401,000	\$ 6,685,000	\$ 4,069,000	\$ 4,107,000
Other	\$ 755,000	\$ 453,000	\$ 417,000	\$ 2,931,000	\$ 431,000	\$ 438,000
<b>Total Revenues</b>	<b>\$ 27,111,000</b>	<b>\$ 27,444,000</b>	<b>\$ 27,743,000</b>	<b>\$ 41,509,000</b>	<b>\$ 36,511,000</b>	<b>\$ 38,159,000</b>
<b>Expenditures (see attached)</b>	<b>\$ 29,903,201</b>	<b>\$ 30,875,184</b>	<b>\$ 32,425,337</b>	<b>\$ 33,756,615</b>	<b>\$ 35,331,281</b>	<b>\$ 36,670,210</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$ (2,792,201)</b>	<b>\$ (3,431,184)</b>	<b>\$ (4,682,337)</b>	<b>\$ 7,752,385</b>	<b>\$ 1,179,719</b>	<b>\$ 1,488,790</b>
<b>Loan Principal Payment from CDA</b>	<b>\$ 2,943,225</b>	<b>\$ 3,662,643</b>	<b>\$ 6,883,000</b>	<b>\$ 1,010,000</b>	<b>\$ 50,000</b>	<b>\$ 36,000</b>
<b>Net Transfers In (Out)</b>	<b>\$ (87,050)</b>	<b>\$ (100,000)</b>	<b>\$ (2,101,806)</b>	<b>\$ (2,106,100)</b>	<b>\$ (2,109,300)</b>	<b>\$ (2,112,600)</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$ 63,974</b>	<b>\$ 131,459</b>	<b>\$ 98,857</b>	<b>\$ 6,656,285</b>	<b>\$ (879,581)</b>	<b>\$ (587,810)</b>
<b>Opening Fund Balance</b>	<b>\$ 16,825,026</b>	<b>\$ 16,889,000</b>	<b>\$ 17,020,459</b>	<b>\$ 17,119,316</b>	<b>\$ 23,775,601</b>	<b>\$ 22,896,020</b>
<b>Ending Fund Balance</b>	<b>\$ 16,889,000</b>	<b>\$ 17,020,459</b>	<b>\$ 17,119,316</b>	<b>\$ 23,775,601</b>	<b>\$ 22,896,020</b>	<b>\$ 22,308,210</b>

**City of Foster City, California**  
 General Fund Expenditures Detail  
 Five Year Financial Plan for the Years Ended June 30, 2013

	Approved	Five Year Financial Plan				
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ 24,515,678	\$ 25,572,920	\$ 27,585,341	\$ 28,678,859	\$ 29,815,822	\$ 30,997,957
<i>Supplies and other</i>	\$ 4,366,505	\$ 4,450,064	\$ 4,583,566	\$ 4,821,073	\$ 4,962,705	\$ 5,108,586
<i>Capital Outlay</i>	\$ 18,200	\$ 21,200	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
<b>Total department expenses</b>	<b>\$ 28,900,383</b>	<b>\$ 30,044,184</b>	<b>\$ 32,178,907</b>	<b>\$ 33,509,932</b>	<b>\$ 34,788,527</b>	<b>\$ 36,116,543</b>
<b>Interdepartmental charges (credits)</b>	<b>\$ 4,057,986</b>	<b>\$ 3,865,640</b>	<b>\$ 4,034,109</b>	<b>\$ 4,155,132</b>	<b>\$ 4,279,786</b>	<b>\$ 4,408,180</b>
<b>Reallocation</b>	<b>\$ (3,055,168)</b>	<b>\$ (3,034,640)</b>	<b>\$ (3,125,679)</b>	<b>\$ (3,219,449)</b>	<b>\$ (3,016,032)</b>	<b>\$ (3,106,513)</b>
<b>Total</b>	<b>\$ 29,903,201</b>	<b>\$ 30,875,184</b>	<b>\$ 33,087,337</b>	<b>\$ 34,445,615</b>	<b>\$ 36,052,281</b>	<b>\$ 37,418,210</b>
<b>Anticipated Expenditure Savings (2.0%)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (662,000)</b>	<b>\$ (689,000)</b>	<b>\$ (721,000)</b>	<b>\$ (748,000)</b>
<b>Net Expenditures</b>	<b>\$ 29,903,201</b>	<b>\$ 30,875,184</b>	<b>\$ 32,425,337</b>	<b>\$ 33,756,615</b>	<b>\$ 35,331,281</b>	<b>\$ 36,670,210</b>

**City of Foster City, California**  
Special Revenue Funds  
Five Year Financial Plan for the Years Ended June 30, 2013

	Approved	Five Year Financial Plan				
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
<b>Revenues by Source:</b>						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	\$ 1,064,000	\$ 1,169,000	\$ 1,176,000	\$ 1,193,000	\$ 1,210,000	\$ 1,229,000
Licenses and permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ 100,000	\$ 290,000	\$ 305,000	\$ 323,000	\$ 323,000	\$ 782,000
Charges for current services	\$ 75,000	\$ 134,000	\$ 141,000	\$ 145,000	\$ 149,000	\$ 153,000
Special assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ 80,000	\$ 96,000	\$ 66,000	\$ 74,000	\$ 133,000	\$ 295,000
Other	\$ 410,000	\$ 38,000	\$ 38,000	\$ 2,287,000	\$ 1,329,000	\$ 4,256,750
<b>Total Revenues</b>	<b>\$ 1,729,000</b>	<b>\$ 1,727,000</b>	<b>\$ 1,726,000</b>	<b>\$ 4,022,000</b>	<b>\$ 3,144,000</b>	<b>\$ 6,715,750</b>
<b>Expenditures (see attached)</b>	<b>\$ 4,237,775</b>	<b>\$ 1,621,713</b>	<b>\$ 2,952,884</b>	<b>\$ 3,609,151</b>	<b>\$ 1,730,516</b>	<b>\$ 1,771,982</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$ (2,508,775)</b>	<b>\$ 105,287</b>	<b>\$ (1,226,884)</b>	<b>\$ 412,849</b>	<b>\$ 1,413,484</b>	<b>\$ 4,943,768</b>
<b>Net Transfers In (Out)</b>	<b>\$ 2,400,000</b>	<b>\$ (38,000)</b>	<b>\$ (38,000)</b>	<b>\$ (38,000)</b>	<b>\$ (38,000)</b>	<b>\$ (2,248,000)</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$ (108,775)</b>	<b>\$ 67,287</b>	<b>\$ (1,264,884)</b>	<b>\$ 374,849</b>	<b>\$ 1,375,484</b>	<b>\$ 2,695,768</b>
<b>Opening Fund Balance</b>	<b>\$ 2,422,175</b>	<b>\$ 2,313,400</b>	<b>\$ 2,380,687</b>	<b>\$ 1,115,803</b>	<b>\$ 1,490,652</b>	<b>\$ 2,866,136</b>
<b>Ending Fund Balance</b>	<b>\$ 2,313,400</b>	<b>\$ 2,380,687</b>	<b>\$ 1,115,803</b>	<b>\$ 1,490,652</b>	<b>\$ 2,866,136</b>	<b>\$ 5,561,904</b>

**City of Foster City, California**  
Special Revenue Fund Expenditures Detail  
Five Year Financial Plan for the Years Ended June 30, 2013

	Approved	Five Year Financial Plan				
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ 131,500	\$ 79,100	\$ 55,723	\$ 57,395	\$ 59,117	\$ 60,891
<i>Supplies and other</i>	\$ 22,500	\$ 42,500	\$ 43,775	\$ 45,088	\$ 46,441	\$ 47,834
<i>Capital Outlay</i>	\$ 3,350,000	\$ 750,000	\$ 2,100,000	\$ 2,750,000	\$ 865,000	\$ 900,000
<b>Total department expenses</b>	<b>\$ 3,504,000</b>	<b>\$ 871,600</b>	<b>\$ 2,199,498</b>	<b>\$ 2,852,483</b>	<b>\$ 970,558</b>	<b>\$ 1,008,725</b>
<b>Interdepartmental charges (credits)</b>	<b>\$ 7,775</b>	<b>\$ 9,113</b>	<b>\$ 9,386</b>	<b>\$ 9,668</b>	<b>\$ 9,958</b>	<b>\$ 10,257</b>
<b>Reallocation</b>	<b>\$ 726,000</b>	<b>\$ 741,000</b>	<b>\$ 744,000</b>	<b>\$ 747,000</b>	<b>\$ 750,000</b>	<b>\$ 753,000</b>
<b>Total</b>	<b>\$ 4,237,775</b>	<b>\$ 1,621,713</b>	<b>\$ 2,952,884</b>	<b>\$ 3,609,151</b>	<b>\$ 1,730,516</b>	<b>\$ 1,771,982</b>
Anticipated Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Expenditures</b>	<b>\$ 4,237,775</b>	<b>\$ 1,621,713</b>	<b>\$ 2,952,884</b>	<b>\$ 3,609,151</b>	<b>\$ 1,730,516</b>	<b>\$ 1,771,982</b>

**City of Foster City, California**  
 Debt Service Funds  
 Five Year Financial Plan for the Years Ended June 30, 2013

	Approved	Five Year Financial Plan				
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
<b>Revenues by Source:</b>						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Charges for current services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special assessments	\$ 275,000	\$ 190,000	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ 17,000	\$ 12,000	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 292,000</b>	<b>\$ 202,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures (see attached)</b>	<b>\$ 2,105,650</b>	<b>\$ 439,103</b>	<b>\$ 439,903</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$ (1,813,650)</b>	<b>\$ (237,103)</b>	<b>\$ (439,903)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Transfers In (Out)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,194)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$ (1,813,650)</b>	<b>\$ (237,103)</b>	<b>\$ (441,097)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Opening Fund Balance</b>	<b>\$ 2,491,850</b>	<b>\$ 678,200</b>	<b>\$ 441,097</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Ending Fund Balance</b>	<b>\$ 678,200</b>	<b>\$ 441,097</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Foster City, California**  
 Debt Service Fund Expenditures Detail  
 Five Year Financial Plan for the Years Ended June 30, 2013

	Approved	Five Year Financial Plan				
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Debt Service Payments</i>	\$ 2,105,650	\$ 439,103	\$ 439,903	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total department expenses</b>	<b>\$ 2,105,650</b>	<b>\$ 439,103</b>	<b>\$ 439,903</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Interdepartmental charges (credits)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Reallocation</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total</b>	<b>\$ 2,105,650</b>	<b>\$ 439,103</b>	<b>\$ 439,903</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Anticipated Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Expenditures</b>	<b>\$ 2,105,650</b>	<b>\$ 439,103</b>	<b>\$ 439,903</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Foster City, California**  
**Capital Improvements (City) Fund**  
**Five Year Financial Plan for the Years Ended June 30, 2013**

	Approved	Five Year Financial Plan				
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
<b>Revenues by Source:</b>						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ 483,250	\$ 30,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 510,000
Charges for current services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ 200,000	\$ 300,000	\$ 315,000	\$ 366,000	\$ 419,000	\$ 475,000
Other	\$ -	\$ -	\$ -	\$ 555,000	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 683,250</b>	<b>\$ 330,000</b>	<b>\$ 325,000</b>	<b>\$ 931,000</b>	<b>\$ 429,000</b>	<b>\$ 985,000</b>
<b>Expenditures (see attached)</b>	<b>\$ 868,500</b>	<b>\$ 370,000</b>	<b>\$ 1,075,000</b>	<b>\$ 445,000</b>	<b>\$ 120,000</b>	<b>\$ 100,000</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$ (185,250)</b>	<b>\$ (40,000)</b>	<b>\$ (750,000)</b>	<b>\$ 486,000</b>	<b>\$ 309,000</b>	<b>\$ 885,000</b>
<b>Net Transfers In (Out)</b>	<b>\$ (2,400,000)</b>	<b>\$ 38,000</b>	<b>\$ 2,038,000</b>	<b>\$ 2,038,000</b>	<b>\$ 2,038,000</b>	<b>\$ 4,248,000</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$ (2,585,250)</b>	<b>\$ (2,000)</b>	<b>\$ 1,288,000</b>	<b>\$ 2,524,000</b>	<b>\$ 2,347,000</b>	<b>\$ 5,133,000</b>
<b>Opening Fund Balance (Deficit)</b>	<b>\$ 6,891,550</b>	<b>\$ 4,306,300</b>	<b>\$ 4,304,300</b>	<b>\$ 5,592,300</b>	<b>\$ 8,116,300</b>	<b>\$ 10,463,300</b>
<b>Ending Fund Balance (Deficit)</b>	<b>\$ 4,306,300</b>	<b>\$ 4,304,300</b>	<b>\$ 5,592,300</b>	<b>\$ 8,116,300</b>	<b>\$ 10,463,300</b>	<b>\$ 15,596,300</b>

**City of Foster City, California**  
 Capital Improvement (City) Fund Expenditures Detail  
 Five Year Financial Plan for the Years Ended June 30, 2013

	Approved	Five Year Financial Plan				
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay</i>	\$ 868,500	\$ 370,000	\$ 1,075,000	\$ 445,000	\$ 120,000	\$ 100,000
<b>Total department expenses</b>	<b>\$ 868,500</b>	<b>\$ 370,000</b>	<b>\$ 1,075,000</b>	<b>\$ 445,000</b>	<b>\$ 120,000</b>	<b>\$ 100,000</b>
<b>Interdepartmental charges (credits)</b>						
Information Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fleet Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total interdepartmental charges (credits)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Reallocation</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total</b>	<b>\$ 868,500</b>	<b>\$ 370,000</b>	<b>\$ 1,075,000</b>	<b>\$ 445,000</b>	<b>\$ 120,000</b>	<b>\$ 100,000</b>
Anticipated Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Expenditures</b>	<b>\$ 868,500</b>	<b>\$ 370,000</b>	<b>\$ 1,075,000</b>	<b>\$ 445,000</b>	<b>\$ 120,000</b>	<b>\$ 100,000</b>

**City of Foster City, California**  
**Water Funds**  
**Five Year Financial Plan for the Years Ended June 30, 2013**

	Approved	Five Year Financial Plan				
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
<b>Revenues by Source:</b>						
<b>Sales &amp; service charges</b>	\$ 6,917,000	\$ 7,609,000	\$ 8,370,000	\$ 9,123,000	\$ 9,944,000	\$ 10,839,000
<b>Connection fees</b>	\$ 33,000	\$ 33,000	\$ 22,000	\$ 544,200	\$ 30,000	\$ -
<b>Vehicle, equipment rental and other user charges</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Interest and rentals</b>	\$ 169,000	\$ 357,000	\$ 368,000	\$ 379,000	\$ 390,000	\$ 402,000
<b>Bond Proceeds</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	\$ 7,119,000	\$ 7,999,000	\$ 8,760,000	\$ 10,046,200	\$ 10,364,000	\$ 11,241,000
<b>Expenditures (see attached)</b>	\$ 7,320,414	\$ 7,741,791	\$ 7,785,104	\$ 8,546,987	\$ 9,900,176	\$ 11,385,212
<b>Net revenues over (under) expenditures before transfers</b>	\$ (201,414)	\$ 257,209	\$ 974,896	\$ 1,499,213	\$ 463,824	\$ (144,212)
<b>Net Transfers In (Out)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Increase (Decrease) in Fund Balance</b>	\$ (201,414)	\$ 257,209	\$ 974,896	\$ 1,499,213	\$ 463,824	\$ (144,212)
<b>Opening Fund Balance</b>	\$ 5,275,214	\$ 5,073,800	\$ 5,331,009	\$ 6,305,905	\$ 7,805,118	\$ 8,268,942
<b>Ending Fund Balance</b>	\$ 5,073,800	\$ 5,331,009	\$ 6,305,905	\$ 7,805,118	\$ 8,268,942	\$ 8,124,730

**City of Foster City, California**

Water Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2013

	Approved	Five Year Financial Plan				
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ 1,275,800	\$ 1,465,500	\$ 1,509,000	\$ 1,554,000	\$ 1,601,000	\$ 1,649,000
<i>Supplies and other</i>	\$ 4,007,299	\$ 4,319,642	\$ 4,322,104	\$ 5,188,987	\$ 6,366,176	\$ 8,085,212
<i>Capital Outlay</i>	\$ 112,500	\$ 205,000	\$ 300,000	\$ 200,000	\$ 330,000	\$ -
<b>Total department expenses</b>	<b>\$ 5,395,599</b>	<b>\$ 5,990,142</b>	<b>\$ 6,131,104</b>	<b>\$ 6,942,987</b>	<b>\$ 8,297,176</b>	<b>\$ 9,734,212</b>
<b>Interdepartmental charges (credits)</b>	\$ 1,099,632	\$ 980,002	\$ 859,000	\$ 785,000	\$ 759,000	\$ 782,000
<b>Reallocation</b>	\$ 825,183	\$ 771,647	\$ 795,000	\$ 819,000	\$ 844,000	\$ 869,000
<b>Total</b>	<b>\$ 7,320,414</b>	<b>\$ 7,741,791</b>	<b>\$ 7,785,104</b>	<b>\$ 8,546,987</b>	<b>\$ 9,900,176</b>	<b>\$ 11,385,212</b>
Anticipated Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Expenditures</b>	<b>\$ 7,320,414</b>	<b>\$ 7,741,791</b>	<b>\$ 7,785,104</b>	<b>\$ 8,546,987</b>	<b>\$ 9,900,176</b>	<b>\$ 11,385,212</b>

**City of Foster City, California**  
Wastewater Collection System Funds  
Five Year Financial Plan for the Years Ended June 30, 2013

	Approved	Five Year Financial Plan				
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
<b>Revenues by Source:</b>						
Sales & service charges	\$ 5,405,000	\$ 5,837,000	\$ 6,129,000	\$ 6,435,000	\$ 6,757,000	\$ 7,027,000
Connection fees	\$ 44,000	\$ 44,000	\$ -	\$ 306,000	\$ 17,000	\$ -
Vehicle, equipment rental and other user charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest and rentals	\$ 127,000	\$ 564,000	\$ 581,000	\$ 598,000	\$ 299,000	\$ 308,000
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 2,200	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600
<b>Total Revenues</b>	<b>\$ 5,578,200</b>	<b>\$ 6,448,600</b>	<b>\$ 6,713,600</b>	<b>\$ 7,342,600</b>	<b>\$ 7,076,600</b>	<b>\$ 7,338,600</b>
<b>Expenditures (see attached)</b>	<b>\$ 6,326,160</b>	<b>\$ 6,303,660</b>	<b>\$ 6,521,000</b>	<b>\$ 9,856,000</b>	<b>\$ 6,451,000</b>	<b>\$ 6,708,000</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$ (747,960)</b>	<b>\$ 144,940</b>	<b>\$ 192,600</b>	<b>\$ (2,513,400)</b>	<b>\$ 625,600</b>	<b>\$ 630,600</b>
<b>Net Transfers In (Out)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$ (747,960)</b>	<b>\$ 144,940</b>	<b>\$ 192,600</b>	<b>\$ (2,513,400)</b>	<b>\$ 625,600</b>	<b>\$ 630,600</b>
<b>Opening Fund Balance</b>	<b>\$ 6,353,578</b>	<b>\$ 5,605,618</b>	<b>\$ 5,750,558</b>	<b>\$ 5,943,158</b>	<b>\$ 3,429,758</b>	<b>\$ 4,055,358</b>
<b>Ending Fund Balance</b>	<b>\$ 5,605,618</b>	<b>\$ 5,750,558</b>	<b>\$ 5,943,158</b>	<b>\$ 3,429,758</b>	<b>\$ 4,055,358</b>	<b>\$ 4,685,958</b>

**City of Foster City, California**

Wastewater Collection System Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2013

	Approved	Five Year Financial Plan				
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ 1,392,000	\$ 1,490,800	\$ 1,536,000	\$ 1,582,000	\$ 1,629,000	\$ 1,678,000
<i>Supplies and other</i>	\$ 2,699,918	\$ 2,735,000	\$ 2,870,000	\$ 3,012,000	\$ 3,162,000	\$ 3,320,000
<i>Capital Outlay</i>	\$ 573,500	\$ 563,323	\$ 555,000	\$ 3,655,000	\$ 5,000	\$ 5,000
<b>Total department expenses</b>	<b>\$ 4,665,418</b>	<b>\$ 4,789,123</b>	<b>\$ 4,961,000</b>	<b>\$ 8,249,000</b>	<b>\$ 4,796,000</b>	<b>\$ 5,003,000</b>
<b>Interdepartmental charges (credits)</b>	<b>\$ 953,108</b>	<b>\$ 814,990</b>	<b>\$ 839,000</b>	<b>\$ 864,000</b>	<b>\$ 890,000</b>	<b>\$ 917,000</b>
<b>Reallocation</b>	<b>\$ 707,634</b>	<b>\$ 699,547</b>	<b>\$ 721,000</b>	<b>\$ 743,000</b>	<b>\$ 765,000</b>	<b>\$ 788,000</b>
<b>Total</b>	<b>\$ 6,326,160</b>	<b>\$ 6,303,660</b>	<b>\$ 6,521,000</b>	<b>\$ 9,856,000</b>	<b>\$ 6,451,000</b>	<b>\$ 6,708,000</b>
Anticipated Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Expenditures</b>	<b>\$ 6,326,160</b>	<b>\$ 6,303,660</b>	<b>\$ 6,521,000</b>	<b>\$ 9,856,000</b>	<b>\$ 6,451,000</b>	<b>\$ 6,708,000</b>



**City of Foster City, California**

Shuttle Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2013

	Approved	Five Year Financial Plan				
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Supplies and other</i>	\$ 174,100	\$ 200,000	\$ 206,000	\$ 212,200	\$ 218,600	\$ 225,200
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total department expenses</b>	<b>\$ 174,100</b>	<b>\$ 200,000</b>	<b>\$ 206,000</b>	<b>\$ 212,200</b>	<b>\$ 218,600</b>	<b>\$ 225,200</b>
<b>Interdepartmental charges (credits)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Reallocation</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 174,100</b>	<b>\$ 200,000</b>	<b>\$ 206,000</b>	<b>\$ 212,200</b>	<b>\$ 218,600</b>	<b>\$ 225,200</b>
Anticipated Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Expenditures</b>	<b>\$ 174,100</b>	<b>\$ 200,000</b>	<b>\$ 206,000</b>	<b>\$ 212,200</b>	<b>\$ 218,600</b>	<b>\$ 225,200</b>

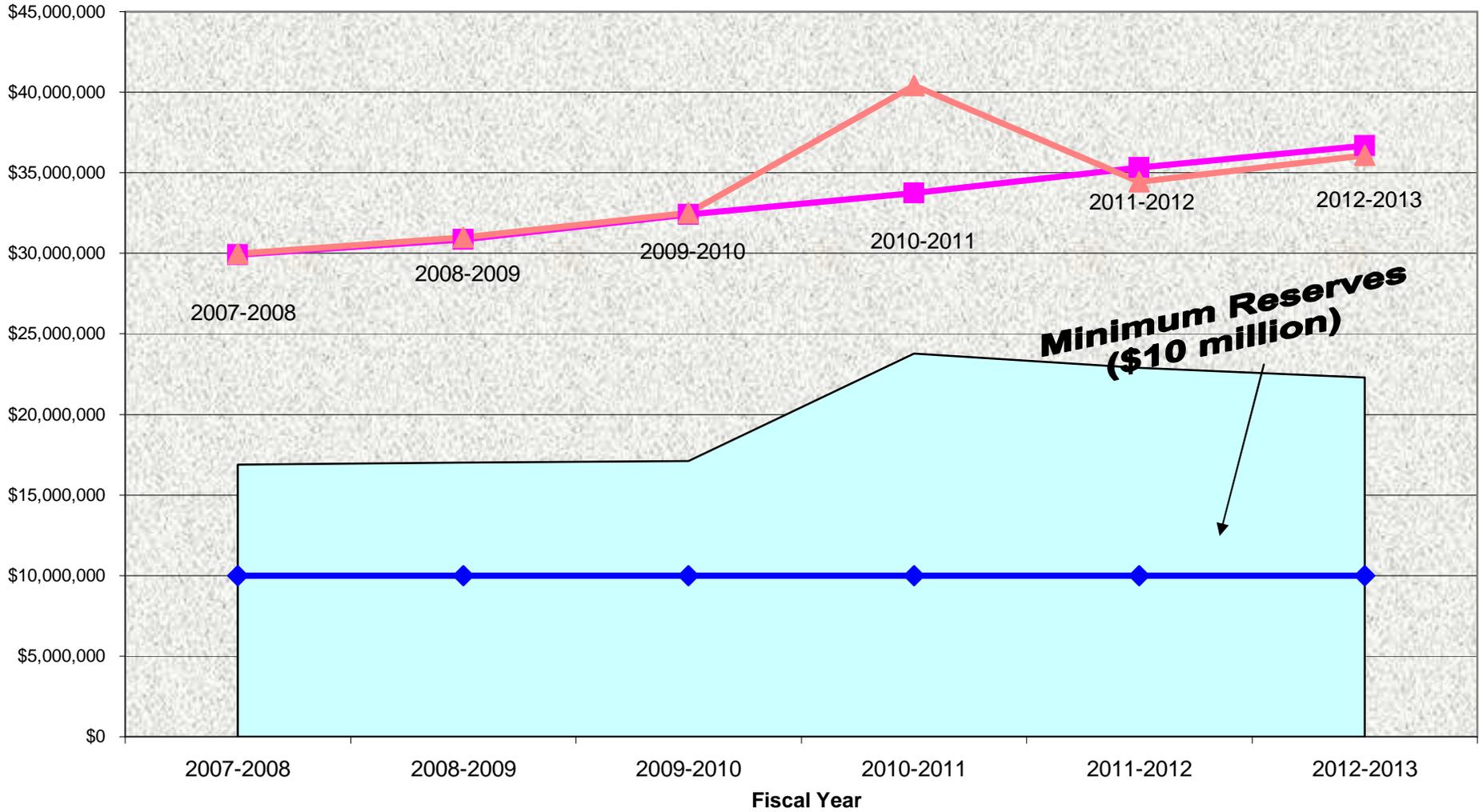
**City of Foster City, California**  
Internal Service Funds  
Five Year Financial Plan for the Years Ended June 30, 2013

	Approved	Five Year Financial Plan				
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
<b>Revenues by Source:</b>						
Sales & service charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connection fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle, equipment rental and other user charges	\$ 6,399,480	\$ 5,898,501	\$ 6,045,000	\$ 6,143,000	\$ 6,244,000	\$ 6,349,000
Interest and rentals	\$ 575,000	\$ 775,000	\$ 798,000	\$ 822,000	\$ 847,000	\$ 873,000
Other	\$ 20,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
<b>Total Revenues</b>	<b>\$ 6,994,480</b>	<b>\$ 6,743,501</b>	<b>\$ 6,913,000</b>	<b>\$ 7,035,000</b>	<b>\$ 7,161,000</b>	<b>\$ 7,292,000</b>
<b>Expenditures (see attached)</b>	<b>\$ 5,664,720</b>	<b>\$ 5,919,657</b>	<b>\$ 6,097,247</b>	<b>\$ 6,280,165</b>	<b>\$ 6,468,570</b>	<b>\$ 6,662,628</b>
<b>Net revenues over (under) expenditures before transfers</b>	<b>\$ 1,329,760</b>	<b>\$ 823,844</b>	<b>\$ 815,753</b>	<b>\$ 754,835</b>	<b>\$ 692,430</b>	<b>\$ 629,372</b>
<b>Net Transfers In (Out)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$ 1,329,760</b>	<b>\$ 823,844</b>	<b>\$ 815,753</b>	<b>\$ 754,835</b>	<b>\$ 692,430</b>	<b>\$ 629,372</b>
<b>Opening Fund Balance</b>	<b>\$ 15,157,340</b>	<b>\$ 16,487,100</b>	<b>\$ 17,310,944</b>	<b>\$ 18,126,697</b>	<b>\$ 18,881,532</b>	<b>\$ 19,573,962</b>
<b>Ending Fund Balance</b>	<b>\$ 16,487,100</b>	<b>\$ 17,310,944</b>	<b>\$ 18,126,697</b>	<b>\$ 18,881,532</b>	<b>\$ 19,573,962</b>	<b>\$ 20,203,334</b>

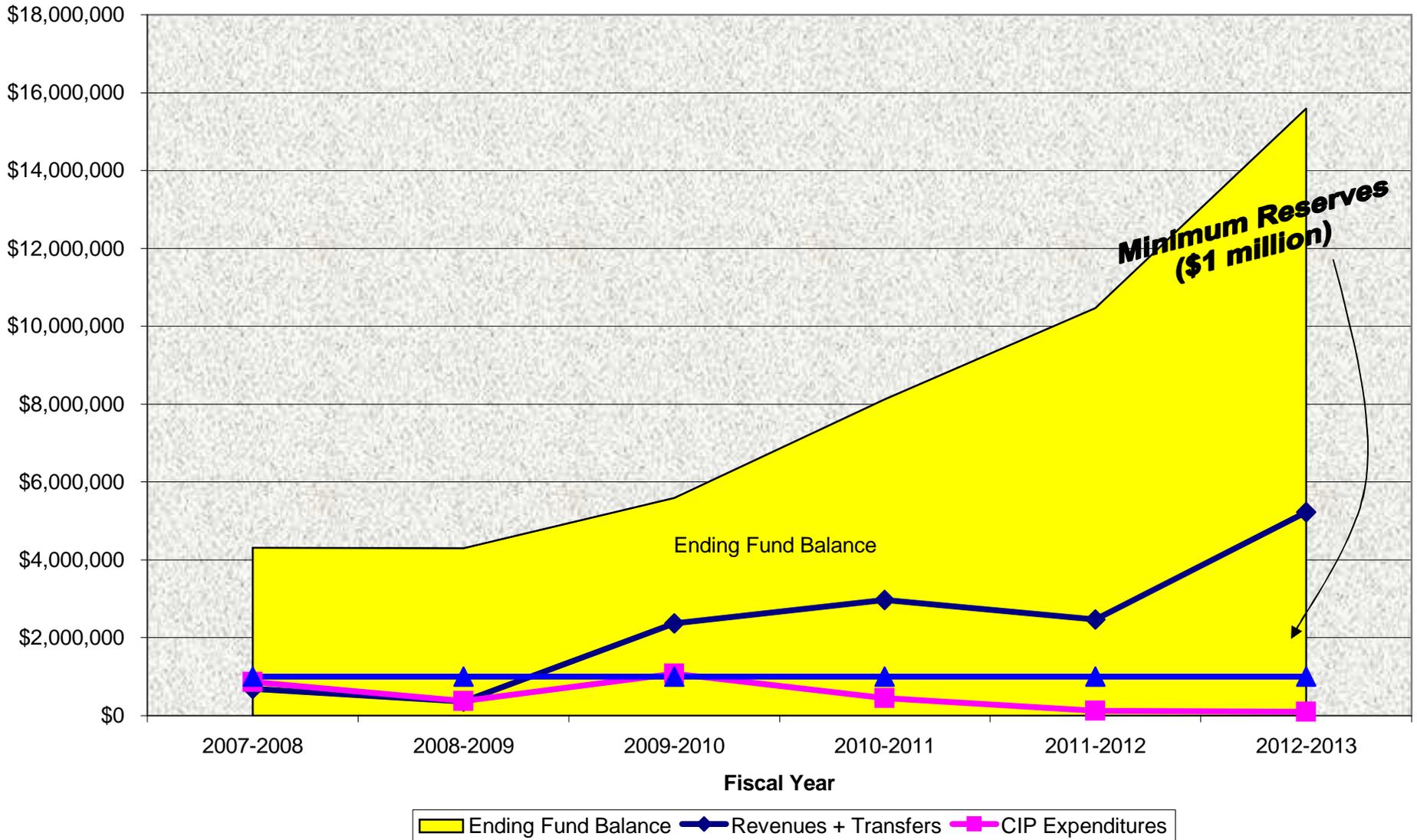
**City of Foster City, California**  
Internal Service Funds Expenditures Detail  
Five Year Financial Plan for the Years Ended June 30, 2013

	Approved	Five Year Financial Plan				
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
<b>Department Expenses</b>						
<i>Employee Services</i>	\$ 1,426,660	\$ 1,511,160	\$ 1,556,495	\$ 1,603,190	\$ 1,651,286	\$ 1,700,825
<i>Supplies and other</i>	\$ 2,014,574	\$ 2,110,924	\$ 2,174,252	\$ 2,239,480	\$ 2,306,664	\$ 2,375,864
<i>Capital Outlay</i>	\$ 2,078,019	\$ 2,174,744	\$ 2,239,986	\$ 2,307,186	\$ 2,376,402	\$ 2,447,694
<b>Total department expenses</b>	<b>\$ 5,519,253</b>	<b>\$ 5,796,828</b>	<b>\$ 5,970,733</b>	<b>\$ 6,149,856</b>	<b>\$ 6,334,352</b>	<b>\$ 6,524,383</b>
<b>Interdepartmental charges (credits)</b>	<b>\$ 145,467</b>	<b>\$ 122,829</b>	<b>\$ 126,514</b>	<b>\$ 130,309</b>	<b>\$ 134,218</b>	<b>\$ 138,245</b>
<b>Reallocation</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total</b>	<b>\$ 5,664,720</b>	<b>\$ 5,919,657</b>	<b>\$ 6,097,247</b>	<b>\$ 6,280,165</b>	<b>\$ 6,468,570</b>	<b>\$ 6,662,628</b>
Anticipated Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Expenditures</b>	<b>\$ 5,664,720</b>	<b>\$ 5,919,657</b>	<b>\$ 6,097,247</b>	<b>\$ 6,280,165</b>	<b>\$ 6,468,570</b>	<b>\$ 6,662,628</b>

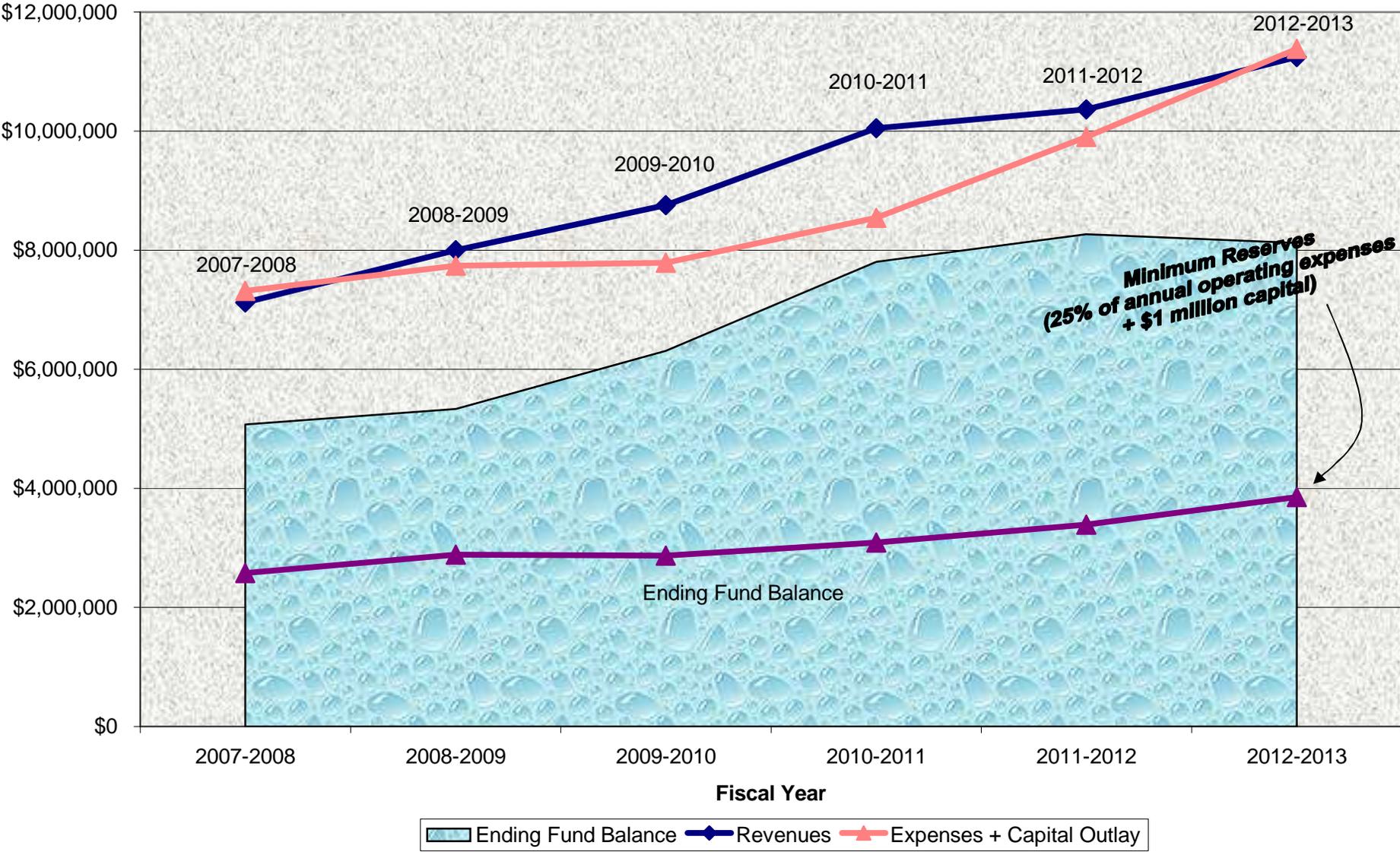
# City of Foster City General Fund (Forecast Based on Budgeted Revenues / Expenditures)



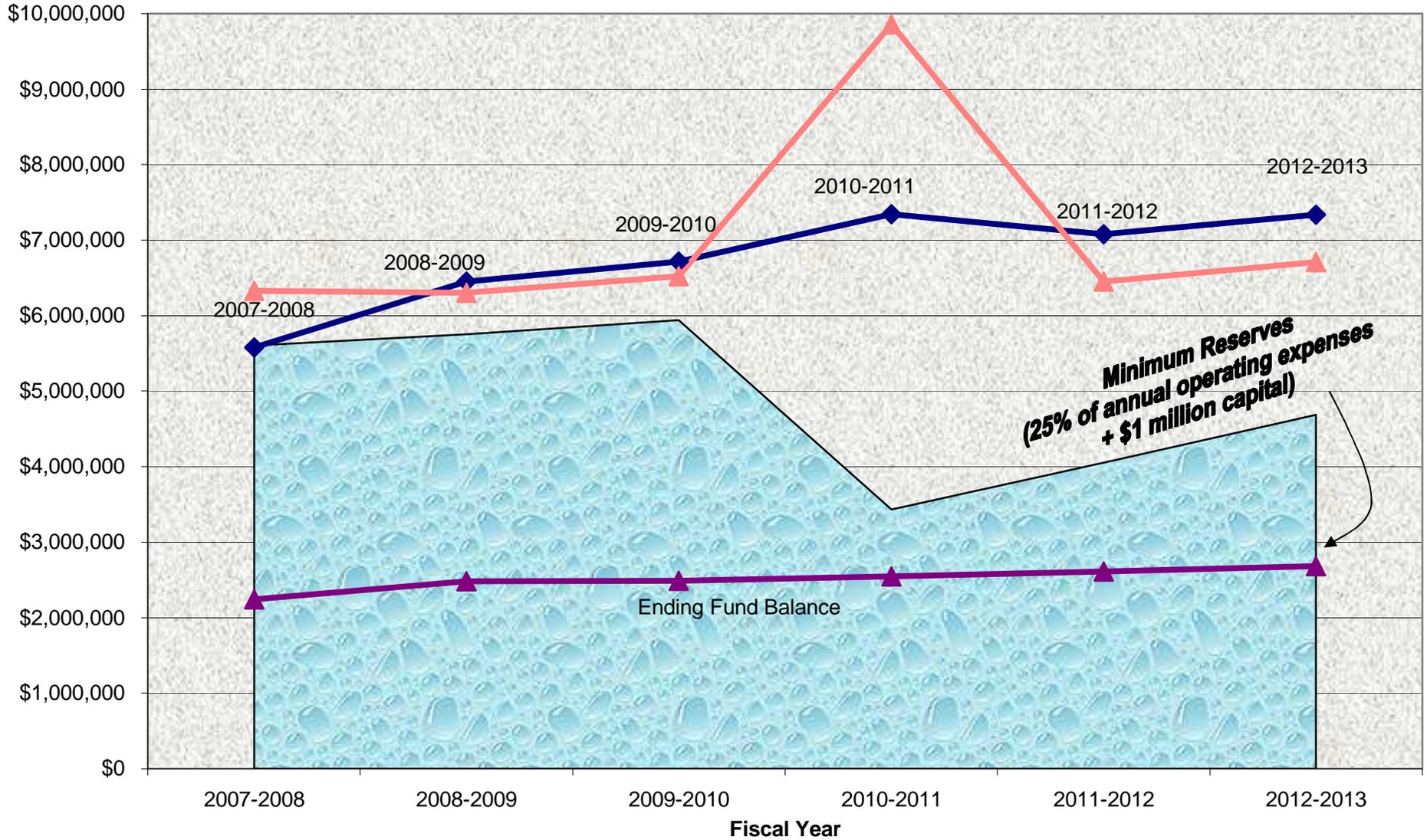
# City of Foster City Capital Improvements Fund



# City of Foster City Water Funds



# City of Foster City Wastewater Collection System Funds



Ending Fund Balance Revenues Expenses + Capital Outlay

**CITY OF FOSTER CITY / EMID**  
 Summary of Resources and Requirements by Funds  
 For the Fiscal Year Ended June 30, 2009

Fund	Available July 1, 2008	Estimated Revenues	Loan Principal Payment from CDA	Transfers In	Transfers Out	Total Available	Operating Expenditures	Capital Expenditures	Total Requirements	Available June 30, 2009
<b>General Funds</b>										
001 General - City	\$ 16,889,000	\$ 13,909,000	\$ 3,662,643	\$ -	\$ 656,987	\$ 33,803,656	\$ 16,783,197	\$ -	\$ 16,783,197	\$ 17,020,459
002 General - District	\$ -	\$ 12,258,000	\$ -	\$ -	\$ -	\$ 12,258,000	\$ 12,258,000	\$ -	\$ 12,258,000	\$ -
003 Special Recreation	\$ -	\$ 1,277,000	\$ -	\$ 556,987	\$ -	\$ 1,833,987	\$ 1,833,987	\$ -	\$ 1,833,987	\$ -
<b>Subtotal General Funds</b>	<b>\$ 16,889,000</b>	<b>\$ 27,444,000</b>	<b>\$ 3,662,643</b>	<b>\$ 556,987</b>	<b>\$ 656,987</b>	<b>\$ 47,895,643</b>	<b>\$ 30,875,184</b>	<b>\$ -</b>	<b>\$ 30,875,184</b>	<b>\$ 17,020,459</b>
<b>Special Revenue Funds</b>										
101 Traffic Safety	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ 120,000	\$ 120,000	\$ -	\$ 120,000	\$ -
102 Measure A	\$ 1,156,300	\$ 535,000	\$ -	\$ -	\$ -	\$ 1,691,300	\$ -	\$ -	\$ -	\$ 1,691,300
103 Gas Tax	\$ 770,000	\$ 601,000	\$ -	\$ -	\$ -	\$ 1,371,000	\$ 621,000	\$ 750,000	\$ 1,371,000	\$ -
104 Park In-Lieu Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
108 SLESF/COPS Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
112 CLEEP Grant	\$ 26,900	\$ -	\$ -	\$ -	\$ -	\$ 26,900	\$ -	\$ -	\$ -	\$ 26,900
114 CalOpps.org	\$ 200,900	\$ 143,000	\$ -	\$ -	\$ -	\$ 343,900	\$ 130,713	\$ -	\$ 130,713	\$ 213,187
115 Prop 42 Transportation	\$ -	\$ 290,000	\$ -	\$ -	\$ -	\$ 290,000	\$ -	\$ -	\$ -	\$ 290,000
116 Foster City Foundation	\$ 159,300	\$ 38,000	\$ -	\$ -	\$ 38,000	\$ 159,300	\$ -	\$ -	\$ -	\$ 159,300
<b>Subtotal Special Revenue Funds</b>	<b>\$ 2,313,400</b>	<b>\$ 1,727,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 38,000</b>	<b>\$ 4,002,400</b>	<b>\$ 871,713</b>	<b>\$ 750,000</b>	<b>\$ 1,621,713</b>	<b>\$ 2,380,687</b>
<b>Bond I&amp;R Funds</b>										
203-2 Reclamation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal Bond I&amp;R Funds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Assessment Districts</b>										
213 Metro Center 86 Redemption	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
214 Metro Center 86 Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
219 Vintage Park 89 Redemption	\$ 638,200	\$ 202,000	\$ -	\$ 19,250	\$ -	\$ 859,450	\$ 439,103	\$ -	\$ 439,103	\$ 420,347
220 Vintage Park 89 Reserve	\$ 40,000	\$ -	\$ -	\$ -	\$ 19,250	\$ 20,750	\$ -	\$ -	\$ -	\$ 20,750
<b>Subtotal Assessment Districts</b>	<b>\$ 678,200</b>	<b>\$ 202,000</b>	<b>\$ -</b>	<b>\$ 19,250</b>	<b>\$ 19,250</b>	<b>\$ 880,200</b>	<b>\$ 439,103</b>	<b>\$ -</b>	<b>\$ 439,103</b>	<b>\$ 441,097</b>
<b>Capital Projects Fund</b>										
301 Capital Investment - City	\$ 4,306,300	\$ 330,000	\$ -	\$ 38,000	\$ -	\$ 4,674,300	\$ -	\$ 370,000	\$ 370,000	\$ 4,304,300

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**CITY OF FOSTER CITY / EMID**  
 Summary of Resources and Requirements by Funds  
 For the Fiscal Year Ended June 30, 2009

(Continued from previous page)

Fund	Available July 1, 2008	Estimated Revenues	Loan Principal Payment from CDA	Transfers In	Transfers Out	Total Available	Operating Expenditures	Capital Expenditures	Total Requirements	Available June 30, 2009
<b>Enterprise Funds</b>										
<i>Water Funds</i>										
401 Water Revenue	\$ -	\$ 7,999,000	\$ -	\$ -	\$ 457,209	\$ 7,541,791	\$ 7,541,791	\$ -	\$ 7,541,791	\$ -
402 Water Reserve	\$ 1,806,000	\$ -	\$ -	\$ 74,000	\$ -	\$ 1,880,000	\$ -	\$ -	\$ -	\$ 1,880,000
403 Water Rate Balancing Fund	\$ 525,000	\$ -	\$ -	\$ 257,000	\$ -	\$ 782,000	\$ -	\$ -	\$ -	\$ 782,000
405 Capital Investment - Water	\$ 2,742,800	\$ -	\$ -	\$ 126,209	\$ -	\$ 2,869,009	\$ -	\$ 200,000	\$ 200,000	\$ 2,669,009
<b>Subtotal Water Funds</b>	<b>\$ 5,073,800</b>	<b>\$ 7,999,000</b>	<b>\$ -</b>	<b>\$ 457,209</b>	<b>\$ 457,209</b>	<b>\$ 13,072,800</b>	<b>\$ 7,541,791</b>	<b>\$ 200,000</b>	<b>\$ 7,741,791</b>	<b>\$ 5,331,009</b>
<i>Wastewater Collection System Funds</i>										
451 Wastewater Collection System Revenue	\$ -	\$ 6,445,000	\$ -	\$ -	\$ 541,340	\$ 5,903,660	\$ 5,903,660	\$ -	\$ 5,903,660	\$ -
452 Wastewater Collection System Reserve	\$ 1,373,000	\$ -	\$ -	\$ 103,000	\$ -	\$ 1,476,000	\$ -	\$ -	\$ -	\$ 1,476,000
455 Capital Investment - Wastewater Collection	\$ 4,232,618	\$ -	\$ -	\$ 441,940	\$ -	\$ 4,674,558	\$ -	\$ 400,000	\$ 400,000	\$ 4,274,558
456 Wastewater Collection System Expansion	\$ -	\$ 3,600	\$ -	\$ -	\$ 3,600	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal Wastewater Collection System Funds</b>	<b>\$ 5,605,618</b>	<b>\$ 6,448,600</b>	<b>\$ -</b>	<b>\$ 544,940</b>	<b>\$ 544,940</b>	<b>\$ 12,054,218</b>	<b>\$ 5,903,660</b>	<b>\$ 400,000</b>	<b>\$ 6,303,660</b>	<b>\$ 5,750,558</b>
<i>Shuttle Fund</i>										
499 Shuttle	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ 200,000	\$ -
<b>Subtotal Enterprise Funds</b>	<b>\$ 10,679,418</b>	<b>\$ 14,547,600</b>	<b>\$ -</b>	<b>\$ 1,102,149</b>	<b>\$ 1,002,149</b>	<b>\$ 25,327,018</b>	<b>\$ 13,645,451</b>	<b>\$ 600,000</b>	<b>\$ 14,245,451</b>	<b>\$ 11,081,567</b>
<b>Internal Service Funds</b>										
501 Vehicle Replacement	\$ 3,158,000	\$ 1,535,845	\$ -	\$ -	\$ -	\$ 4,693,845	\$ 1,319,590	\$ -	\$ 1,319,590	\$ 3,374,255
502 Equipment Replacement	\$ 7,280,400	\$ 1,628,985	\$ -	\$ -	\$ -	\$ 8,909,385	\$ 1,486,344	\$ -	\$ 1,486,344	\$ 7,423,041
503 Self-Insurance	\$ 1,105,400	\$ 233,000	\$ -	\$ -	\$ -	\$ 1,338,400	\$ 211,500	\$ -	\$ 211,500	\$ 1,126,900
504 Information Technology	\$ 2,112,400	\$ 1,630,846	\$ -	\$ -	\$ -	\$ 3,743,246	\$ 1,459,240	\$ -	\$ 1,459,240	\$ 2,284,006
505 Building Maintenance	\$ 1,434,800	\$ 1,538,825	\$ -	\$ -	\$ -	\$ 2,973,625	\$ 1,356,983	\$ -	\$ 1,356,983	\$ 1,616,642
507 Longevity Recognition Benefits	\$ 1,396,100	\$ 176,000	\$ -	\$ -	\$ -	\$ 1,572,100	\$ 86,000	\$ -	\$ 86,000	\$ 1,486,100
<b>Subtotal Internal Service Funds</b>	<b>\$ 16,487,100</b>	<b>\$ 6,743,501</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,230,601</b>	<b>\$ 5,919,657</b>	<b>\$ -</b>	<b>\$ 5,919,657</b>	<b>\$ 17,310,944</b>
<b>Total All Funds</b>	<b>\$ 51,353,418</b>	<b>\$ 50,994,101</b>	<b>\$ 3,662,643</b>	<b>\$ 1,716,386</b>	<b>\$ 1,716,386</b>	<b>\$ 106,010,162</b>	<b>\$ 51,751,108</b>	<b>\$ 1,720,000</b>	<b>\$ 53,471,108</b>	<b>\$ 52,539,054</b>

**City of Foster City / Estero Municipal Improvement District**  
**Revenue by Source**  
**For the Year Ended, June 30, 2009**

	2007-2008		2008-2009
	Approved	Projected	Budget
<b>General Fund</b>			
City			
Sales taxes	\$ 4,781,000	\$ 4,900,000	\$ 4,900,000
Transient occupancy taxes	\$ 1,496,000	\$ 1,500,000	\$ 1,500,000
Franchise taxes	\$ 991,000	\$ 1,084,000	\$ 1,127,000
Real property transfer	\$ 272,000	\$ 260,000	\$ 260,000
Licenses and permits	\$ 1,126,000	\$ 1,178,000	\$ 1,204,000
Motor vehicle in-lieu	\$ 2,354,000	\$ 2,450,000	\$ 2,450,000
Charges for current services	\$ 454,000	\$ 344,000	\$ 361,000
Fines and forfeitures	\$ 66,000	\$ 50,000	\$ 53,000
Interest and rentals	\$ 528,000	\$ 490,000	\$ 490,000
Interest on Loan from Community Development Agency	\$ 1,400,000	\$ 1,400,000	\$ 1,164,000
Other	\$ 689,000	\$ 685,000	\$ 400,000
General Fund (City) Subtotal	\$ 14,157,000	\$ 14,341,000	\$ 13,909,000
District			
Property Taxes	\$ 10,845,000	\$ 11,476,000	\$ 11,275,000
Intergovernmental	\$ 114,000	\$ 107,000	\$ 107,000
Interest and rentals	\$ 728,000	\$ 865,000	\$ 876,000
General Fund (District) Subtotal	\$ 11,687,000	\$ 12,448,000	\$ 12,258,000
Special Recreation			
Program Revenues	\$ 1,102,000	\$ 1,060,000	\$ 1,092,000
Rents and Concessions	\$ 165,000	\$ 185,000	\$ 185,000
Interest	\$ -	\$ -	\$ -
General Fund (Special Recreation) Subtotal	\$ 1,267,000	\$ 1,245,000	\$ 1,277,000
<b>total general fund</b>	<b>\$ 27,111,000</b>	<b>\$ 28,034,000</b>	<b>\$ 27,444,000</b>

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**City of Foster City / Estero Municipal Improvement District**  
**Revenue by Source**  
**For the Year Ended, June 30, 2009**

(Continued from previous page)

	2007-2008		2008-2009
	Approved	Projected	Budget
<b>Special Revenue Fund</b>			
Traffic Safety			
Vehicle Code Fines	\$ 110,000	\$ 120,000	\$ 120,000
Interest	\$ 2,000	\$ -	\$ -
Traffic Safety Subtotal	\$ 112,000	\$ 120,000	\$ 120,000
Measure A			
Sales Tax	\$ 485,000	\$ 476,000	\$ 485,000
Interest	\$ 42,000	\$ 56,000	\$ 50,000
Measure A Subtotal	\$ 527,000	\$ 532,000	\$ 535,000
Gas Tax			
Gas Tax	\$ 579,000	\$ 564,000	\$ 564,000
Interest	\$ 35,000	\$ 37,000	\$ 37,000
Gax Tax Subtotal	\$ 614,000	\$ 601,000	\$ 601,000
SLESF/COPS Grant			
Grant	\$ 100,000	\$ 100,000	\$ -
Interest	\$ -	\$ -	\$ -
SLESF/COPS Subtotal	\$ 100,000	\$ 100,000	\$ -
CalOpps.org			
Fees for Services	\$ 75,000	\$ 122,000	\$ 134,000
Interest	\$ 1,000	\$ 8,000	\$ 9,000
CalOpps.org Subtotal	\$ 76,000	\$ 130,000	\$ 143,000
Prop 42 Transportation Funds			
Intergovernmental	\$ -	\$ -	\$ 290,000
Interest	\$ -	\$ -	\$ -
Prop 42 Transportation Subtotal	\$ -	\$ -	\$ 290,000
Foster City Foundation			
Grants	\$ 300,000	\$ 141,000	\$ 38,000
CalOpps.org Subtotal	\$ 300,000	\$ 141,000	\$ 38,000
<b>total special revenue</b>	<b>\$ 1,729,000</b>	<b>\$ 1,624,000</b>	<b>\$ 1,727,000</b>

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**City of Foster City / Estero Municipal Improvement District**  
**Revenue by Source**  
**For the Year Ended, June 30, 2009**

(Continued from previous page)

		2007-2008		2008-2009	
		Approved	Projected	Budget	
<b>Debt Service Fund</b>					
203 Reclamation I and R (1967)					
	Taxes	\$ -	\$ -	\$ -	-
	Interest	\$ -	\$ -	\$ -	-
	Reclamation I and R (1961) Subtotal	\$ -	\$ -	\$ -	-
	<b>total debt service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Assessment District Fund</b>					
213 Metro Center (1986)					
	Taxes	\$ -	\$ -	\$ -	-
	Interest	\$ -	\$ -	\$ -	-
	Metro Center Subtotal	\$ -	\$ -	\$ -	-
219 Vintage Park (1989)					
	Taxes	\$ 275,000	\$ 275,000	\$ 190,000	
	Interest	\$ 17,000	\$ 28,000	\$ 12,000	
	Vintage Park Subtotal	\$ 292,000	\$ 303,000	\$ 202,000	
	<b>total assessment district</b>	<b>\$ 292,000</b>	<b>\$ 303,000</b>	<b>\$ 202,000</b>	
<b>Capital Projects Fund</b>					
City/EMID					
	Intergovernmental	\$ 475,000	\$ 477,000	\$ -	
	Interest	\$ 200,000	\$ 367,000	\$ 300,000	
	Other	\$ 8,250	\$ 30,000	\$ 30,000	
	<b>total capital projects</b>	<b>\$ 683,250</b>	<b>\$ 874,000</b>	<b>\$ 330,000</b>	

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**City of Foster City / Estero Municipal Improvement District**  
**Revenue by Source**  
**For the Year Ended, June 30, 2009**

(Continued from previous page)	2007-2008		2008-2009
	Approved	Projected	Budget
<b>Enterprise Fund</b>			
Water			
User Charges	\$ 6,917,000	\$ 6,691,000	\$ 7,609,000
Connection Fees	\$ 33,000	\$ -	\$ 33,000
Interest & rentals	\$ 169,000	\$ 357,000	\$ 357,000
	<u>\$ 7,119,000</u>	<u>\$ 7,048,000</u>	<u>\$ 7,999,000</u>
Sewer			
User Charges	\$ 5,405,000	\$ 5,852,000	\$ 5,837,000
Connection Fees	\$ 44,000	\$ -	\$ 44,000
Interest & rentals	\$ 127,000	\$ 594,000	\$ 564,000
	<u>\$ 5,576,000</u>	<u>\$ 6,446,000</u>	<u>\$ 6,445,000</u>
Sewer I and R (1964 & 1993)			
Interest	\$ -	\$ -	\$ -
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Sewer Expansion			
Other	\$ 2,200	\$ 2,200	\$ 3,600
	<u>\$ 2,200</u>	<u>\$ 2,200</u>	<u>\$ 3,600</u>
Shuttle			
Grant	\$ 87,050	\$ 87,050	\$ 100,000
	<u>\$ 87,050</u>	<u>\$ 87,050</u>	<u>\$ 100,000</u>
<b>total enterprise funds</b>	<u>\$ 12,784,250</u>	<u>\$ 13,583,250</u>	<u>\$ 14,547,600</u>

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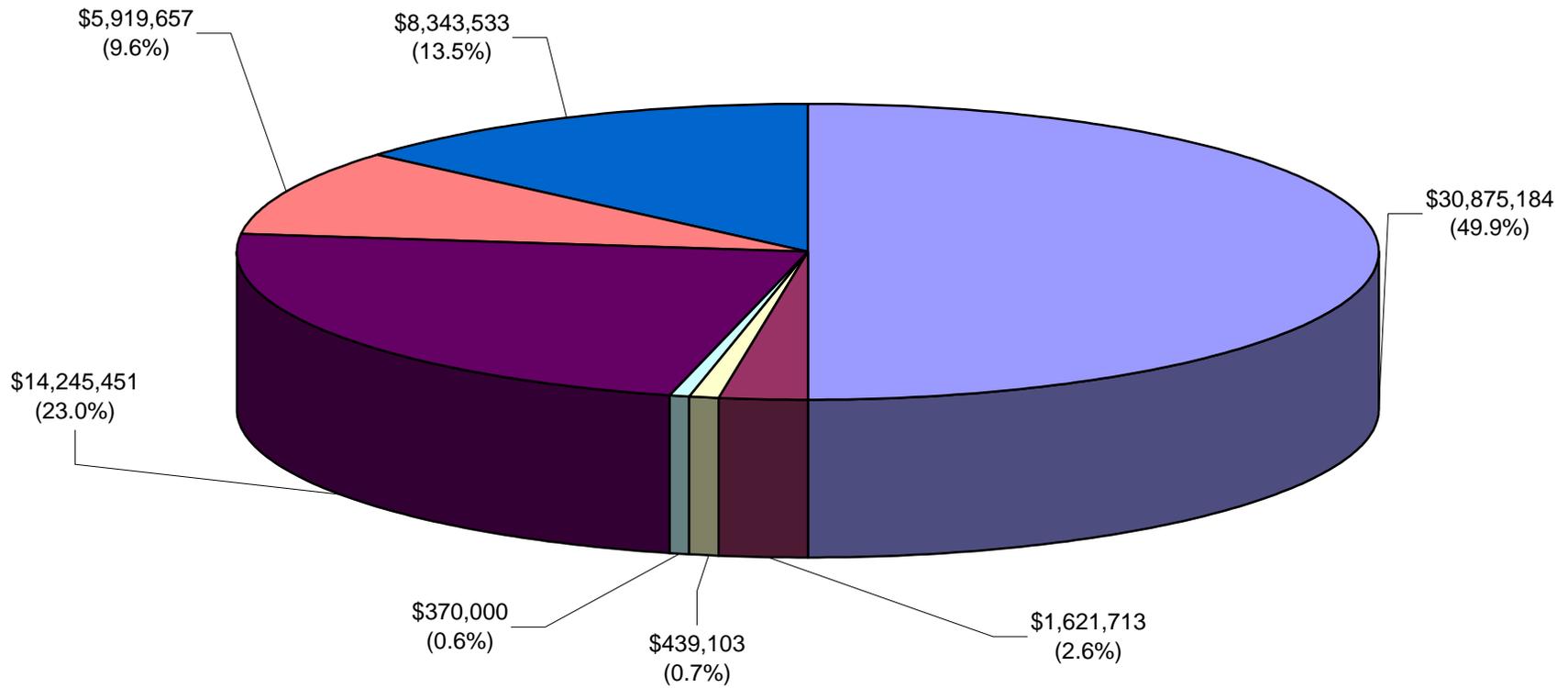
**City of Foster City / Estero Municipal Improvement District**  
**Revenue by Source**  
**For the Year Ended, June 30, 2009**

(Continued from previous page)

	2007-2008		2008-2009
	Approved	Revised	Budget
<b>Internal Service Funds</b>			
Vehicle Replacement			
Vehicle Replacement Charges	\$ 1,176,900	\$ 1,176,900	\$ 1,300,845
Sales of Retired Vehicle	\$ 20,000	\$ 50,000	\$ 70,000
Interest	\$ 100,000	\$ 165,000	\$ 165,000
	<u>\$ 1,296,900</u>	<u>\$ 1,391,900</u>	<u>\$ 1,535,845</u>
Equipment Replacement			
Equipment Rental	\$ 1,586,259	\$ 1,586,259	\$ 1,328,985
Interest	\$ 200,000	\$ 380,000	\$ 300,000
	<u>\$ 1,786,259</u>	<u>\$ 1,966,259</u>	<u>\$ 1,628,985</u>
Self Insurance			
Insurance Charges	\$ 188,000	\$ 188,000	\$ 188,000
Interest	\$ 35,000	\$ 50,000	\$ 45,000
	<u>\$ 223,000</u>	<u>\$ 238,000</u>	<u>\$ 233,000</u>
Information Technology			
User Charges	\$ 1,585,247	\$ 1,585,247	\$ 1,530,846
Interest	\$ 80,000	\$ 126,000	\$ 100,000
	<u>\$ 1,665,247</u>	<u>\$ 1,711,247</u>	<u>\$ 1,630,846</u>
Building Maintenance			
User Charges	\$ 1,435,238	\$ 1,435,238	\$ 1,463,825
Interest	\$ 60,000	\$ 98,000	\$ 75,000
	<u>\$ 1,495,238</u>	<u>\$ 1,533,238</u>	<u>\$ 1,538,825</u>
Longevity Recognition Benefits			
Employer Contributions	\$ 427,836	\$ 427,836	\$ 86,000
Interest	\$ 100,000	\$ 80,000	\$ 90,000
	<u>\$ 527,836</u>	<u>\$ 507,836</u>	<u>\$ 176,000</u>
<b>total internal service</b>	<u>\$ 6,994,480</u>	<u>\$ 7,348,480</u>	<u>\$ 6,743,501</u>
<b>TOTAL REVENUE ALL FUNDS</b>	<b>\$ 49,593,980</b>	<b>\$ 51,766,730</b>	<b>\$ 50,994,101</b>

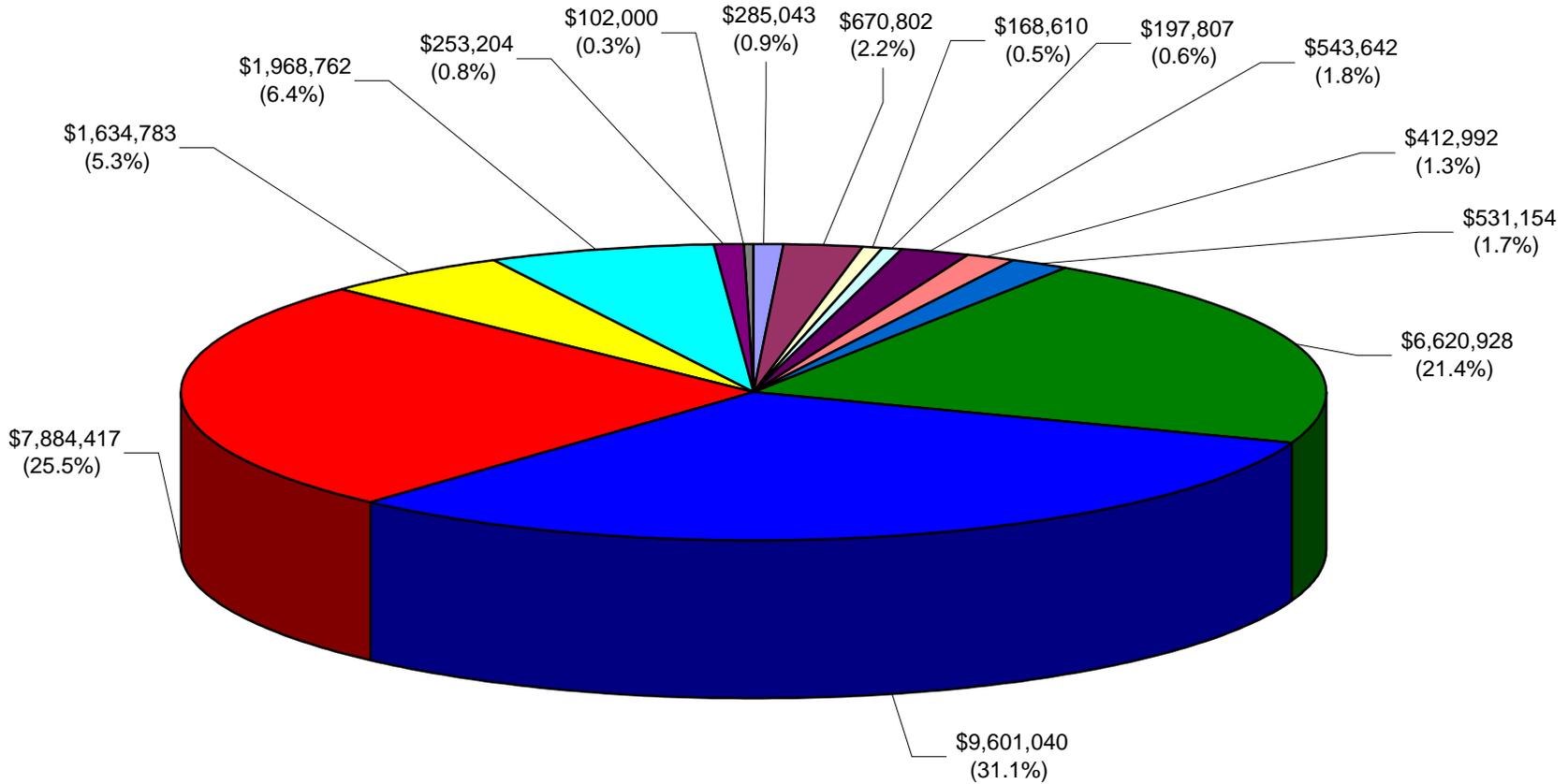
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**City of Foster City / Estero Municipal Improvement District /  
Community Development Agency  
Appropriations by Fund  
For the Fiscal Year Ended June 30, 2009  
Total Appropriations: \$61,814,641**



General Fund (49.9%)	Special Revenue Fund (2.6%)	Assessment District (0.7%)
Capital Projects Fund (0.6%)	Enterprise Funds (23.0%)	Internal Service Funds (9.6%)
Community Development Agency (13.5%)		

**City of Foster City  
 General Fund Operating Expenditures by Department  
 For the Fiscal Year Ended June 30, 2009  
 Total General Fund Operating Expenditures: \$30,875,184**



■ Council/Board (0.9%)	■ City/District Manager (2.2%)	■ City Clerk (0.5%)	■ City Attorney (0.6%)
■ Adminstrative Services (1.8%)	■ Human Resources (1.3%)	■ Financial Services (1.7%)	■ Parks & Recreation (21.4%)
■ Police (31.1%)	■ Fire (25.5%)	■ Community Development (5.3%)	■ Public Works (6.4%)
■ Library Services (0.8%)	■ Property Tax Administration (0.3%)		

**City of Foster City, California / Estero Municipal Improvement District**  
 Summary of General Fund Appropriations by Department  
 Annual Operating Budget Appropriations for the Year Ending June 30, 2009

	<b>2007-2008 APPROVED</b>	<b>2007-2008 REVISED</b>	<b>2008-2009 REQUESTED</b>
COUNCIL/BOARD	\$ 278,850	\$ 278,850	\$ 285,043
CITY/DISTRICT MANAGER	\$ 648,315	\$ 648,315	\$ 670,802
CITY CLERK	\$ 238,258	\$ 238,258	\$ 168,610
CITY ATTORNEY	\$ 174,004	\$ 174,004	\$ 197,807
ADMINISTRATIVE SERVICES	\$ 531,396	\$ 531,396	\$ 543,642
HUMAN RESOURCES	\$ 410,726	\$ 410,726	\$ 412,992
FINANCIAL SERVICES	\$ 515,258	\$ 515,258	\$ 531,154
PARKS & RECREATION	\$ 6,328,609	\$ 6,328,609	\$ 6,620,928
POLICE	\$ 9,184,762	\$ 9,184,762	\$ 9,601,040
FIRE	\$ 7,806,195	\$ 7,806,195	\$ 7,884,417
COMMUNITY DEVELOPMENT	\$ 1,570,171	\$ 1,570,171	\$ 1,634,783
PUBLIC WORKS	\$ 1,888,986	\$ 1,888,986	\$ 1,968,762
LIBRARY SERVICES	\$ 245,671	\$ 245,671	\$ 253,204
PROPERTY TAX ADMINISTRATION	\$ 82,000	\$ 82,000	\$ 102,000
<b>TOTAL GENERAL FUND APPROPRIATIONS</b>	<b>\$ 29,903,201</b>	<b>\$ 29,903,201</b>	<b>\$ 30,875,184</b>

**City of Foster City, California / Estero Municipal Improvement District  
and Foster City Community Development Agency**

Summary of Appropriations by Fund / CDA

Annual Appropriations for the Year Ending June 30, 2008

	<b>2007-2008 APPROVED</b>	<b>2007-2008 REVISED</b>	<b>2008-2009 REQUESTED</b>
GENERAL FUND	\$ 29,903,201	\$ 29,903,201	\$ 30,875,184
TRAFFIC SAFETY	\$ 112,000	\$ 112,000	\$ 120,000
MEASURE A	\$ 650,000	\$ 650,000	\$ -
GAS TAX	\$ 614,000	\$ 614,000	\$ 1,371,000
PARK IN-LIEU FEES	\$ 2,210,000	\$ 2,210,000	\$ -
SLESF/COPS GRANT	\$ 100,000	\$ 100,000	\$ -
CALOPPS.ORG FUND	\$ 61,775	\$ 61,775	\$ 130,713
FOSTER CITY FOUNDATION	\$ 490,000	\$ 490,000	\$ -
BOND INTEREST/REDEMPTION	\$ 662,050	\$ 662,050	\$ -
ASSESSMENT DISTRICT	\$ 1,443,600	\$ 1,443,600	\$ 439,103
CAPITAL PROJECTS FUND	\$ 868,500	\$ 868,500	\$ 370,000
WATER	\$ 7,320,414	\$ 7,320,414	\$ 7,741,791
SEWER	\$ 6,326,160	\$ 6,326,160	\$ 6,303,660
SHUTTLE	\$ 174,100	\$ 174,100	\$ 200,000
VEHICLE REPLACEMENT	\$ 1,143,298	\$ 1,143,298	\$ 1,319,590
EQUIPMENT REPLACEMENT	\$ 1,247,019	\$ 1,247,019	\$ 1,486,344
SELF-INSURANCE	\$ 198,000	\$ 198,000	\$ 211,500
INFORMATION TECHNOLOGY	\$ 1,629,790	\$ 1,629,790	\$ 1,459,240
BUILDING MAINTENANCE	\$ 1,346,613	\$ 1,346,613	\$ 1,356,983
LONGEVITY RECOGNITION BENEFITS	\$ 100,000	\$ 100,000	\$ 86,000
CDA	\$ 11,313,528	\$ 11,313,528	\$ 8,343,533
<b>TOTAL FOR CITY / EMID / CDA</b>	<b>\$ 67,914,048</b>	<b>\$ 67,914,048</b>	<b>\$ 61,814,641</b>

**City of Foster City, California / Estero Municipal Improvement District  
and Foster City Community Development Agency**  
Summary of Operating Expenditures by Type  
Annual Operating Budget Appropriations for the Year Ending June 30, 2009

	<b>2007-2008 APPROVED</b>	<b>2007-2008 REVISED</b>	<b>2008-2009 REQUESTED</b>
EMPLOYEE SERVICES	\$ 29,516,570	\$ 29,516,570	\$ 30,932,412
SERVICES AND SUPPLIES	\$ 22,913,843	\$ 22,913,843	\$ 21,701,825
CAPITAL OUTLAY	\$ 2,137,219	\$ 2,137,219	\$ 2,364,267
INTERNAL SERVICES	\$ 6,399,344	\$ 6,399,344	\$ 5,918,583
REALLOCATIONS	\$ (784,428)	\$ (784,428)	\$ (822,446)
<b>TOTAL CITY / EMID / CDA OPERATING EXPENDITURES</b>	<b>\$ 60,182,548</b>	<b>\$ 60,182,548</b>	<b>\$ 60,094,641</b>
CAPITAL IMPROVEMENT EXPENDITURES	\$ 7,731,500	\$ 7,731,500	\$ 1,720,000
<b>TOTAL CITY / EMID / CDA APPROPRIATIONS</b>	<b>\$ 67,914,048</b>	<b>\$ 67,914,048</b>	<b>\$ 61,814,641</b>

**City of Foster City / Estero Municipal Improvement District**  
**Personnel Summary**  
For the Fiscal Years Ended June 30, 2005 to 2013

Department	Full-Time Employees, Funded Positions								
	Actual				Budget	Forecast			
	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
City / District Manager	4	4	4	4	4	4	4	4	4
City Clerk	2	2	2	3	2	2	2	2	2
Administrative Services	10	10	10	10	10	10	10	10	10
Human Resources	3	3	3	3	3	3	3	3	3
Financial Services	9	9	9	8	8	8	8	8	8
Parks and Recreation	42	41	41	41	41	41	41	41	41
Police	56	54	54	56	56	58	58	58	58
Fire	38	38	38	38	38	42	42	42	42
Community Development	11	11	12	12	12	12	12	12	12
Public Works	42	41	40	39	39	39	39	39	38
<b>Totals</b>	<b>217</b>	<b>213</b>	<b>213</b>	<b>214</b>	<b>213</b>	<b>219</b>	<b>219</b>	<b>219</b>	<b>218</b>

**Personnel Changes FY 2008-2009:**

*City Clerk: Eliminate one (1) Office Assistant II.*

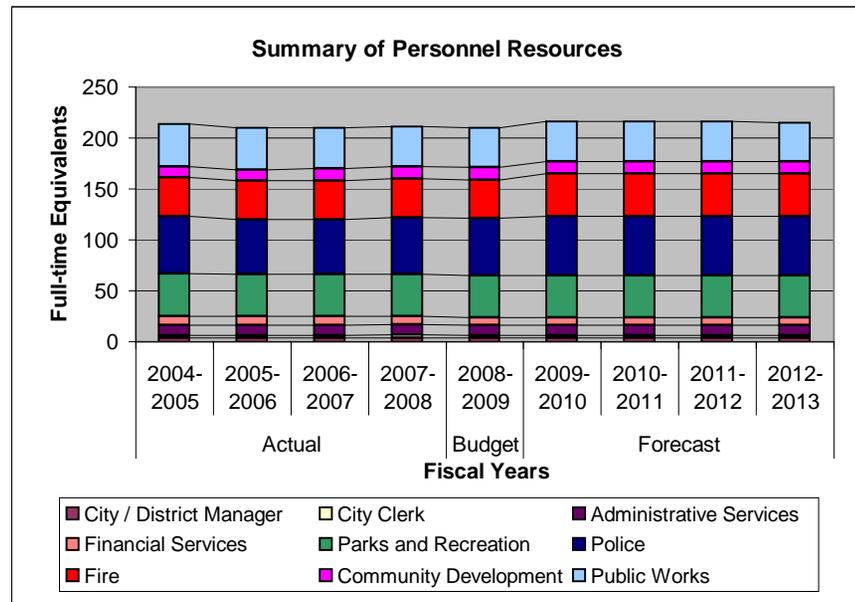
**Personnel Changes FY 2009-2010:**

*Fire: Add one (1) Assistant Fire Chief and three (3) Firefighters*

*Police: Add two (2) Police Officers.*

**Personnel Changes FY 2012-2013:**

*Public Works: Eliminate one (1) Public Works Maintenance Worker I/II (Meter Reader)*



**City of Foster City/Estero Municipal Improvement District  
 Summary of Bonds Payable  
 Fiscal Year 2008-2009**

Total Bonds Authorized	Bonds Issued as of June 30, 2008	Outstanding Balance June 30, 2008	Principal Payable FY 2008-2009	Interest Payable FY 2008-2009	Fiscal Agent Other Fees FY 2008-2009	Administration Fees FY 2008-2009	Total Debt Service FY 2008-2009
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**Special Assessment Bonds:**

1989 Vintage Park Improvement Bonds	\$11,462,073	\$ 11,462,073	\$ 800,000	\$ 385,000	\$ 44,348	\$ 3,000	\$ 6,755	\$ 439,103
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**TABLE C  
CAPITAL IMPROVEMENT PROJECT (CIP) PLAN (FISCAL YEAR 2008-2009)**

PROJECT NAME	Funding Source*	Total Project Cost	Prior Years' Funding	FY 2008-2009 Funding	Funding Sources			
					City Capital Investment	Gas Tax	Water Capital Investment	Sewer Capital Investment
<b>SEWER PROJECTS</b>								
(CIP 730) WWTP EXPANSION PHASE II	CS	\$ 9,631,000	\$ 9,381,000	\$ 250,000				\$ 250,000
(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS PROJECT	CS	\$ 150,000	\$ -	\$ 150,000				\$ 150,000
<b>TOTAL SEWER PROJECTS</b>	<b>2</b>	<b>\$ 9,781,000</b>	<b>\$ 9,381,000</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>
<b>WATER PROJECTS</b>								
(CIP 760) WATER MAIN CONDITION SURVEY AND IMPROVEMENTS (2008-2009)	CW	\$ 850,000	\$ 650,000	\$ 200,000			\$ 200,000	
<b>TOTAL WATER PROJECTS</b>	<b>1</b>	<b>\$ 850,000</b>	<b>\$ 650,000</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ -</b>
<b>STREETS/TRAFFIC PROJECTS</b>								
(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2008-2009)	GT	\$ 750,000	\$ -	\$ 750,000	\$ -	\$750,000		
<b>TOTAL STREETS/TRAFFIC PROJECTS</b>	<b>1</b>	<b>\$ 750,000</b>	<b>\$ -</b>	<b>\$ 750,000</b>	<b>\$ -</b>	<b>\$750,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>STORMWATER/LAGOON PROJECTS</b>								
<b>NONE</b>								
<b>TOTAL STORMWATER/LAGOON PROJECTS</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>PARKS PROJECTS</b>								
(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2008-2009)	CC	\$ 370,000	\$ -	\$ 370,000	\$ 370,000			
<b>TOTAL PARKS PROJECTS</b>	<b>1</b>	<b>\$ 370,000</b>	<b>\$ -</b>	<b>\$ 370,000</b>	<b>\$ 370,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>BUILDING PROJECTS</b>								
<b>NONE</b>								
<b>TOTAL BUILDING PROJECTS</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>5</b>	<b>\$ 11,751,000</b>	<b>\$ 10,031,000</b>	<b>\$ 1,720,000</b>	<b>\$ 370,000</b>	<b>\$750,000</b>	<b>\$ 200,000</b>	<b>\$ 400,000</b>

\* CC=CIP City, GT = Gas Tax, CS=CIP Sewer, CW=CIP Water

**City of Foster City / Estero Municipal Improvement District**  
**Schedule of Fund Balance Transfers**  
Fiscal Year 2008-2009

		Transfers In											
		003	219	301	402	403	405	452	455 Capital	499			
		General Fund - Special Recreation	Vintage Park Redemption 89	Capital Investment - City	Water Reserve	Water Rate Balancing Account	Capital Investment - Water	Wastewater Collection System Reserve	Investment - Wastewater Collection System	Shuttle	Totals		
#	Fund												
<b>Transfers Out</b>	1	001	General Fund - City	556,987	-	-	-	-	-	-	100,000	656,987	
	2	116	Foster City Foundation	-	-	38,000	-	-	-	-	-	38,000	
	3	220	Vintage Park 89 Reserve	-	19,250	-	-	-	-	-	-	19,250	
	4	401	Water Revenue	-	-	-	74,000	257,000	126,209	-	-	457,209	
	5	451	Wastewater Collection System Revenue	-	-	-	-	-	-	103,000	438,340	541,340	
	6	456	Wastewater Collection System Expansion	-	-	-	-	-	-	-	3,600	3,600	
			<b>Totals</b>		556,987	19,250	38,000	74,000	257,000	126,209	103,000	441,940	100,000

Footnotes:

- 1 Transfer to subsidize Special Recreation fund activities and Shuttle Operations.
- 2 Transfer of revenues received from local youth sport organizations for reimbursement to Capital Investment - City for Synthetic Turf projects at Catamaran and Sea Cloud Parks.
- 3 Transfer from bond reserves to establish reserves for Vintage Park 89 bonds to proper levels.
- 4 Transfer excess Water System revenues over expenditures to reserve funds equal to 25% of annual operating expenditures, funds sufficient to fund the Water Rate Balancing Fund in accordance with the 10-year Water Rate Smoothing Model adopted in FY 2006-2007, with remaining funds transferred to fund future Capital Improvement Projects.
- 5 Transfer excess of Wastewater Collection System revenues over expenditures to reserve funds equal to 25% of annual operating expenditures, with remaining surplus funds transferred to the Wastewater Collection System Capital Investment Fund.
- 6 Transfer Wastewater Collection System expansion revenue to Wastewater Collection System Capital Investment Fund to fund future capital projects.

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# Council / Board



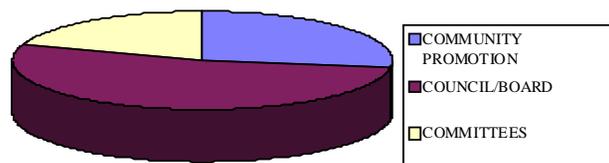
## MISSION STATEMENT

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

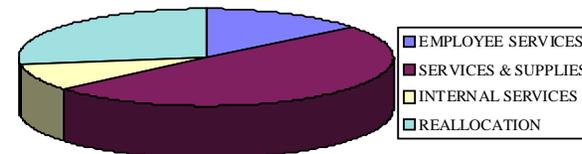
## PROPOSED BUDGET EXPENDITURE DISTRIBUTION

Total Department Budget: \$ 285,043

### Expenditure by Division



### Expenditure by Type



## DEPARTMENT PERSONNEL SUMMARY

Position	07-08	08-09	09-10	10-11	11-12	12-13
Council Members	5	5	5	5	5	5
<b>TOTALS</b>	5	5	5	5	5	5

## **CURRENT ACCOMPLISHMENTS**

The following projects and issues were identified as priorities by the City Council for **Calendar Year 2007**. The status of the projects is listed below: (Council's highest priorities in **bold**)

### Civic Center Master Plan

- A. **Select Developer and Negotiate an Agreement for the Mixed-Use Development on an 11-Acre Portion of the 15-Acre Site Adjacent to the Government Center—IN PROGRESS**
- B. **Consider an Agreement for a Public Charter High School on a 4-Acre Portion of the 15-Acre Site Adjacent to the Government Center—IN PROGRESS**
- C. **Develop a Master Plan for the 15-Acre Site Adjacent to the Government Center and Update the City of Foster City General Plan Accordingly—IN PROGRESS**

### Capital Improvement Projects

- A. Commence and Complete Design for the Permanent Teen Center and Related Facilities and then Commence Bid Process and Award Contract for Construction Services—IN PROGRESS
- B. Develop Park Renovation Plans to Include a Synthetic Turf Soccer Field at Catamaran Park and at Sea Cloud Park—IN PROGRESS

### Municipal Code Amendments/ General Plan Amendments/ Ordinance Updates

- A. **Update the City of Foster City General Plan (e.g., Land Use/Circulation Element, Parks Open Space and Conservation Element)—IN PROGRESS**
- B. **Initiate Rezoning of Housing Opportunity Sites—IN PROGRESS**

### Other Projects

- A. **Pursue Reliable and Uninterruptible Alternative Sources of Water – IN PROGRESS**
- B. **Review/Update City's Emergency Plan as Appropriate and Encourage the Public to Participate in the Citizen Emergency Response Team (CERT) Training – COMPLETED**
- C. Monitor the Federal and State Budgets; Support or Oppose Budget Proposals as Appropriate; and Evaluate Budget Impacts on the City/District/CDA Finances—IN PROGRESS

The following projects and issues were identified as priorities by the City Council for **Calendar Year 2008**. The status of the projects is listed below: (Council's highest priorities in **bold**)

### Civic Center Master Plan

- A. **Approve Agreements and Commence Planning Process for the Mixed-Use Development on an 11-Acre Portion of the 15-Acre Site Adjacent to the Government Center**
- B. Consider the Business/Funding Plan to Establish a Public Charter High School on a 4-Acre Portion of the 15-Acre Site Adjacent to the Government Center to be Submitted by the Proponents of a Public Charter High School by June 30, 2008
- C. **Develop a Master Plan for the 15-Acre Site Adjacent to the Government Center and Update the City of Foster City General Plan Accordingly**

### Capital Improvement Projects

- A. **Complete Bid Process for the Permanent Teen Center and Related Facilities and Award Contract for Construction Services**
- B. Complete Design for Park Renovation Plans to Include a Synthetic Turf Soccer Field at Catamaran Park and at Sea Cloud Park, Commence Bid Process and Award Contract for Construction Services
- C. **Monitor and Maintain the Integrity of the Levees that Protect Foster City**

Municipal Code Amendments/General Plan Amendments/  
Ordinance Updates

**A. Update the City of Foster City General Plan (e.g., Land Use/Circulation Element, Parks Open Space and Conservation Element), Including Conducting a City-wide Traffic Impact Study**

Private Development Projects

- A. Continue to Process Land Use Approvals for the Pilgrim/Triton Redevelopment Project
- B. Continue to Process Land Use Approvals for the Chess/Hatch Redevelopment Project

Other Projects

- A. Pursue Reliable and Uninterruptible Alternative Sources of Water**
- B. Continue to Provide the Citizen Emergency Response Team (CERT) Training**
- C. Monitor the Federal and State Budgets; Support or Oppose Federal and State Budget Proposals as Appropriate; and Evaluate Federal and State Budget Impacts on the City/District/CDA Finances**
- D. Explore “Green” Policies, Programs and Practices for City Operations and Community-Wide Efforts to Reduce Greenhouse Gas Emissions Within Foster City**
- E. Investigate Public Transit and Shuttle Needs in Light of the Planned New Development and Redevelopment in Foster City and Staffing Options for Developing and Managing Current and Future Public Transit Programs for Foster City

***PROPOSED SERVICE LEVELS***

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

***CHANGES IN RESOURCES REQUIRED***

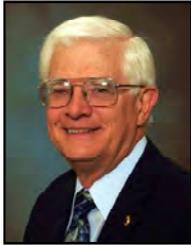
- No change in resources required.

***CHANGES IN BUDGET***

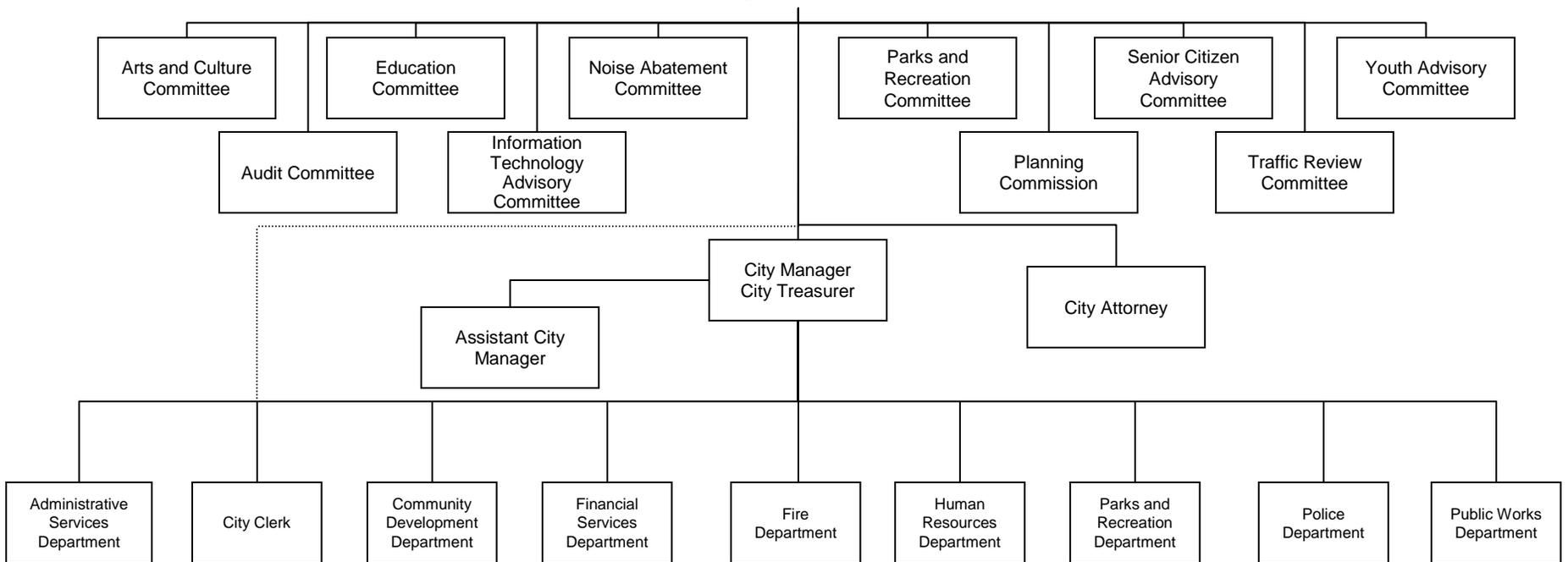
- Council/Board Administration Supplies and Services budget increased due to an increase in the annual dues for the League of California Cities, and an increase in the funding of non-profit social service agencies
- Community Promotion budget increased by \$1,000 to cover the cost of fireworks and \$3,500 for increased funding of certain non-profit agencies. The \$500 budget for the Employee Bi-Annual Art Exhibit was deleted because FY 2008-09 is the off-year.
- Arts and Culture Committee budget decreased by \$1,500 from \$24,560 to \$23,060 due to the elimination of the Ethnic Dance Program. Funds were reallocated and the Art Gallery budget was increased to allow for the Art Gallery walls to be reupholstered.
- Audit Committee budget increased from \$100 to \$150.
- Education Committee budget remains the same at \$450
- Information Technology Advisory Committee budget remains the same at \$1,140; another Identity Theft Symposium will be held.
- Noise Abatement Committee remains the same at \$500
- Parks and Recreation Committee budget remains the same at \$3,500.
- Planning Commission budget remains the same at \$18,690.
- Senior Citizen Advisory Committee budget remains the same at \$2,950.
- Youth Advisory Committee budget remains the same at \$5,820.

# Foster City Organization Chart

Foster City Residents



## City Council



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

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
ARTS COMMITTEE – SPC EVENTS	\$ 24,560	\$ 24,560	\$ 23,060
AUDIT COMMITTEE	100	100	150
COMMUNITY PROMOTION	74,755	74,755	78,255
COUNCIL/BOARD	146,385	146,385	150,528
EDUCATION COMMITTEE	450	450	450
NOISE ABATEMENT COMMITTEE	500	500	500
PARKS & REC COMMITTEE	3,500	3,500	3,500
PLANNING COMMISSION	18,690	18,690	18,690
SENIOR CITIZEN COMMITTEE	2,950	2,950	2,950
TECHNOLOGY COMMITTEE	1,140	1,140	1,140
YOUTH ADVISORY COMMITTEE	5,820	5,820	5,820
<b>TOTAL FOR COUNCIL/BOARD</b>	<b>\$ 278,850</b>	<b>\$ 278,850</b>	<b>\$ 285,043</b>

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

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 90,700	\$ 90,700	\$ 90,700
SERVICES AND SUPPLIES	303,764	303,764	313,175
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	394,464	394,464	403,875
INTERNAL SERVICES	54,826	54,826	55,816
Subtotal (Total Department Expenses before Reallocations)	449,290	449,290	459,691
REALLOCATIONS	(170,440)	(170,440)	(174,648)
<b>TOTAL FOR COUNCIL/BOARD</b>	<b>\$ 278,850</b>	<b>\$ 278,850</b>	<b>\$ 285,043</b>

## DETAIL LINE ITEM REPORT

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

GENERAL FUND

<b><i>Employee Services</i></b>		Approved 2007-2008	Requested 2008-2009
001-1010-413-4115	COUNCILMEMBER COMPENSATION	\$32,310.00	\$32,310.00
Subtotal		<b>\$32,310.00</b>	<b>\$32,310.00</b>
001-1010-413-4120	FRINGE BENEFITS	\$42,000.00	\$42,000.00
Subtotal		<b>\$42,000.00</b>	<b>\$42,000.00</b>
<b>Employee Services Total</b>		<b>\$74,310.00</b>	<b>\$74,310.00</b>
<b><i>Internal Services</i></b>		Approved 2007-2008	Requested 2008-2009
001-1010-413-4569	BUILDING MAINTENANCE	\$16,235.00	\$16,528.00
001-1010-413-4569	BUILDING MAINTENANCE (87% Cncl Chambers)	\$38,591.00	\$39,288.00
Subtotal		<b>\$54,826.00</b>	<b>\$55,816.00</b>
<b>Internal Services Total</b>		<b>\$54,826.00</b>	<b>\$55,816.00</b>
<b><i>Services and Supplies</i></b>		Approved 2007-2008	Requested 2008-2009
001-1010-413-4241	COPY EXPENSE -- COUNCIL/BOARD ADMINISTRATION	\$75.00	\$75.00
Subtotal		<b>\$75.00</b>	<b>\$75.00</b>
001-1010-413-4242	POSTAGE EXPENSE	\$300.00	\$300.00
Subtotal		<b>\$300.00</b>	<b>\$300.00</b>
001-1010-413-4243	BUSINESS CARDS	\$100.00	\$100.00
001-1010-413-4243	CITY PINS	\$700.00	\$700.00
001-1010-413-4243	COFFEE AND SUPPLIES FOR CITY HALL	\$2,980.00	\$2,980.00
001-1010-413-4243	COUNCIL REORGANIZATION RECEPTION	\$1,000.00	\$1,000.00
001-1010-413-4243	GENERAL OFFICE SUPPLIES	\$2,780.00	\$2,780.00
001-1010-413-4243	PLAQUES	\$440.00	\$440.00

		Subtotal	<b>\$8,000.00</b>	<b>\$8,000.00</b>
001-1010-413-4251	C/CAG CONGESTION MANAGEMENT PLAN (GAS TAX)		\$16,141.00	\$16,141.00
001-1010-413-4251	C/CAG CONGESTION RELIEF PLAN FEE (GAS TAX)		\$90,679.00	\$90,679.00
		Subtotal	<b>\$106,820.00</b>	<b>\$106,820.00</b>
001-1010-413-4253	AIRPORT COMMUNITY ROUNDTABLE		\$1,500.00	\$1,500.00
001-1010-413-4253	ASSOCIATION OF BAY AREA GOVERNMENTS		\$5,338.00	\$5,569.00
001-1010-413-4253	C/CAG ADMINISTRATIVE COSTS		\$10,324.00	\$10,324.00
001-1010-413-4253	LAFCO ASSESSMENT		\$2,776.00	\$2,776.00
001-1010-413-4253	LCC ANNUAL DUES		\$9,256.00	\$11,736.00
001-1010-413-4253	LCC PENINSULA DIVISION DUES		\$100.00	\$100.00
001-1010-413-4253	MISCELLANEOUS		\$200.00	\$200.00
001-1010-413-4253	SAN MATEO COUNTY COUNCIL OF CITIES		\$50.00	\$50.00
001-1010-413-4253	SAN MATEO COUNTY HEART DUES		\$12,100.00	\$12,100.00
		Subtotal	<b>\$41,644.00</b>	<b>\$44,355.00</b>
001-1010-413-4254	MISCELLANEOUS BUSINESS MEETINGS		\$15,000.00	\$15,000.00
		Subtotal	<b>\$15,000.00</b>	<b>\$15,000.00</b>
001-1010-413-4260	N/P -- CALL PRIMROSE CENTER		\$500.00	\$500.00
001-1010-413-4260	N/P -- CENTER FOR INDEPENDENCE OF THE DISABLED		\$500.00	\$500.00
001-1010-413-4260	N/P -- JOBS FOR YOUTH SAN MATEO COUNTY		\$500.00	\$500.00
001-1010-413-4260	N/P -- LEGAL AID SOCIETY OF SMC		\$1,000.00	\$1,000.00
001-1010-413-4260	N/P -- MISSION HOSPICE, INC. OF SAN MATEO COUNTY		\$1,000.00	\$3,000.00
001-1010-413-4260	N/P -- PARCA		\$2,000.00	\$2,000.00
001-1010-413-4260	N/P -- SAMARITAN HOUSE		\$7,000.00	\$8,000.00
001-1010-413-4260	N/P -- SECOND HARVEST FOOD BANK		\$0.00	\$1,000.00
001-1010-413-4260	N/P -- SHELTER NETWORK OF SAN MATEO COUNTY		\$2,000.00	\$2,500.00
001-1010-413-4260	N/P -- YOUTH & FAMILY ENRICHMENT SERVICES		\$1,350.00	\$1,500.00
		Subtotal	<b>\$15,850.00</b>	<b>\$20,500.00</b>
<b>Services and Supplies Total</b>			<b>\$187,689.00</b>	<b>\$195,050.00</b>

**Reallocation**

Approved Requested

		2007-2008	2008-2009
001-1010-413-4495	ALLOCATION OF CDA EXPENSES 312 (HEART)	(\$12,100.00)	(\$12,100.00)
	Subtotal	<b>(\$12,100.00)</b>	<b>(\$12,100.00)</b>
001-1010-413-4496	ALLOCATION TO WATER (excludes N/P, C/CAG, HEART)	(\$25,760.00)	(\$27,864.00)
	Subtotal	<b>(\$25,760.00)</b>	<b>(\$27,864.00)</b>
001-1010-413-4497	ALLOCATION TO SEWER (excludes N/P, C/CAG, HEART)	(\$25,760.00)	(\$27,864.00)
	Subtotal	<b>(\$25,760.00)</b>	<b>(\$27,864.00)</b>
001-1010-413-4498	REALLOCATION TO GAS TAX FUNDS	(\$106,820.00)	(\$106,820.00)
	Subtotal	<b>(\$106,820.00)</b>	<b>(\$106,820.00)</b>
	<b>Reallocation Total</b>	<b>(\$170,440.00)</b>	<b>(\$174,648.00)</b>
	<b>COUNCIL/BOARD Total</b>	<b>\$146,385.00</b>	<b>\$150,528.00</b>

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**COUNCIL/BOARD - ARTS COMMITTEE-SPC EVENTS**      Account: 001-1020-413      **GENERAL FUND**

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<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
001-1020-413-4241	CLASSICAL CONCERTS	\$800.00	\$200.00
001-1020-413-4241	ETHNIC DANCE PROGRAM	\$150.00	\$0.00
001-1020-413-4241	PACIFIC ISLAND FESTIVAL	\$300.00	\$400.00
001-1020-413-4241	PHOTO CONTEST	\$25.00	\$25.00
001-1020-413-4241	RESOURCE SUPPORT	\$100.00	\$100.00
001-1020-413-4241	WRITERS CONTEST	\$170.00	\$170.00
	Subtotal	<b>\$1,545.00</b>	<b>\$895.00</b>
001-1020-413-4242	ART GALLERY - EXHIBITS	\$300.00	\$300.00
001-1020-413-4242	CLASSICAL CONCERTS	\$10.00	\$10.00
001-1020-413-4242	PACIFIC ISLAND FESTIVAL	\$70.00	\$70.00
001-1020-413-4242	PHOTO CONTEST	\$75.00	\$25.00

001-1020-413-4242	RESOURCE SUPPORT	\$100.00	\$100.00
001-1020-413-4242	WRITERS CONTEST	\$120.00	\$120.00
	Subtotal	<b>\$675.00</b>	<b>\$625.00</b>
001-1020-413-4243	ART GALLERY - RECEPTIONS/GALLERY SUPPLIES	\$1,600.00	\$3,600.00
001-1020-413-4243	CLASSICAL CONCERTS	\$300.00	\$400.00
001-1020-413-4243	ETHNIC DANCE PROGRAM	\$100.00	\$0.00
001-1020-413-4243	PACIFIC ISLAND FESTIVAL	\$130.00	\$530.00
001-1020-413-4243	PHOTO CONTEST	\$155.00	\$555.00
001-1020-413-4243	RESOURCE SUPPORT	\$100.00	\$500.00
001-1020-413-4243	WRITERS CONTEST	\$130.00	\$800.00
001-1020-413-4243	YOUTH IN ART PROG. (FASHION SHOW, CRAFT FESTIVALS)	\$1,550.00	\$1,550.00
	Subtotal	<b>\$4,065.00</b>	<b>\$7,935.00</b>
001-1020-413-4249	ART GALLERY	\$1,800.00	\$1,800.00
001-1020-413-4249	CLASSICAL CONCERTS	\$800.00	\$200.00
001-1020-413-4249	PHOTO CONTEST	\$150.00	\$0.00
001-1020-413-4249	WRITING CONTEST	\$400.00	\$600.00
001-1020-413-4249	YOUTH IN ART PROG. (FASHION SHOW, CRAFT FESTIVALS)	\$500.00	\$500.00
	Subtotal	<b>\$3,650.00</b>	<b>\$3,100.00</b>
001-1020-413-4251	ART GALLERY	\$2,400.00	\$400.00
001-1020-413-4251	CLASSICAL CONCERTS	\$3,900.00	\$3,100.00
001-1020-413-4251	ETHNIC DANCE PROGRAM	\$550.00	\$0.00
001-1020-413-4251	PACIFIC ISLAND FESTIVAL	\$2,200.00	\$2,100.00
001-1020-413-4251	PHOTO CONTEST (AWARDS)	\$525.00	\$725.00
001-1020-413-4251	PUBLIC ARTS (SCULPTURE CONTEST)	\$2,000.00	\$2,000.00
001-1020-413-4251	WRITERS CONTEST - AWARDS & JUDGING	\$1,350.00	\$680.00
001-1020-413-4251	YOUTH IN ART PROGRAM	\$500.00	\$500.00
	Subtotal	<b>\$13,425.00</b>	<b>\$9,505.00</b>
001-1020-413-4265	ART GALLERY	\$500.00	\$500.00
001-1020-413-4265	CLASSICAL CONCERTS - PIANO	\$200.00	\$200.00

001-1020-413-4265	RESOURCE SUPPORT	\$500.00	\$300.00
	Subtotal	<b>\$1,200.00</b>	<b>\$1,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$24,560.00</b>	<b>\$23,060.00</b>
	<b>ARTS COMMITTEE-SPC EVENTS Total</b>	<b>\$24,560.00</b>	<b>\$23,060.00</b>

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

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<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
001-1022-413-4243	MISCELLANEOUS SUPPLIES -- AUDIT COMMITTEE	\$100.00	\$150.00
	Subtotal	<b>\$100.00</b>	<b>\$150.00</b>
	<b>Services and Supplies Total</b>	<b>\$100.00</b>	<b>\$150.00</b>
	<b>AUDIT COMMITTEE Total</b>	<b>\$100.00</b>	<b>\$150.00</b>

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COUNCIL/BOARD - EDUCATION COMMITTEE      Account: 001-1024-413      GENERAL FUND

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<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
001-1024-413-4241	COPY EXPENSE -- EDUCATION COMMITTEE	\$150.00	\$100.00
	Subtotal	<b>\$150.00</b>	<b>\$100.00</b>
001-1024-413-4242	POSTAGE EXPENSE	\$200.00	\$100.00
	Subtotal	<b>\$200.00</b>	<b>\$100.00</b>
001-1024-413-4243	MISCELLANEOUS SUPPLIES	\$100.00	\$250.00
	Subtotal	<b>\$100.00</b>	<b>\$250.00</b>

Services and Supplies Total	\$450.00	\$450.00
<b>EDUCATION COMMITTEE Total</b>		
	\$450.00	\$450.00

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COUNCIL/BOARD - NOISE ABATEMENT COMMITTEE    Account: 001-1025-413    GENERAL FUND

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<i>Services and Supplies</i>		Approved 2007-2008	Requested 2008-2009
001-1025-413-4241	COPY EXPENSE -- NOISE ABATEMENT COMMITTEE	\$250.00	\$250.00
	Subtotal	<b>\$250.00</b>	<b>\$250.00</b>
001-1025-413-4242	POSTAGE EXPENSE	\$150.00	\$150.00
	Subtotal	<b>\$150.00</b>	<b>\$150.00</b>
001-1025-413-4243	MISCELLANEOUS SUPPLIES	\$100.00	\$100.00
	Subtotal	<b>\$100.00</b>	<b>\$100.00</b>
	<b>Services and Supplies Total</b>	<b>\$500.00</b>	<b>\$500.00</b>
<b>NOISE ABATEMENT COMMITTEE Total</b>			
		<b>\$500.00</b>	<b>\$500.00</b>

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

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<i>Services and Supplies</i>		Approved 2007-2008	Requested 2008-2009
001-1026-413-4242	POSTAGE EXPENSE	\$250.00	\$250.00
	Subtotal	<b>\$250.00</b>	<b>\$250.00</b>
001-1026-413-4251	CONTRACTUAL SERVICES	\$250.00	\$250.00
	Subtotal	<b>\$250.00</b>	<b>\$250.00</b>

001-1026-413-4253	MEMBERSHIPS, DUES & SUBSCRIPTIONS	\$2,750.00	\$2,750.00
	Subtotal	<b>\$2,750.00</b>	<b>\$2,750.00</b>
001-1026-413-4254	TRAINING	\$250.00	\$250.00
	Subtotal	<b>\$250.00</b>	<b>\$250.00</b>
	<b>Services and Supplies Total</b>	<b>\$3,500.00</b>	<b>\$3,500.00</b>
	<b>PARKS &amp; REC COMMITTEE Total</b>	<b>\$3,500.00</b>	<b>\$3,500.00</b>

**COUNCIL/BOARD - PLANNING COMMISSION**

Account: 001-1027-413

GENERAL FUND

<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009
001-1027-413-4115	PLANNING COMMISSIONER FEES	\$16,140.00	\$16,140.00
	Subtotal	<b>\$16,140.00</b>	<b>\$16,140.00</b>
001-1027-413-4120	FRINGE BENEFITS	\$250.00	\$250.00
	Subtotal	<b>\$250.00</b>	<b>\$250.00</b>
	<b>Employee Services Total</b>	<b>\$16,390.00</b>	<b>\$16,390.00</b>
<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
001-1027-413-4243	MISCELLANEOUS SUPPLIES -- PLANNING COMMISSION	\$200.00	\$200.00
	Subtotal	<b>\$200.00</b>	<b>\$200.00</b>
001-1027-413-4254	PLANNING COMMISSIONER INSTITUTE	\$2,100.00	\$2,100.00
	Subtotal	<b>\$2,100.00</b>	<b>\$2,100.00</b>
	<b>Services and Supplies Total</b>	<b>\$2,300.00</b>	<b>\$2,300.00</b>
	<b>PLANNING COMMISSION Total</b>	<b>\$18,690.00</b>	<b>\$18,690.00</b>

COUNCIL/BOARD - YOUTH ADVISORY COMMITTEE

Account: 001-1028-413

GENERAL FUND

<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
001-1028-413-4241	COPY EXPENSE -- YOUTH ADVISORY COMMITTEE	\$20.00	\$20.00
	Subtotal	<b>\$20.00</b>	<b>\$20.00</b>
001-1028-413-4242	POSTAGE EXPENSE	\$200.00	\$200.00
	Subtotal	<b>\$200.00</b>	<b>\$200.00</b>
001-1028-413-4243	MISCELLANEOUS SUPPLIES	\$2,500.00	\$2,500.00
	Subtotal	<b>\$2,500.00</b>	<b>\$2,500.00</b>
001-1028-413-4251	CONTRACTUAL SERVICES	\$1,000.00	\$1,000.00
	Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
001-1028-413-4254	TRAVEL AND TRAINING	\$2,100.00	\$2,100.00
	Subtotal	<b>\$2,100.00</b>	<b>\$2,100.00</b>
	<b>Services and Supplies Total</b>	<b>\$5,820.00</b>	<b>\$5,820.00</b>
	<b>YOUTH ADVISORY COMMITTEE Total</b>	<b>\$5,820.00</b>	<b>\$5,820.00</b>

COUNCIL/BOARD - COMMUNITY PROMOTION

Account: 001-1030-413

GENERAL FUND

<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
001-1030-413-4243	COMMUNITY & SPORTS WALL OF FAME NAME PLATES	\$300.00	\$300.00
001-1030-413-4243	HOLIDAY DECORATIONS	\$1,400.00	\$1,400.00
001-1030-413-4243	NEIGHBORHOOD ELECTRIC VEHICLE USE PROMOTION	\$1,000.00	\$0.00
001-1030-413-4243	UTILITY BILL INSERTS--ARTS & WINE/OKTOBER RIB FEST	\$500.00	\$500.00

		Subtotal	<b>\$3,200.00</b>	<b>\$2,200.00</b>
001-1030-413-4251	FOSTER CITY CHAMBER OF COMMERCE		\$20,000.00	\$20,000.00
001-1030-413-4251	FOURTH OF JULY ADDITIONAL SERVICES		\$20,000.00	\$20,000.00
001-1030-413-4251	FOURTH OF JULY FIREWORKS		\$15,000.00	\$16,000.00
001-1030-413-4251	PENINSULA CONFLICT RESOLUTION CENTER		\$10,555.00	\$10,555.00
		Subtotal	<b>\$65,555.00</b>	<b>\$66,555.00</b>
001-1030-413-4254	COMMUNITY WALL OF FAME RECEPTION		\$500.00	\$500.00
001-1030-413-4254	EMPLOYEE APPRECIATION EVENTS		\$2,500.00	\$2,500.00
001-1030-413-4254	EMPLOYEE BI-ANNUAL ART EXHIBIT		\$500.00	\$0.00
001-1030-413-4254	FOSTER CITY HONORS LIST PLAQUES AND RECEPTION		\$1,000.00	\$1,000.00
		Subtotal	<b>\$4,500.00</b>	<b>\$4,000.00</b>
001-1030-413-4260	N/P -- FOSTER CITY HISTORICAL SOCIETY		\$1,000.00	\$4,000.00
001-1030-413-4260	N/P -- JOINT VENTURE SILICON VALLEY		\$0.00	\$500.00
001-1030-413-4260	N/P -- SUSTAINABLE SAN MATEO COUNTY		\$500.00	\$1,000.00
		Subtotal	<b>\$1,500.00</b>	<b>\$5,500.00</b>
		<b>Services and Supplies Total</b>	<b>\$74,755.00</b>	<b>\$78,255.00</b>
		<b>COMMUNITY PROMOTION Total</b>	<b>\$74,755.00</b>	<b>\$78,255.00</b>

COUNCIL/BOARD - TECHNOLOGY COMMITTEE

Account: 001-1031-413

GENERAL FUND

<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
001-1031-413-4241	COPY EXPENSE -- INFORMATION TECHNOLOGY COMMITTEE	\$20.00	\$20.00
	Subtotal	<b>\$20.00</b>	<b>\$20.00</b>
001-1031-413-4242	POSTAGE EXPENSE	\$20.00	\$20.00
	Subtotal	<b>\$20.00</b>	<b>\$20.00</b>

001-1031-413-4243	GENERAL OFFICE SUPPLIES	\$100.00	\$100.00
001-1031-413-4243	IDENTITY THEFT SYMPOSIUM	\$1,000.00	\$1,000.00
	Subtotal	<b>\$1,100.00</b>	<b>\$1,100.00</b>
	<b>Services and Supplies Total</b>	<b>\$1,140.00</b>	<b>\$1,140.00</b>
	<b>TECHNOLOGY COMMITTEE Total</b>	<b>\$1,140.00</b>	<b>\$1,140.00</b>

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COUNCIL/BOARD - SENIOR CITIZEN COMMITTEE      Account: 001-1032-413      GENERAL FUND

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<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
001-1032-413-4241	MISCELLANEOUS COPY EXPENSE	\$100.00	\$100.00
001-1032-413-4241	SENIOR SPECIAL EVENTS/PROGRAMS	\$100.00	\$100.00
	Subtotal	<b>\$200.00</b>	<b>\$200.00</b>
001-1032-413-4242	MISCELLANEOUS POSTAGE	\$100.00	\$100.00
001-1032-413-4242	SENIOR SPECIAL EVENTS/PROGRAMS	\$500.00	\$500.00
	Subtotal	<b>\$600.00</b>	<b>\$600.00</b>
001-1032-413-4243	GENERAL OFFICE SUPPLIES	\$100.00	\$100.00
001-1032-413-4243	SENIOR SPECIAL EVENTS/PROGRAMS	\$650.00	\$650.00
	Subtotal	<b>\$750.00</b>	<b>\$750.00</b>
001-1032-413-4249	SENIOR SPECIAL EVENTS/PROGRAMS	\$350.00	\$350.00
	Subtotal	<b>\$350.00</b>	<b>\$350.00</b>
001-1032-413-4251	SENIOR SPECIAL EVENTS/PROGRAMS	\$500.00	\$500.00
	Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
001-1032-413-4253	MEMBERSHIPS, DUES AND SUBSCRIPTIONS	\$50.00	\$50.00
	Subtotal	<b>\$50.00</b>	<b>\$50.00</b>
001-1032-413-4254	TRAVEL, CONFERENCES AND MEETINGS	\$500.00	\$500.00

Subtotal	\$500.00	\$500.00
<b>Services and Supplies Total</b>	<b>\$2,950.00</b>	<b>\$2,950.00</b>
<b>SENIOR CITIZEN COMMITTEE Total</b>	<b>\$2,950.00</b>	<b>\$2,950.00</b>

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# City/District Manager



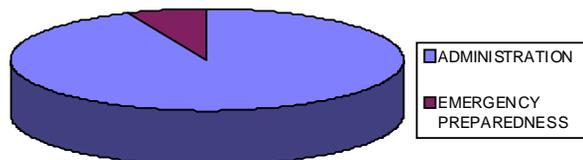
## MISSION STATEMENT

The mission of the City Manager Department is to provide direction and oversight of all phases of City/District operations to ensure Council/Board policy and established administrative practices are efficiently and effectively carried out within the fiscal and physical abilities of the various City/District departments during normal operations as well as emergency situations. The City Manager Department is also responsible for public information, community relations, legislative analysis, administration of the animal control contract, risk management and special projects.

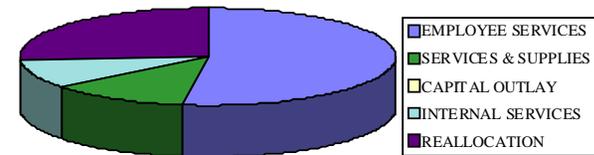
## PROPOSED BUDGET EXPENDITURE DISTRIBUTION

Total Department Budget: \$ 670,802

### Expenditure by Division



### Expenditure by Type



## DEPARTMENT PERSONNEL SUMMARY

Position	06-07	07-08	08-09	09-10	10-11	11-12	12-13
CITY MANAGER	1.0	1.0	1.0	1.0	1.0	1.0	1.0
ASSISTANT CITY MANAGER	1.0	1.0	1.0	1.0	1.0	1.0	1.0
EXEC.ASST.TO THE CITY MANAGER	1.0	1.0	1.0	1.0	1.0	1.0	1.0
MANAGEMENT ANALYST	1.0	1.0	1.0	1.0	1.0	1.0	1.0
ADMINISTRATIVE INTERN (ENVIRONMENTAL SUSTAINABILITY)	-	-	0.5	-	-	-	-
ADMINISTRATIVE INTERN (TRANSPORTATION)	-	-	0.5	-	-	-	-
<b>TOTAL EMPLOYEES</b>	<b>4.0</b>	<b>4.0</b>	<b>5.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>

## **CURRENT ACCOMPLISHMENTS**

Some of the accomplishments for Fiscal Year 2007-2008 were:

- **Council Support.** Provided support to the City Council and responded to Council requests.
- **Policy Calendar.** Assisted City Council in developing a Policy Calendar for Calendar Year 2008.
- **Legislative Advocacy.** Supported legislative advocacy efforts to protect local revenues and continued assessing the effect of a prolonged economic downturn and State fiscal crisis on City/District/ Community Development Agency budgets and services.
- **Public Information.** Worked with City staff to publicize projects and events. Provided general City information through press releases, informational brochures and staffing a public information booth at the Arts and Wine festival. In conjunction with Information Technology and other City departments, implemented subscription-based e-mail Listservs to convey public information on a variety of topics. Conducted outreach campaign to solicit suggestions for a name for the retail/public portion of the 15-Acre site.
- **Animal Control.** Managed the City's animal control contract, provided information and referral services for residents with concerns about urban wildlife and continued participation in Project Bay Cat to provide humane solutions for feral cat colonies on the levee/pedway.
- **Risk Management.** Ensured that potential liabilities are minimized through active Risk Management program. Instituted new risk management assessment tool as part of the budget process. Sponsored several employee training opportunities on a variety of risk management topics through the ABAG PLAN.
- **Redevelopment.** Provided oversight of the redevelopment process for the Pilgrim-Triton, Chess-Hatch and Charter Square areas. Provided support to Community Development Agency for further affordable housing initiatives.
- **15-Acre Parcel.** Negotiated business terms, began development of legal agreements with development partners and implemented an on-going communication plan to maintain the public input process. Worked with Foster City High School Foundation on high school proposal(s).
- **Emergency Preparedness.** Supported the Fire Department focus on increasing levels of emergency preparedness training, documentation and awareness. Supported the completion and adoption of an updated, NIMS-compliant City Emergency Plan. Actively participated in Silver Dragon II Exercise in March 2008 and staff NIMS-compliant advanced Incident Command System training for management employees. Provided policy support to the Fire Department Citizen Emergency Response Team (CERT) program.

Developed curriculum and began implementation of emergency public information officer succession training plan. Developed City staff skills inventory to facilitate efficient use of personnel resources during an emergency.

- **Capital Projects.** Provided oversight for all City/District capital improvement projects. Participated in the design process for the new Teen Center.
- **Regional Cooperation.** The City Manager served on the Operations Committee for the Library JPA, the Administrative Committee for the Emergency Services JPA and the South Bayside Waste Management Authority (SBWMA) Board of Directors.
- **Business Process Reengineering.** Continued implementation of process improvements; documenting public versus private responsibilities and conducting Contract/Project Management training.
- **Sustainability.** Coordinated the City's sustainability ("green") initiatives, responded to resident requests, created a webpage that summarizes current green policies and practices and implemented the creation and selection of members for the Council's Environmental Sustainability ("Green Ribbon") Task Force. Worked with City departments to begin compiling data to establish a baseline Greenhouse Gas inventory/carbon footprint of City operations. The Assistant City Manager participates on the Joint

Venture Silicon Valley Network Climate Protection Task Force on behalf of Foster City.

- **Budget.** Prepared a five-year financial plan for Fiscal Year 2008-2009 to Fiscal Year 2012-2013 and the annual budget for Fiscal Year 2008-2009.

## ***PROPOSED SERVICE LEVELS***

The City Manager's Department proposed budget includes a part-time intern position to help support the work of the Environmental Sustainability ("Green Ribbon") Task Force and other related efforts and a part-time intern position to help with transportation issues, including support for the Ad Hoc Transportation Committee.

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

### Personnel

- Add \$50,000 for two (2) part-time, non-benefitted intern positions.

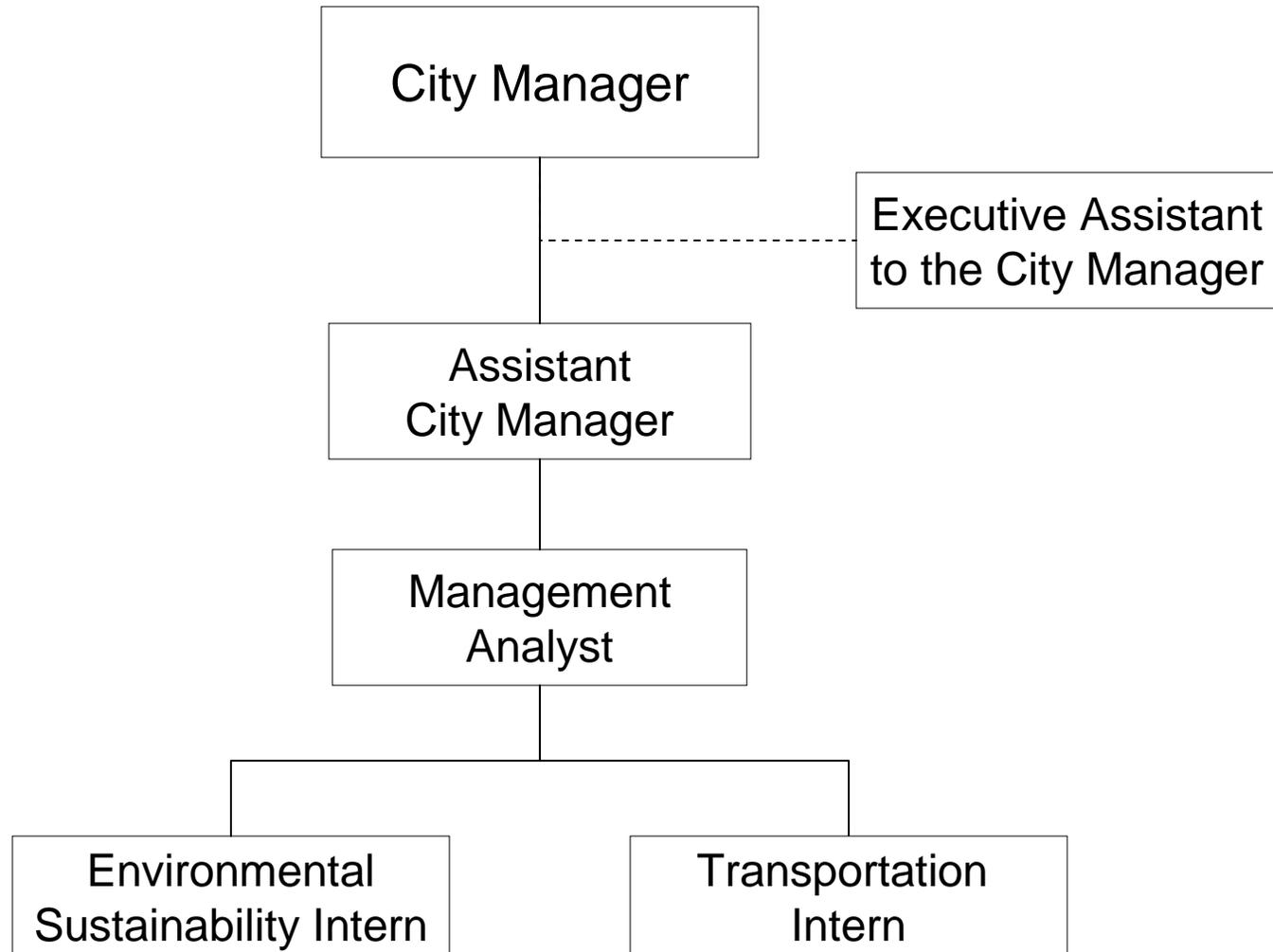
### Services and Supplies

- No significant changes to supplies and services.

### Capital Outlay

- Reductions in Capital Outlay due to completion of Emergency Food/Hydration Pack project.

# City Manager's Office



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

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	\$ 598,426	\$ 598,426	\$ 625,823
EMERGENCY PREPAREDNESS	49,889	49,889	44,979
<b>TOTAL FOR CITY / DISTRICT MANAGER</b>	<b>\$ 648,315</b>	<b>\$ 648,315</b>	<b>\$ 670,802</b>

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

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 676,500	\$ 676,500	\$ 740,400
SERVICES AND SUPPLIES	175,291	175,291	165,683
CAPITAL OUTLAY	9,000	9,000	-
Subtotal (Total Department-Controlled Expenses)	860,791	860,791	906,083
INTERNAL SERVICES	148,494	148,494	136,383
Subtotal (Total Department Expenses before Reallocations)	1,009,285	1,009,285	1,042,466
REALLOCATIONS	(360,970)	(360,970)	(371,664)
<b>TOTAL FOR CITY / DISTRICT MANAGER</b>	<b>\$ 648,315</b>	<b>\$ 648,315</b>	<b>\$ 670,802</b>

## DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION

Account: 001-0110-413

GENERAL FUND

<i><b>Employee Services</b></i>		Approved 2007-2008	Requested 2008-2009
001-0110-413-4110	PERMANENT SALARIES	\$536,900.00	\$554,100.00
Subtotal		<b>\$536,900.00</b>	<b>\$554,100.00</b>
001-0110-413-4111	REALLOCATION TO CALOPPS FUND	\$0.00	(\$25,000.00)
001-0110-413-4111	SUSTAINABILITY INTERN	\$0.00	\$25,000.00
001-0110-413-4111	TRANSPORTATION INTERN	\$0.00	\$25,000.00
Subtotal		<b>\$0.00</b>	<b>\$25,000.00</b>
001-0110-413-4120	FRINGE BENEFITS	\$139,600.00	\$161,300.00
Subtotal		<b>\$139,600.00</b>	<b>\$161,300.00</b>
<b>Employee Services Total</b>		<b>\$676,500.00</b>	<b>\$740,400.00</b>
<i><b>Internal Services</b></i>		Approved 2007-2008	Requested 2008-2009
001-0110-413-4544	VEHICLE REPLACEMENT	\$11,179.00	\$11,690.00
Subtotal		<b>\$11,179.00</b>	<b>\$11,690.00</b>
001-0110-413-4557	INFORMATION TECHNOLOGY SERVICES	\$16,734.00	\$15,326.00
Subtotal		<b>\$16,734.00</b>	<b>\$15,326.00</b>
001-0110-413-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$12,100.00	\$0.00
Subtotal		<b>\$12,100.00</b>	<b>\$0.00</b>
001-0110-413-4562	SELF-INSURANCE	\$80,000.00	\$80,000.00
Subtotal		<b>\$80,000.00</b>	<b>\$80,000.00</b>
001-0110-413-4569	BUILDING MAINTENANCE	\$20,489.00	\$20,859.00
Subtotal		<b>\$20,489.00</b>	<b>\$20,859.00</b>
<b>Internal Services Total</b>		<b>\$140,502.00</b>	<b>\$127,875.00</b>

<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
001-0110-413-4241	COPY EXPENSE	\$1,500.00	\$1,500.00
	Subtotal	<b>\$1,500.00</b>	<b>\$1,500.00</b>
001-0110-413-4242	POSTAGE	\$150.00	\$150.00
	Subtotal	<b>\$150.00</b>	<b>\$150.00</b>
001-0110-413-4243	GENERAL OFFICE SUPPLIES	\$2,000.00	\$2,000.00
	Subtotal	<b>\$2,000.00</b>	<b>\$2,000.00</b>
001-0110-413-4246	MAINT-FACILITY & EQUIP.	\$100.00	\$100.00
	Subtotal	<b>\$100.00</b>	<b>\$100.00</b>
001-0110-413-4251	ANIMAL CONTROL CONTRACT W/COUNTY	\$104,270.00	\$91,628.00
001-0110-413-4251	CONTRACTUAL, PROF., & SPEC. SVC.	\$2,000.00	\$2,000.00
	Subtotal	<b>\$106,270.00</b>	<b>\$93,628.00</b>
001-0110-413-4253	CAPIO MEMBERSHIP DUES	\$175.00	\$175.00
001-0110-413-4253	ICMA MEMBERSHIP DUES (2)	\$2,800.00	\$2,800.00
001-0110-413-4253	MISCELLANEOUS	\$300.00	\$300.00
001-0110-413-4253	MMANC MEMBERSHIP DUES	\$130.00	\$130.00
001-0110-413-4253	NEWSPAPER SUBSCRIPTIONS (2)	\$350.00	\$350.00
001-0110-413-4253	PARMA MEMBERSHIP DUES	\$100.00	\$100.00
001-0110-413-4253	PRIMA MEMBERSHIP DUES	\$365.00	\$365.00
001-0110-413-4253	SAN MATEO CO. CITY MANAGERS' ASSOCIATION	\$100.00	\$100.00
	Subtotal	<b>\$4,320.00</b>	<b>\$4,320.00</b>
001-0110-413-4254	ICMA CONFERENCE (1)	\$2,000.00	\$2,000.00
001-0110-413-4254	LOCC ANNUAL CONFERENCE (2)	\$1,500.00	\$3,000.00
001-0110-413-4254	LOCC CM DEPARTMENT MEETING (2)	\$2,000.00	\$2,000.00
001-0110-413-4254	MISCELLANEOUS	\$1,000.00	\$1,000.00
001-0110-413-4254	SAN MATEO CO. CITY MANAGERS' ASSOCIATION	\$160.00	\$200.00
	Subtotal	<b>\$6,660.00</b>	<b>\$8,200.00</b>
<b>Services and Supplies Total</b>		<b>\$121,000.00</b>	<b>\$109,898.00</b>

<b>Reallocation</b>		Approved 2007-2008	Requested 2008-2009
001-0110-413-4495	ALLOCATION OF CDA EXPENSES 311	(\$28,364.00)	(\$29,466.00)
001-0110-413-4495	ALLOCATION OF CDA EXPENSES 312	(\$28,364.00)	(\$29,466.00)
001-0110-413-4495	ALLOCATION OF CDA EXPENSES 317	(\$5,673.00)	(\$5,894.00)
001-0110-413-4495	ALLOCATION OF CDA EXPENSES 318	(\$22,691.00)	(\$23,573.00)
001-0110-413-4495	ALLOCATION OF CDA EXPENSES 319	(\$5,673.00)	(\$5,894.00)
001-0110-413-4495	ALLOCATION OF CDA EXPENSES 320	(\$22,691.00)	(\$23,573.00)
	Subtotal	<b>(\$113,456.00)</b>	<b>(\$117,866.00)</b>
001-0110-413-4496	ALLOCATION TO EXP. TO WATER	(\$113,060.00)	(\$117,242.00)
	Subtotal	<b>(\$113,060.00)</b>	<b>(\$117,242.00)</b>
001-0110-413-4497	ALLOCATION TO EXP. TO SEWER	(\$113,060.00)	(\$117,242.00)
	Subtotal	<b>(\$113,060.00)</b>	<b>(\$117,242.00)</b>
	<b>Reallocation Total</b>	<b>(\$339,576.00)</b>	<b>(\$352,350.00)</b>
	<b>ADMINISTRATION Total</b>	<b>\$598,426.00</b>	<b>\$625,823.00</b>

CITY/DISTRICT MANAGER - EMERGENCY PREPAREDNESS      Account: 001-0120-413      GENERAL FUND

<b>Capital Outlay</b>		Approved 2007-2008	Requested 2008-2009
001-0120-413-4385	DISASTER PREPAREDNESS FOOD / HYDRATION KITS	\$9,000.00	\$0.00
	Subtotal	<b>\$9,000.00</b>	<b>\$0.00</b>
	<b>Capital Outlay Total</b>	<b>\$9,000.00</b>	<b>\$0.00</b>
<b>Internal Services</b>		Approved 2007-2008	Requested 2008-2009
001-0120-413-4544	VEHICLE REPLACEMENT	\$7,992.00	\$8,508.00

		Subtotal	<b>\$7,992.00</b>	<b>\$8,508.00</b>
		<b>Internal Services Total</b>	<b>\$7,992.00</b>	<b>\$8,508.00</b>
<b>Services and Supplies</b>			Approved 2007-2008	Requested 2008-2009
001-0120-413-4240	COMMUNITY OUTREACH - EMERGENCY PREPAREDNESS		\$4,750.00	\$4,750.00
		Subtotal	<b>\$4,750.00</b>	<b>\$4,750.00</b>
001-0120-413-4241	COMMUNITY OUTREACH - EMERGENCY PREPAREDNESS		\$2,250.00	\$2,250.00
		Subtotal	<b>\$2,250.00</b>	<b>\$2,250.00</b>
001-0120-413-4243	COMMUNITY OUTREACH - EMERGENCY PREPAREDNESS		\$2,000.00	\$2,000.00
001-0120-413-4243	OFFICE SUPPLIES		\$1,000.00	\$1,000.00
		Subtotal	<b>\$3,000.00</b>	<b>\$3,000.00</b>
001-0120-413-4251	OES / EMERGENCY SERVICES JPA		\$41,791.00	\$43,285.00
		Subtotal	<b>\$41,791.00</b>	<b>\$43,285.00</b>
001-0120-413-4255	TRAINING		\$2,500.00	\$2,500.00
		Subtotal	<b>\$2,500.00</b>	<b>\$2,500.00</b>
		<b>Services and Supplies Total</b>	<b>\$54,291.00</b>	<b>\$55,785.00</b>
<b>Reallocation</b>			Approved 2007-2008	Requested 2008-2009
001-0120-413-4496	ALLOCATION TO WATER		(\$10,697.00)	(\$9,657.00)
		Subtotal	<b>(\$10,697.00)</b>	<b>(\$9,657.00)</b>
001-0120-413-4497	ALLOCATION TO SEWER		(\$10,697.00)	(\$9,657.00)
		Subtotal	<b>(\$10,697.00)</b>	<b>(\$9,657.00)</b>
		<b>Reallocation Total</b>	<b>(\$21,394.00)</b>	<b>(\$19,314.00)</b>
<b>EMERGENCY PREPAREDNESS Total</b>			<b>\$49,889.00</b>	<b>\$44,979.00</b>



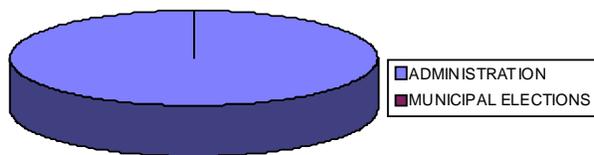
**MISSION STATEMENT**

The mission of the City Clerk Department is to accurately record the legislative body’s actions, safeguard those documents, and administer open and free elections in full accordance with the law. The City Clerk Department ensures that the City/District is in full compliance with legal requirements as it pertains to the department. We are committed to providing efficient and effective service in a professional manner to all departments, community and City Council.

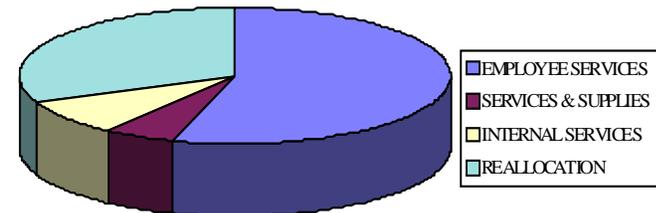
**PROPOSED BUDGET EXPENDITURE DISTRIBUTION**

Total Department Budget: \$168,610

**Expenditure by Division**



**Expenditure by Type**



**DEPARTMENT PERSONNEL SUMMARY**

Position	07-08	08-09	09-10	10-11	11-12	12-13
CITY CLERK	1.0	1.0	1.0	1.0	1.0	1.0
DEPUTY CITY CLERK	1.0	1.0	1.0	1.0	1.0	1.0
OFFICE ASSISTANT II	1.0	0.0	0.0	0.0	0.0	0.0
<b>TOTAL EMPLOYEES</b>	<b>3.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

## ***CURRENT ACCOMPLISHMENTS***

The City Clerk Department has accomplished many significant objectives during this fiscal year including: (7/01/07-3/31/08)

- Planned, set-up, organized, prepared agendas, attended, recorded, and prepared minutes for 23 meetings of the Community Development Agency and 32 meetings of the City Council/EMID Board of Directors
- Processed 2 Community Development Resolutions, 68 City Resolutions, 19 EMID Resolutions, 8 City Ordinances, 0 EMID Ordinances, and 42 Minute Orders
- Prepared 6 Council Proclamations , 5 Mayoral Proclamations, 83 Committee Member Awards of Appreciation, 97 CERT Member Certificates of Recognition, 2 Certificates of Commendation, and 3 Certificates of Recognition
- Performed 60 notarizations
- Legally noticed 6 Public Hearings and 18 Closed Sessions
- Scanned all resolutions, ordinances, and minutes into the Document Imaging Management System
- Continued to provide lead support of Document Imaging System to other departments including training of new Sire Document Management System
- Planned and organized Foster City Honors List Reception, Community Wall of Fame Dessert Reception, and Council/Board Reorganization Reception
- Updated Committee Roster
- Updated Citizen Advisory Committee Handbook
- Served as Staff liaison to Education and Noise Abatement Committees
- Posted agendas, agenda packets, and minutes on the web site
- Oversaw City-wide Records Retention Program and assisted other departments as needed
- Maintained database of City Council/EMID Board/Community Development Agency/Public Financing Authority legislative action
- Maintained database for monitoring insurance and bonds for agreements and contracts

- Managed a successful Volunteer Program where we trained three volunteers to assist in the daily operation of the department
- Passport Acceptance Agency processed 653 passport applications from 7/1/07 through 3/26/08 generating over \$15,352 in revenue
- Provided city-wide contract management training
- Conducted successful November 6, 2007 General Municipal Election
- Moved off-storage boxes from Iron Mountain to Corovan Storage for cost savings
- Changed municipal code publishing company to provide better internal and external customer service when researching the City/EMID municipal codes
- Supervised Special Projects Office Assistant II for 4 months who accomplished records management tasks
- Preparation of agenda packets, mail out, annotated agendas, resolution & ordinance processing & follow-up items; minutes; legislative history; meeting setup
- Election Administration
- Budget Preparation
- Financial Disclosure Officer for Statements of Economic Interests
- Conduct of Bid Openings
- Legal Advertisement
- Citizen Advisory Committee Administration/Rosters
- Purchase Order/Invoice Administration
- Maintenance of Municipal Codes
- Maintenance of California Codes Library
- Records Management
- Document Imaging Management and Training
- Foster City Roster

### ***PROPOSED SERVICE LEVELS***

- Service levels will be maintained and include:

- Bond & Insurance Processing for Agreements & Contracts
- Passport Acceptance Services
- Implementation of new City-wide Agenda Plus Meeting Program
- Update City-wide Records Retention Schedule

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

#### Employee Services

- The Special Projects Office Assistant II position has been eliminated for FY 2008-2009.

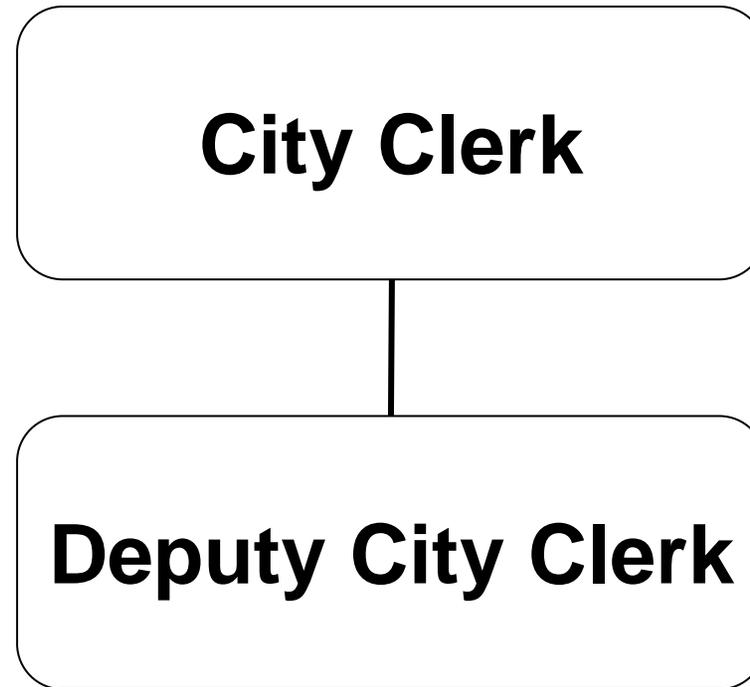
#### Services and Supplies

- The Municipal Elections budget has been eliminated in FY 2008-2009. Funds will be allocated in FY 2009-2010 for the next General Municipal Election scheduled for November 3, 2009.

#### Capital Outlay

- None

# **City Clerk's Office**



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

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	\$ 219,848	\$ 219,848	\$ 168,610
MUNICIPAL ELECTIONS	18,410	18,410	-
<b>TOTAL FOR CITY CLERK</b>	<b>\$ 238,258</b>	<b>\$ 238,258</b>	<b>\$ 168,610</b>

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

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 313,800	\$ 313,800	\$ 248,800
SERVICES AND SUPPLIES	50,615	50,615	24,515
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	364,415	364,415	273,315
INTERNAL SERVICES	44,945	44,945	38,623
Subtotal (Total Department Expenses before Reallocations)	409,360	409,360	311,938
REALLOCATIONS	(171,102)	(171,102)	(143,328)
<b>TOTAL FOR CITY CLERK</b>	<b>\$ 238,258</b>	<b>\$ 238,258</b>	<b>\$ 168,610</b>

## DETAIL LINE ITEM REPORT

CITY CLERK - ADMINISTRATION    Account: 001-0210-411

GENERAL FUND

<b><i>Employee Services</i></b>		Approved 2007-2008	Requested 2008-2009
001-0210-411-4110	OFFICE ASSISTANT II (ONE-YEAR ASSIGNMENT)	\$59,600.00	\$0.00
001-0210-411-4110	PERMANENT SALARIES	\$185,400.00	\$191,400.00
	Subtotal	<b>\$245,000.00</b>	<b>\$191,400.00</b>
001-0210-411-4120	FRINGE BENEFIT -- OFFICE ASST II (ONE-YEAR)	\$16,600.00	\$0.00
001-0210-411-4120	FRINGE BENEFITS	\$52,000.00	\$57,400.00
	Subtotal	<b>\$68,600.00</b>	<b>\$57,400.00</b>
	<b>Employee Services Total</b>	<b>\$313,600.00</b>	<b>\$248,800.00</b>
<b><i>Internal Services</i></b>		Approved 2007-2008	Requested 2008-2009
001-0210-411-4557	INFORMATION TECHNOLOGY SERVICES	\$18,692.00	\$17,597.00
	Subtotal	<b>\$18,692.00</b>	<b>\$17,597.00</b>
001-0210-411-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$4,200.00	\$0.00
001-0210-411-4558	LONGEVITY RECOGNITION FUND -- OA2 (ONE-YEAR)	\$1,400.00	\$0.00
	Subtotal	<b>\$5,600.00</b>	<b>\$0.00</b>
001-0210-411-4569	BUILDING MAINTENANCE	\$20,653.00	\$21,026.00
	Subtotal	<b>\$20,653.00</b>	<b>\$21,026.00</b>
	<b>Internal Services Total</b>	<b>\$44,945.00</b>	<b>\$38,623.00</b>
<b><i>Services and Supplies</i></b>		Approved 2007-2008	Requested 2008-2009
001-0210-411-4241	CLERK ADMIN - COPY EXPENSE/AGENDA PACKETS	\$8,200.00	\$8,200.00
	Subtotal	<b>\$8,200.00</b>	<b>\$8,200.00</b>
001-0210-411-4242	POSTAGE EXPENSE	\$1,300.00	\$1,300.00

		Subtotal	<b>\$1,300.00</b>	<b>\$1,300.00</b>
001-0210-411-4243	GENERAL OFFICE SUPPLIES		\$3,000.00	\$3,000.00
		Subtotal	<b>\$3,000.00</b>	<b>\$3,000.00</b>
001-0210-411-4249	LEGAL ADVERTISING		\$1,000.00	\$1,000.00
		Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
001-0210-411-4251	FC/EMID MUNICIPAL CODE BOOKS SUPPLEMENT SERVICE		\$2,000.00	\$2,000.00
001-0210-411-4251	OFF-SITE RECORDS STORAGE/RETRIEVAL/DESTRUCTION		\$2,700.00	\$2,700.00
001-0210-411-4251	STATE OF CALIFORNIA STATUTE CODE BOOK UPDATES		\$2,000.00	\$2,000.00
		Subtotal	<b>\$6,700.00</b>	<b>\$6,700.00</b>
001-0210-411-4253	CCAC -- CITY CLERKS ASSOCIATION OF CALIFORNIA (2)		\$165.00	\$165.00
001-0210-411-4253	IIMC -- INT'L INSTITUTE OF MUNICIPAL CLERKS (2)		\$170.00	\$170.00
001-0210-411-4253	NATIONAL NOTARY ASSOCIATION DUES (2)		\$80.00	\$80.00
		Subtotal	<b>\$415.00</b>	<b>\$415.00</b>
001-0210-411-4254	CCAC STATE CONFERENCE (BAKERSFIELD)		\$1,500.00	\$0.00
001-0210-411-4254	CITY CLERK RELATED BUSINESS MEETINGS/LUNCHEONS		\$400.00	\$400.00
001-0210-411-4254	IIMC CONFERENCE (CHICAGO, IL)		\$2,000.00	\$2,000.00
001-0210-411-4254	SIRE ROUNDTABLE TABLE 2008 (UTAH) (DEPUTY)		\$0.00	\$1,500.00
		Subtotal	<b>\$3,900.00</b>	<b>\$3,900.00</b>
		<b>Services and Supplies Total</b>	<b>\$24,515.00</b>	<b>\$24,515.00</b>

<b>Reallocation</b>		Approved 2007-2008	Requested 2008-2009
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 311	(\$12,073.00)	(\$12,436.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 312	(\$12,073.00)	(\$12,436.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 317	(\$2,415.00)	(\$2,488.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 318	(\$9,659.00)	(\$9,949.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 319	(\$2,415.00)	(\$2,488.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 320	(\$9,659.00)	(\$9,949.00)
		Subtotal	<b>(\$48,294.00)</b>
001-0210-411-4496	ALLOCATION OF EXPENSES TO WATER	(\$57,459.00)	(\$46,791.00)

	Subtotal	<b>(\$57,459.00)</b>	<b>(\$46,791.00)</b>
001-0210-411-4497	ALLOCATION OF EXPENSES TO SEWER	(\$57,459.00)	(\$46,791.00)
	Subtotal	<b>(\$57,459.00)</b>	<b>(\$46,791.00)</b>
	Reallocation Total	<b>(\$163,212.00)</b>	<b>(\$143,328.00)</b>
	ADMINISTRATION Total	<b>\$219,848.00</b>	<b>\$168,610.00</b>

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

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<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009
001-0220-414-4112	OVERTIME	\$200.00	\$0.00
	Subtotal	<b>\$200.00</b>	<b>\$0.00</b>
	<b>Employee Services Total</b>	<b>\$200.00</b>	<b>\$0.00</b>

<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
001-0220-414-4241	MUNICIPAL ELECTIONS - COPY EXPENSE	\$200.00	\$0.00
	Subtotal	<b>\$200.00</b>	<b>\$0.00</b>
001-0220-414-4242	POSTAGE EXPENSE	\$200.00	\$0.00
	Subtotal	<b>\$200.00</b>	<b>\$0.00</b>
001-0220-414-4243	GENERAL OFFICE SUPPLIES	\$100.00	\$0.00
	Subtotal	<b>\$100.00</b>	<b>\$0.00</b>
001-0220-414-4249	LEGAL ADVERTISING	\$1,600.00	\$0.00
	Subtotal	<b>\$1,600.00</b>	<b>\$0.00</b>
001-0220-414-4251	CONTRACTUAL SERVICES	\$24,000.00	\$0.00
	Subtotal	<b>\$24,000.00</b>	<b>\$0.00</b>
	<b>Services and Supplies Total</b>	<b>\$26,100.00</b>	<b>\$0.00</b>

<b>Reallocation</b>		Approved 2007-2008	Requested 2008-2009
001-0220-414-4496	ALLOCATION OF EXPENSES TO WATER	(\$3,945.00)	\$0.00
	Subtotal	<b>(\$3,945.00)</b>	<b>\$0.00</b>
001-0220-414-4497	ALLOCATION OF EXPENSES TO SEWER	(\$3,945.00)	\$0.00
	Subtotal	<b>(\$3,945.00)</b>	<b>\$0.00</b>
	<b>Reallocation Total</b>	<b>(\$7,890.00)</b>	<b>\$0.00</b>
	<b>MUNICIPAL ELECTIONS Total</b>	<b>\$18,410.00</b>	<b>\$0.00</b>



# City Attorney

## ***MISSION STATEMENT***

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

## ***PROPOSED BUDGET EXPENDITURE DISTRIBUTION***

Total Department Budget: \$197,807

## ***DEPARTMENT PERSONNEL SUMMARY***

Since the City Attorney is a contract employee, there are no personnel reflected in the City budget.

## ***CURRENT ACCOMPLISHMENTS***

During Fiscal Year 2007-2008 the City Attorney provided legal services, advice and assistance to City staff, consultants representing the City and/or the City Council in the following issue areas:

- Code enforcement (property maintenance, signage, etc.)
- Business license violations
- Changes to City ordinances
- Development issues and Capital Projects
- Garbage franchise and rate issues,
- Telecommunications franchise issues
- Personnel and labor relations
- Police issues
- Public Records Act requests
- Building code violations
- City contract review
- City policy & procedures review (including Americans with Disabilities Act Title II compliance)

- Liability claims not covered by the ABAG PLAN and lawsuits
- Sidewalk maintenance ordinance enforcement
- City business process improvements
- Animal control ordinance enforcement (leash law violations, barking dog issues, etc.)
- Routine legal matters arising from regular business operations

During Fiscal Year 2007-08, the City Attorney continued to maintain weekly office hours at City Hall to facilitate consultation with staff and Council on all legal matters. The City Attorney continued to coordinate legal services provided by attorneys with specialized legal expertise.

FY 2007-08 is notable in that the need for non-retainer City Attorney services and for other specialized legal services increased significantly in a variety of areas including code enforcement, active and potential litigation, Public Records Act requests, and personnel / labor relations matters. This increased level of legal activity was not anticipated and a budget augmentation was needed prior to the end of FY 2007-08.

***PROPOSED SERVICE LEVELS***

The contract with the City Attorney is a three-year agreement. FY 2008-2009 is year two of the three-year

agreement. Pursuant to the agreement, the retainer amount and hourly rate for non-retainer work will increase by the same percentage amount granted to management employees as part of their three-year compensation and benefits plan.

It is anticipated that the need for legal services in FY 2008-2009 will remain high. Many of the issues requiring legal assistance in FY 2007-2008 are expected to be on-going in FY 2008-2009. Therefore, the FY 2008-2009 budget includes additional funding for the City Attorney’s non-retainer activities and for specialized legal assistance.

***CHANGES IN RESOURCES REQUIRED***

Retainer – Increases by same percentage granted to management employees

Non-Retainer Services – Increases by \$40,000

Other Attorney Services – Increases by \$5,000

Other Attorney Services (ADA Title II Review) – Decreases by \$10,000 due to a one-time allocation of \$10,000 in FY 2007-2008.

League of CA Cities Meetings – No change

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

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	244,292	244,292	282,581
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	244,292	244,292	282,581
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	244,292	244,292	282,581
REALLOCATIONS	(70,288)	(70,288)	(84,774)
<b>TOTAL FOR CITY ATTORNEY</b>	<b>\$ 174,004</b>	<b>\$ 174,004</b>	<b>\$ 197,807</b>

## DETAIL LINE ITEM REPORT

CITY ATTORNEY - CITY ATTORNEY

Account: 001-0310-412

GENERAL FUND

<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
001-0310-412-4251	NON-RETAINER SERVICES	\$125,000.00	\$165,000.00
001-0310-412-4251	OTHER ATTORNEY SERVICES	\$5,000.00	\$10,000.00
001-0310-412-4251	OTHER ATTORNEY SERVICES - ADA TITLE II REVIEW	\$10,000.00	\$0.00
001-0310-412-4251	RETAINER	\$102,792.00	\$106,081.00
	Subtotal	<b>\$242,792.00</b>	<b>\$281,081.00</b>
001-0310-412-4254	LEAGUE OF CALIFORNIA CITIES MEETINGS	\$1,500.00	\$1,500.00
	Subtotal	<b>\$1,500.00</b>	<b>\$1,500.00</b>
	<b>Services and Supplies Total</b>	<b>\$244,292.00</b>	<b>\$282,581.00</b>
<b>Reallocation</b>		Approved 2007-2008	Requested 2008-2009
001-0310-412-4496	ALLOCATION TO EXP. TO WATER	(\$35,144.00)	(\$42,387.00)
	Subtotal	<b>(\$35,144.00)</b>	<b>(\$42,387.00)</b>
001-0310-412-4497	ALLOCATION TO EXP. TO SEWER	(\$35,144.00)	(\$42,387.00)
	Subtotal	<b>(\$35,144.00)</b>	<b>(\$42,387.00)</b>
	<b>Reallocation Total</b>	<b>(\$70,288.00)</b>	<b>(\$84,774.00)</b>
	<b>CITY ATTORNEY Total</b>	<b>\$174,004.00</b>	<b>\$197,807.00</b>



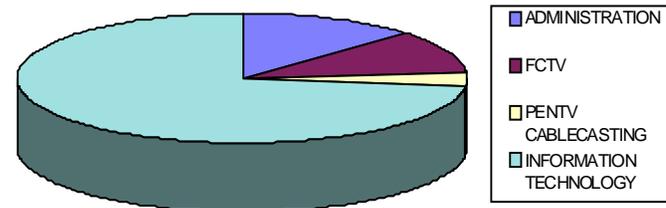
**MISSION STATEMENT**

The Administrative Services Department assists all operating departments through its Information Technology Division (see “Internal Services Funds”), provides public information through FCTV and the City’s web site, administers the contract for cablecasting services for Peninsula TV, and provides oversight of telecommunications issues in the Community. It also coordinates the preparation of the City’s Annual Budget, provides administrative support to other operating departments as required, and handles building security functions in the Government Center.

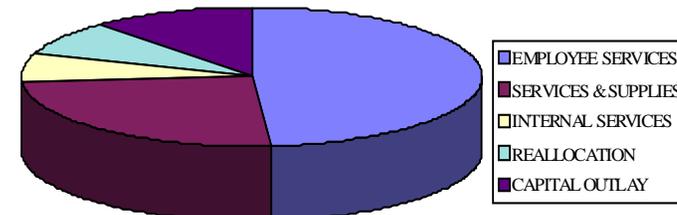
**PROPOSED BUDGET EXPENDITURE DISTRIBUTION**

Total Department Budget: \$2,002,882  
 (\$543,642 General Fund; \$1,459,240 Information Technology Internal Services Fund)

**Expenditure by Division**



**Expenditure by Type**



## DEPARTMENT PERSONNEL SUMMARY

Position	06-07	07-08	08-09	09-10	10-11	11-12	12-13
ADMINISTRATIVE SERV.DIRECTOR	1.0	1.0	1.0	1.0	1.0	1.0	1.0
EXECUTIVE ASSISTANT *	1.0	1.0	0.0	0.0	0.0	0.0	0.0
MANAGEMENT ASSISTANT *	0.0	0.0	1.0	1.0	1.0	1.0	1.0
OFFICE ASSISTANT II	1.0	1.0	1.0	1.0	1.0	1.0	1.0
CLERICAL ASSISTANT	0.5	0.5	0.5	0.5	0.5	0.5	0.5
VIDEO PRODUCER	1.0	1.0	1.0	1.0	1.0	1.0	1.0
VIDEO PROD. TECHNICIAN	1.0	1.0	1.0	1.0	1.0	1.0	1.0
VIDEO OPERATOR	1.0	1.0	1.0	1.0	1.0	1.0	1.0
INFO TECH. MANAGER	1.0	1.0	1.0	1.0	1.0	1.0	1.0
TECHNOLOGY / SR. SYSTEMS ANALYST	3.0	3.0	3.0	3.0	3.0	3.0	3.0
<b>TOTAL EMPLOYEES</b>	<b>10.5</b>						

\* - Note: 40% of the Management Assistant's time is allocated to the Human Resources Department.

Administrative Services is organized into three divisions:

- Administration -- Provides public services and assistance in the following areas:
  - Annual budget preparation, oversight and coordination
  - Telecommunications regulation of such services as telephone, wireless, and broadband / cable services
  - Administrative functions such as central visitor / switchboard reception, copier maintenance and mailroom functions
  - Building security and HVAC system administration for Government Center facilities
  - Administrative support for the Human Resources Department
- FCTV & PenTV Cablecasting Services -- FCTV is the City's award-winning Government Access Channel serving Foster City, via cable channel 27, and the region by streaming its signal 24x7 over the internet. The division also provides cablecasting



services to Peninsula TV, serving 14 agencies in San Mateo County.

- Information Technology -- Provides support for the City's information systems and telecommunications. The Information Technology Division is an Internal Service Fund and its costs are fully allocated to all operating departments (See "Internal Services Fund" for more details).

## CURRENT ACCOMPLISHMENTS

The Department successfully accomplished many significant objectives during the 2007-2008 fiscal year. Some of the key accomplishments include:

### General Administration

#### **Administrative Functions**

- Continued to assist the City Clerk's Department in handling Passport Acceptance Services
- Provided input, guidance and support into the changes made to the City's Purchasing Ordinance

#### **Telecommunications Issues**

- Monitored implementation of competitive video and broadband services provided by AT&T and Comcast.
- Implemented the Institutional Network (iNet) negotiated from Comcast to provide video, voice and data connectivity across 7 sites, including 4 schools and the offices of the San Mateo-Foster City School District, including a partnership with the City of San Mateo for inter-jurisdictional connectivity.
- Managed agreement with MetroFi, a provider of wireless network (WiFi) services.

- Continued participation in San Mateo County Telecommunications Authority (SAMCAT), including membership on the Peninsula TV Executive Board.
- Participated in the Wireless Silicon Valley initiative, sponsored by Joint Venture Silicon Valley, to invite WiFi vendors to propose regional WiFi services throughout San Mateo and Santa Clara counties.

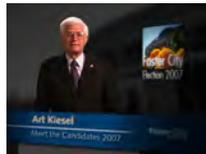
### ***Building Security / HVAC System Administration***

- Continued managing the building security system and software system support and administration of the HVAC energy management system on all four (4) facilities in the Government Center: City Hall, Council Chambers, Fire Station, and Police Station. This was performed in collaboration with the Building Maintenance Division of the Parks & Recreation Department.

### **FCTV**

FCTV continued to deliver quality television programs through the following new and innovative shows:

- ***Meet the Candidates*** – highlighting the candidates running for City Council
- ***League of Women Voters' Candidate Forum*** – discussion of the candidates' stands on issues
- ***FCTV Newsbrief*** – 2-minute newsbrief of events and issues in Foster City
- ***City Council Recap*** – covering key issues at City Council meetings.
- ***City Snapshots*** – in-depth coverage of local City events



- ***FC Café*** – talk show interviewing local newsmakers and celebrities
- ***How Things Work*** – educational show on how various municipal and related services are provided
- ***3<sup>rd</sup> Annual Identity Theft Symposium*** – seminar sponsored by the Foster City Information Technology Advisory Committee, FCPD, and the Chamber of Commerce on the “crime of the new Millennium”
- ***Election 2007*** – live election coverage co-produced with Peninsula TV.
- ***Public service announcements*** – several PSA's produced for Fire, Police and other departments.
- ***Emergency Operations Center Silver Dragon Exercise*** – coverage of emergency response event in Foster City and San Mateo



In addition, the station launched a new web site by year-end that is rich with video content, providing new and more robust video-on-demand features.

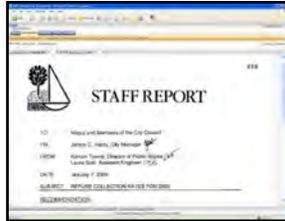
### **PenTV Cablecasting Services**

Since November 2003, Foster City has been cablecasting Peninsula TV, San Mateo County's Community Channel, countywide. PenTV was previously cablecast from KCSM in San Mateo, but needed to move elsewhere due to changes in KCSM's business plans, and Foster City was asked to provide this service. The City is earning ~ \$15,000 per year in net positive revenues as a result of this agreement.



## Information Technology

- **City's Municipal Software System** – upgraded hardware and software; managed the annual Disaster Recovery Site testing with Finance, Community Development and Human Resources; increase the number of reports generated for Departments
- **Document Management System** - Evaluated, implemented, converted and trained with assistance from the City Clerk and other key Departments
- **Data Redundancy** - Implemented a redundant server/storage solution between City Hall Data Center and the Police Department utilizing virtualization software and SAN with existing hardware
- **GIS** - improvements / enhancements included Encroachment Permits, Water Meters, Documentation, Work Orders, and Conversion to the NAD83 file based standard
- **Meter Reader Migration** - Assisted Public Works with the integration of the function. Work included new GIS interface for use in the field, HTE training for maintenance staff, new reports and the implementation of an HTE interface to eliminate redundant data entry by Maintenance staff



## **PROPOSED SERVICE LEVELS**

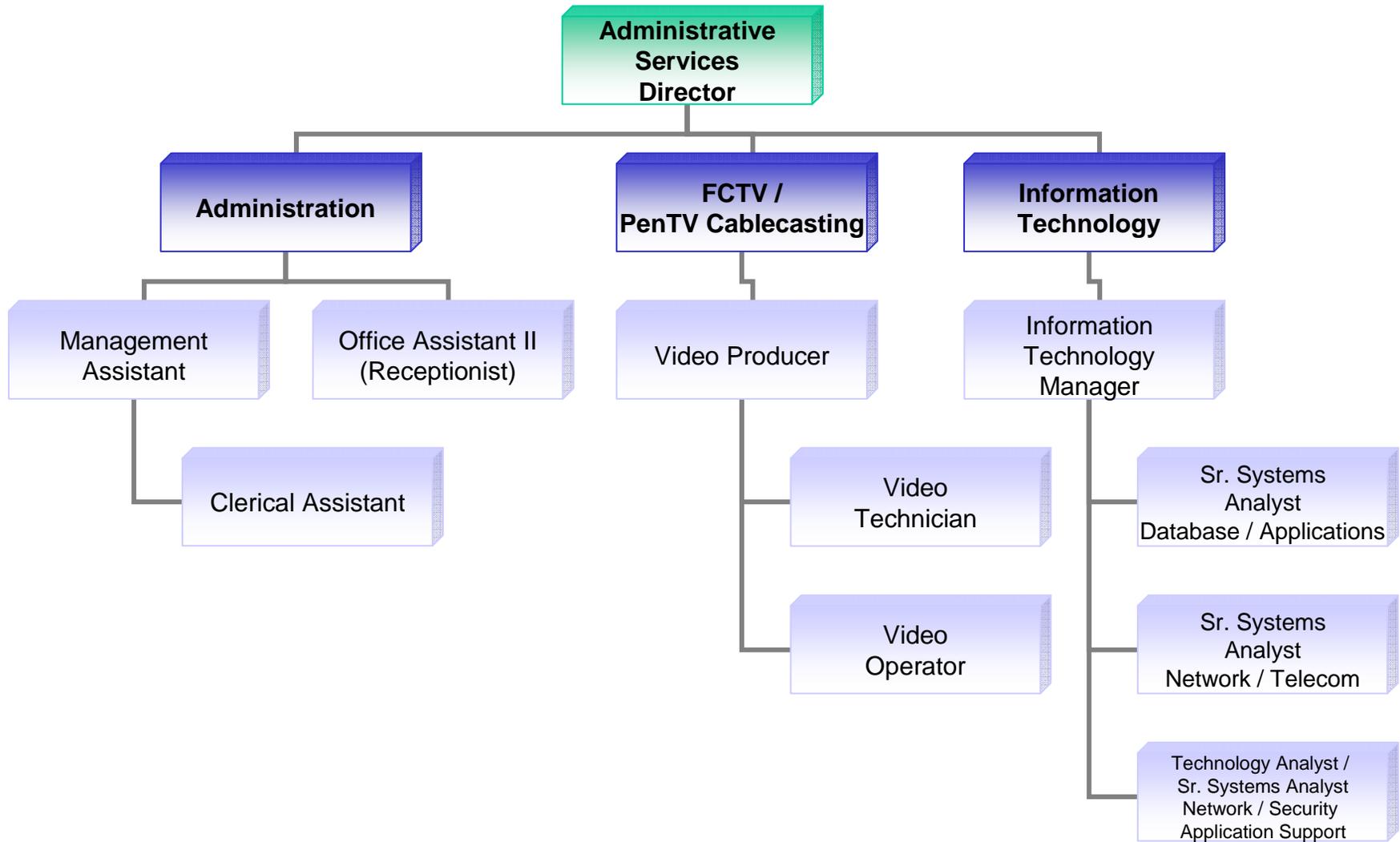
No significant changes in service levels are being recommended.

## **CHANGES IN RESOURCES REQUIRED**

No additional resources requested for Administration, FCTV, or PenTV Cablecasting Divisions.

(See IT Division resources requested in the Internal Services Fund section of the Annual Budget.)

# Administrative Services Department



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

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	\$ 255,140	\$ 255,140	\$ 257,483
FCTV	207,356	207,356	214,659
PENTV CABLECASTING	68,900	68,900	71,500
<b>TOTAL FOR ADMINISTRATIVE SERVICES</b>	<b>\$ 531,396</b>	<b>\$ 531,396</b>	<b>\$ 543,642</b>

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

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 499,750	\$ 499,750	\$ 522,850
SERVICES AND SUPPLIES	71,925	71,925	71,275
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	571,675	571,675	594,125
INTERNAL SERVICES	157,935	157,935	151,865
Subtotal (Total Department Expenses before Reallocations)	729,610	729,610	745,990
REALLOCATIONS	(198,214)	(198,214)	(202,348)
<b>TOTAL FOR ADMINISTRATIVE SERVICES</b>	<b>\$ 531,396</b>	<b>\$ 531,396</b>	<b>\$ 543,642</b>

## DETAIL LINE ITEM REPORT

ADMINISTRATIVE SERVICES - ADMINISTRATION

Account: 001-0410-415

GENERAL FUND

<b><i>Employee Services</i></b>		Approved 2007-2008	Requested 2008-2009
001-0410-415-4110	PERMANENT SALARIES	\$164,100.00	\$169,400.00
	Subtotal	<b>\$164,100.00</b>	<b>\$169,400.00</b>
001-0410-415-4111	PART TIME COVERAGE FOR RECEPTIONIST LEAVES, ETC	\$4,500.00	\$4,500.00
001-0410-415-4111	PART-TIME ADMINISTRATIVE INTERN	\$11,500.00	\$11,500.00
	Subtotal	<b>\$16,000.00</b>	<b>\$16,000.00</b>
001-0410-415-4120	FRINGE BENEFITS	\$46,000.00	\$52,500.00
001-0410-415-4120	PART-TIME ADMINISTRATIVE INTERN	\$250.00	\$250.00
	Subtotal	<b>\$46,250.00</b>	<b>\$52,750.00</b>
	<b>Employee Services Total</b>	<b>\$226,350.00</b>	<b>\$238,150.00</b>
<b><i>Internal Services</i></b>		Approved 2007-2008	Requested 2008-2009
001-0410-415-4556	EQUIPMENT REPLACEMENT	\$675.00	\$675.00
	Subtotal	<b>\$675.00</b>	<b>\$675.00</b>
001-0410-415-4557	INFORMATION TECHNOLOGY SERVICES	\$71,347.00	\$66,692.00
	Subtotal	<b>\$71,347.00</b>	<b>\$66,692.00</b>
001-0410-415-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$3,700.00	\$0.00
	Subtotal	<b>\$3,700.00</b>	<b>\$0.00</b>
001-0410-415-4569	BUILDING MAINTENANCE	\$25,039.00	\$25,491.00
	Subtotal	<b>\$25,039.00</b>	<b>\$25,491.00</b>
	<b>Internal Services Total</b>	<b>\$100,761.00</b>	<b>\$92,858.00</b>
<b><i>Services and Supplies</i></b>		Approved 2007-2008	Requested 2008-2009

001-0410-415-4241	COPIES FOR ADMINISTRATION ACTIVITIES	\$1,000.00	\$1,000.00
	Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
001-0410-415-4242	POSTAGE FOR ADMINISTRATION	\$500.00	\$500.00
	Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
001-0410-415-4243	MISC. ADMINISTRATION SUPPLIES	\$2,200.00	\$2,000.00
	Subtotal	<b>\$2,200.00</b>	<b>\$2,000.00</b>
001-0410-415-4251	CABLE FRANCHISE CONSULTING	\$3,000.00	\$3,000.00
001-0410-415-4251	PENINSULA TV	\$21,500.00	\$21,500.00
001-0410-415-4251	SAMCAT JPA MEMBERSHIP	\$4,000.00	\$4,000.00
	Subtotal	<b>\$28,500.00</b>	<b>\$28,500.00</b>
001-0410-415-4253	CSMFO MEMBERSHIP	\$125.00	\$125.00
001-0410-415-4253	NATO A MEMBERSHIP	\$1,000.00	\$1,000.00
001-0410-415-4253	ONLINE SURVEY SUBSCRIPTION	\$300.00	\$300.00
001-0410-415-4253	SCAN-NATO A	\$50.00	\$50.00
	Subtotal	<b>\$1,475.00</b>	<b>\$1,475.00</b>
001-0410-415-4254	CSMFO Conference	\$1,000.00	\$650.00
001-0410-415-4254	MISAC ANNUAL CONFERENCE	\$700.00	\$700.00
001-0410-415-4254	MISC. MEETINGS/WORKSHOPS	\$1,000.00	\$1,000.00
001-0410-415-4254	OTHER TRAINING	\$500.00	\$500.00
001-0410-415-4254	SCAN-NATO A ANNUAL CONFERENCE	\$500.00	\$500.00
	Subtotal	<b>\$3,700.00</b>	<b>\$3,350.00</b>
	<b>Services and Supplies Total</b>	<b>\$37,375.00</b>	<b>\$36,825.00</b>

### **Reallocation**

		Approved 2007-2008	Requested 2008-2009
001-0410-415-4496	ALLOCATION OF EXPENSES TO WATER	(\$54,673.00)	(\$55,175.00)
	Subtotal	<b>(\$54,673.00)</b>	<b>(\$55,175.00)</b>
001-0410-415-4497	ALLOCATION OF EXPENSES TO SEWER	(\$54,673.00)	(\$55,175.00)
	Subtotal	<b>(\$54,673.00)</b>	<b>(\$55,175.00)</b>

Reallocation Total (\$109,346.00) (\$110,350.00)

ADMINISTRATION Total \$255,140.00 \$257,483.00

ADMINISTRATIVE SERVICES - FCTV Account: 001-0440-415

GENERAL FUND

<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009
001-0440-415-4110	PERMANENT SALARIES	\$161,100.00	\$163,100.00
	Subtotal	<b>\$161,100.00</b>	<b>\$163,100.00</b>
001-0440-415-4120	FRINGE BENEFITS	\$45,100.00	\$50,600.00
	Subtotal	<b>\$45,100.00</b>	<b>\$50,600.00</b>
	<b>Employee Services Total</b>	<b>\$206,200.00</b>	<b>\$213,700.00</b>
<b>Internal Services</b>		Approved 2007-2008	Requested 2008-2009
001-0440-415-4556	EQUIPMENT REPLACEMENT CHARGES	\$46,720.00	\$53,353.00
	Subtotal	<b>\$46,720.00</b>	<b>\$53,353.00</b>
001-0440-415-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$3,700.00	\$0.00
	Subtotal	<b>\$3,700.00</b>	<b>\$0.00</b>
001-0440-415-4569	BUILDING MAINTENANCE (13% Cncl Chambers)	\$5,554.00	\$5,654.00
	Subtotal	<b>\$5,554.00</b>	<b>\$5,654.00</b>
	<b>Internal Services Total</b>	<b>\$55,974.00</b>	<b>\$59,007.00</b>
<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
001-0440-415-4242	POSTAGE	\$200.00	\$200.00
	Subtotal	<b>\$200.00</b>	<b>\$200.00</b>
001-0440-415-4243	FCTV PRODUCTION SUPPLIES / SOFTWARE LICENSES	\$1,500.00	\$2,000.00

001-0440-415-4243	SUPPLIES FOR FCTV CHANNEL 27	\$3,500.00	\$3,500.00
	Subtotal	<b>\$5,000.00</b>	<b>\$5,500.00</b>
001-0440-415-4246	COUNCIL CHAMBERS AV EQUIP PREV. MAINT	\$5,000.00	\$0.00
001-0440-415-4246	EQUIPMENT MAINTENANCE -- COUNCIL CHAMBERS	\$5,000.00	\$6,000.00
001-0440-415-4246	MAINTENANCE ON FCTV EQUIPMENT	\$2,500.00	\$4,000.00
	Subtotal	<b>\$12,500.00</b>	<b>\$10,000.00</b>
001-0440-415-4247	VIDEO EQUIPMENT / LIGHTING RENTAL	\$0.00	\$750.00
	Subtotal	<b>\$0.00</b>	<b>\$750.00</b>
001-0440-415-4251	FCTV MARKETING / ADVERTISING	\$10,000.00	\$6,500.00
001-0440-415-4251	INDEPENDENT CONTRACT WORK	\$0.00	\$2,000.00
	Subtotal	<b>\$10,000.00</b>	<b>\$8,500.00</b>
001-0440-415-4253	FCTV MISC MEMBERSHIPS / PUBLICATIONS	\$500.00	\$600.00
001-0440-415-4253	FCTV PROGRAM LICENSING	\$2,350.00	\$2,000.00
001-0440-415-4253	NATOA MEMBERSHIP	\$500.00	\$0.00
	Subtotal	<b>\$3,350.00</b>	<b>\$2,600.00</b>
001-0440-415-4254	FCTV-RELATED TRAINING	\$1,000.00	\$1,000.00
001-0440-415-4254	NAB CONFERENCE (3)	\$0.00	\$3,000.00
001-0440-415-4254	NATOA CONFERENCE (1)	\$0.00	\$2,000.00
001-0440-415-4254	SCAN-NATOA CONFERENCE (1)	\$2,000.00	\$400.00
	Subtotal	<b>\$3,000.00</b>	<b>\$6,400.00</b>
	<b>Services and Supplies Total</b>	<b>\$34,050.00</b>	<b>\$33,950.00</b>

<b>Reallocation</b>		Approved 2007-2008	Requested 2008-2009
001-0440-415-4496	ALLOCATION OF EXPENSES TO WATER	(\$44,434.00)	(\$45,999.00)
	Subtotal	<b>(\$44,434.00)</b>	<b>(\$45,999.00)</b>
001-0440-415-4497	ALLOCATION OF EXPENSES TO SEWER	(\$44,434.00)	(\$45,999.00)
	Subtotal	<b>(\$44,434.00)</b>	<b>(\$45,999.00)</b>
	<b>Reallocation Total</b>	<b>(\$88,868.00)</b>	<b>(\$91,998.00)</b>

FCTV Total	\$207,356.00	\$214,659.00
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ADMINISTRATIVE SERVICES - PenTV Cablecasting    Account: 001-0441-415    GENERAL FUND

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<i>Employee Services</i>		Approved 2007-2008	Requested 2008-2009
001-0441-415-4110	PERMANENT SALARIES	\$52,500.00	\$54,200.00
Subtotal		<b>\$52,500.00</b>	<b>\$54,200.00</b>
001-0441-415-4120	FRINGE BENEFITS	\$14,700.00	\$16,800.00
Subtotal		<b>\$14,700.00</b>	<b>\$16,800.00</b>
<b>Employee Services Total</b>		<b>\$67,200.00</b>	<b>\$71,000.00</b>
<i>Internal Services</i>		Approved 2007-2008	Requested 2008-2009
001-0441-415-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$1,200.00	\$0.00
Subtotal		<b>\$1,200.00</b>	<b>\$0.00</b>
<b>Internal Services Total</b>		<b>\$1,200.00</b>	<b>\$0.00</b>
<i>Services and Supplies</i>		Approved 2007-2008	Requested 2008-2009
001-0441-415-4243	SUPPLIES	\$500.00	\$500.00
Subtotal		<b>\$500.00</b>	<b>\$500.00</b>
<b>Services and Supplies Total</b>		<b>\$500.00</b>	<b>\$500.00</b>
<b>PenTV Cablecasting Total</b>		<b>\$68,900.00</b>	<b>\$71,500.00</b>

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# Human Resources

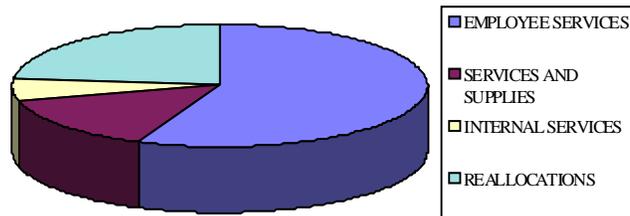
## MISSION STATEMENT

The Human Resources Department assists the organization in managing its most important resources – its people. The Department manages the City’s recruitment and selection, workers’ compensation, classification, compensation and benefits programs, helps provide training and other professional and organizational development programs, and helps develop an excellent relationship with its employees and labor organizations. The Department is also responsible for providing consultation and advice regarding employment liability issues.

## PROPOSED BUDGET EXPENDITURE DISTRIBUTION

Total Department Budget: \$412,992

Expenditure by Type



## DEPARTMENT PERSONNEL SUMMARY

Position	06-07	07-08	08-09	09-10	10-11	11-12	12-13
HUMAN RESOURCES DIRECTOR	1.0	1.0	1.0	1.0	1.0	1.0	1.0
HUMAN RESOURCES ANALYST	0.0	0.0	2.0	2.0	2.0	2.0	2.0
HUMAN RESOURCES TECHNICIAN	2.0	2.0	0.0	0.0	0.0	0.0	0.0
<b>TOTAL EMPLOYEES *</b>	<b>3.0</b>						

\* - Note: 40% of the Management Assistant’s time in the Administrative Services Department is allocated to the Human Resources Department.

## CURRENT ACCOMPLISHMENTS

The Human Resources Department continued to provide high quality services to the Departments and staff during FY 2007-2008. Many programs and projects were undertaken and met with success, including:

- CalOpps.org continued to increase in the number of participating agencies and has become instrumental in several programs designed to attract the next generation of public sector employees into public employment. CalOpps.org is the product of the City of Foster City. The Job Board is open to any public agency in the State of California. Since it is an

Internet-based system, the maintenance and management is very low and does not have a significant impact on staff time in other areas. Staff time spent on the project is reimbursed from the revenue produced by CalOpps. The development of the project was accomplished with the cooperation of 20 other public sector agencies and has resulted in increased efficiency in recruiting and an increase in applicants for position vacancies. CalOpps is revenue producing based. At the current level of participation CalOpps will generate approximately \$93,000 annually. The ongoing cost to operate CalOpps is approximately \$80,000. It is estimated that CalOpps will grow at a 10% rate producing additional revenue of approximately \$28,000 annually. CalOpps has developed a healthy reserve which supports the development of future versions of the program as well as activities designed to increase the awareness of public sector employment opportunities. Each participating agency is realizing a significant reduction in the cost of advertising employment opportunities as well as labor costs of recruitment administration. This program has grown to include 62 public agencies and continues to gain interest from many others. During this fiscal year the development of CalOpps Version III, which will include many enhancements to the system, will generate more interest among public agencies and provide greater support for marketing and recruitment efforts to attract qualified applicants to public employment.

- The VEBA is in the sixth year of program administration. This program was designed and developed by City/District HR staff with the assistance of a benefits consultant. The VEBA program allows employees to save on a tax-exempt basis for current as well as post-retirement medical expenses. This program continues to be very popular among staff and participation continues at a very high percentage. Anticipated changes in the program include adding multiple investment vehicles designed to increase the growth of assets on deposit. Other changes include requiring mandatory participation by all employees (new IRS requirement) and changes by the Plan Administrator that improves the automated account review system. The VEBA continues to operate successfully without City/District funding and program administration requires minimum staff effort. The VEBA also continues to be in compliance with IRS rules and regulations. Finally, Foster City was recognized in the Public Employment Post-Employment Benefits Commission Report as having established a best practice model for post-employment benefits. In that report, the Commission recognized the VEBA as a best practice for other organizations to consider as a vehicle for post-employment benefit liabilities.
- Provided the following training and development programs to employees, utilizing both external training consultants and the HR staff:
  - Series I: Essentials for Supervisors & Managers (all Management employees)

- Series II: Effective 360 Degree Communication / Building Productive Work Relationships (all Management employees, Lead Workers, Police Sergeants, Fire Captains)
- Series III: Expanding Lead Worker's Skill Set (planned for 2008)
- Series IV: Expanding the Executive Level Skill Set

Other key accomplishments for Human Resources during fiscal year 2007-2008 include:

#### ***Recruitment***

- Conducted 23 recruitments, resulting in 22 new full-time employees and over 20 part-time or seasonal new hires.

#### ***Benefits***

- Provided one-on-one employee open enrollment consultation regarding employee benefits.
- Managed internal coordination for mandatory and elective retirement plans and handled administration of various benefits plans, including workers' compensation and deferred compensation plans.
- Continued to analyze potential legislation and benefit trends that could impact the cost of City benefit programs. Conducted analyses and provided input to the League of California Cities,

City, State and federal agencies regarding the potential impacts.

- Assisted with various employee retirements and provided benefit transitions.

#### ***Employment Policies***

- Completed revision of Respiratory Protection Program
- Currently in the process of updating the following policies – Blood Borne Pathogens, Confined Space and Hazard Communication Program

#### ***Organizational Development***

- Continued to offer management and supervisory training through the Employee Relations Consortium. Training included: Preventing Workplace Harassment, Discrimination and Retaliation; Generational Diversity and Succession Planning: Opportunities for Building a Stronger Workforce; Sick and Disabled Employees; Checking References: The Most Important Part of the Hiring Process; Managing Performance Through Evaluation; Employee Due Process and Skelly: A Guide to Implementing Public Employee Discipline; Understanding PERB and Unfair Practices; Creating an Ethical Mindset; FLSA: New Development and Hot Topics; Performance Management: Evaluation, Documentation and Discipline; and Disaster Service Workers – If You Call Them Will They Come?

- Conducted Safety Committee meetings to review injuries and update safety policies. The meetings were held once every quarter.
- Conducted Safety Inspections to meet OSHA requirements. City Hall, Police Department, Fire Department and Recreation Center are done annually and inspection of the Corporation Yard is done twice a year.
- New Safety Training program implemented with workshops occurring about once a month on various safety issues.
- Continued to provide consultation and support to operating departments in the areas of policy interpretation, disciplinary issues, employee performance matters, workers' compensation, and management, organizational, and staff development.

### ***Workers' Compensation***

- Continued administration of the workers' compensation program.
- Continued partnership with operating departments to manage workers' compensation claims effectively.
- Successfully resolved several claims leading to closure of the claim files.
- Successfully reduced the number and costs of claims. The number of claims has been reduced by approximately 5% and a reduction in program costs of approximately 12%.

### ***Labor - Management Relationships***

- Consulted with operating departments on labor and employee relations matters.

### ***Organizational Impacts***

The Human Resources Director continues to be active in State-wide legislation affecting local agencies in the area of workers compensation, benefits and recruitment and selection. As a member of several committees, he has met with State legislators, CalPERS' Board of Director, and League of California Cities to provide analysis of the impacts on local agencies of proposed legislation, rule changes, and potential mandates. Some of the critical issues facing local agencies that he is working on include:

- the rising cost of health care and the impact on local agencies of proposed legislation for mandatory health care;
- retirement reform measures;
- workers compensation reform and the impact on local agencies; and
- preparing the next generation of public sector employee – a multi-county taskforce actively working toward informing and attracting staff from a variety of sources, including college, private sector, and secondary schools.

### ***PROPOSED SERVICE LEVELS***

The services provided by the Human Resources Department are employee benefits administration, conduct and administer the City's recruitment and selection program, administration of the City's workers' compensation program, administration of and guidance to operating departments in labor and employee relations, administer, develop and conduct City-wide training programs, ensure City compliance with applicable labor, benefit, medical, and safety laws and regulations, and provide oversight of the City's classification and compensation system.

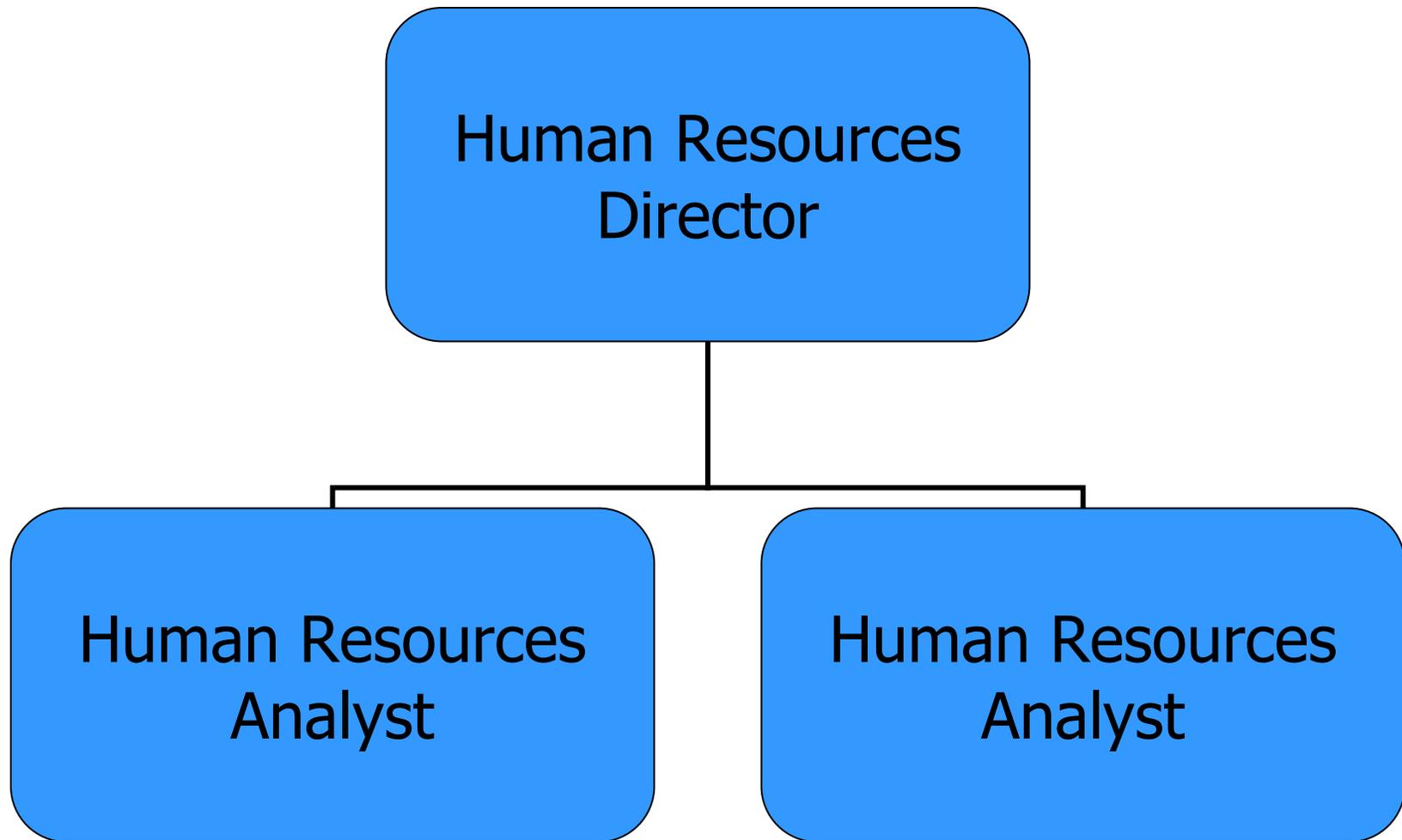
- Provide employee benefits administration for all enrollment, maintenance, and changes.
- Provide City-wide recruitment and selection activities, including advertising, testing, interviewing, and pre-employment medical testing.
- Provide City-wide classification and compensation support.
- Provide City-wide workers' compensation administration.
- Provide City-wide administration of required compliance programs (DOT, DMV, OSHA).
- Oversee employee recognition activities – service pins, Employee Appreciation Committee, Employee Recognition Committee.

- Provide labor and employee relations for negotiations, grievance handling, and interpretation of policies and procedures.
- Provide City-wide policy and procedure development, adoption, and administration.
- Provide City-wide employee training and development and safety training.

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

No additional resources requested.

# Human Resources Department



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

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 421,200	\$ 421,200	\$ 432,500
SERVICES AND SUPPLIES	113,205	113,205	113,205
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	534,405	534,405	545,705
INTERNAL SERVICES	52,347	52,347	44,285
Subtotal (Total Department Expenses before Reallocations)	586,752	586,752	589,990
REALLOCATIONS	(176,026)	(176,026)	(176,998)
<b>TOTAL FOR HUMAN RESOURCES</b>	<b>\$ 410,726</b>	<b>\$ 410,726</b>	<b>\$ 412,992</b>

## DETAIL LINE ITEM REPORT

HUMAN RESOURCES - ADMINISTRATION

Account: 001-1210-415

GENERAL FUND

<b><i>Employee Services</i></b>		Approved 2007-2008	Requested 2008-2009
001-1210-415-4110	PERMANENT SALARIES	\$327,800.00	\$329,900.00
Subtotal		<b>\$327,800.00</b>	<b>\$329,900.00</b>
001-1210-415-4120	FRINGE BENEFITS	\$93,400.00	\$102,600.00
Subtotal		<b>\$93,400.00</b>	<b>\$102,600.00</b>
<b>Employee Services Total</b>		<b>\$421,200.00</b>	<b>\$432,500.00</b>
<b><i>Internal Services</i></b>		Approved 2007-2008	Requested 2008-2009
001-1210-415-4557	INFORMATION TECHNOLOGY SERVICES	\$27,067.00	\$26,082.00
Subtotal		<b>\$27,067.00</b>	<b>\$26,082.00</b>
001-1210-415-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$7,400.00	\$0.00
Subtotal		<b>\$7,400.00</b>	<b>\$0.00</b>
001-1210-415-4569	BUILDING MAINTENANCE	\$17,880.00	\$18,203.00
Subtotal		<b>\$17,880.00</b>	<b>\$18,203.00</b>
<b>Internal Services Total</b>		<b>\$52,347.00</b>	<b>\$44,285.00</b>
<b><i>Services and Supplies</i></b>		Approved 2007-2008	Requested 2008-2009
001-1210-415-4240	EMPLOYEE POTLUCK LUNCHES	\$500.00	\$500.00
001-1210-415-4240	MISC. AWARD PROGRAMS	\$300.00	\$300.00
001-1210-415-4240	SERVICE (PINS) AWARD PROGRAM	\$4,000.00	\$4,000.00
Subtotal		<b>\$4,800.00</b>	<b>\$4,800.00</b>
001-1210-415-4241	COPIES FOR H.R.- RECRUITMENT,BENEFITS,TRAINING,ETC	\$2,500.00	\$2,500.00
Subtotal		<b>\$2,500.00</b>	<b>\$2,500.00</b>

001-1210-415-4242	POSTAGE FOR HUMAN RESOURCES MAILINGS	\$1,500.00	\$1,500.00
	Subtotal	<b>\$1,500.00</b>	<b>\$1,500.00</b>
001-1210-415-4243	OFFICE SUPPLIES AND MATERIALS	\$3,000.00	\$2,500.00
	Subtotal	<b>\$3,000.00</b>	<b>\$2,500.00</b>
001-1210-415-4249	INTERVIEWING/ASSESSMENT CENTER EXPENSES	\$4,000.00	\$3,000.00
001-1210-415-4249	RECRUITMENT ADVERTISING	\$5,000.00	\$2,500.00
001-1210-415-4249	RECRUITMENT EXPENSES	\$5,625.00	\$3,125.00
001-1210-415-4249	STATE DOJ FINGERPRINTING SERVICES	\$2,500.00	\$2,500.00
001-1210-415-4249	WRITTEN EXAMS/JOINT TESTING EXPENSES	\$4,000.00	\$3,000.00
	Subtotal	<b>\$21,125.00</b>	<b>\$14,125.00</b>
001-1210-415-4251	CLASS B LIC.EXAM & RENEWAL FEES/RESPIRATORY EXAMS	\$3,000.00	\$4,000.00
001-1210-415-4251	D.O.T. ALCOHOL/DRUG TESTING PROGRAM COMPLIANCE	\$8,000.00	\$8,000.00
001-1210-415-4251	EMPLOYEE RELATIONS SERV.-COMP/CLASS SURVEY SERVICE	\$8,000.00	\$8,000.00
001-1210-415-4251	LEGAL SERVICES	\$8,000.00	\$10,000.00
001-1210-415-4251	OSHA BLOODBORNE PATHOGENS RULE COMPLIANCE	\$2,000.00	\$14,000.00
001-1210-415-4251	SPECIALIZED MEDICAL EXAMS (FFD, ETC.)	\$5,000.00	\$5,000.00
	Subtotal	<b>\$34,000.00</b>	<b>\$49,000.00</b>
001-1210-415-4253	CA.PUBLIC EMPLOYEE RELATIONS ASSN. (CALPELRA)	\$300.00	\$300.00
001-1210-415-4253	FLSA ONLINE SUBSCRIPTION	\$400.00	\$400.00
001-1210-415-4253	NCC-IPMA MEMBERSHIP	\$80.00	\$80.00
001-1210-415-4253	ONLINE SURVEY TOOLS	\$0.00	\$300.00
001-1210-415-4253	PERS PAC MEMBERSHIP	\$500.00	\$500.00
001-1210-415-4253	PUBLIC RETIREMENT JOURNAL SUBSCRIPTION	\$200.00	\$200.00
	Subtotal	<b>\$1,480.00</b>	<b>\$1,780.00</b>
001-1210-415-4254	CONSORTIUM & REGIONAL MEETINGS	\$750.00	\$1,250.00
001-1210-415-4254	LEAGUE OF CA.CITIES - EMPL REL INST / ANNUAL CONF	\$2,000.00	\$2,750.00
001-1210-415-4254	MANAGEMENT MTGS / EXEC RETREAT / MISC CITY MTGS	\$500.00	\$750.00
001-1210-415-4254	NORCAL PERSONNEL MGRS. CONF./ROUNDTABLE	\$1,500.00	\$1,750.00
	Subtotal	<b>\$4,750.00</b>	<b>\$6,500.00</b>

001-1210-415-4255	CITYWIDE TRAINING & STAFF DEVELOPMENT	\$38,550.00	\$29,000.00
001-1210-415-4255	SAFETY TRAINING	\$1,500.00	\$1,500.00
	Subtotal	<b>\$40,050.00</b>	<b>\$30,500.00</b>
	<b>Services and Supplies Total</b>	<b>\$113,205.00</b>	<b>\$113,205.00</b>
<b>Reallocation</b>		Approved 2007-2008	Requested 2008-2009
001-1210-415-4496	ALLOCATION OF EXPENSES TO WATER	(\$88,013.00)	(\$88,499.00)
	Subtotal	<b>(\$88,013.00)</b>	<b>(\$88,499.00)</b>
001-1210-415-4497	ALLOCATION OF EXPENSES TO SEWER	(\$88,013.00)	(\$88,499.00)
	Subtotal	<b>(\$88,013.00)</b>	<b>(\$88,499.00)</b>
	<b>Reallocation Total</b>	<b>(\$176,026.00)</b>	<b>(\$176,998.00)</b>
	<b>ADMINISTRATION Total</b>	<b>\$410,726.00</b>	<b>\$412,992.00</b>

# Financial Services Department



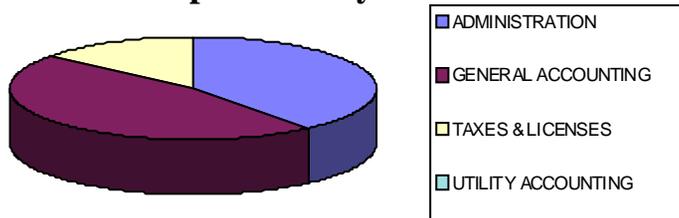
## MISSION STATEMENT

The mission of the Financial Services Department is to manage the City/District's financial resources responsively and effectively. The Financial Services Department is also responsible for providing timely and accurate financial information and reports and providing high quality services to the community and all operating departments.

## PROPOSED BUDGET EXPENDITURE DISTRIBUTION

Total Department Budget: \$531,154

### Expenditure by Division



### Expenditure by Type



## DEPARTMENT PERSONNEL SUMMARY

Position	06-07	07-08	08-09	09-10	10-11	11-12	12-13
FINANCE DIRECTOR	1.0	1.0	1.0	1.0	1.0	1.0	1.0
ASSISTANT FINANCE DIRECTOR	1.0	1.0	1.0	1.0	1.0	1.0	1.0
ACCOUNTANT	1.0	1.0	1.0	1.0	1.0	1.0	1.0
EXECUTIVE ASSISTANT	1.0	0.0	0.0	0.0	0.0	0.0	0.0
MANAGEMENT ASSISTANT	0.0	1.0	1.0	1.0	1.0	1.0	1.0
SR ACCT SPEC/ACCT SPEC	4.0	4.0	4.0	4.0	4.0	4.0	4.0
METER READER *	1.0	1.0	0.0	0.0	0.0	0.0	0.0
<b>TOTAL EMPLOYEES</b>	<b>9.0</b>	<b>9.0</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>

\* Note: The Meter Reader position was eliminated in FY 2007-2008 and was replaced with a Public Works Maintenance Worker II position in the Water Division of the Public Works Department.

The Financial Services Department is responsible for the control of all financial activities of the City/District and Community Development Agency, including the disbursement of financial resources and ensuring that adequate resources are available.

- The Administration program is in charge of cash management, investment, budgeting, financial reporting, debt services administration, internal control, and formulation of financial policy for the City/District and Community Development Agency.
- The General Accounting program is responsible for accounts payable, accounts receivable, payroll, cash receipts, bad debts collection and maintenance of general ledger, preparation of bank reconciliation, controller's report, and generating monthly financial reports. The General Accounting program is in charge of the year end closing, accounting for capital improvement projects, and recording of the City/District owned capital assets.
- The Utility Accounting program is responsible for utility services and utility billing.
- The Taxes and Licenses program is responsible for processing business license applications, collecting business license fees, monitoring business license enforcement and accounting of general obligation bonds.

## ***CURRENT ACCOMPLISHMENTS***

- Continued compliance on GASB 34 reporting requirements for City/District's Comprehensive Annual Financial Report (CAFR).
- Prepared the CAFR statistical section in compliance with the GASB 44 new standards.
- Completed presentations on Comprehensive Annual Financial Report and Mid-Year Financial Review.
- Received Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for the thirteenth consecutive year.
- Completed the preparation of State controller's report for the City of Foster City, Estero Municipal Improvement District, Community Development Agency, and the Street Report for the City.
- Completed the selection of independent auditing services for fiscal year ending June 30, 2007, 2008 and 2009.
- Maintained all financial records in compliance with Federal, State, Government Accounting Standards Board (GASB) regulations, and Generally Accepted Accounting Principles (GAAP).
- Administered Debt Services for Metro Center Assessment District bonds, Vintage Park Assessment District bonds, Estero Municipal Improvement District

general obligation bonds and Community Development Agency 2001 Tax Allocation Refunding Bonds.

- Fully paid off the Estero Municipal Improvement District general obligations bond: Reclamation 1967.
- Fully paid off the Special Assessment District Bond: Metro Center 86-1.
- Completed arbitrage and rebate calculation for Metro Center Assessment District No. 86-1.
- Continued a prudent cash investment program in accordance with the City/District's Investment Policy and State Law. All investments are made with the safety of principal and liquidity as top priorities.
- Continued monitoring of the business license program for local businesses.
- Continued refinement of the financial accounting system for greater accountability and internal controls.
- Updated financial information on the departmental webpage.
- Updated Comprehensive Annual Financial Report (CAFR) on the City's website.
- Continued analyzing the monthly percentage rent versus minimum rent from the financial reports received from VB Golf.

- Continued audit of PJCC's annual membership and program discount reports.
- Completed annual disaster recovery testing on H T E system.
- Performed internal audit for departmental petty cash funds.

### ***PROPOSED SERVICE LEVELS***

The Financial Services Department, with eight (8) staff members, provides services to both internal and external customers. The services include administration, general accounting, utility billing, taxes and licenses.

#### Administration

- Department Administration
- Formulate Financial Policies
- Monitor Budget
- Treasury/Investment/Cash Management
- Debt Service Administration
- Monitor City/District/CDA Revenues & Expenditures
- Staff Training
- Coordinate Audit Committee Meetings

#### General Accounting

- Accounting
- Auditing
- Financial Reporting
- Accounts Payable

- Accounts Receivable
- Payroll
- Capital Assets
- Cashiering
- Customer Services
- Maintain and Update Finance Web Pages
- H T E Finance Application Maintenance
- Finance Office Equipment Maintenance

#### Utility Billing

- Utility Billing
- Collection
- Customer Services

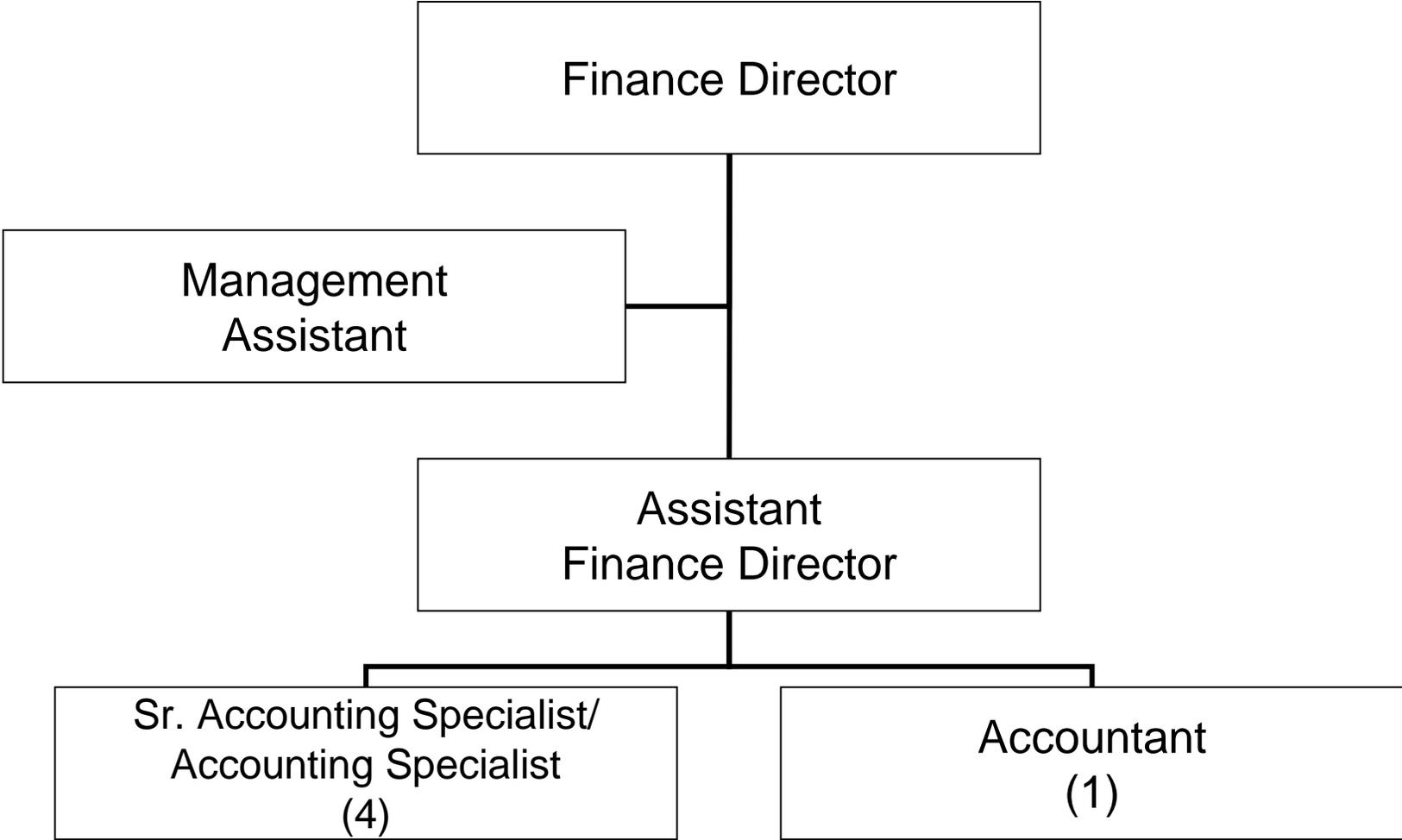
#### Taxes and Licenses

- Business Licensing
- Tax Reporting
- Customer Services

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

- None

# Financial Services Department



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

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	\$ 199,899	\$ 199,899	\$ 207,630
GENERAL ACCOUNTING	238,411	238,411	246,156
TAXES & LICENSES	76,948	76,948	77,368
UTILITY ACCOUNTING	-	-	-
<b>TOTAL FOR FINANCIAL SERVICES</b>	<b>\$ 515,258</b>	<b>\$ 515,258</b>	<b>\$ 531,154</b>

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

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 962,638	\$ 962,638	\$ 935,750
SERVICES AND SUPPLIES	153,625	153,625	163,576
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	1,116,263	1,116,263	1,099,326
INTERNAL SERVICES	154,291	154,291	123,746
Subtotal (Total Department Expenses before Reallocations)	1,270,554	1,270,554	1,223,072
REALLOCATIONS	(755,296)	(755,296)	(691,918)
<b>TOTAL FOR FINANCIAL SERVICES</b>	<b>\$ 515,258</b>	<b>\$ 515,258</b>	<b>\$ 531,154</b>

## DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - ADMINISTRATION

Account: 001-1110-415

GENERAL FUND

<b><i>Employee Services</i></b>		Approved 2007-2008	Requested 2008-2009
001-1110-415-4110*	PERMANENT SALARIES	\$229,700.00	\$237,100.00
	Subtotal	<b>\$229,700.00</b>	<b>\$237,100.00</b>
001-1110-415-4120	FRINGE BENEFITS	\$56,300.00	\$68,800.00
	Subtotal	<b>\$56,300.00</b>	<b>\$68,800.00</b>
	<b>Employee Services Total</b>	<b>\$286,000.00</b>	<b>\$305,900.00</b>
<b><i>Internal Services</i></b>		Approved 2007-2008	Requested 2008-2009
001-1110-415-4544	VEHICLE REPLACEMENT	\$10,847.00	\$11,359.00
	Subtotal	<b>\$10,847.00</b>	<b>\$11,359.00</b>
001-1110-415-4557	INFORMATION TECHNOLOGY SERVICES	\$10,680.00	\$10,070.00
	Subtotal	<b>\$10,680.00</b>	<b>\$10,070.00</b>
001-1110-415-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$5,200.00	\$1,335.00
	Subtotal	<b>\$5,200.00</b>	<b>\$1,335.00</b>
001-1110-415-4569	BUILDING MAINTENANCE	\$5,268.00	\$5,363.00
	Subtotal	<b>\$5,268.00</b>	<b>\$5,363.00</b>
	<b>Internal Services Total</b>	<b>\$31,995.00</b>	<b>\$28,127.00</b>
<b><i>Services and Supplies</i></b>		Approved 2007-2008	Requested 2008-2009
001-1110-415-4241	COPIES FOR CORRESPONDENCE. AGENDAS, ETC.	\$500.00	\$500.00
001-1110-415-4241	POPULAR REPORT	\$450.00	\$450.00
001-1110-415-4241	PRINTING OF PRELIMINARY AND FINAL BUDGET	\$6,000.00	\$6,000.00
	Subtotal	<b>\$6,950.00</b>	<b>\$6,950.00</b>

001-1110-415-4242	POSTAGE FOR LETTERS, PACKAGES, ETC.	\$1,200.00	\$1,200.00
	Subtotal	<b>\$1,200.00</b>	<b>\$1,200.00</b>
001-1110-415-4243	OFFICE SUPPLIES	\$1,650.00	\$1,650.00
	Subtotal	<b>\$1,650.00</b>	<b>\$1,650.00</b>
001-1110-415-4249	NEWSPAPER NOTICES	\$300.00	\$300.00
	Subtotal	<b>\$300.00</b>	<b>\$300.00</b>
001-1110-415-4251	ANNUAL MAINTENANCE INVESTMENT SOFTWARE	\$2,450.00	\$2,450.00
001-1110-415-4251	AUDIT FEES	\$56,100.00	\$56,701.00
001-1110-415-4251	PRINTING OF CAFR REPORT	\$1,800.00	\$1,800.00
001-1110-415-4251	TEMPORARY HELP	\$2,600.00	\$2,600.00
	Subtotal	<b>\$62,950.00</b>	<b>\$63,551.00</b>
001-1110-415-4253	CALIFORNIA MUNICIPAL TREASURER ASSN	\$300.00	\$300.00
001-1110-415-4253	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS	\$120.00	\$120.00
001-1110-415-4253	GASB SUBSCRIPTIONS	\$200.00	\$200.00
001-1110-415-4253*	GOVERNMENT FINANCE OFFICERS ASSOCIATION	\$220.00	\$220.00
	Subtotal	<b>\$840.00</b>	<b>\$840.00</b>
001-1110-415-4254	CALIFORNIA MUNICIPAL TREASURER ASSN	\$750.00	\$750.00
001-1110-415-4254	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS	\$750.00	\$750.00
001-1110-415-4254	GOVERNMENT FINANCE OFFICERS ASSOCIATION	\$2,000.00	\$2,000.00
001-1110-415-4254	LEAGUE OF CALIFORNIA CITIES	\$750.00	\$750.00
001-1110-415-4254	MISCELLANEOUS MEETINGS	\$300.00	\$300.00
	Subtotal	<b>\$4,550.00</b>	<b>\$4,550.00</b>
	<b>Services and Supplies Total</b>	<b>\$78,440.00</b>	<b>\$79,041.00</b>

<b>Reallocation</b>		Approved 2007-2008	Requested 2008-2009
001-1110-415-4495	ALLOCATION OF CDA EXPENSES 311	(\$12,934.00)	(\$13,586.00)
001-1110-415-4495	ALLOCATION OF CDA EXPENSES 312	(\$12,934.00)	(\$13,586.00)
001-1110-415-4495	ALLOCATION OF CDA EXPENSES 317	(\$5,174.00)	(\$5,435.00)
001-1110-415-4495	ALLOCATION OF CDA EXPENSES 318	(\$20,695.00)	(\$21,737.00)

001-1110-415-4495	ALLOCATION OF CDA EXPENSES 319	(\$5,174.00)	(\$5,435.00)
001-1110-415-4495	ALLOCATION OF CDA EXPENSES 320	(\$20,695.00)	(\$21,737.00)
	Subtotal	<b>(\$77,606.00)</b>	<b>(\$81,516.00)</b>
001-1110-415-4496	ALLOCATION OF EXPENSES TO WATER	(\$59,465.00)	(\$61,961.00)
	Subtotal	<b>(\$59,465.00)</b>	<b>(\$61,961.00)</b>
001-1110-415-4497	ALLOCATION OF EXPENSE TO SEWER	(\$59,465.00)	(\$61,961.00)
	Subtotal	<b>(\$59,465.00)</b>	<b>(\$61,961.00)</b>
	<b>Reallocation Total</b>	<b>(\$196,536.00)</b>	<b>(\$205,438.00)</b>
	<b>ADMINISTRATION Total</b>	<b>\$199,899.00</b>	<b>\$207,630.00</b>

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**FINANCIAL SERVICES - GENERAL ACCOUNTING**

Account: 001-1120-415

 GENERAL FUND
 

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<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009
001-1120-415-4110	PERMANENT SALARIES	\$333,300.00	\$344,000.00
	Subtotal	<b>\$333,300.00</b>	<b>\$344,000.00</b>
001-1120-415-4112	OVERTIME-ACCOUNTS PAYABLE	\$2,500.00	\$2,500.00
001-1120-415-4112	OVERTIME-PAYROLL	\$2,500.00	\$2,500.00
	Subtotal	<b>\$5,000.00</b>	<b>\$5,000.00</b>
001-1120-415-4120	FRINGE BENEFITS	\$81,700.00	\$99,800.00
	Subtotal	<b>\$81,700.00</b>	<b>\$99,800.00</b>
	<b>Employee Services Total</b>	<b>\$420,000.00</b>	<b>\$448,800.00</b>

<b>Internal Services</b>		Approved 2007-2008	Requested 2008-2009
001-1120-415-4556	EQUIPMENT REPLACEMENT	\$106.00	\$0.00
	Subtotal	<b>\$106.00</b>	<b>\$0.00</b>

001-1120-415-4557	INFORMATION TECHNOLOGY SERVICES	\$40,051.00	\$37,763.00
	Subtotal	<b>\$40,051.00</b>	<b>\$37,763.00</b>
001-1120-415-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$7,500.00	\$0.00
	Subtotal	<b>\$7,500.00</b>	<b>\$0.00</b>
001-1120-415-4569	BUILDING MAINTENANCE	\$10,535.00	\$10,726.00
	Subtotal	<b>\$10,535.00</b>	<b>\$10,726.00</b>
	<b>Internal Services Total</b>	<b>\$58,192.00</b>	<b>\$48,489.00</b>

<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
001-1120-415-4241	COPIES FOR CORRESPONDENCE, COMPUTER REPORTS, ETC.	\$4,500.00	\$4,500.00
	Subtotal	<b>\$4,500.00</b>	<b>\$4,500.00</b>
001-1120-415-4242	POSTAGE FOR CORRESPONDENCE	\$2,000.00	\$2,000.00
	Subtotal	<b>\$2,000.00</b>	<b>\$2,000.00</b>
001-1120-415-4243	CALCULATORS (2)	\$200.00	\$200.00
001-1120-415-4243	FIXED ASSETS FORMS	\$250.00	\$250.00
001-1120-415-4243	INVOICES & BILLING ADVICES	\$685.00	\$685.00
001-1120-415-4243	MISC. OFFICE SUPPLIES(BINDERS, BOXES, PAPER, ETC.)	\$800.00	\$800.00
001-1120-415-4243	P.O.'S, SPD'S, ACCOUNTS PAYABLE CHECKS & 1099	\$2,250.00	\$2,250.00
001-1120-415-4243	PAYROLL CHECKS, DIRECT DEPOSIT & W2	\$1,400.00	\$1,400.00
001-1120-415-4243	SIGNATURE PLATE AND AP WINDOW ENVELOPES	\$600.00	\$600.00
	Subtotal	<b>\$6,185.00</b>	<b>\$6,185.00</b>
001-1120-415-4246	BURSTING MACHINE & LETTER OPENER	\$650.00	\$650.00
001-1120-415-4246	CHECK SIGNER	\$250.00	\$250.00
001-1120-415-4246	WHEELWRITER	\$150.00	\$150.00
	Subtotal	<b>\$1,050.00</b>	<b>\$1,050.00</b>
001-1120-415-4251	ACCOUNTING FOR ARBITRAGE	\$6,000.00	\$6,000.00
	Subtotal	<b>\$6,000.00</b>	<b>\$6,000.00</b>
001-1120-415-4253	MEMBERSHIP FOR CMTA	\$100.00	\$100.00
001-1120-415-4253	MEMBERSHIP FOR CSMFO	\$100.00	\$100.00

001-1120-415-4253	MEMBERSHIP FOR GFOA	\$200.00	\$200.00
	Subtotal	<b>\$400.00</b>	<b>\$400.00</b>
001-1120-415-4254	CALIFORNIA MUNICIPAL TREASURER'S ASSOCIATION	\$750.00	\$750.00
001-1120-415-4254	LEAGUE OF CALIFORNIA CITIES	\$750.00	\$750.00
001-1120-415-4254	MISCELLANEOUS MEETING	\$300.00	\$300.00
	Subtotal	<b>\$1,800.00</b>	<b>\$1,800.00</b>
	<b>Services and Supplies Total</b>	<b>\$21,935.00</b>	<b>\$21,935.00</b>

**Reallocation**

		Approved 2007-2008	Requested 2008-2009
001-1120-415-4495	ALLOCATION OF CDA EXPENSES 311	(\$18,613.00)	(\$19,550.00)
001-1120-415-4495	ALLOCATION OF CDA EXPENSES 312	(\$18,613.00)	(\$19,550.00)
001-1120-415-4495	ALLOCATION OF CDA EXPENSES 317	(\$7,445.00)	(\$7,820.00)
001-1120-415-4495	ALLOCATION OF CDA EXPENSES 318	(\$29,781.00)	(\$31,280.00)
001-1120-415-4495	ALLOCATION OF CDA EXPENSES 319	(\$7,445.00)	(\$7,820.00)
001-1120-415-4495	ALLOCATION OF CDA EXPENSES 320	(\$29,781.00)	(\$31,280.00)
	Subtotal	<b>(\$111,678.00)</b>	<b>(\$117,300.00)</b>
001-1120-415-4496	ALLOCATION OF EXPENSES TO WATER	(\$75,019.00)	(\$77,884.00)
	Subtotal	<b>(\$75,019.00)</b>	<b>(\$77,884.00)</b>
001-1120-415-4497	ALLOCATION OF EXPENSES TO SEWER	(\$75,019.00)	(\$77,884.00)
	Subtotal	<b>(\$75,019.00)</b>	<b>(\$77,884.00)</b>
	<b>Reallocation Total</b>	<b>(\$261,716.00)</b>	<b>(\$273,068.00)</b>
	<b>GENERAL ACCOUNTING Total</b>	<b>\$238,411.00</b>	<b>\$246,156.00</b>

FINANCIAL SERVICES - UTILITY ACCOUNTING

Account: 001-1130-415

GENERAL FUND

**Employee Services**

Approved	Requested
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		2007-2008	2008-2009
001-1130-415-4110	PERMANENT SALARIES	\$127,700.00	\$67,200.00
001-1130-415-4110	SPECIAL ASSIGNMENT PAY	\$5,700.00	\$0.00
	Subtotal	<b>\$133,400.00</b>	<b>\$67,200.00</b>
001-1130-415-4112	OVERTIME-UT BILLINGS	\$3,000.00	\$3,000.00
	Subtotal	<b>\$3,000.00</b>	<b>\$3,000.00</b>
001-1130-415-4120	FRINGE BENEFITS	\$31,300.00	\$19,500.00
	Subtotal	<b>\$31,300.00</b>	<b>\$19,500.00</b>
	<b>Employee Services Total</b>	<b>\$167,700.00</b>	<b>\$89,700.00</b>

<b>Internal Services</b>		Approved 2007-2008	Requested 2008-2009
001-1130-415-4544	VEHICLE REPLACEMENT	\$10,334.00	\$0.00
	Subtotal	<b>\$10,334.00</b>	<b>\$0.00</b>
001-1130-415-4556	EQUIPMENT REPLACEMENT	\$563.00	\$320.00
	Subtotal	<b>\$563.00</b>	<b>\$320.00</b>
001-1130-415-4557	INFORMATION TECHNOLOGY SERVICES	\$31,151.00	\$29,371.00
	Subtotal	<b>\$31,151.00</b>	<b>\$29,371.00</b>
001-1130-415-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$2,900.00	\$0.00
	Subtotal	<b>\$2,900.00</b>	<b>\$0.00</b>
001-1130-415-4569	BUILDING MAINTENANCE	\$5,268.00	\$5,363.00
	Subtotal	<b>\$5,268.00</b>	<b>\$5,363.00</b>
	<b>Internal Services Total</b>	<b>\$50,216.00</b>	<b>\$35,054.00</b>

<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
001-1130-415-4241	COPIES FOR UTILITY BILLS, LETTERS & ETC.	\$1,000.00	\$1,000.00
	Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
001-1130-415-4242	POSTAGE FOR UTILITY BILLS, LETTERS & ETC.	\$18,500.00	\$24,750.00
	Subtotal	<b>\$18,500.00</b>	<b>\$24,750.00</b>

001-1130-415-4243	DELINQUENT, FINAL, & MISC DOOR HANGING NOTICES	\$1,500.00	\$1,500.00
001-1130-415-4243	MAILING ENVELOPES	\$1,800.00	\$1,800.00
001-1130-415-4243	OFFICE SUPPLIES (PAPER, PENS, BINDERS, BOXES, ETC)	\$800.00	\$800.00
001-1130-415-4243	PRINTER RIBBONS	\$2,300.00	\$2,300.00
001-1130-415-4243	RETURN ENVELOPES	\$1,700.00	\$1,700.00
001-1130-415-4243	UTILITY SERVICES & AUTO PAY APPLICATION FORMS	\$750.00	\$750.00
001-1130-415-4243	UTILITY STATEMENT BILLS	\$1,500.00	\$1,500.00
	Subtotal	<b>\$10,350.00</b>	<b>\$10,350.00</b>
001-1130-415-4246	ENDORSE & ENCODE MACHINE, LETTER OPENER	\$2,200.00	\$2,200.00
001-1130-415-4246	PAGER & BATTERY	\$200.00	\$0.00
001-1130-415-4246	TOUCH READ HANDHELD INTERROGATOR (2)	\$1,200.00	\$0.00
	Subtotal	<b>\$3,600.00</b>	<b>\$2,200.00</b>
001-1130-415-4251	BANK DRAFT FEES	\$6,000.00	\$9,000.00
001-1130-415-4251	UTILITY BILL STUFFING AND MAILING SERVICES	\$6,500.00	\$8,000.00
	Subtotal	<b>\$12,500.00</b>	<b>\$17,000.00</b>
001-1130-415-4253	REVERSE TELEPHONE DIRECTORY	\$200.00	\$200.00
	Subtotal	<b>\$200.00</b>	<b>\$200.00</b>
	<b>Services and Supplies Total</b>	<b>\$46,150.00</b>	<b>\$55,500.00</b>
<b>Reallocation</b>		Approved 2007-2008	Requested 2008-2009
001-1130-415-4496	ALLOCATION OF EXPENSES TO WATER	(\$184,846.00)	(\$126,177.00)
	Subtotal	<b>(\$184,846.00)</b>	<b>(\$126,177.00)</b>
001-1130-415-4497	ALLOCATION OF EXPENSES TO SEWER	(\$79,220.00)	(\$54,077.00)
	Subtotal	<b>(\$79,220.00)</b>	<b>(\$54,077.00)</b>
	<b>Reallocation Total</b>	<b>(\$264,066.00)</b>	<b>(\$180,254.00)</b>
	<b>UTILITY ACCOUNTING Total</b>	<b>\$0.00</b>	<b>\$0.00</b>

FINANCIAL SERVICES - TAXES & LICENSES

Account: 001-1140-415

GENERAL FUND

<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009
001-1140-415-4110	ACCTG SPEC RECLASS TO SR ACCTG SPECIALIST	\$5,928.00	\$0.00
001-1140-415-4110	PERMANENT SALARIES	\$65,200.00	\$70,600.00
	Subtotal	<b>\$71,128.00</b>	<b>\$70,600.00</b>
001-1140-415-4112	OVERTIME	\$250.00	\$250.00
	Subtotal	<b>\$250.00</b>	<b>\$250.00</b>
001-1140-415-4120	ACCTG SPEC RECLASS TO SR ACCTG SPECIALIST	\$1,424.00	\$0.00
001-1140-415-4120	FRINGE	\$16,000.00	\$20,500.00
	Subtotal	<b>\$17,424.00</b>	<b>\$20,500.00</b>
<b>Employee Services Total</b>		<b>\$88,802.00</b>	<b>\$91,350.00</b>
<b>Internal Services</b>		Approved 2007-2008	Requested 2008-2009
001-1140-415-4557	INFORMATION TECHNOLOGY SERVICES	\$7,120.00	\$6,713.00
	Subtotal	<b>\$7,120.00</b>	<b>\$6,713.00</b>
001-1140-415-4558	ACCTG SPEC RECLASS TO SR ACCTG SPECIALIST	\$136.00	\$0.00
001-1140-415-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$1,500.00	\$0.00
	Subtotal	<b>\$1,636.00</b>	<b>\$0.00</b>
001-1140-415-4569	BUILDING MAINTENANCE	\$5,268.00	\$5,363.00
	Subtotal	<b>\$5,268.00</b>	<b>\$5,363.00</b>
<b>Internal Services Total</b>		<b>\$14,024.00</b>	<b>\$12,076.00</b>
<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
001-1140-415-4241	COPIES FOR LETTERS, BUSINESS LICENSES, ETC.	\$300.00	\$300.00
	Subtotal	<b>\$300.00</b>	<b>\$300.00</b>
001-1140-415-4242	POSTAGE FOR LETTERS, BUSINESS LICENSES, ETC.	\$2,300.00	\$2,300.00

		Subtotal	<b>\$2,300.00</b>	<b>\$2,300.00</b>
001-1140-415-4243	BUSINESS LICENSE APPLICATION FORMS, ENVELOPES		\$700.00	\$700.00
001-1140-415-4243	BUSINESS LICENSE CERTIFICATES		\$500.00	\$500.00
001-1140-415-4243	BUSINESS LICENSE RELATED INFORMATION		\$300.00	\$300.00
001-1140-415-4243	BUSINESS LICENSE RENEWAL & DELINQUENT NOTICES		\$1,000.00	\$1,000.00
001-1140-415-4243	OFFICE SUPPLIES (PAPER, PENS, BINDERS, ETC.)		\$200.00	\$200.00
		Subtotal	<b>\$2,700.00</b>	<b>\$2,700.00</b>
001-1140-415-4251	MRC SALES TAX AUDIT		\$1,500.00	\$1,500.00
		Subtotal	<b>\$1,500.00</b>	<b>\$1,500.00</b>
001-1140-415-4253	CALIFORNIA MUNICIPAL BUSINESS LICENSE ASSOCIATION		\$100.00	\$100.00
		Subtotal	<b>\$100.00</b>	<b>\$100.00</b>
001-1140-415-4254	MISCELLANEOUS MEETINGS		\$200.00	\$200.00
		Subtotal	<b>\$200.00</b>	<b>\$200.00</b>
		<b>Services and Supplies Total</b>	<b>\$7,100.00</b>	<b>\$7,100.00</b>
<b>Reallocation</b>			Approved 2007-2008	Requested 2008-2009
001-1140-415-4496	ALLOCATION OF EXPENSES TO WATER		(\$16,489.00)	(\$16,579.00)
		Subtotal	<b>(\$16,489.00)</b>	<b>(\$16,579.00)</b>
001-1140-415-4497	ALLOCATION OF EXPENSES TO SEWER		(\$16,489.00)	(\$16,579.00)
		Subtotal	<b>(\$16,489.00)</b>	<b>(\$16,579.00)</b>
		<b>Reallocation Total</b>	<b>(\$32,978.00)</b>	<b>(\$33,158.00)</b>
		<b>TAXES &amp; LICENSES Total</b>	<b>\$76,948.00</b>	<b>\$77,368.00</b>

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# Parks and Recreation Department



## MISSION STATEMENT

The Department of Parks and Recreation operates under the following vision: We create community and quality of life through people, parks, and programs. Our mission in accomplishing this vision is as follows:

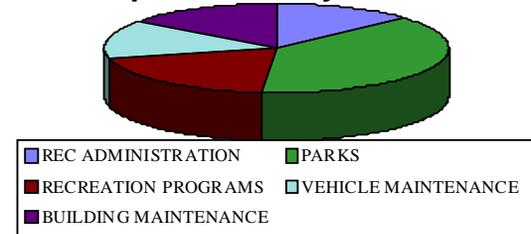
- Strengthen community image and sense of place.
- Support economic development.
- Contribute to safety and security in the community.
- Promote health and wellness.
- Foster human development.
- Increase cultural diversity.
- Protect environmental resources.
- Facilitate community problem solving.
- Provide parks and recreation experiences.

The staff of the Parks and Recreation Department utilizes these core values in developing programs, and maintaining our parks, building, and vehicle systems: we strive to promote accessibility, service to the community, diversity of experience, environmental stewardship, personal and professional development, healthy and safe lifestyles, as well as fun and celebration.

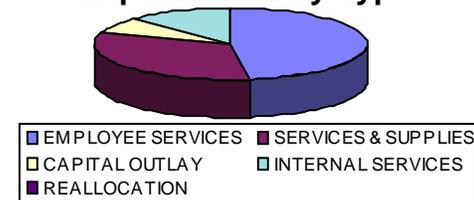
## PROPOSED BUDGET EXPENDITURE DISTRIBUTION

Total Department Budget: \$9,297,501 (\$6,620,928 General Fund; \$2,676,573 Internal Services Fund [Vehicle Maintenance and Building Maintenance])

### Expenditures by Division



### Expenditures by Type



## DEPARTMENT PERSONNEL SUMMARY

Position	06-07	07-08	08-09	09-10	10-11	11-12	12-13
<b>Full-Time Employees</b>							
PARKS & RECREATION DIRECTOR	1.0	1.0	1.0	1.0	1.0	1.0	1.0
PARKS & REC. SUPERINTENDENT	0.0	0.0	0.0	0.0	0.0	0.0	0.0
PARKS SUPERINTENDENT	2.0	2.0	2.0	2.0	2.0	2.0	2.0
RECREATION SUPERINTENDENT	2.0	2.0	2.0	2.0	2.0	2.0	2.0
PARKS MAINTENANCE SUPERVISOR	0.0	0.0	0.0	0.0	0.0	0.0	0.0
RECREATION SUPERVISOR	0.0	0.0	0.0	0.0	0.0	0.0	0.0
RECREATION COORDINATOR	6.0	6.0	6.0	6.0	6.0	6.0	6.0
SUPERVISING MECHANIC	1.0	1.0	1.0	1.0	1.0	1.0	1.0
MECHANIC I	1.0	1.0	1.0	1.0	1.0	1.0	1.0
EQUIP. MAINT. WORKER	1.0	1.0	1.0	1.0	1.0	1.0	1.0
PARKS MAINTENANCE LEAD WORKER	4.0	4.0	4.0	4.0	4.0	4.0	4.0
PARKS MAINTENANCE WORKER VII	14.0	14.0	14.0	14.0	14.0	14.0	14.0
ADMINISTRATIVE SECRETARY	4.0	4.0	4.0	4.0	4.0	4.0	4.0
BUILDING MAINTENANCE WORKER I/II	3.0	3.0	3.0	3.0	3.0	3.0	3.0
FACILITY SERVICES COORDINATOR	0.0	0.0	0.0	0.0	0.0	0.0	0.0
BUILDING SERVICES COORDINATOR	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Total Full-time Employees	41.0	41.0	41.0	41.0	41.0	41.0	41.0
<b>Part-Time Employees</b>							
RECREATION LEADER III (6)	3.0	3.0	3.0	3.0	3.0	3.0	3.0
RECREATION LEADER II (14)	7.0	7.0	7.0	7.0	7.0	7.0	7.0
RECREATION LEADER I (14)	7.0	7.0	7.0	7.0	7.0	7.0	7.0
BUILDING SERVICES ASSISTANT (12)	6.0	6.0	6.0	6.0	6.0	6.0	6.0
Total Part-time Employees	23.0	23.0	23.0	23.0	23.0	23.0	23.0
<b>TOTAL EMPLOYEES</b>	<b>64.0</b>						

## CURRENT ACCOMPLISHMENTS

Recreation Division accomplishments this fiscal year include:

### CLASSES and ACTIVITY GUIDE

- New classes offered to the community:
  - Zumba Fitness
  - Beginning Rock Drums
  - Indoor Rock Climbing
  - Digital Photo Books

- Cheerleading/Jazzdance
- Making a Career Change
- AwesomEngineering
- Online registration has increased to approximately 40% of all registrations.
- Transitioned to a glossy cover for the Summer 2008 Leisure Update

### TEEN PROGRAM

- One hundred-eighty five students participated in the 2007 Summer Middle School Madness day camp program.
- One hundred-seventy five local bands performed at The VIBE (Teen Center).
- Fifteen Foster City YAC (Youth Advisory Committee) members raised \$1,000 for the American Cancer Society's signature fundraiser, Relay for Life.
- Eighteen hundred teens participated in VIBE programs.
- YAC (Youth Advisory Committee) raised \$1,190 for the Foster City Youth and Teen Foundation through their annual Spaghetti Feed.
- Eight middle school dances were held at Brewer Island Elementary School, each with 350 teens in attendance.
- Twenty-three members and two members-at-large served on YAC, providing 3,275 volunteer hours hosting 12 events.

## SENIOR PROGRAM

- The Foster City Senior Express Bus provided approximately 1,150 rides to Foster City seniors.
- There were 24 Senior Trips with 450 participants and 20 Senior Express bus rentals with 420 participants.
- Continued to distribute the Senior Expressions Newsletter to senior care facilities.
- Expanded the “Resource Binder” of referral information for seniors.
- Held low-cost or free special events for seniors that included a Winter Tea Party and an Ice Cream Social.

## SPECIAL EVENTS

- Provided FREE community events such as:
  - Summer Concert Series – 6 Concerts
  - Family Fun Series
    - Family Concert (4<sup>th</sup> of July)
    - Boothbay Park Overnighter (participant \$6 fee)
    - Community Bike Ride
    - Paddle and Play
    - Halloween Festival (\$2 Magic Show fee)
    - Tree Lighting Ceremony
  - Chinese New Year in conjunction with the Foster City Arts and Culture Committee
  - Boat Bazaar
  - Pacific Islands Festival in conjunction with the Foster City Arts and Culture Committee
  - Flight of the Bulls
  - Fourth of July Celebration

- Dog Show (\$5 dog fee)
- Family Parade
- Family Games
- Four Concerts
- Fireworks Show

- Summer Concerts at the Foster City Leo Ryan Park Amphitheater reached record attendance of approximately 1,500-2,000 at each concert, bringing diverse community members together and supporting local service clubs.

## CONCESSIONS

- Successfully managed nine concession contracts with \$145,297 total annual rent paid to the City.
- Generated approximately \$150,000 through facility and park rentals.

## SPORTS

- Bocce Ball Leagues have generated over \$2,000 in revenue
- Twenty-eight basketball teams registered to participate in the 2007/2008 basketball leagues, reaching the maximum number of teams that can be accommodated.
- Open Gym Volleyball generated over \$3,000 in revenue the first six months
- The number of “visits” to the Adult Sports webpage noticeably increased, impacting the number of registrations received in 2007/2008. Sport League registration information was distributed via the internet and e-mail (no mailings) while registrations increased by 15%.

- Table Tennis generated more than \$4,000
- As part of the lease agreement with Mariners Point Golf Course, a City Golf Tournament was run and generated over \$1,000 in revenue.
- Brewer Island Gym Rentals revenue totaled more than \$4,000
- Softball Registration increased 11% in 2007/2008

#### SPONSORSHIPS & DONATIONS

- Staff actively developed and maintained relationships with community organizations which raised approximately \$10,000 in financial and in-kind sponsorships to support community events.

#### YOUTH PROGRAM

- Approximately 800 children attended Summer Camps Outback, WayOutback, and Koala.
- Continued day-at-a-time registration option for the Summer Camps Outback and WayOutback on non-field trip days with success.
  - Day-at-a-time registration has generated approximately \$800 per session for a total \$8,800.
  - Designed a registration program that allowed parents to sign up on a daily basis or per week.
  - Provided camp for an additional 15 children per week with no additional staff costs.
- Winter Camp continues to be a success providing camp for over 50 children.
- Redesigned marketing plan for Enrichment and Summer Camp Programs.

- Continued the After School Enrichment program with the online registration.
  - While maintaining equivalent registration numbers, increased online registration users for Enrichment Registration.
  - Provided families the opportunity to register their child for a class 24 hours a day.
  - Approximately 600 children participated in the Enrichment Program (September through May).

#### PROFESSIONAL & COMMUNITY INVOLVEMENT

- Increased Foster City's presence in Youth and Teens in Recreation Service (YTRS) by members attending the California Parks and Recreation Society District IV Youth Advisory Committee (YAC) social.
- Contributed to Parks and Recreation profession and increased Foster City Parks and Recreation's presence in California Parks and Recreation Society's District IV Board through staff serving on Awards and Citations Committee, Health and Wellness Committee, and Mentorship Committee.
- Staff served as SANCRA Peninsula president in 2007.
- Staff served as President of Peninsula ASA and ASA County Commissioner.
- Staff participates in the Peninsula Contract Instructors Committee (PCIC) with other staff from most Peninsula cities.
- Maintained partnership with Hillbarn Theatre in providing the arts to the Foster City community.

- Partnered with the Peninsula Jewish Community Center (PJCC) and the Special Olympics to host the 2008 Special Olympics West Bay Basketball Competition.
- Contracted Computer Classes with the Peninsula Jewish Community Center (PJCC).
- Met with staff from the PJCC to further develop and strengthen the relationship and plan for cooperative programming such as program marketing and philanthropic community drives.
- Supported local community organizations by providing facilities, waterways and parks for events, activities and practices.
  - Breathe California: Bike for Breath
  - Foster City Chamber of Commerce: Art & Wine Festival
  - Bay Area Dragon Boat Club: Practice Space
  - Outrigger Canoe Club: Practice Space
  - Foster City Lions Club: Fourth of July Celebration
  - Foster City Rotary Club: Ribfest
  - El Toro Association: Flight of the Bulls
  - California Rowing Association: Head of the Lagoon Regatta
  - Special Olympics

Parks Division accomplishments for this fiscal year include:

- Helped in the development of the scope of work for the levee-pedway maintenance project.
- Began developing GIS software to identify tree locations in the Foster City urban forest and

started development of a tree maintenance computer tracking form.

- Developed a water conservation policy that includes best management practices for water use.
- Started the development process for the installation of synthetic soccer fields at Sea Cloud and Catamaran Parks.
- Completed landscaping plans for the Teen Center.
- Finished landscaping the new Boat House at Leo Ryan Park.
- Implemented a new field user policy and ordinance change for the city athletic fields.
- Implemented an updated leash ordinance for dog owners at all parks and added Farragut as an off-leash area.
- Installed a new children's playground at Gull Park.
- Renovated forty year old plumbing at Gull and Marlin Parks.
- Repaired damaged asphalt pathways at Boothbay, Gull, Kildeer, Marlin, Sea Cloud, Sunfish, and Turnstone Parks.
- Repaired damaged concrete pathways at Farragut Park and Botany Ct. Walkway.
- Henry's Goose Control added service to 3 school sites. Audubon, Bowditch, and Foster City School.
- "Book Worm" Sculpture installed in the lawn at the Foster City Library.
- Recycled benches installed at the Wind Surf area along 3<sup>rd</sup> Avenue.
- Successfully coordinated the pilot Project Bay Cat (P.B.C.) program in Foster City with the Homeless Cat Network (H.C.N.) program.

- Assisted in the development of the City's Memorial Bench Policy.
- Recycled bulletin boards installed at Farragut, Turnstone and Edgewater Parks.
- Implemented a trial period for a Picnic Reservable Area at Edgewater Park.
- Edgewater Park/Public Works - Assisted with the installation of a power source at the park for the "Flex-Net Gateway Base Station" antenna required for remote radio frequency reading of satellite water meters.
- New tennis court perimeter fencing and windscreens at Boothbay Park Tennis Courts.
- Lighted Tennis Courts/Edgewater Park - Assisted Public Works with the successful completion of the Edgewater Park Tennis Court and Lighting Project. This included the installation of an additional court and new lighting standards for all courts. (These courts are now considered the "premier" lit courts on the Peninsula)
- Contract classes and sports related programs for all ages.
- Enrichment classes at the local elementary schools
- Teen programs such as the after-school drop-in program, skateboard park, middle school dances, and weekly band nights.
- Senior programs such as Educational Seminars, Trips and Tours, Social Events, and Senior Express bus service.
- Programs developed in collaboration with the Peninsula Jewish Community Center, Hillbarn Theatre, and other community partners.
- Special events such as the Annual Arts and Wine Festival, Paddle & Play, Boat Bazaar, Flight of the Bulls, Adult Dances, Family Fun Series, Fourth of July Celebration, Halloween Festival, Community Bike Ride, and Holiday Tree Lighting.
- Continue to support City-wide facility requirements for special programs and provide support for the Building Maintenance Division.
- Class Registration processed on a daily basis.
- Accounts Payables processed on a daily basis.
- Facility and Park permits processed on a daily basis.
- Construction of the new 9,600 square foot Teen Center (CIP 794) which will also include a courtyard, basketball court, tennis backboard, and skate park. Staff will contribute resources toward the landscaping and design of the skate park.
- Research and development of community-wide health and wellness initiative.

See Internal Services Funds for Building Maintenance and Vehicle Maintenance Divisions information.

### ***PROPOSED SERVICE LEVELS***

The Parks and Recreation Department will continue to provide the community with excellent customer service, programs and events and continue high maintenance standards of its parks, facilities and equipment.

The Recreation Division will focus on programs and special events that include:

The Parks Division maintains approximately 142 acres of parks, ten acres of medians, and eight miles of levee/pedway using approved and established maintenance standards. Approximately eleven restrooms are cleaned daily. The estimated use of all Foster City park and pedway facilities is approximately 1.5 million people annually. Based on the resources available, the Foster City Parks system will be maintained at the current standard levels. The Parks Division will continue to manage and oversee its Capital Improvement Project Programs which include:

- Levee Pedway
- Teen Center Landscape and Hardscape
- Park Infrastructure Improvements – Park Pathway Repair

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

### Personnel

None requested.

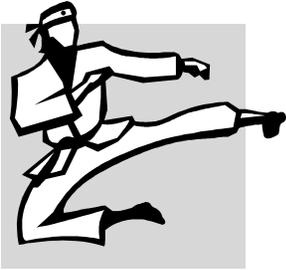
### Services and Supplies

None requested.

### Capital Outlay

- Portable Pressure Washer – A pressure washer is needed in areas of high public use hardscaped areas for ongoing maintenance activities (\$12,000).

(Changes in resources required for Vehicle Maintenance and Building Maintenance Internal Service Funds are found in those sections.)

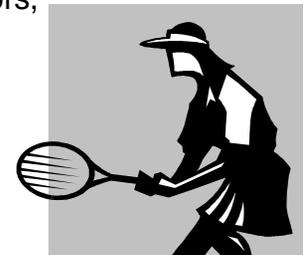


## Parks and Recreation Department Special Recreation Fund

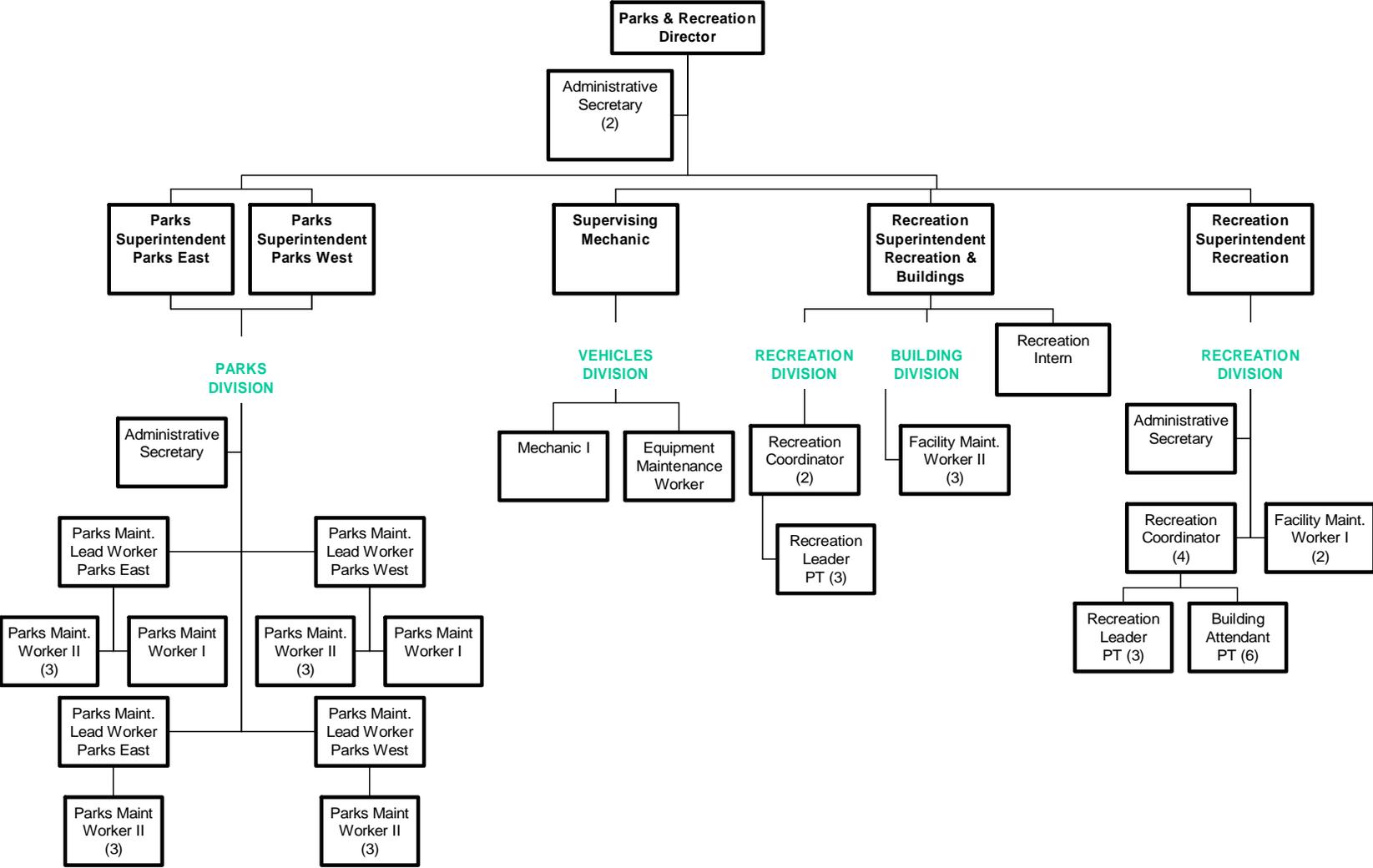
The Foster City Parks and Recreation Department firmly believes that the benefits to Parks and Recreation are endless and staff works daily to prove it. We know that participation in recreation activities can build self-esteem, reduce stress, and improve overall wellness for people of all ages. It has also been demonstrated that well-maintained, accessible parks and recreational facilities are key elements of strong, safe, family-friendly communities. Accessible parks and recreational facilities enhance property values and help attract and retain business as well. Our programs, services, and facilities are designed to create a stronger sense of community and improve the quality of life for residents of Foster City.

In fiscal year 2008/2009, the Special Recreation Fund reflects programming that maximizes the services provided while reducing expenditures. The Parks and Recreation Department will continue to provide contract classes for people of all ages, enrichment classes at the local elementary schools, Teen programs such as the after-school drop-in program, skate park, middle school dances, and weekly band nights, and Senior programs such as the Senior Ball, *Out and About Trips*, and Senior Bus Service. A special emphasis will continue to be placed on "Getting Active" to help promote fitness and discourage obesity. Special events such as the Annual Arts and Wine Festival, Fourth of July Celebration, Halloween Festival, Community Bike Ride, and Holiday Tree Lighting will also continue to be provided to the community. Finally, the Parks and Recreation Department will continue to work with staff from the Peninsula Jewish Community Center (PJCC) to provide collaborative programs including Special Olympics Regional Basketball Tournament and philanthropic community drives.

The Department continues to look for ways to reduce expenditures and increase revenues by reviewing fees and charges on an ongoing basis, by evaluating programs that are currently subsidized such as Teens, Seniors, Special Events and Facilities, and by modifying services to best capitalize on possible gains.



# Parks & Recreation Department



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

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
PARKS MAINTENANCE	\$ 3,363,076	\$ 3,363,076	\$ 3,563,766
REC ADMINISTRATION	1,196,260	1,196,260	1,223,175
Subtotal - City General Fund Divisions	4,559,336	4,559,336	4,786,941
ADULT CONTRACTS	194,350	194,350	199,350
ADULT SPORTS	116,351	116,351	121,195
ADVERTISING	56,300	56,300	56,300
FACILITY OPERATIONS	440,954	440,954	452,484
SENIORS / VOLUNTEERS	144,330	144,330	155,350
SPECIAL EVENTS	39,062	39,062	39,062
TEEN PROGRAMS	217,230	217,230	228,750
YOUTH CAMPS	249,675	249,675	262,675
YOUTH CONTRACT CLASSES	208,050	208,050	213,150
YOUTH SPORTS	102,971	102,971	105,671
Subtotal - Special Recreation Fund	1,769,273	1,769,273	1,833,987
<b>TOTAL FOR PARKS &amp; RECREATION</b>	<b>\$ 6,328,609</b>	<b>\$ 6,328,609</b>	<b>\$ 6,620,928</b>

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

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 3,627,450	\$ 3,627,450	\$ 3,904,134
SERVICES AND SUPPLIES	1,672,985	1,672,985	1,708,985
CAPITAL OUTLAY	4,200	4,200	16,200
Subtotal (Total Department-Controlled Expenses)	5,304,635	5,304,635	5,629,319
INTERNAL SERVICES	1,023,974	1,023,974	991,609
Subtotal (Total Department Expenses before Reallocations)	6,328,609	6,328,609	6,620,928
REALLOCATIONS	-	-	-
<b>TOTAL FOR PARKS &amp; RECREATION</b>	<b>\$ 6,328,609</b>	<b>\$ 6,328,609</b>	<b>\$ 6,620,928</b>

## DETAIL LINE ITEM REPORT

PARKS & RECREATION - REC ADMINISTRATION

Account: 001-0510-451

GENERAL FUND

<i><b>Employee Services</b></i>		Approved 2007-2008	Requested 2008-2009
001-0510-451-4110	PERMANENT SALARIES	\$453,300.00	\$460,200.00
	Subtotal	<b>\$453,300.00</b>	<b>\$460,200.00</b>
001-0510-451-4112	OVERTIME	\$5,000.00	\$5,000.00
	Subtotal	<b>\$5,000.00</b>	<b>\$5,000.00</b>
001-0510-451-4120	FRINGE BENEFITS	\$136,000.00	\$163,400.00
	Subtotal	<b>\$136,000.00</b>	<b>\$163,400.00</b>
	<b>Employee Services Total</b>	<b>\$594,300.00</b>	<b>\$628,600.00</b>
<i><b>Internal Services</b></i>		Approved 2007-2008	Requested 2008-2009
001-0510-451-4544	VEHICLE REPLACEMENT - 4 Vehicles	\$29,729.00	\$31,269.00
	Subtotal	<b>\$29,729.00</b>	<b>\$31,269.00</b>
001-0510-451-4556	EQUIPMENT REPLACEMENT	\$13,289.00	\$13,289.00
	Subtotal	<b>\$13,289.00</b>	<b>\$13,289.00</b>
001-0510-451-4557	INFORMATION TECHNOLOGY SERVICES	\$95,466.00	\$89,400.00
	Subtotal	<b>\$95,466.00</b>	<b>\$89,400.00</b>
001-0510-451-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$10,200.00	\$389.00
	Subtotal	<b>\$10,200.00</b>	<b>\$389.00</b>
001-0510-452-4569	BUILDING MAINTENANCE -- RC, Sr, TC, CC	\$402,055.00	\$409,007.00
	Subtotal	<b>\$402,055.00</b>	<b>\$409,007.00</b>
	<b>Internal Services Total</b>	<b>\$550,739.00</b>	<b>\$543,354.00</b>
<i><b>Services and Supplies</b></i>		Approved 2007-2008	Requested 2008-2009

001-0510-451-4241	LETTERS AND STAFF REPORTS		\$3,000.00	\$3,000.00
		Subtotal	<b>\$3,000.00</b>	<b>\$3,000.00</b>
001-0510-451-4242	POSTAGE, LETTERS, FACILITY AND PLAYFIELD PERMITS		\$6,000.00	\$6,000.00
		Subtotal	<b>\$6,000.00</b>	<b>\$6,000.00</b>
001-0510-451-4243	COPY MACHINE SUPPLIES		\$10,000.00	\$10,000.00
		Subtotal	<b>\$10,000.00</b>	<b>\$10,000.00</b>
001-0510-451-4246	SUPPLIES & EQUIPMENT		\$4,500.00	\$4,500.00
001-0510-451-4246	YOUTH SUMMIT		\$3,516.00	\$3,516.00
		Subtotal	<b>\$8,016.00</b>	<b>\$8,016.00</b>
001-0510-451-4249	MARKETING		\$2,400.00	\$2,400.00
		Subtotal	<b>\$2,400.00</b>	<b>\$2,400.00</b>
001-0510-451-4251	MANDATED FINGERPRINTING		\$1,000.00	\$1,000.00
		Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
001-0510-451-4253	CALIF. PARKS & RECREATION SOCIETY - (5)		\$1,250.00	\$1,250.00
001-0510-451-4253	CALIF. PARKS & RECREATION SOCIETY - AGENCY		\$505.00	\$505.00
001-0510-451-4253	GOLF COURSE SUPERINTENDENT ASSOC. - (1)		\$150.00	\$150.00
001-0510-451-4253	LEISURE SERVICES ASSOCIATION		\$45.00	\$45.00
001-0510-451-4253	LERN MEMBERSHIP		\$350.00	\$350.00
001-0510-451-4253	NATIONAL RECREATION & PARKS SOCIETY - AGENCY		\$725.00	\$725.00
001-0510-451-4253	NRPA NET		\$50.00	\$50.00
001-0510-451-4253	SAN MATEO TIMES SUBSCRIPTION/CHRONICLE		\$150.00	\$150.00
001-0510-451-4253	SPORTS ASSOC. OF NORTHERN CALIFORNIA		\$30.00	\$30.00
001-0510-451-4253	SUPERVISION LINES SUBSCRIPTION		\$100.00	\$100.00
		Subtotal	<b>\$3,355.00</b>	<b>\$3,355.00</b>
001-0510-451-4254	C. P. R. S. REGIONAL WORKSHOP / INSTITUTE		\$800.00	\$800.00
001-0510-451-4254	CA PARKS & RECR TRAINING-SUPERINTEN. (2)		\$2,500.00	\$2,500.00
001-0510-451-4254	CPRS REGIONAL - REC COORDINATORS (6)		\$6,000.00	\$6,000.00
001-0510-451-4254	DEPARTMENT RETREAT - JANUARY 2006		\$1,200.00	\$1,200.00
001-0510-451-4254	DEPT. DISTR. TRAINING, REGIONAL - STAFF		\$1,200.00	\$1,200.00

001-0510-451-4254	NATL LEGISLATIVE MIDYR REGIONAL STATE TRNG-DIR.	\$2,600.00	\$2,600.00
001-0510-451-4254	NRPA	\$500.00	\$500.00
001-0510-451-4254	PACIFIC SOUTHWEST CONFERENCE - DIRECTOR	\$650.00	\$650.00
001-0510-451-4254	RecWare Training	\$1,200.00	\$1,200.00
001-0510-451-4254	SAN MATEO COUNTY REGIONAL DISTRICT MO MTGS	\$400.00	\$400.00
001-0510-451-4254	SECRETARY'S TRAINING	\$400.00	\$400.00
	Subtotal	\$17,450.00	\$17,450.00
	<b>Services and Supplies Total</b>	<b>\$51,221.00</b>	<b>\$51,221.00</b>
	<b>REC ADMINISTRATION Total</b>	<b>\$1,196,260.00</b>	<b>\$1,223,175.00</b>

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

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<b>Capital Outlay</b>		Approved 2007-2008	Requested 2008-2009
001-0520-452-4385	Portable Pressure Washer	\$0.00	\$12,000.00
	Subtotal	\$0.00	\$12,000.00
	<b>Capital Outlay Total</b>	<b>\$0.00</b>	<b>\$12,000.00</b>

<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009
001-0520-452-4110	ON-CALL AND OTHER STAND-BY PAYS	\$5,000.00	\$5,000.00
001-0520-452-4110	PERMANENT SALARIES	\$1,524,500.00	\$1,573,300.00
	Subtotal	\$1,529,500.00	\$1,578,300.00
001-0520-452-4112	4TH OF JULY OVERTIME -- PARKS CREWS	\$3,200.00	\$3,200.00
001-0520-452-4112	OVERTIME	\$25,300.00	\$38,300.00
	Subtotal	\$28,500.00	\$41,500.00
001-0520-452-4120	FRINGE BENEFITS	\$457,400.00	\$558,500.00

Subtotal	\$457,400.00	\$558,500.00
<b>Employee Services Total</b>	<b>\$2,015,400.00</b>	<b>\$2,178,300.00</b>

**Internal Services**

	Approved 2007-2008	Requested 2008-2009
001-0520-452-4544 VEHICLE REPLACEMENT	\$179,754.00	\$195,883.00
Subtotal	<b>\$179,754.00</b>	<b>\$195,883.00</b>
001-0520-452-4556 EQUIPMENT REPLACEMENT	\$138,484.00	\$146,328.00
Subtotal	<b>\$138,484.00</b>	<b>\$146,328.00</b>
001-0520-452-4558 LONGEVITY RECOGNITION BENEFITS FUND	\$34,300.00	\$1,048.00
Subtotal	<b>\$34,300.00</b>	<b>\$1,048.00</b>
001-0520-452-4569 BUILDING MAINTENANCE (Corp Yard)	\$93,723.00	\$94,792.00
Subtotal	<b>\$93,723.00</b>	<b>\$94,792.00</b>
<b>Internal Services Total</b>	<b>\$446,261.00</b>	<b>\$438,051.00</b>

**Services and Supplies**

	Approved 2007-2008	Requested 2008-2009
001-0520-452-4240* SPECIAL SUPPLIES - BOOTS, PANTS, UNIFORMS	\$6,300.00	\$6,300.00
Subtotal	<b>\$6,300.00</b>	<b>\$6,300.00</b>
001-0520-452-4241 COPY EXPENSE	\$650.00	\$650.00
Subtotal	<b>\$650.00</b>	<b>\$650.00</b>
001-0520-452-4242 POSTAGE EXPENSE	\$525.00	\$525.00
Subtotal	<b>\$525.00</b>	<b>\$525.00</b>
001-0520-452-4243* CALENDARS AND LETTERHEAD AND PAPER	\$2,440.00	\$2,440.00
001-0520-452-4243* COPIER & COMPUTER SUPPLIES	\$1,250.00	\$1,250.00
001-0520-452-4243* OFFICE SUPPLIES, MISCELLANEOUS	\$1,500.00	\$1,500.00
Subtotal	<b>\$5,190.00</b>	<b>\$5,190.00</b>
001-0520-452-4245* TOOLS AND EQUIPMENT, MISCELLANEOUS	\$12,100.00	\$12,100.00
001-0520-452-4245* TOOLS, WORK PROGRAM	\$3,000.00	\$3,000.00
Subtotal	<b>\$15,100.00</b>	<b>\$15,100.00</b>

001-0520-452-4246*	AGRICULTURE SUPPLIES - CHEMICALS & FERTILIZERS	\$52,000.00	\$52,000.00
001-0520-452-4246*	ELECTRICAL SUPPLIES & REPAIRS	\$5,500.00	\$5,500.00
001-0520-452-4246*	HARDWARE & MISCEL MATERIALS	\$5,860.00	\$5,860.00
001-0520-452-4246*	IRRIGATION SUPPLIES & REPAIRS	\$28,400.00	\$28,400.00
001-0520-452-4246*	JANITORIAL SUPPLIES	\$10,200.00	\$10,200.00
001-0520-452-4246*	LEVEE MAINTENANCE (Repairs, Erosion Control)	\$12,800.00	\$12,800.00
001-0520-452-4246*	PAINT & CHALK - LINING FIELDS	\$3,100.00	\$3,100.00
001-0520-452-4246*	PLANT MATERIALS REPLACEMENT/SEEDS/AMENDMENTS	\$8,140.00	\$8,140.00
001-0520-452-4246*	PLAY EQUIPMENT MAINT. PARTS - NETS, GOAL REPAIRS	\$5,000.00	\$5,000.00
001-0520-452-4246*	POOPER SCOOPER SUPPLIES	\$6,000.00	\$6,000.00
001-0520-452-4246	ROOFING - SCP GARAGE	\$15,000.00	\$15,000.00
001-0520-452-4246*	SAFETY EQUIPMENT - (Gloves, Coverings, etc.)	\$10,200.00	\$10,200.00
001-0520-452-4246*	SAND/ SOIL/CONCRETE/BARK (Beaches & Playground)	\$55,000.00	\$55,000.00
001-0520-452-4246*	TENNIS & BALLFIELD WINDSCREENS	\$3,000.00	\$3,000.00
001-0520-452-4246	TENNIS COURT FENCING - BOOTHBAY / EDGEWATER PARKS	\$14,000.00	\$14,000.00
001-0520-452-4246*	TRASH CONTAINERS	\$3,000.00	\$3,000.00
001-0520-452-4246*	VANDALISM REPAIR	\$10,000.00	\$10,000.00
	Subtotal	<b>\$247,200.00</b>	<b>\$247,200.00</b>
001-0520-452-4247	RENTAL OF SPECIAL EQUIPMENT	\$500.00	\$500.00
	Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
001-0520-452-4248*	COMMUNICATION EQUIPMENT (Pagers, Phones, Radios)	\$1,450.00	\$1,450.00
001-0520-452-4248*	ELECTRICITY	\$29,800.00	\$29,800.00
001-0520-452-4248*	WATER & SEWER	\$340,000.00	\$374,000.00
	Subtotal	<b>\$371,250.00</b>	<b>\$405,250.00</b>
001-0520-452-4251	CANADIAN GEESE CONTROL	\$34,080.00	\$34,080.00
001-0520-452-4251	CANADIAN GEESE CONTROL - SCHOOL SITES	\$12,000.00	\$12,000.00
001-0520-452-4251	ELECTRICAL CONTRACTOR	\$10,000.00	\$10,000.00
001-0520-452-4251*	ELECTRICAL SERVICES & LIGHTS MAINTENANCE	\$13,000.00	\$13,000.00
001-0520-452-4251*	FENCE MAINTENANCE CONTRACT	\$4,000.00	\$4,000.00

001-0520-452-4251*	IRRIGATION & PLUMBING SERVICES	\$4,000.00	\$4,000.00
001-0520-452-4251*	MEDIAN MAINTENANCE CONTRACT	\$94,000.00	\$94,000.00
001-0520-452-4251*	PORT-O-LET RENTAL SERVICES	\$5,000.00	\$5,000.00
001-0520-452-4251*	TREE MAINTENANCE	\$38,600.00	\$38,600.00
001-0520-452-4251	TREE MAINTENANCE	\$35,000.00	\$35,000.00
	Subtotal	<b>\$249,680.00</b>	<b>\$249,680.00</b>
001-0520-452-4253*	COUNTY PESTICIDE ASSOCIATION APPLICATIONS	\$400.00	\$400.00
001-0520-452-4253*	LANDSCAPE SUPERVISOR FORUM	\$250.00	\$250.00
001-0520-452-4253*	NORTHERN CALIF. ARBORIST ASSOCIATION	\$150.00	\$150.00
001-0520-452-4253*	PESTICIDE APPLICATORS CERTIF. (4 X \$105)	\$420.00	\$420.00
001-0520-452-4253*	QUALIFIED APPLICATORS CERTIF. (18 X \$50)	\$900.00	\$900.00
	Subtotal	<b>\$2,120.00</b>	<b>\$2,120.00</b>
001-0520-452-4254*	DIVISION RETREAT	\$400.00	\$400.00
001-0520-452-4254*	MAINTENANCE WORKERS TRAINING (18 X \$50)	\$1,000.00	\$1,000.00
001-0520-452-4254*	PARK SUPERVISOR PROFESSIONAL TRAINING	\$1,500.00	\$1,500.00
	Subtotal	<b>\$2,900.00</b>	<b>\$2,900.00</b>
	<b>Services and Supplies Total</b>	<b>\$901,415.00</b>	<b>\$935,415.00</b>
	<b>PARKS MAINTENANCE Total</b>	<b>\$3,363,076.00</b>	<b>\$3,563,766.00</b>

**PARKS & RECREATION - FACILITY OPERATIONS**

Account: 003-0525-451

**SPECIAL RECREATION**

<b>Capital Outlay</b>		Approved 2007-2008	Requested 2008-2009
003-0525-451-4385	TABLES & CHAIRS - RECREATION / COMMUNITY CENTER	\$4,200.00	\$4,200.00
	Subtotal	<b>\$4,200.00</b>	<b>\$4,200.00</b>
	<b>Capital Outlay Total</b>	<b>\$4,200.00</b>	<b>\$4,200.00</b>
<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009

003-0525-451-4110	PERMANENT SALARIES	\$202,700.00	\$209,200.00
	Subtotal	<b>\$202,700.00</b>	<b>\$209,200.00</b>
003-0525-451-4111	PART TIME SALARIES	\$69,000.00	\$69,000.00
	Subtotal	<b>\$69,000.00</b>	<b>\$69,000.00</b>
003-0525-451-4112	OVERTIME	\$3,000.00	\$3,000.00
	Subtotal	<b>\$3,000.00</b>	<b>\$3,000.00</b>
003-0525-451-4120	FRINGE BENEFITS (F/T Salaries)	\$60,800.00	\$74,300.00
003-0525-451-4120	FRINGE BENEFITS (P/T Salaries)	\$1,380.00	\$1,380.00
	Subtotal	<b>\$62,180.00</b>	<b>\$75,680.00</b>
	<b>Employee Services Total</b>	<b>\$336,880.00</b>	<b>\$356,880.00</b>

### ***Internal Services***

		Approved 2007-2008	Requested 2008-2009
003-0525-451-4556	EQUIPMENT REPLACEMENT CHARGES	\$14,074.00	\$10,204.00
	Subtotal	<b>\$14,074.00</b>	<b>\$10,204.00</b>
003-0525-451-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$4,600.00	\$0.00
	Subtotal	<b>\$4,600.00</b>	<b>\$0.00</b>
	<b>Internal Services Total</b>	<b>\$18,674.00</b>	<b>\$10,204.00</b>

### ***Services and Supplies***

		Approved 2007-2008	Requested 2008-2009
003-0525-451-4242	POSTAGE	\$200.00	\$200.00
	Subtotal	<b>\$200.00</b>	<b>\$200.00</b>
003-0525-451-4243	SUPPLIES	\$9,000.00	\$9,000.00
	Subtotal	<b>\$9,000.00</b>	<b>\$9,000.00</b>
003-0525-451-4246	SM/FC SCHOOL JOINT-USE FACILITIES	\$48,000.00	\$48,000.00
003-0525-451-4246	SMFCSD JOINT USE AGREEMENT	\$10,000.00	\$10,000.00
	Subtotal	<b>\$58,000.00</b>	<b>\$58,000.00</b>
003-0525-451-4247	RENTAL	\$4,000.00	\$4,000.00
	Subtotal	<b>\$4,000.00</b>	<b>\$4,000.00</b>

003-0525-451-4265	CREDIT CARD ACCEPTANCE FEES	\$10,000.00	\$10,000.00
	Subtotal	<b>\$10,000.00</b>	<b>\$10,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$81,200.00</b>	<b>\$81,200.00</b>
	<b>FACILITY OPERATIONS Total</b>	<b>\$440,954.00</b>	<b>\$452,484.00</b>

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

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<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009
003-0530-451-4110	FULL-TIME SALARIES	\$36,400.00	\$37,500.00
	Subtotal	<b>\$36,400.00</b>	<b>\$37,500.00</b>
003-0530-451-4111	EMPLOYEE SERVICES\HOURLY PART-TIME	\$15,818.00	\$18,018.00
	Subtotal	<b>\$15,818.00</b>	<b>\$18,018.00</b>
003-0530-451-4112	Overtime	\$500.00	\$500.00
	Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
003-0530-451-4120	FRINGE BENEFITS (F/T Salaries)	\$10,900.00	\$13,300.00
003-0530-451-4120	FRINGE BENEFITS (P/T Salaries)	\$316.00	\$360.00
	Subtotal	<b>\$11,216.00</b>	<b>\$13,660.00</b>
	<b>Employee Services Total</b>	<b>\$63,934.00</b>	<b>\$69,678.00</b>

<b>Internal Services</b>		Approved 2007-2008	Requested 2008-2009
003-0530-451-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$900.00	\$0.00
	Subtotal	<b>\$900.00</b>	<b>\$0.00</b>
	<b>Internal Services Total</b>	<b>\$900.00</b>	<b>\$0.00</b>

<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
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003-0530-451-4242	POSTAGE MAILINGS	\$148.00	\$148.00
	Subtotal	<b>\$148.00</b>	<b>\$148.00</b>
003-0530-451-4243	SUPPLIES	\$12,272.00	\$12,272.00
	Subtotal	<b>\$12,272.00</b>	<b>\$12,272.00</b>
003-0530-451-4251	CONTRACTUAL SERVICES	\$29,833.00	\$29,833.00
003-0530-451-4251	CONTRACTUAL SERVICES - SPORTS OFFICIALS	\$8,000.00	\$8,000.00
	Subtotal	<b>\$37,833.00</b>	<b>\$37,833.00</b>
003-0530-451-4252	MEMBERSHIP	\$1,264.00	\$1,264.00
	Subtotal	<b>\$1,264.00</b>	<b>\$1,264.00</b>
	<b>Services and Supplies Total</b>	<b>\$51,517.00</b>	<b>\$51,517.00</b>
	<b>ADULT SPORTS Total</b>	<b>\$116,351.00</b>	<b>\$121,195.00</b>

**PARKS & RECREATION - YOUTH SPORTS**

Account: 003-0533-451

**SPECIAL RECREATION**

<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009
003-0533-451-4110	FULL-TIME SALARIES	\$36,400.00	\$37,500.00
	Subtotal	<b>\$36,400.00</b>	<b>\$37,500.00</b>
003-0533-451-4120	FRINGE BENEFITS	\$10,900.00	\$13,400.00
	Subtotal	<b>\$10,900.00</b>	<b>\$13,400.00</b>
	<b>Employee Services Total</b>	<b>\$47,300.00</b>	<b>\$50,900.00</b>
<b>Internal Services</b>		Approved 2007-2008	Requested 2008-2009
003-0533-451-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$900.00	\$0.00
	Subtotal	<b>\$900.00</b>	<b>\$0.00</b>
	<b>Internal Services Total</b>	<b>\$900.00</b>	<b>\$0.00</b>

<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
003-0533-451-4242	Postage	\$50.00	\$50.00
	Subtotal	<b>\$50.00</b>	<b>\$50.00</b>
003-0533-451-4243	SUPPLIES	\$2,000.00	\$2,000.00
	Subtotal	<b>\$2,000.00</b>	<b>\$2,000.00</b>
003-0533-451-4251	CONTRACTUAL SERVICES	\$52,721.00	\$52,721.00
	Subtotal	<b>\$52,721.00</b>	<b>\$52,721.00</b>
	<b>Services and Supplies Total</b>	<b>\$54,771.00</b>	<b>\$54,771.00</b>
	<b>YOUTH SPORTS Total</b>	<b>\$102,971.00</b>	<b>\$105,671.00</b>

**PARKS & RECREATION - YOUTH CAMPS**

Account: 003-0534-451

**SPECIAL RECREATION**

<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009
003-0534-451-4110	PERMANENT SALARIES	\$69,300.00	\$75,000.00
	Subtotal	<b>\$69,300.00</b>	<b>\$75,000.00</b>
003-0534-451-4111	PART TIME SALARIES	\$67,300.00	\$70,300.00
	Subtotal	<b>\$67,300.00</b>	<b>\$70,300.00</b>
003-0534-451-4112	OVERTIME	\$500.00	\$500.00
	Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
003-0534-451-4120	FRINGE BENEFITS (F/T Salaries)	\$20,800.00	\$26,700.00
003-0534-451-4120	FRINGE BENEFITS (P/T Salaries)	\$1,400.00	\$1,400.00
	Subtotal	<b>\$22,200.00</b>	<b>\$28,100.00</b>
	<b>Employee Services Total</b>	<b>\$159,300.00</b>	<b>\$173,900.00</b>

<b>Internal Services</b>		Approved 2007-2008	Requested 2008-2009
003-0534-451-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$1,600.00	\$0.00
	Subtotal	<b>\$1,600.00</b>	<b>\$0.00</b>
	<b>Internal Services Total</b>	<b>\$1,600.00</b>	<b>\$0.00</b>

<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
003-0534-451-4242	POSTAGE	\$280.00	\$280.00
	Subtotal	<b>\$280.00</b>	<b>\$280.00</b>
003-0534-451-4243	SUPPLIES	\$6,550.00	\$6,550.00
	Subtotal	<b>\$6,550.00</b>	<b>\$6,550.00</b>
003-0534-451-4251	CONTRACTUAL SERVICES	\$81,945.00	\$81,945.00
	Subtotal	<b>\$81,945.00</b>	<b>\$81,945.00</b>
	<b>Services and Supplies Total</b>	<b>\$88,775.00</b>	<b>\$88,775.00</b>
	<b>YOUTH CAMPS Total</b>	<b>\$249,675.00</b>	<b>\$262,675.00</b>

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

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<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009
003-0535-451-4110	FULL-TIME SALARIES	\$34,700.00	\$37,500.00
	Subtotal	<b>\$34,700.00</b>	<b>\$37,500.00</b>
003-0535-451-4111	EMPLOYEE SERVICES / PART-TIME	\$3,000.00	\$3,000.00
	Subtotal	<b>\$3,000.00</b>	<b>\$3,000.00</b>
003-0535-451-4112	OVERTIME	\$500.00	\$500.00
	Subtotal	<b>\$500.00</b>	<b>\$500.00</b>

003-0535-451-4120	FRINGE BENEFITS (F/T SALARIES)	\$10,400.00	\$13,400.00
003-0535-451-4120	FRINGE BENEFITS (P/T Salaries)	\$150.00	\$150.00
	Subtotal	<b>\$10,550.00</b>	<b>\$13,550.00</b>
	<b>Employee Services Total</b>	<b>\$48,750.00</b>	<b>\$54,550.00</b>

**Internal Services**

		Approved 2007-2008	Requested 2008-2009
003-0535-451-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$800.00	\$0.00
	Subtotal	<b>\$800.00</b>	<b>\$0.00</b>
	<b>Internal Services Total</b>	<b>\$800.00</b>	<b>\$0.00</b>

**Services and Supplies**

		Approved 2007-2008	Requested 2008-2009
003-0535-451-4242	POSTAGE	\$550.00	\$550.00
	Subtotal	<b>\$550.00</b>	<b>\$550.00</b>
003-0535-451-4243	SUPPLIES	\$1,600.00	\$1,600.00
	Subtotal	<b>\$1,600.00</b>	<b>\$1,600.00</b>
003-0535-451-4246	MAINTENANCE	\$1,000.00	\$1,000.00
	Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
003-0535-451-4251	CONTRACTUAL SERVICES	\$141,650.00	\$141,650.00
	Subtotal	<b>\$141,650.00</b>	<b>\$141,650.00</b>
	<b>Services and Supplies Total</b>	<b>\$144,800.00</b>	<b>\$144,800.00</b>
	<b>ADULT CONTRACTS Total</b>	<b>\$194,350.00</b>	<b>\$199,350.00</b>

PARKS & RECREATION - SPECIAL EVENTS

Account: 003-0537-451

SPECIAL RECREATION

**Employee Services**

Approved 2007-2008	Requested 2008-2009
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003-0537-451-4111	PART TIME SALARIES		\$3,649.00	\$3,649.00
		Subtotal	<b>\$3,649.00</b>	<b>\$3,649.00</b>
003-0537-451-4112	OVERTIME		\$500.00	\$500.00
		Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
003-0537-451-4120	FRINGE BENEFITS (P/T Salaries)		\$73.00	\$73.00
		Subtotal	<b>\$73.00</b>	<b>\$73.00</b>
		<b>Employee Services Total</b>	<b>\$4,222.00</b>	<b>\$4,222.00</b>

**Services and Supplies**

			Approved 2007-2008	Requested 2008-2009
003-0537-451-4242	POSTAGE		\$500.00	\$500.00
		Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
003-0537-451-4243	SUPPLIES		\$8,740.00	\$8,740.00
		Subtotal	<b>\$8,740.00</b>	<b>\$8,740.00</b>
003-0537-451-4249	PUBLICITY		\$4,000.00	\$4,000.00
		Subtotal	<b>\$4,000.00</b>	<b>\$4,000.00</b>
003-0537-451-4251	CONTRACTUAL SERVICES		\$21,600.00	\$21,600.00
		Subtotal	<b>\$21,600.00</b>	<b>\$21,600.00</b>
		<b>Services and Supplies Total</b>	<b>\$34,840.00</b>	<b>\$34,840.00</b>
		<b>SPECIAL EVENTS Total</b>	<b>\$39,062.00</b>	<b>\$39,062.00</b>

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

**Employee Services**

			Approved 2007-2008	Requested 2008-2009
003-0538-451-4110	FULL-TIME SALARIES		\$34,600.00	\$37,500.00
		Subtotal	<b>\$34,600.00</b>	<b>\$37,500.00</b>

003-0538-451-4120	FRINGE BENEFITS (F/T SALARIES)	\$10,400.00	\$13,400.00
	Subtotal	<b>\$10,400.00</b>	<b>\$13,400.00</b>
	<b>Employee Services Total</b>	<b>\$45,000.00</b>	<b>\$50,900.00</b>
<b>Internal Services</b>		Approved 2007-2008	Requested 2008-2009
003-0538-451-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$800.00	\$0.00
	Subtotal	<b>\$800.00</b>	<b>\$0.00</b>
	<b>Internal Services Total</b>	<b>\$800.00</b>	<b>\$0.00</b>
<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
003-0538-451-4243	SUPPLIES	\$1,250.00	\$1,250.00
	Subtotal	<b>\$1,250.00</b>	<b>\$1,250.00</b>
003-0538-451-4251	CONTRACTUAL SERVICES	\$161,000.00	\$161,000.00
	Subtotal	<b>\$161,000.00</b>	<b>\$161,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$162,250.00</b>	<b>\$162,250.00</b>
	<b>YOUTH CONTRACT CLASSES Total</b>	<b>\$208,050.00</b>	<b>\$213,150.00</b>

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**PARKS & RECREATION - ADVERTISING**

Account: 003-0539-451

**SPECIAL RECREATION**


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<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
003-0539-451-4242	POSTAGE	\$9,000.00	\$9,000.00
	Subtotal	<b>\$9,000.00</b>	<b>\$9,000.00</b>
003-0539-451-4243	SUPPLIES	\$10,300.00	\$10,300.00
	Subtotal	<b>\$10,300.00</b>	<b>\$10,300.00</b>
003-0539-451-4247	RENTS	\$5,500.00	\$5,500.00

	Subtotal	\$5,500.00	\$5,500.00
003-0539-451-4251	CONTRACTUAL SERVICES	\$31,500.00	\$31,500.00
	Subtotal	\$31,500.00	\$31,500.00
	<b>Services and Supplies Total</b>	<b>\$56,300.00</b>	<b>\$56,300.00</b>
	<b>ADVERTISING Total</b>	<b>\$56,300.00</b>	<b>\$56,300.00</b>

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

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<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009
003-0540-451-4110	PERMANENT SALARIES	\$69,300.00	\$75,000.00
	Subtotal	<b>\$69,300.00</b>	<b>\$75,000.00</b>
003-0540-451-4111	PART TIME SALARIES	\$14,000.00	\$15,000.00
	Subtotal	<b>\$14,000.00</b>	<b>\$15,000.00</b>
003-0540-451-4112	OVERTIME	\$500.00	\$500.00
	Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
003-0540-451-4120	FRINGE BENEFITS (F/T Salaries)	\$20,800.00	\$26,700.00
003-0540-451-4120	FRINGE BENEFITS (P/T Salaries)	\$280.00	\$300.00
	Subtotal	<b>\$21,080.00</b>	<b>\$27,000.00</b>
	<b>Employee Services Total</b>	<b>\$104,880.00</b>	<b>\$117,500.00</b>
<b>Internal Services</b>		Approved 2007-2008	Requested 2008-2009
003-0540-451-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$1,600.00	\$0.00
	Subtotal	<b>\$1,600.00</b>	<b>\$0.00</b>
	<b>Internal Services Total</b>	<b>\$1,600.00</b>	<b>\$0.00</b>

<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
003-0540-451-4242	POSTAGE	\$550.00	\$550.00
	Subtotal	<b>\$550.00</b>	<b>\$550.00</b>
003-0540-451-4243	SUPPLIES	\$5,050.00	\$5,050.00
	Subtotal	<b>\$5,050.00</b>	<b>\$5,050.00</b>
003-0540-451-4249	PUBLICITY	\$200.00	\$200.00
	Subtotal	<b>\$200.00</b>	<b>\$200.00</b>
003-0540-451-4251	Contracts	\$32,050.00	\$32,050.00
	Subtotal	<b>\$32,050.00</b>	<b>\$32,050.00</b>
	<b>Services and Supplies Total</b>	<b>\$37,850.00</b>	<b>\$37,850.00</b>
	<b>SENIORS / VOLUNTEERS Total</b>	<b>\$144,330.00</b>	<b>\$155,350.00</b>

**PARKS & RECREATION - TEEN PROGRAMS**

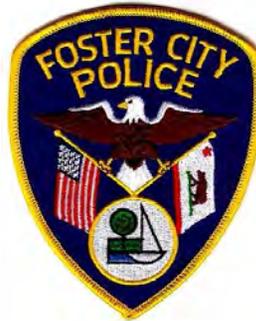
Account: 003-0541-451

**SPECIAL RECREATION**

<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009
003-0541-451-4110	RECREATION COORDINATOR	\$72,700.00	\$75,000.00
	Subtotal	<b>\$72,700.00</b>	<b>\$75,000.00</b>
003-0541-451-4111	PART TIME SALARIES	\$76,804.00	\$80,804.00
	Subtotal	<b>\$76,804.00</b>	<b>\$80,804.00</b>
003-0541-451-4112	OVERTIME	\$500.00	\$500.00
	Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
003-0541-451-4120	FRINGE BENEFITS (F/T SALARIES)	\$21,800.00	\$26,700.00
003-0541-451-4120	FRINGE BENEFITS (P/T SALARIES)	\$1,600.00	\$1,620.00
	Subtotal	<b>\$23,400.00</b>	<b>\$28,320.00</b>

		<b>Employee Services Total</b>	<b>\$173,404.00</b>	<b>\$184,624.00</b>
<b><i>Internal Services</i></b>			Approved 2007-2008	Requested 2008-2009
003-0541-451-4558	LONGEVITY RECOGNITION BENEFITS FUND		\$1,700.00	\$0.00
		Subtotal	<b>\$1,700.00</b>	<b>\$0.00</b>
		<b>Internal Services Total</b>	<b>\$1,700.00</b>	<b>\$0.00</b>
<b><i>Services and Supplies</i></b>			Approved 2007-2008	Requested 2008-2009
003-0541-451-4242	POSTAGE		\$550.00	\$550.00
		Subtotal	<b>\$550.00</b>	<b>\$550.00</b>
003-0541-451-4243	SUPPLIES		\$6,770.00	\$6,770.00
		Subtotal	<b>\$6,770.00</b>	<b>\$6,770.00</b>
003-0541-451-4246	MAINTENANCE		\$100.00	\$100.00
		Subtotal	<b>\$100.00</b>	<b>\$100.00</b>
003-0541-451-4249	PUBLICITY		\$500.00	\$500.00
		Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
003-0541-451-4251	BUS TRANSPORTATION FOR MIDDLE SCHOOL AND SNOW DAYZ		\$2,000.00	\$2,000.00
003-0541-451-4251	CONTRACTUAL SERVICES		\$32,206.00	\$32,206.00
003-0541-451-4251	Teen Programs Contracts		\$0.00	\$2,000.00
		Subtotal	<b>\$34,206.00</b>	<b>\$36,206.00</b>
		<b>Services and Supplies Total</b>	<b>\$42,126.00</b>	<b>\$44,126.00</b>
		<b>TEEN PROGRAMS Total</b>	<b>\$217,230.00</b>	<b>\$228,750.00</b>

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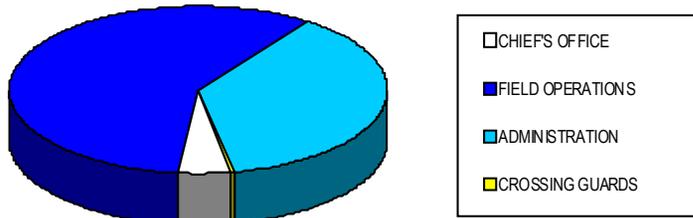
## MISSION STATEMENT

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

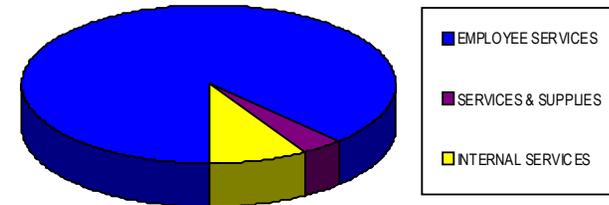
## PROPOSED BUDGET EXPENDITURE DISTRIBUTION

Total Department Budget: \$9,601,040

Expenditure by Division



Expenditure by Type



DEPARTMENT PERSONNEL SUMMARY (by year)							
Position	06-07	07-08	08-09	09-10	10-11	11-12	11-12
POLICE CHIEF	1	1	1	1	1	1	1
POLICE CAPTAIN	2	2	2	2	2	2	2
POLICE LIEUTENANT	0	2	2	2	2	2	2
POLICE SERGEANT	7	7	7	7	7	7	7
POLICE CORPORAL	7	7	7	7	7	7	7
POLICE OFFICER	20	20	20	22	22	22	22
SR. COMMUNITY SERV. OFFICER	4	4	4	4	4	4	4
COMM & RECORDS MGR	1	1	1	1	1	1	1
DISPATCH SPECIALIST	1	1	1	1	1	1	1
POLICE DISPATCHER	7	7	7	7	7	7	7
POLICE RECORDS SPECIALIST	3	3	3	3	3	3	3
MANAGEMENT ASSISTANT	0	0	1	1	1	1	1
EXECUTIVE ASSISTANT	1	1	0	0	0	0	0
<b>TOTAL EMPLOYEES</b>	<b>54</b>	<b>56</b>	<b>56</b>	<b>58</b>	<b>58</b>	<b>58</b>	<b>58</b>



The Police Department is comprised of two primary divisions working together in support of our mission of providing a professional level of public service.

- The **Field Operations Division** includes all uniformed personnel who patrol the streets and respond to crimes and the wide variety of calls for service we receive. This includes Patrol, Traffic, Canine, Community Service Officers, and Reserves.
- The **Administrative Service Division** is comprised of the Detective, Youth Services, Crime Prevention, Property/Evidence, Dispatch and Records Bureau personnel. It also encompasses the Department's Explorers, Amateur Radio Operators and Emergency Service Volunteers.

## ***CURRENT ACCOMPLISHMENTS***

The Department achieved several significant objectives during the year, including:

- The Department participated in various activities related to emergency preparedness, including school district drills, countywide earthquake exercises, Bay

Area wide anti-terrorism/SWAT exercises and multiple other countywide training opportunities.

- All Department members completed Federally mandated National Incident Management System training, which is supportive of our disaster preparedness efforts.
- We continued our participation in the County Gang Task Force. Law enforcement personnel from throughout the County as well as State and Federal agencies worked cooperatively to identify gang members and reduce gang related crimes and violence through high visibility patrols, probation and parole searches and regular interaction with known gang members.
- In 06/07 the Department used State funding to replace the 911 emergency telephone system. This year we fully implemented the new system and can now receive 911 calls directly from cell phones calling from most locations in Foster City.
- The Youth Services Bureau continued to present Gang Resistance Education and Training (G.R.E.A.T.) in the middle and elementary schools. About 640 students received this training during the year.
- The Department acquired and put into service a Ford Expedition as our Watch Commander vehicle. This addition to our fleet has given us the ability to set up a mobile command center during significant law



enforcement events or in operating joint command centers in support of fire operations.

- The Department completed a transition to new firearms purchased during the past year. The new handguns, (Smith and Wesson M&P 40s) should serve our needs for the next decade.
- The Department participated in and hosted traffic and pedestrian safety enforcement operations throughout San Mateo County as well as within Foster City. Additionally we worked with other City departments to implement several significant upgrades/changes to traffic flow and control measures on “high traffic volume” residential streets
- The Department was again guided by use of the strategic planning process. This year’s plan was significantly redesigned in order to better reflect the concepts we are trying to convey and allow for greater internal accountability.
- For the fourth consecutive year, a member of Department Management coordinated the Law Enforcement and Judicial System Day for the Chamber of Commerce Leadership Program. Additionally, another member of Department Management graduated from this program.
- The Police and Fire Departments participated in a joint community open house. The public was able to tour both stations, participate in demonstrations, view equipment, and interact with Department personnel.
- Members of the Department participated in numerous community events, including those benefiting local schools, the American Cancer Society and the Special Olympics.
- Members of the Department Management Team continued their active participation in community

service and professional groups, including the Rotary Club and serving on the Boards of the Lions Club, American Red Cross and the San Mateo County Chiefs’ and Sheriff Association. We are also active in the Countywide Police Commanders Group and several other specialized associations.

- The Department made multiple promotions from within the organization and began to fully integrate the position of Lieutenant back in to our daily operations.
- Another of the Department’s sergeants was accepted into the Sherman Block Leadership Institute training program. This is an intensive, 192-hour experience over an eight month period. The course teaches front-line supervisors advanced supervisory and leadership skills.
- The Department worked with Dispatch employees and the AFSCME labor group to implement a new work schedule for our Communication Center. These changes have helped to improve our overall operations by closely mirroring the Dispatch shift schedules with those worked by Patrol teams.
- The Department has completed a major review of our policies and procedures. In an effort to further manage risk and general liability, we have implemented a new General Order management system. The entire cost of the system was funded by ABAG.

## ***PROPOSED SERVICE LEVELS***

The proposed budget maintains existing staffing within the Police Department. The overall safety of the citizens in our community will remain our highest priority. Through the maintenance of front-line staffing levels, we will strive to continue providing safety services at the high level the community has come to expect from the Police Department.

The services provided by the Police Department for the coming year will include, but are not necessarily limited to:

- Response to emergency calls for service within current response times.
- Proactive crime prevention efforts through community outreach.
- Juvenile intervention through schools and programs.
- Continued involvement in the County Gang Task Force operations.
- A proactive vehicle abatement program.
- Maintaining the level of service relative to requests for records, criminal report processing and State reporting.
- The continuation of services for arrested inebriates and improved officer processing time in handling them via the First Chance Program.
- Maintaining drug and vehicle theft investigative resources through participation in the Countywide CNTF/VTTF, Joint Powers Agreement.
- Response to non-emergency calls for service within current response times.
- Proactive investigations may continue to be limited.
- Cases involving criminal investigative follow-up may be delayed in completion.

- Investigative cases will be prioritized and lower solvability cases may be delayed or suspended.
- The Canine Program will be limited to one team.
- The Bicycle Officer Program will remain suspended.

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

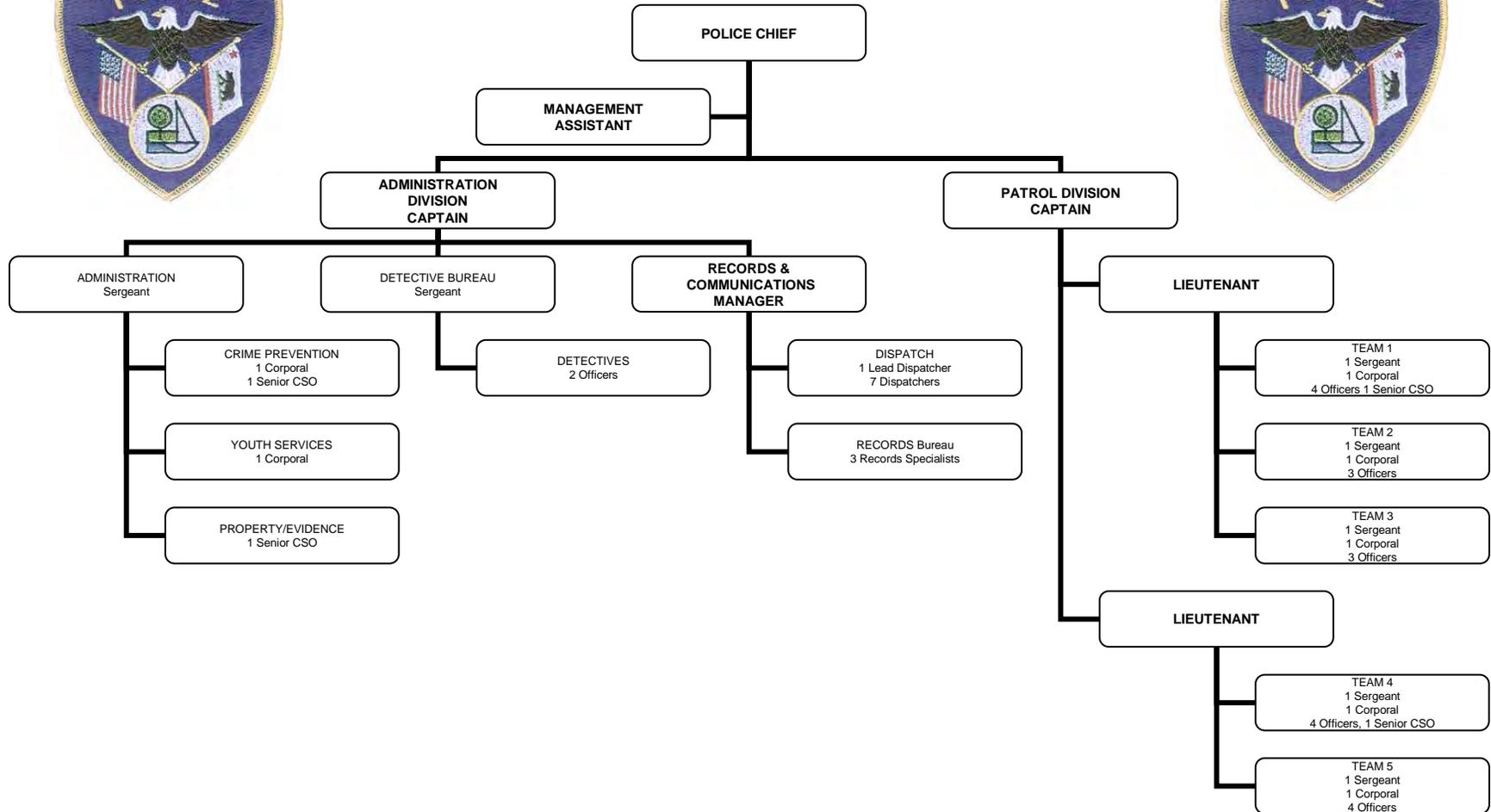
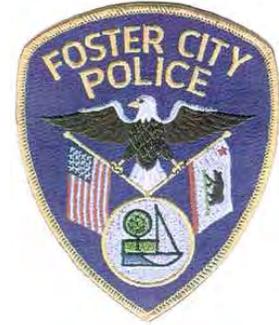
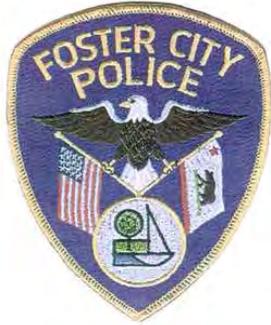
### Employee Services

- SLESF/COPS Grant Funding – In previous years, the City was the recipient of \$100,000 of funding annually from the State of California under the Citizens Option for Public Safety (COPS) program, a Special Revenue Fund. For FY 2008-2009, the Governor's proposed budget recommends cutting the program by at least 10% as part of the plan to eliminate the State budget deficit. The Legislative Analysts' Office is recommending that the program be eliminated entirely. Based on the information received to date on the State budget, the City is taking a conservative approach and is assuming that no funding will be provided by the State under the SLESF/COPS program. Accordingly, an additional \$100,000 in personnel costs is being reflected in the Operations Division due to the potential elimination of this State funding.

### Services and Supplies

- Increase of \$18,000 in the "Booking Fees" line item due to the proposed elimination of State reimbursement funding.

# Foster City Police Department



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

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
ADMINISTRATIVE BUREAU	\$ 3,471,370	\$ 3,471,370	\$ 3,580,977
CHIEF'S OFFICE	409,467	409,467	419,619
CROSSING GUARDS	20,000	20,000	20,000
FIELD OPERATIONS	5,283,925	5,283,925	5,580,444
<b>TOTAL FOR POLICE</b>	<b>\$ 9,184,762</b>	<b>\$ 9,184,762</b>	<b>\$ 9,601,040</b>

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

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 7,993,300	\$ 7,993,300	\$ 8,431,500
SERVICES AND SUPPLIES	311,677	311,677	333,443
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	8,304,977	8,304,977	8,764,943
INTERNAL SERVICES	879,785	879,785	836,097
Subtotal (Total Department Expenses before Reallocations)	9,184,762	9,184,762	9,601,040
REALLOCATIONS	-	-	-
<b>TOTAL FOR POLICE</b>	<b>\$ 9,184,762</b>	<b>\$ 9,184,762</b>	<b>\$ 9,601,040</b>

## DETAIL LINE ITEM REPORT

POLICE - CHIEF'S OFFICE

Account: 001-0610-421

GENERAL FUND

<b><i>Employee Services</i></b>		Approved 2007-2008	Requested 2008-2009
001-0610-421-4110	PERMANENT SALARIES	\$252,400.00	\$260,500.00
Subtotal		<b>\$252,400.00</b>	<b>\$260,500.00</b>
001-0610-421-4120	EMPLOYEE SERVICES/FRINGE BENEFITS	\$117,000.00	\$123,400.00
Subtotal		<b>\$117,000.00</b>	<b>\$123,400.00</b>
<b>Employee Services Total</b>		<b>\$369,400.00</b>	<b>\$383,900.00</b>
<b><i>Internal Services</i></b>		Approved 2007-2008	Requested 2008-2009
001-0610-421-4544	VEHICLE REPLACEMENT	\$10,177.00	\$10,690.00
Subtotal		<b>\$10,177.00</b>	<b>\$10,690.00</b>
001-0610-421-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$5,700.00	\$689.00
Subtotal		<b>\$5,700.00</b>	<b>\$689.00</b>
<b>Internal Services Total</b>		<b>\$15,877.00</b>	<b>\$11,379.00</b>
<b><i>Services and Supplies</i></b>		Approved 2007-2008	Requested 2008-2009
001-0610-421-4243	GENERAL OFFICE SUPPLIES	\$600.00	\$600.00
Subtotal		<b>\$600.00</b>	<b>\$600.00</b>
001-0610-421-4251*	LEGAL SERVICES	\$4,000.00	\$4,000.00
001-0610-421-4251*	PRE-EMPLOYMENT EXAMS	\$13,000.00	\$13,000.00
Subtotal		<b>\$17,000.00</b>	<b>\$17,000.00</b>
001-0610-421-4253	CALIFORNIA POLICE CHIEFS' ASSOCIATION	\$325.00	\$325.00
001-0610-421-4253	CALIFORNIA POLICE OFFICERS' ASSOCIATION	\$165.00	\$165.00
001-0610-421-4253	INTERNATIONAL POLICE CHIEFS' ASSOCIATION	\$100.00	\$100.00
001-0610-421-4253	SAN MATEO COUNTY CHIEFS OF POLICE	\$300.00	\$450.00

	Subtotal	<b>\$890.00</b>	<b>\$1,040.00</b>
001-0610-421-4254	CALIFORNIA POLICE CHIEFS' CONFERENCE	\$1,800.00	\$1,800.00
001-0610-421-4254*	IACP CONFERENCE	\$2,000.00	\$2,000.00
001-0610-421-4254	LOCAL MEETINGS AND TOLLS	\$1,500.00	\$1,500.00
001-0610-421-4254	SAN MATEO COUNTY POLICE CHIEFS' SEMINAR	\$400.00	\$400.00
	Subtotal	<b>\$5,700.00</b>	<b>\$5,700.00</b>
	<b>Services and Supplies Total</b>	<b>\$24,190.00</b>	<b>\$24,340.00</b>
	<b>CHIEF'S OFFICE Total</b>	<b>\$409,467.00</b>	<b>\$419,619.00</b>

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POLICE - FIELD OPERATIONS      Account: 001-0620-421      GENERAL FUND

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<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009
001-0620-421-4110	PERMANENT SALARIES	\$3,057,300.00	\$3,144,100.00
001-0620-421-4110	REALLOCATION TO SLESF/COPS GRANT	(\$100,000.00)	\$0.00
	Subtotal	<b>\$2,957,300.00</b>	<b>\$3,144,100.00</b>
001-0620-421-4112	FOURTH OF JULY OVERTIME	\$4,600.00	\$4,600.00
001-0620-421-4112	OVERTIME	\$135,400.00	\$135,400.00
	Subtotal	<b>\$140,000.00</b>	<b>\$140,000.00</b>
001-0620-421-4117	HOLIDAY IN-LIEU PAY	\$150,000.00	\$154,200.00
	Subtotal	<b>\$150,000.00</b>	<b>\$154,200.00</b>
001-0620-421-4120	FRINGE BENEFITS	\$1,688,200.00	\$1,783,800.00
	Subtotal	<b>\$1,688,200.00</b>	<b>\$1,783,800.00</b>
	<b>Employee Services Total</b>	<b>\$4,935,500.00</b>	<b>\$5,222,100.00</b>

<b>Internal Services</b>		Approved 2007-2008	Requested 2008-2009
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001-0620-421-4544	VEHICLE REPLACEMENT	\$189,313.00	\$212,804.00
	Subtotal	<b>\$189,313.00</b>	<b>\$212,804.00</b>
001-0620-421-4556	EQUIPMENT REPLACEMENT	\$19,741.00	\$20,600.00
	Subtotal	<b>\$19,741.00</b>	<b>\$20,600.00</b>
001-0620-421-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$68,800.00	\$36,489.00
	Subtotal	<b>\$68,800.00</b>	<b>\$36,489.00</b>
	<b>Internal Services Total</b>	<b>\$277,854.00</b>	<b>\$269,893.00</b>

<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
001-0620-421-4240	BADGE REFURBISHING	\$400.00	\$400.00
001-0620-421-4240	EVIDENCE SUPPLIES	\$3,200.00	\$3,200.00
001-0620-421-4240	FIRST AID KIT SUPPLIES	\$100.00	\$100.00
001-0620-421-4240	FLARES	\$500.00	\$500.00
001-0620-421-4240*	FLASHLIGHT EQUIPMENT	\$1,000.00	\$1,000.00
001-0620-421-4240*	LEATHER AND SAFETY EQUIPMENT	\$2,500.00	\$2,500.00
001-0620-421-4240*	MISCELLANEOUS SAFETY EQUIPMENT FOR VOLUNTEERS	\$1,000.00	\$1,000.00
001-0620-421-4240	MOTOR OFFICER EQUIPMENT	\$1,000.00	\$1,000.00
001-0620-421-4240	RANGE/FIREARM PROGRAM	\$11,295.00	\$11,295.00
001-0620-421-4240*	TRAINING SUPPLIES	\$1,000.00	\$1,000.00
	Subtotal	<b>\$21,995.00</b>	<b>\$21,995.00</b>
001-0620-421-4246	RADAR/PAS DEVICE REPAIR	\$600.00	\$600.00
001-0620-421-4246	VEHICLE FIRE EXTINGUISHERS	\$250.00	\$250.00
	Subtotal	<b>\$850.00</b>	<b>\$850.00</b>
001-0620-421-4251	BOOKING FEES	\$2,000.00	\$20,000.00
001-0620-421-4251	CANINE PROGRAM	\$6,400.00	\$6,400.00
001-0620-421-4251	COMMUNITY OVERCOMING RELATIONSHIP ABUSE	\$4,261.00	\$4,261.00
001-0620-421-4251*	CRITICAL REACH SUPPORT FEE	\$700.00	\$350.00
001-0620-421-4251	FIRST CHANCE FACILITY	\$23,000.00	\$23,230.00
001-0620-421-4251	RANGE FEES	\$3,000.00	\$3,000.00

	Subtotal	<b>\$39,361.00</b>	<b>\$57,241.00</b>
001-0620-421-4253	CALIFORNIA PEACE OFFICERS' ASSOCIATION (1CPT)	\$65.00	\$65.00
001-0620-421-4253	CALIFORNIA POLICE CHIEFS' ASSN. ASSOCIATE MEMBER	\$75.00	\$75.00
001-0620-421-4253	NATIONAL SAFETY COUNCIL MEMBERSHIP	\$350.00	\$350.00
001-0620-421-4253	SAN MATEO COUNTY TRAINING MANAGERS' ASSOCIATION	\$75.00	\$75.00
	Subtotal	<b>\$565.00</b>	<b>\$565.00</b>
001-0620-421-4254*	ARPOC CONFERENCE	\$4,500.00	\$4,500.00
001-0620-421-4254*	CPCA CONFERENCE - CAPTAIN	\$1,800.00	\$1,800.00
001-0620-421-4254*	LOCAL MEETINGS AND TOLLS	\$1,500.00	\$1,500.00
	Subtotal	<b>\$7,800.00</b>	<b>\$7,800.00</b>
	<b>Services and Supplies Total</b>	<b>\$70,571.00</b>	<b>\$88,451.00</b>
	<b>FIELD OPERATIONS Total</b>	<b>\$5,283,925.00</b>	<b>\$5,580,444.00</b>

POLICE - ADMINISTRATIVE BUREAU Account: 001-0630-421

GENERAL FUND

<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009
001-0630-421-4110	INVESTIGATOR ON-CALL PAY	\$26,000.00	\$26,000.00
001-0630-421-4110	PERMANENT SALARIES	\$1,785,400.00	\$1,839,100.00
	Subtotal	<b>\$1,811,400.00</b>	<b>\$1,865,100.00</b>
001-0630-421-4111	HOURLY AND PART TIME SALARY	\$25,000.00	\$25,000.00
	Subtotal	<b>\$25,000.00</b>	<b>\$25,000.00</b>
001-0630-421-4112	FOURTH OF JULY OVERTIME	\$2,300.00	\$2,300.00
001-0630-421-4112	OVERTIME	\$55,700.00	\$55,700.00
	Subtotal	<b>\$58,000.00</b>	<b>\$58,000.00</b>
001-0630-421-4117	HOLIDAY IN-LIEU PAY SWORN PERSONNEL	\$30,900.00	\$31,900.00

001-0630-421-4117	HOLIDAY PREMIUM PAY DISPATCH	\$30,000.00	\$30,000.00
	Subtotal	<b>\$60,900.00</b>	<b>\$61,900.00</b>
001-0630-421-4120	FRINGE BENEFITS	\$733,100.00	\$815,500.00
	Subtotal	<b>\$733,100.00</b>	<b>\$815,500.00</b>
	<b>Employee Services Total</b>	<b>\$2,688,400.00</b>	<b>\$2,825,500.00</b>

**Internal Services**

		Approved 2007-2008	Requested 2008-2009
001-0630-421-4544	VEHICLE REPLACEMENT	\$49,928.00	\$56,865.00
	Subtotal	<b>\$49,928.00</b>	<b>\$56,865.00</b>
001-0630-421-4556	EQUIPMENT REPLACEMENT	\$30,644.00	\$25,185.00
	Subtotal	<b>\$30,644.00</b>	<b>\$25,185.00</b>
001-0630-421-4557	INFORMATION TECHNOLOGY SERVICES	\$349,578.00	\$347,706.00
	Subtotal	<b>\$349,578.00</b>	<b>\$347,706.00</b>
001-0630-421-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$40,200.00	\$7,299.00
	Subtotal	<b>\$40,200.00</b>	<b>\$7,299.00</b>
001-0630-421-4569	BUILDING MAINTENANCE	\$115,704.00	\$117,770.00
	Subtotal	<b>\$115,704.00</b>	<b>\$117,770.00</b>
	<b>Internal Services Total</b>	<b>\$586,054.00</b>	<b>\$554,825.00</b>

**Services and Supplies**

		Approved 2007-2008	Requested 2008-2009
001-0630-421-4240	BALLISTIC VEST REPLACEMENT	\$3,600.00	\$3,600.00
001-0630-421-4240*	FILM/PHOTO PROCESSING	\$200.00	\$200.00
001-0630-421-4240*	PENAL CODES/PUBLICATIONS	\$975.00	\$975.00
	Subtotal	<b>\$4,775.00</b>	<b>\$4,775.00</b>
001-0630-421-4242	POSTAGE	\$2,200.00	\$2,200.00
	Subtotal	<b>\$2,200.00</b>	<b>\$2,200.00</b>
001-0630-421-4243*	CITATIONS	\$1,500.00	\$1,500.00
001-0630-421-4243*	OFFICE SUPPLIES	\$17,800.00	\$17,800.00

001-0630-421-4243	PRINTING	\$3,000.00	\$3,000.00
	Subtotal	<b>\$22,300.00</b>	<b>\$22,300.00</b>
001-0630-421-4246	COMMUNICATIONS CENTER EQUIPMENT	\$1,000.00	\$1,000.00
001-0630-421-4246	FIXED RADIO EQUIP (TEA)	\$16,500.00	\$19,824.00
001-0630-421-4246	HAINES CROSS DIRECTORY	\$650.00	\$650.00
001-0630-421-4246	MOBILE RADIO MAINTENANCE CONTRACT	\$5,400.00	\$5,400.00
001-0630-421-4246	MOBILE RADIO REPAIR	\$1,100.00	\$1,100.00
001-0630-421-4246	PLAIN PAPER COPIERS (6765 AND 6632)	\$6,000.00	\$6,000.00
001-0630-421-4246	SHREDDER AND FAX	\$500.00	\$500.00
001-0630-421-4246	UPS (BEST POWER INC.)	\$1,000.00	\$1,000.00
001-0630-421-4246	VEHICLE EQUIPMENT MAINTENANCE	\$2,000.00	\$2,000.00
	Subtotal	<b>\$34,150.00</b>	<b>\$37,474.00</b>
001-0630-421-4249	ADVERTISING	\$200.00	\$200.00
001-0630-421-4249	COMMUNITY OUTREACH	\$3,000.00	\$3,000.00
	Subtotal	<b>\$3,200.00</b>	<b>\$3,200.00</b>
001-0630-421-4251	AT & T LANGUAGE LINE	\$700.00	\$700.00
001-0630-421-4251	COPWARE (SOFTWARE UPDATES)	\$2,500.00	\$2,500.00
001-0630-421-4251	RISK PREVENTION PROGRAM	\$20,750.00	\$20,750.00
001-0630-421-4251	SAN MATEO COUNTY CHAPLAINCY PROGRAM	\$4,000.00	\$4,000.00
001-0630-421-4251	SAN MATEO COUNTY CRIME LAB FEES	\$19,000.00	\$19,000.00
001-0630-421-4251	SAN MATEO COUNTY INFORMATION SERVICES DIVISION	\$28,600.00	\$28,600.00
001-0630-421-4251*	SAN MATEO COUNTY NARCOTICS TASK FORCE	\$43,500.00	\$43,647.00
	Subtotal	<b>\$119,050.00</b>	<b>\$119,197.00</b>
001-0630-421-4253	ASSN OF PUBLIC SAFETY COMMUNICATIONS OFFICIALS	\$66.00	\$66.00
001-0630-421-4253	CA CRIMINAL JUSTICE WARRANT SERVICE ASSN.	\$50.00	\$50.00
001-0630-421-4253	CA LAW ENF. ASSN. OF RECORDS SUPERVISORS	\$50.00	\$50.00
001-0630-421-4253	CA POLICE CHIEFS' ASSN ASSOCIATE MEMBER	\$75.00	\$75.00
001-0630-421-4253	CALIFORNIA ASSN OF PROPERTY & EVIDENCE OFFICERS	\$35.00	\$35.00
001-0630-421-4253	CALIFORNIA PEACE OFFICERS' ASSOCIATION (1 CPT)	\$65.00	\$130.00

001-0630-421-4253	INTERNATIONAL ASSN. OF PROPERTY AND EVIDENCE OFCS.	\$50.00	\$50.00
001-0630-421-4253	SAN MATEO CO. COMMUNICATIONS MANAGERS ASSOC	\$50.00	\$50.00
	Subtotal	<b>\$441.00</b>	<b>\$506.00</b>
001-0630-421-4254	CAPE CONFERENCE (1 SR CSO)	\$1,100.00	\$1,100.00
001-0630-421-4254	CPOA CONFERENCE (1 Capt)	\$1,500.00	\$1,500.00
001-0630-421-4254	LOCAL MEETINGS AND TOLLS	\$2,400.00	\$2,400.00
001-0630-421-4254	RIMS USERS GROUP CONFERENCE (2 ATTENDEES)	\$2,300.00	\$2,500.00
	Subtotal	<b>\$7,300.00</b>	<b>\$7,500.00</b>
001-0630-421-4265	ADMINISTRATIVE INVESTIGATIVE FUND	\$3,500.00	\$3,500.00
	Subtotal	<b>\$3,500.00</b>	<b>\$3,500.00</b>
	<b>Services and Supplies Total</b>	<b>\$196,916.00</b>	<b>\$200,652.00</b>
	<b>ADMINISTRATIVE BUREAU Total</b>	<b>\$3,471,370.00</b>	<b>\$3,580,977.00</b>

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**POLICE - CROSSING GUARDS**

Account: 001-0650-421

GENERAL FUND

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<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
001-0650-421-4251	CROSSING GUARDS	\$20,000.00	\$20,000.00
	Subtotal	<b>\$20,000.00</b>	<b>\$20,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>
	<b>CROSSING GUARDS Total</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>

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# Foster City Fire Department

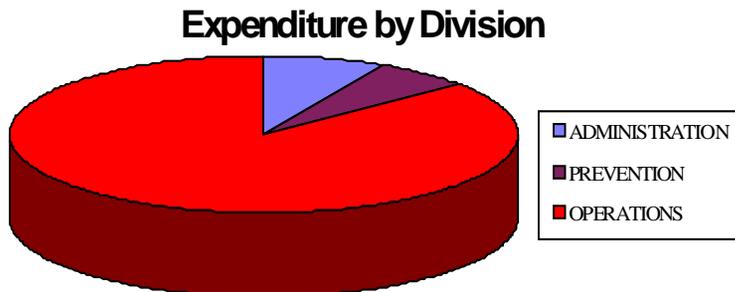


## MISSION STATEMENT

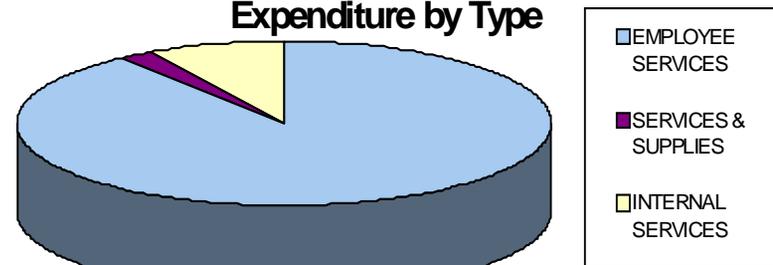
The Fire Department protects lives, property and the environment from fire and exposure to hazardous materials, provides pre-hospital emergency medical care, offers programs which prepare our employees and citizens for emergencies and provides non-emergency services, including fire prevention and related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

## PROPOSED BUDGET EXPENDITURE DISTRIBUTIONS

Total Department Budget: \$7,884,417



Expenditure by Type



## DEPARTMENT PERSONNEL SUMMARY

Position	06-07	07-08	08-09	09-10	10-11	11-12	12-13
FIRE CHIEF	1.0	1.0	1.0	1.0	1.0	1.0	1.0
ASSISTANT FIRE CHIEF	0.0	0.0	0.0	1.0	1.0	1.0	1.0
FIRE MARSHAL	1.0	1.0	1.0	1.0	1.0	1.0	1.0
ASSISTANT FIRE MARSHAL	1.0	1.0	1.0	1.0	1.0	1.0	1.0
BATTALION CHIEF	3.0	3.0	3.0	3.0	3.0	3.0	3.0
FIRE CAPTAIN	9.0	9.0	9.0	9.0	9.0	9.0	9.0
FIREFIGHTER	21.0	21.0	21.0	24.0	24.0	24.0	24.0
MANAGEMENT ASSISTANT	0.0	0.0	1.0	1.0	1.0	1.0	1.0
EXECUTIVE ASSISTANT	1.0	1.0	0.0	0.0	0.0	0.0	0.0
ADMINISTRATIVE SECRETARY	1.0	1.0	1.0	1.0	1.0	1.0	1.0
<b>TOTAL EMPLOYEES</b>	<b>38.0</b>	<b>38.0</b>	<b>38.0</b>	<b>42.0</b>	<b>42.0</b>	<b>42.0</b>	<b>42.0</b>

The Foster City Fire Department consists of three divisions: Administration, Prevention and Operations. The **Administration Division**, which includes the Office of the Fire Chief, provides program direction to all divisions, budget oversight, and manages the city's emergency management program on behalf of the City Manager. The **Fire Prevention Division** works to reduce the factors which contribute to the cause and spread of fire by consulting with the public, educating citizens and businesses about emergency preparedness, issuing permits, checking plans, inspecting for fire code compliance and developing and recommending new or modified codes to the City Council. The **Operations Division** personnel, trained in the most current and modern firefighting and medical techniques, respond to fire, medical, rescue, hazardous materials and citizen assist calls.

### ***CURRENT ACCOMPLISHMENTS***

- In 2007, the Fire Department responded to 2025 calls for service, 1021 of which were medical in nature. The Fire Department continues to achieve a 99% JPA compliance response rate for medical responses. This means that we respond to medical calls within 6 minutes, 59 seconds, as defined in the contract, 99% of the time.
- The Assistant Fire Marshal, under the direction of the Fire Chief, continues to manage the CERT (Community Emergency Response Training) program, which promotes partnering efforts between emergency services and the people they serve. The goal is to train citizens, community organizations, or businesses in basic response skills. Along with Chief Reaves and other members of the Department, the Assistant Fire Marshal will have over 206 CERT members by the end of Fiscal Year 2007-2008.



- The Fire Department has also begun a CERT continuing education program for residents who have already completed the basic course. Continuing education offers training opportunities in Incident Command, Ham Radio Communications, CERT Leadership, Fire Extinguisher and Fire Prevention, Terrorism and Weapons of Mass Destruction, Pet Preparedness, Moulage, as well as advanced courses in Utilities, Search and Rescue, Triage, Disaster Medical, and Disaster Preparedness. We also conduct large scale drills to continually enhance the CERT member's skills.
- The Fire Department held its annual Open House, in conjunction with the Police Department, in October of 2007, allowing Foster City residents the opportunity to meet its Fire Department. A Fire Safety Trailer provided an opportunity for kids to learn what to do if there is a fire in their home. Additionally, stove and utility

demonstrations were given and free blood pressure checks by firefighters were offered. Over 700 residents stopped by the Fire Station for our Open House.

- With several high profile disasters affecting our country in the past few years, a major priority for the Fire Department has been disaster preparedness. In March 2008, the Foster City and San Mateo Fire Departments, San Mateo County Office of Emergency Services and San Mateo County Health Department utilized trained CERT members to participate in a Bio-Hazard Field Exercise.
- Due to the efforts of Chief Reaves, all City of Foster City employees completed all FEMA-mandated ICS (Incident Command System) training by December 2007. The NIMS (National Incident Management System) compliance will meet the city's needs as well as federal government requirements. Chief Reaves organizes and schedules ongoing ICS trainings for current and new employees.
- Chief Reaves' participation in the San Mateo County Chief's Association has allowed the Foster City Fire Department to share training, policies, and essential information, allowing for excellent service to Foster City residents.
- The Administration Division continues to administer the Vehicle and Residential lockout program generating revenue for the City.
- The Fire Department continues to sell Disaster Kits to Foster City Residents. To date, over two hundred orders have been filled, with more coming every week.
- The Department continues to train on a daily basis with other San Mateo County fire agencies. This inter-agency relationship allows us to accomplish day-to-day training requirements in an expanded and quality manner, providing resources that might not be readily available in a single agency.
- Chief Reaves oversaw the update of the City of Foster City's Emergency Plan. In November of 2007, the updated plan was adopted by City Council. The Emergency Plan has annexes, plans, procedures and protocols for those personnel assigned to the EOC (Emergency Operations Center) during and following a man-made or natural disaster.
- Every year, the Fire Department provides classes to Foster City residents. Basic Emergency Preparedness gives the residents the opportunity to attend and participate in emergency planning, identify hazards in their homes, and work toward being self-reliant for 72 hours. Cardiopulmonary Resuscitation (CPR) provides valuable information, teaching lay rescuers how to recognize and treat life threatening emergencies, such as cardiac arrest and choking.
- The Fire Marshal contributed at the State level in preparing the State and Foster City for the transition to the new International Code system, which was adopted by Council in January, 2008. The Bureau also continues to provide assistance to other San Mateo County jurisdictions for fire investigation and training.
- During FY 2007-2008 the Fire Department was able to provide professional training that balanced the needs of the organization with a level of fiscal responsibility

appropriate to the current economic times. The training consisted of a continuation of current programs and the ongoing career development of personnel.

- With emphasis on Level 2 Training, which includes Fire and Chief Officer Training, operations personnel attending these specialized classes will enhance the department's succession planning goals.
- The Fire Department continues to successfully participate in the San Mateo County Pre-Hospital Emergency Medical Services Group (JPA). Major components of the system are the provision of engine-based paramedic service to the community and the coordinated dispatch of all fire agencies in the County. Fire and medical responses are dispatched based upon the closest available engine regardless of jurisdiction

### ***PROPOSED SERVICE LEVELS***

Service levels to the residents remained high and will continue to remain high in FY 2008-2009.

#### Administration

- Continue to fund the part-time clerical assistant position at an annual cost of \$11,800. This position enables staff to meet the clerical needs of the Department.

#### Fire Prevention

- In FY 2008-2009, approximately 50% of the Assistant Fire Marshal's time will be dedicated to Emergency Preparedness, including EOC Drills and the CERT program. The community will not notice changes in the services levels provided by the Fire Prevention Bureau.

- The Fire's Department proposed budget includes a part-time Community Emergency Preparedness intern position to assist Fire Prevention with the management of the CERT program.

#### Operations

- All regular Emergency Fire and Rescue Services will continue as currently provided (minimum daily truck staffing remains at 3).
- We will continue at the current training levels in FY 08-09, however, we will need to evaluate the training program in future years to accommodate new technologies, training disciplines and City needs.

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

#### **Personnel**

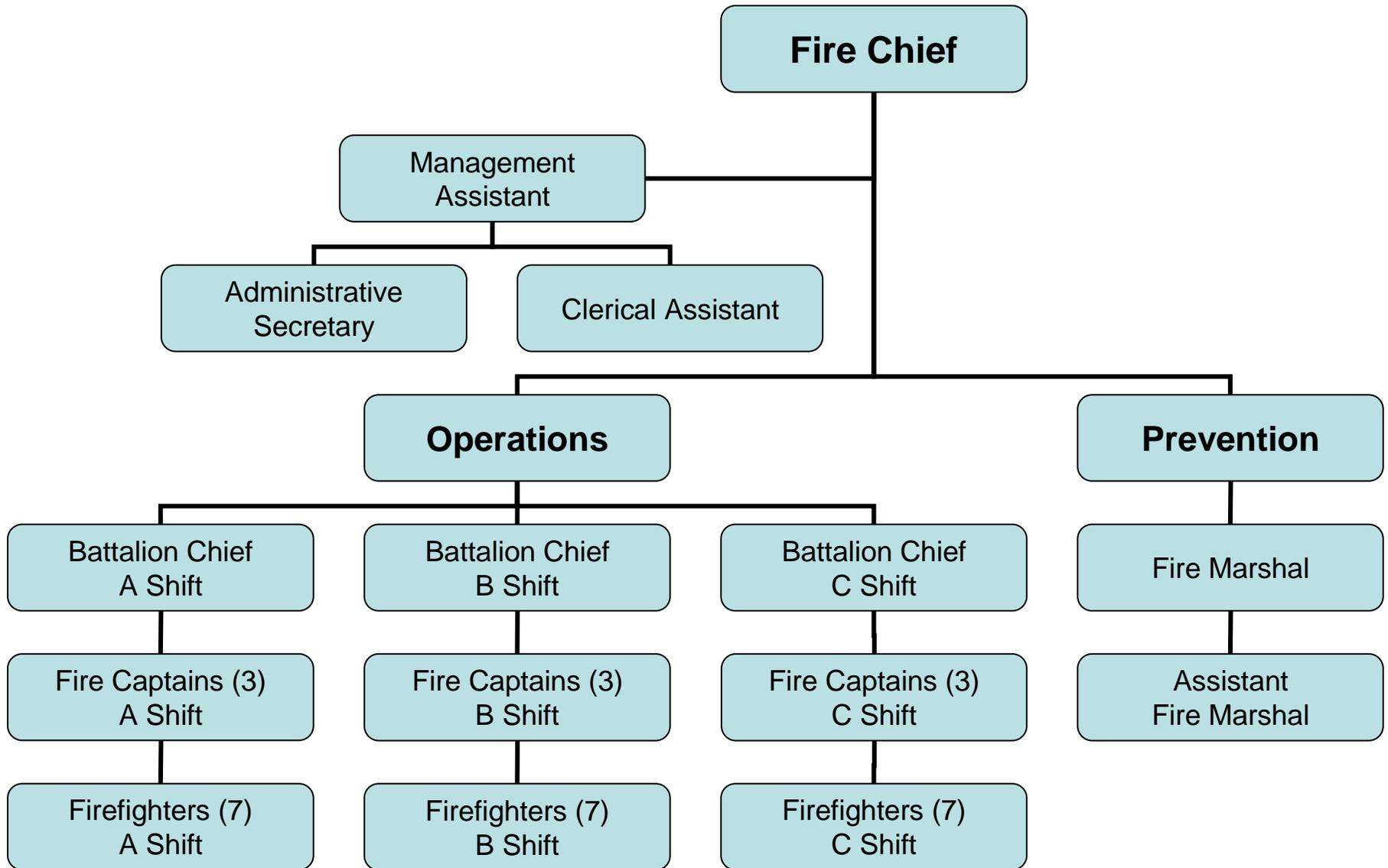
- Add \$25,000 for part-time, non-benefitted intern position

#### **Services and Supplies**

- None

# Fire Department

## FY08-09 Organizational Chart



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

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	\$ 613,113	\$ 613,113	\$ 615,904
PREVENTION	452,557	452,557	482,368
TRAINING / OPERATIONS	6,740,525	6,740,525	6,786,145
<b>TOTAL FOR FIRE</b>	<b>\$ 7,806,195</b>	<b>\$ 7,806,195</b>	<b>\$ 7,884,417</b>

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

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 6,963,240	\$ 6,963,240	\$ 7,074,686
SERVICES AND SUPPLIES	143,142	143,142	143,142
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	7,106,382	7,106,382	7,217,828
INTERNAL SERVICES	699,813	699,813	666,589
Subtotal (Total Department Expenses before Reallocations)	7,806,195	7,806,195	7,884,417
REALLOCATIONS	-	-	-
<b>TOTAL FOR FIRE</b>	<b>\$ 7,806,195</b>	<b>\$ 7,806,195</b>	<b>\$ 7,884,417</b>

## DETAIL LINE ITEM REPORT

FIRE - ADMINISTRATION    Account: 001-0710-422

GENERAL FUND

<b><i>Employee Services</i></b>		Approved 2007-2008	Requested 2008-2009
001-0710-422-4110	PERMANENT SALARIES	\$326,600.00	\$336,713.00
	Subtotal	<b>\$326,600.00</b>	<b>\$336,713.00</b>
001-0710-422-4111	CLERICAL ASSISTANT	\$11,200.00	\$11,200.00
	Subtotal	<b>\$11,200.00</b>	<b>\$11,200.00</b>
001-0710-422-4120	FRINGE	\$147,500.00	\$151,152.00
	Subtotal	<b>\$147,500.00</b>	<b>\$151,152.00</b>
	<b>Employee Services Total</b>	<b>\$485,300.00</b>	<b>\$499,065.00</b>
<b><i>Internal Services</i></b>		Approved 2007-2008	Requested 2008-2009
001-0710-422-4544	VEHICLE REPLACEMENT	\$13,673.00	\$14,181.00
	Subtotal	<b>\$13,673.00</b>	<b>\$14,181.00</b>
001-0710-422-4557	INFORMATION TECHNOLOGY SERVICES	\$91,540.00	\$85,132.00
	Subtotal	<b>\$91,540.00</b>	<b>\$85,132.00</b>
001-0710-422-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$7,200.00	\$2,126.00
	Subtotal	<b>\$7,200.00</b>	<b>\$2,126.00</b>
	<b>Internal Services Total</b>	<b>\$112,413.00</b>	<b>\$101,439.00</b>
<b><i>Services and Supplies</i></b>		Approved 2007-2008	Requested 2008-2009
001-0710-422-4240	OFFICE FURNITURE	\$500.00	\$500.00
	Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
001-0710-422-4241	PAPER/COPY SUPPLIES	\$1,000.00	\$1,000.00
	Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>

001-0710-422-4242	GENERAL POSTAGE		\$500.00	\$500.00
		Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
001-0710-422-4243	GENERAL OFFICE SUPPLIES		\$4,000.00	\$4,000.00
		Subtotal	<b>\$4,000.00</b>	<b>\$4,000.00</b>
001-0710-422-4246	OFFICE MACHINE MAINTENANCE		\$1,000.00	\$1,000.00
001-0710-422-4246	SUNPRO UPDATES		\$1,450.00	\$1,450.00
		Subtotal	<b>\$2,450.00</b>	<b>\$2,450.00</b>
001-0710-422-4251	BACKGROUND INVESTIGATIONS		\$1,000.00	\$1,000.00
001-0710-422-4251	LEGAL SERVICES		\$1,000.00	\$1,000.00
		Subtotal	<b>\$2,000.00</b>	<b>\$2,000.00</b>
001-0710-422-4253	CALIFORNIA FIRE CHIEFS		\$150.00	\$150.00
001-0710-422-4253	IAFC		\$200.00	\$200.00
001-0710-422-4253	PROFESSIONAL PUBLICATIONS		\$200.00	\$200.00
001-0710-422-4253	SAN MATEO COUNTY FIRE CHIEFS		\$400.00	\$400.00
		Subtotal	<b>\$950.00</b>	<b>\$950.00</b>
001-0710-422-4254	CONFERENCES AND MEETINGS		\$1,250.00	\$1,250.00
001-0710-422-4254	LEAGUE OF CALIFORNIA CITIES		\$2,000.00	\$2,000.00
001-0710-422-4254	MISCELLANEOUS		\$750.00	\$750.00
		Subtotal	<b>\$4,000.00</b>	<b>\$4,000.00</b>
		<b>Services and Supplies Total</b>	<b>\$15,400.00</b>	<b>\$15,400.00</b>
		<b>ADMINISTRATION Total</b>	<b>\$613,113.00</b>	<b>\$615,904.00</b>

FIRE - PREVENTION Account: 001-0720-422

GENERAL FUND

**Employee Services**

Approved 2007-2008	Requested 2008-2009
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001-0720-422-4110	PERMANENT SALARIES	\$277,700.00	\$286,511.00
	Subtotal	<b>\$277,700.00</b>	<b>\$286,511.00</b>
001-0720-422-4111	COMMUNITY EMERGENCY PREPAREDNESS INTERN	\$0.00	\$25,000.00
	Subtotal	<b>\$0.00</b>	<b>\$25,000.00</b>
001-0720-422-4120	FRINGE	\$152,800.00	\$151,573.00
	Subtotal	<b>\$152,800.00</b>	<b>\$151,573.00</b>
	<b>Employee Services Total</b>	<b>\$430,500.00</b>	<b>\$463,084.00</b>

<b>Internal Services</b>		Approved 2007-2008	Requested 2008-2009
001-0720-422-4544	VEHICLE REPLACEMENT	\$9,692.00	\$10,205.00
	Subtotal	<b>\$9,692.00</b>	<b>\$10,205.00</b>
001-0720-422-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$6,100.00	\$2,814.00
	Subtotal	<b>\$6,100.00</b>	<b>\$2,814.00</b>
	<b>Internal Services Total</b>	<b>\$15,792.00</b>	<b>\$13,019.00</b>

<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
001-0720-422-4240	1997 CA CCR	\$300.00	\$300.00
001-0720-422-4240	CODE ADOPTION - UBC	\$300.00	\$300.00
001-0720-422-4240	CODE ADOPTION - UFC	\$920.00	\$920.00
001-0720-422-4240	FIRE PREVENTION MATERIALS	\$1,000.00	\$1,500.00
	Subtotal	<b>\$2,520.00</b>	<b>\$3,020.00</b>
001-0720-422-4243	FILM	\$500.00	\$0.00
001-0720-422-4243	FIRE INSPECTION FORMS	\$500.00	\$500.00
	Subtotal	<b>\$1,000.00</b>	<b>\$500.00</b>
001-0720-422-4253	CCAI MEMBERSHIP	\$150.00	\$150.00
001-0720-422-4253	IFCI	\$75.00	\$75.00
001-0720-422-4253	NATIONAL FIRE CODE UPDATES	\$405.00	\$405.00
001-0720-422-4253	NFPA	\$115.00	\$115.00

001-0720-422-4253	NORCAL FPO	\$100.00	\$100.00
001-0720-422-4253	SMCFPO/FIU	\$100.00	\$100.00
001-0720-422-4253	TITLE 19 UPDATES	\$300.00	\$300.00
	Subtotal	<b>\$1,245.00</b>	<b>\$1,245.00</b>
001-0720-422-4254	FP MEETINGS	\$1,500.00	\$1,500.00
	Subtotal	<b>\$1,500.00</b>	<b>\$1,500.00</b>
	<b>Services and Supplies Total</b>	<b>\$6,265.00</b>	<b>\$6,265.00</b>
	<b>PREVENTION Total</b>	<b>\$452,557.00</b>	<b>\$482,368.00</b>

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

GENERAL FUND

<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009
001-0730-422-4110	PERMANENT SALARIES	\$3,393,800.00	\$3,501,755.00
	Subtotal	<b>\$3,393,800.00</b>	<b>\$3,501,755.00</b>
001-0730-422-4112	GENERAL OVERTIME	\$250,900.00	\$250,900.00
	Subtotal	<b>\$250,900.00</b>	<b>\$250,900.00</b>
001-0730-422-4116	FLSA	\$51,040.00	\$52,572.00
001-0730-422-4116	TRAINING OVERTIME	\$45,000.00	\$45,000.00
	Subtotal	<b>\$96,040.00</b>	<b>\$97,572.00</b>
001-0730-422-4117	HOLIDAY PAY	\$153,600.00	\$158,215.00
	Subtotal	<b>\$153,600.00</b>	<b>\$158,215.00</b>
001-0730-422-4120	FRINGE BENEFITS	\$2,153,100.00	\$2,104,095.00
	Subtotal	<b>\$2,153,100.00</b>	<b>\$2,104,095.00</b>
	<b>Employee Services Total</b>	<b>\$6,047,440.00</b>	<b>\$6,112,537.00</b>

<b>Internal Services</b>		Approved 2007-2008	Requested 2008-2009
001-0730-422-4544	VEHICLE REPLACEMENT (APPARATUS & ONE STAFF CAR)	\$228,236.00	\$237,622.00
	Subtotal	<b>\$228,236.00</b>	<b>\$237,622.00</b>
001-0730-422-4556	EQUIPMENT REPLACEMENT	\$64,584.00	\$74,284.00
	Subtotal	<b>\$64,584.00</b>	<b>\$74,284.00</b>
001-0730-422-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$72,100.00	\$29,803.00
	Subtotal	<b>\$72,100.00</b>	<b>\$29,803.00</b>
001-0730-422-4569	BUILDING MAINTENANCE	\$206,688.00	\$210,422.00
	Subtotal	<b>\$206,688.00</b>	<b>\$210,422.00</b>
	<b>Internal Services Total</b>	<b>\$571,608.00</b>	<b>\$552,131.00</b>

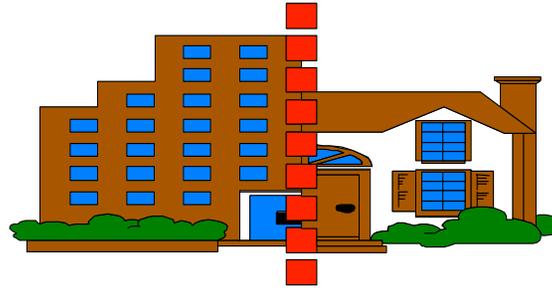
<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
001-0730-422-4240	ALS ROLLING STOCK	\$2,000.00	\$2,000.00
001-0730-422-4240	BLS SUPPLIES	\$3,000.00	\$3,000.00
001-0730-422-4240	CPR MANUALS	\$1,000.00	\$1,000.00
001-0730-422-4240	HOSE	\$1,200.00	\$1,200.00
001-0730-422-4240	KITCHEN SUPPLIES	\$500.00	\$500.00
001-0730-422-4240	MATTRESSES & DAYROOM CHAIRS	\$1,000.00	\$1,000.00
001-0730-422-4240	NERT SUPPLIES	\$1,000.00	\$1,000.00
001-0730-422-4240	SAFETY UNIFORMS	\$7,820.00	\$7,820.00
001-0730-422-4240	SAFETY UNIFORMS	\$20,340.00	\$20,340.00
001-0730-422-4240	WILDLAND EQUIPMENT	\$1,800.00	\$1,800.00
	Subtotal	<b>\$39,660.00</b>	<b>\$39,660.00</b>
001-0730-422-4243	Maps	\$500.00	\$500.00
001-0730-422-4243	MISCELLANEOUS	\$1,300.00	\$1,300.00
001-0730-422-4243	OFFICE SUPPLIES	\$700.00	\$700.00
	Subtotal	<b>\$2,500.00</b>	<b>\$2,500.00</b>
001-0730-422-4245	ADAPTERS	\$200.00	\$200.00

001-0730-422-4245	AUDIO VISUAL AIDS	\$700.00	\$700.00
001-0730-422-4245	BATTERIES	\$1,000.00	\$1,000.00
001-0730-422-4245	CHAMOIS	\$100.00	\$100.00
001-0730-422-4245	ELECTRICAL	\$100.00	\$100.00
001-0730-422-4245	FLASHLIGHTS	\$315.00	\$315.00
001-0730-422-4245	FOAM	\$750.00	\$750.00
001-0730-422-4245	HAZMAT SUPPLIES	\$400.00	\$400.00
001-0730-422-4245	MISCELLANEOUS	\$1,500.00	\$1,500.00
001-0730-422-4245	SALVAGE COVERS	\$200.00	\$200.00
001-0730-422-4245	SPECIAL OPERATIONS EQUIPMENT	\$1,500.00	\$1,500.00
	Subtotal	<b>\$6,765.00</b>	<b>\$6,765.00</b>
001-0730-422-4246	AIR CASCADE SYSTEM	\$1,500.00	\$1,500.00
001-0730-422-4246	AIR TESTING	\$400.00	\$400.00
001-0730-422-4246	BOAT MOTOR	\$250.00	\$250.00
001-0730-422-4246	BREATHING APPARATUS	\$2,000.00	\$2,000.00
001-0730-422-4246	BREATHING SUPPORT VEHICLE	\$1,000.00	\$1,000.00
001-0730-422-4246	BUILDING MAINTENANCE	\$2,500.00	\$2,500.00
001-0730-422-4246	EXTINGUISHERS	\$450.00	\$450.00
001-0730-422-4246	GAS MONITORING EQUIP. MAINT.	\$620.00	\$620.00
001-0730-422-4246	HAND TOOLS	\$350.00	\$350.00
001-0730-422-4246	LADDER TESTING	\$1,000.00	\$1,000.00
001-0730-422-4246	LADDERS	\$300.00	\$300.00
001-0730-422-4246	LIGHT EQUIPMENT	\$100.00	\$100.00
001-0730-422-4246	LINEN SERVICE	\$1,800.00	\$1,800.00
001-0730-422-4246	NOZZLES/VALVES	\$100.00	\$100.00
001-0730-422-4246	POWER TOOLS	\$300.00	\$300.00
001-0730-422-4246	RADIO MAINTENANCE	\$5,500.00	\$5,500.00
001-0730-422-4246	RESCUE TOOLS	\$500.00	\$500.00
001-0730-422-4246	SAW BLADES	\$500.00	\$500.00
001-0730-422-4246	SCBA EQUIP CALIBRATION	\$1,150.00	\$1,150.00

001-0730-422-4246	THERMAL IMAGING CAMERA MAINT.	\$1,000.00	\$1,000.00
001-0730-422-4246	TRAINING PROP	\$100.00	\$100.00
001-0730-422-4246	TURNOUT CLEANING & MAINT	\$500.00	\$500.00
001-0730-422-4246	VEHICLE MAINTENANCE	\$2,000.00	\$2,000.00
	Subtotal	<b>\$23,920.00</b>	<b>\$23,920.00</b>
001-0730-422-4251	ALS CERTIFICATION	\$11,240.00	\$11,240.00
001-0730-422-4251	EMT/DEFIB RECERTIFICATION	\$1,200.00	\$1,200.00
001-0730-422-4251	JPA CAD LINK	\$2,700.00	\$2,700.00
001-0730-422-4251	JPA DATA LINK	\$1,430.00	\$1,430.00
001-0730-422-4251	JPA EMS SUPERVISOR	\$6,000.00	\$6,000.00
001-0730-422-4251	JPA SUPERVISOR RATE INCREASE	\$5,852.00	\$5,852.00
001-0730-422-4251	JPA TEA CONTRACT	\$3,400.00	\$3,400.00
001-0730-422-4251	SAN MATEO COUNTY PAGERS	\$4,500.00	\$4,500.00
001-0730-422-4251	TB TESTING	\$560.00	\$560.00
	Subtotal	<b>\$36,882.00</b>	<b>\$36,882.00</b>
001-0730-422-4253	DEPARTMENT LIBRARY	\$100.00	\$100.00
001-0730-422-4253	SMCTO	\$150.00	\$150.00
	Subtotal	<b>\$250.00</b>	<b>\$250.00</b>
001-0730-422-4254	MUTUAL AID WILDLAND	\$500.00	\$500.00
	Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
001-0730-422-4255	OPERATIONAL TRAINING	\$11,000.00	\$11,000.00
	Subtotal	<b>\$11,000.00</b>	<b>\$11,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$121,477.00</b>	<b>\$121,477.00</b>
	<b>TRAINING/OPERATIONS Total</b>	<b>\$6,740,525.00</b>	<b>\$6,786,145.00</b>

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# COMMUNITY DEVELOPMENT DEPARTMENT



## MISSION STATEMENT

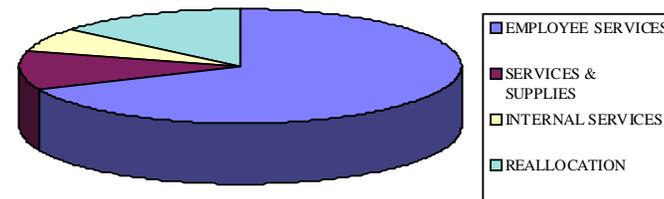
The primary mission of the Community Development Department is to guide the physical development and redevelopment of the City while protecting and maintaining the quality of its physical environment.

## PROPOSED BUDGET EXPENDITURE DISTRIBUTION

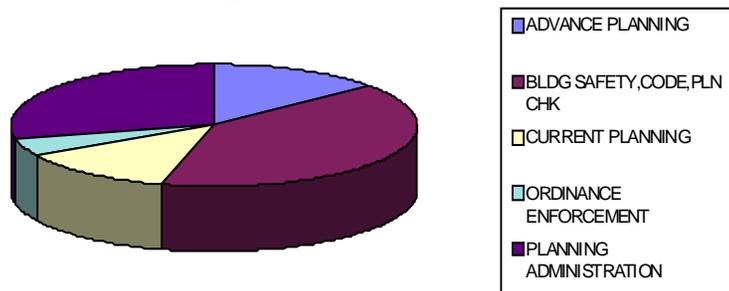
Total Department Budget: \$ 1,634,783

(CDA not shown in chart due to reallocation.)

### Expenditure by Type



### Expenditure by Division



## DEPARTMENT PERSONNEL SUMMARY

Position 06-07 07-08 08-09 09-10 10-11 11-12 12-13

COMMUNITY DEVELOPMENT							
DIRECTOR	1.0	1.0	1.0	1.0	1.0	1.0	1.0
PLANNING MANAGER	1.0	1.0	1.0	1.0	1.0	1.0	1.0
SENIOR PLANNER	1.0	1.0	1.0	1.0	1.0	1.0	1.0
ASSOCIATE PLANNER	1.0	1.0	1.0	1.0	1.0	1.0	1.0
ASSISTANT PLANNER	1.0	1.0	1.0	1.0	1.0	1.0	1.0
EXECUTIVE ASSISTANT*	1.0	0.0	0.0	0.0	0.0	0.0	0.0
MANAGEMENT ASSISTANT*	0.0	1.0	1.0	1.0	1.0	1.0	1.0
OFFICE ASSISTANT II	1.0	1.0	1.0	1.0	1.0	1.0	1.0
CHIEF BUILDING OFFICIAL	1.0	1.0	1.0	1.0	1.0	1.0	1.0
SENIOR BUILDING INSPECTOR	1.0	1.0	1.0	1.0	1.0	1.0	1.0
BUILDING INSPECTOR	2.0	2.0	2.0	2.0	2.0	2.0	2.0
BLDG. PERMIT TECHNICIAN	1.0	1.0	1.0	1.0	1.0	1.0	1.0
<b>TOTAL EMPLOYEES</b>	<b>12.0</b>						

\*Executive Assistant was changed to Management Assistant in December 2007.

### **The Community Development Department is organized into two Divisions:**

- The Planning/Code Enforcement Division is responsible for long term planning regarding growth and development of the City, for reviewing and processing applications for all development proposals, and for maintaining the appearance of the community. This Division also administers the Community Development Agency that was formed in 1981 to build infrastructure, improve circulation, create job opportunities, finance public facilities, assist in providing a stable economy and provide affordable housing through a combination of public and private investment in the community.

- The Building Inspection Division is responsible for ensuring that all construction projects permitted within the City comply with the Uniform Building Codes, the Foster City Municipal Code and all other applicable codes and regulations.

## CURRENT ACCOMPLISHMENTS

The Department has accomplished many significant objectives during FY 07-08 including the following major items:

- **Code and Policy Amendments** – Several amendments to the Municipal Code or policies were prepared:
  - New building codes were adopted.
  - A new Code Enforcement Policy was adopted.
- **Development Plan Processing** – Review of several significant development projects began and will continue into FY 08-09:
  - Pilgrim/Triton Master Plan for a mixed use development on  $\pm 20$  acres, including the preparation of an environmental impact report and review of General Plan Amendment and Rezoning; Specific Development Plans/Use Permits are anticipated in FY 08-09;
  - Mirabella/Parkview Plaza proposal for 11-acres of the City's 15-acre site adjacent to City Hall for a Continuing Care Retirement Community, 65 affordable senior apartments and 30,000-50,000 sq. ft. of retail.

- Gilead Sciences Master Plan to remodel their existing Vintage Park campus and add 770,460 sq. ft.
  - Chess Drive Offices proposal for 580,000 sq. ft. of offices.
  - Multi-Project Traffic Study to analyze the traffic impacts of the Mirabella/Parkview Plaza, Gilead Sciences Campus and Chess Drive Offices projects.
  - Charter Square Shopping Center redevelopment proposal.
  - The Admiralty renovation proposal.
  - Review of plans for the new Teen Center.
- **Staff Training** – Three new staff members were recruited, hired and trained: Management Assistant, Office Assistant II and Associate Planner. The Senior Planner position became vacant in late 2007 and may be filled before the end of FY 2007-08.
  - **Planning Permit Processing** – During calendar year 2007, the Planning/Code Enforcement Division processed 408 permits, including the major categories of 184 Architectural Review permits, 6 Use Permits and 61 Sign Review permits compared to 427 permits, including the major categories of 194 Architectural Review permits, 10 Use Permits and 65 Sign Review Permits in 2006.
  - **Building Permit Processing** - In calendar year 2007, the Building Inspection Division issued 2,382 permits and conducted 14,281 inspections, compared to 2,472 permits and 19,327 inspections in 2006.
- **Code Enforcement** – During calendar year 2007, a total of 206 code enforcement cases were handled, including the major categories of 100 property maintenance cases, 28 sign cases, 20 building without permits and 4 vehicle cases, compared to 2006 totals of 232 code enforcement cases, including the major categories of 116 property maintenance cases, 57 sign cases, 18 building without permits and 4 vehicle cases.
  - **Affordable Housing Programs** – Staff continued to implement the City's and Community Development Agency's affordable housing programs, including the First-time Homebuyer Program, the Existing Unit Purchase Program, and the ongoing administrative efforts required for the affordable housing programs for units at Marina Green, Emerald Bay, Foster's Landing, Metro Senior Apartments, Marlin Cove and Miramar. The Marina Green affordability covenants began to expire in early 2006. Staff began the negotiation process for the new affordable units to be included in the Mirabella/Parkview Plaza and Pilgrim/Triton projects.
  - **Transportation Systems Management (TSM) Programs** - Staff continued to implement the City's TSM programs, including the North Foster City (Millbrae) and Lincoln Centre (Hillsdale) Shuttle programs in coordination with the Peninsula Traffic Congestion Relief Alliance (Alliance). Both routes had increased ridership from 2006 to 2007, including an increase in average daily ridership on the Lincoln Centre shuttle from 89 in 2006 to 120 in 2007. The North Foster City Shuttle average daily ridership

increased from 54 in 2006 to 75 in 2007. In addition, the ridership on the Mariners Island Shuttle, which serves Foster City, increased from 87 in 2006 to 147 in 2007.

- **Intracity Shuttle** – The Connections Shuttle continued service with the Blue Line and the Red Line. A 50% matching grant was obtained from CCAG, which has been renewed. Beginning in April 2005, the Peninsula Traffic Congestion Relief Alliance has taken over operational management of the Connections Shuttle, including route, schedule, and promotional activities. The City will continue the financial management of the shuttle. Average daily ridership on the Blue Line has increased from 52 in 2006 to 107 in 2007. The average daily ridership on the Red Line has increased from 138 in 2006 to 300 in 2007. These increases caused the Red Line to have to turn people away and to run behind schedule. The City Council approved the use of a larger bus than presently used to take effect on May 1.

### ***PROPOSED SERVICE LEVELS***

The Community Development Department will continue to provide the required planning and building services with the same staffing for FY 2008-09 with the augmentation of consulting planners as needed. The consulting planners will be paid from the developers' deposits.

The Department will be able to accomplish the following:

### **Planning/Code Enforcement Division**

- Direct the preparation of the environmental impact report and review of the development applications for the Mirabella/Parkview Plaza proposal.
- Direct the preparation of the environmental impact report and review of the development applications for the Gilead Sciences Master Plan.
- Direct the preparation of the environmental impact report and review of the development applications for the Chess Drive Offices.
- Review and process Specific Development Plan/Use Permit applications for the buildings and sites within the Pilgrim/Triton development.
- Review and process Specific Development Plan/Use Permit application for the redevelopment of the Charter Square Shopping Center.
- Review and process the Specific Development Plan/Use Permit application for the renovation of the Admiralty Condominiums.
- Review and process the application for the Cultural Arts Center at the North Peninsula Jewish Campus.
- Prepare a revision of the Land Use and Circulation Element and Parks, Open Space and Conservation Element of the City's General Plan. Preparation of an environmental impact report for the General Plan Revision.
- Prepare a revision of the Housing Element – due to the State by June 30, 2009.
- Permit processing/zoning permits (minimal/basic action within 45 day time period or deemed approved), with the target turnaround time for most property improvement applications of 72 hours.

- Development and implementation of State mandated laws and programs, such as preparation/adoption of ordinances to comply with changes in State law, review of CIP projects for CEQA compliance, and review of land development projects.

### **Building Inspection Division**

- Inspect the construction of the Teen Center.
- Review and inspect tenant improvements to complete the occupancy of Parkside Towers.
- Review plans for portions of Pilgrim-Triton development and Mirabella / Parkview Plaza.
- Provide inspection services for all other construction projects.
- Adopt and enforce all State and locally adopted codes regulating the construction, alteration and use of buildings.
- Enforce of State energy regulations
- Enforcement of the Federal Americans with Disabilities Act.
- Permit processing/building permits.
- Special State mandate/ensure the safety of automatic garage door openers.
- Special State mandate/ensure that asbestos is not being applied to new structures.
- Conduct inspection of buildings under construction to ensure code compliance with all relevant codes and ordinances.
- File and maintain approved construction plans for the life of a building.

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

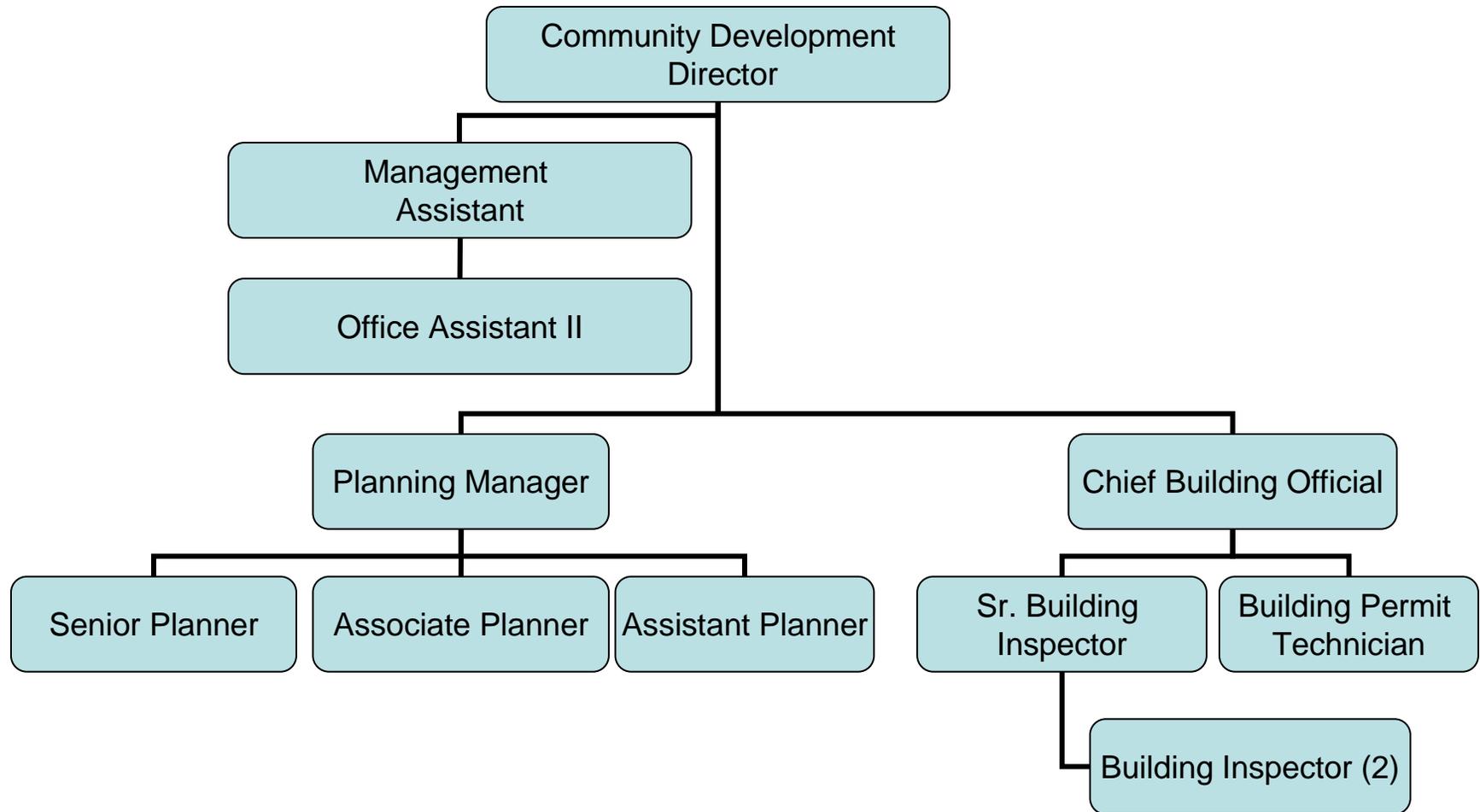
### Personnel

- None

### Services and Supplies

- Consultant services are proposed (as they were in 2006-07 and 2007-08) to assist with the preparation of the Environmental Impact Report for the General Plan Update, specifically for the preparation of traffic, noise, and air quality analyses.
- Continued use of consulting planners is anticipated for major projects. The cost for the consulting planners will be paid from the applicant's processing deposit.
- In light of the number of major applications filed for processing in FY 08-09, increases are proposed for Planning Administration copy expense from \$7,500 to \$9,000, postage from \$8,000 to \$11,000 and Advertising from \$10,000 to \$20,000.
- In anticipation of increased building inspection activity for at least the next three years, a request to retain one of the trucks scheduled for replacement for building inspectors is proposed so that the three building inspectors will have three vehicles for their use. The cost for this is \$8,750.

# Community Development Department



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

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
ADVANCE PLANNING	\$ 198,242	\$ 198,242	\$ 221,598
BUILDING SAFETY, CODE, PLAN CHECK	615,762	615,762	664,242
CURRENT PLANNING	234,870	234,870	204,240
ORDINANCE ENFORCEMENT	72,818	72,818	80,008
PLANNING ADMINISTRATION	448,479	448,479	464,695
<b>TOTAL FOR COMMUNITY DEVELOPMENT</b>	<b>\$ 1,570,171</b>	<b>\$ 1,570,171</b>	<b>\$ 1,634,783</b>

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

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 1,466,300	\$ 1,466,300	\$ 1,545,400
SERVICES AND SUPPLIES	227,734	227,734	242,234
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	1,694,034	1,694,034	1,787,634
INTERNAL SERVICES	171,363	171,363	158,299
Subtotal (Total Department Expenses before Reallocations)	1,865,397	1,865,397	1,945,933
REALLOCATIONS	(295,226)	(295,226)	(311,150)
<b>TOTAL FOR COMMUNITY DEVELOPMENT</b>	<b>\$ 1,570,171</b>	<b>\$ 1,570,171</b>	<b>\$ 1,634,783</b>

## DETAIL LINE ITEM REPORT

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

<b><i>Employee Services</i></b>		Approved 2007-2008	Requested 2008-2009
001-0810-419-4110	PERMANENT SALARIES	\$245,200.00	\$246,600.00
Subtotal		<b>\$245,200.00</b>	<b>\$246,600.00</b>
001-0810-419-4120	FRINGE BENEFITS	\$65,000.00	\$77,700.00
Subtotal		<b>\$65,000.00</b>	<b>\$77,700.00</b>
<b>Employee Services Total</b>		<b>\$310,200.00</b>	<b>\$324,300.00</b>
<b><i>Internal Services</i></b>		Approved 2007-2008	Requested 2008-2009
001-0810-419-4544	VEHICLE REPLACEMENT	\$33,846.00	\$33,428.00
Subtotal		<b>\$33,846.00</b>	<b>\$33,428.00</b>
001-0810-419-4557	INFORMATION TECHNOLOGY SERVICES	\$53,656.00	\$52,207.00
Subtotal		<b>\$53,656.00</b>	<b>\$52,207.00</b>
001-0810-419-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$5,600.00	\$681.00
Subtotal		<b>\$5,600.00</b>	<b>\$681.00</b>
001-0810-419-4569	BUILDING MAINTENANCE	\$11,415.00	\$11,621.00
Subtotal		<b>\$11,415.00</b>	<b>\$11,621.00</b>
<b>Internal Services Total</b>		<b>\$104,517.00</b>	<b>\$97,937.00</b>
<b><i>Services and Supplies</i></b>		Approved 2007-2008	Requested 2008-2009
001-0810-419-4241	COPY EXPENSE	\$7,500.00	\$8,650.00
Subtotal		<b>\$7,500.00</b>	<b>\$8,650.00</b>
001-0810-419-4242	POSTAGE EXPENSE	\$8,000.00	\$11,000.00
Subtotal		<b>\$8,000.00</b>	<b>\$11,000.00</b>

001-0810-419-4243	GENERAL OFFICE SUPPLIES	\$9,000.00	\$9,000.00
	Subtotal	<b>\$9,000.00</b>	<b>\$9,000.00</b>
001-0810-419-4246	MAINTENANCE-ONE TRANSCRIBER	\$80.00	\$80.00
001-0810-419-4246	MAINTENANCE-THREE TYPEWRITERS	\$216.00	\$216.00
	Subtotal	<b>\$296.00</b>	<b>\$296.00</b>
001-0810-419-4249	ADVERTISING	\$10,000.00	\$20,000.00
	Subtotal	<b>\$10,000.00</b>	<b>\$20,000.00</b>
001-0810-419-4251	CONSULTING ATTORNEY SERVICES	\$100,000.00	\$100,000.00
	Subtotal	<b>\$100,000.00</b>	<b>\$100,000.00</b>
001-0810-419-4253	AMERICAN PLANNING ASSOC. (2 MEMBERSHIPS)	\$650.00	\$1,000.00
001-0810-419-4253	SUBSCRIPTIONS/MAGAZINES	\$200.00	\$200.00
	Subtotal	<b>\$850.00</b>	<b>\$1,200.00</b>
001-0810-419-4254	AMERICAN PLANNING ASSOC. CONF.-NATIONAL	\$3,000.00	\$3,000.00
001-0810-419-4254	AMERICAN PLANNING ASSOC. CONF.-STATE	\$1,500.00	\$1,500.00
001-0810-419-4254	MISCELLANEOUS	\$1,000.00	\$1,000.00
	Subtotal	<b>\$5,500.00</b>	<b>\$5,500.00</b>
	<b>Services and Supplies Total</b>	<b>\$141,146.00</b>	<b>\$155,646.00</b>

<b>Reallocation</b>		Approved 2007-2008	Requested 2008-2009
001-0810-463-4495	ALLOCATION OF CDA EXPENSES 311	(\$31,307.00)	(\$32,999.00)
001-0810-463-4495	ALLOCATION OF CDA EXPENSES 312	(\$31,307.00)	(\$32,999.00)
001-0810-463-4495	ALLOCATION OF CDA EXPENSES 317	(\$4,477.00)	(\$4,719.00)
001-0810-463-4495	ALLOCATION OF CDA EXPENSES 318	(\$17,908.00)	(\$18,876.00)
001-0810-463-4495	ALLOCATION OF CDA EXPENSES 319	(\$4,477.00)	(\$4,719.00)
001-0810-463-4495	ALLOCATION OF CDA EXPENSES 320	(\$17,908.00)	(\$18,876.00)
	Subtotal	<b>(\$107,384.00)</b>	<b>(\$113,188.00)</b>
	<b>Reallocation Total</b>	<b>(\$107,384.00)</b>	<b>(\$113,188.00)</b>

PLANNING ADMINISTRATION Total \$448,479.00 \$464,695.00

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

<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009
001-0811-419-4110	PERMANENT SALARIES	\$143,500.00	\$159,900.00
	Subtotal	<b>\$143,500.00</b>	<b>\$159,900.00</b>
001-0811-419-4120	FRINGE BENEFITS	\$38,000.00	\$50,400.00
	Subtotal	<b>\$38,000.00</b>	<b>\$50,400.00</b>
	<b>Employee Services Total</b>	<b>\$181,500.00</b>	<b>\$210,300.00</b>
<b>Internal Services</b>		Approved 2007-2008	Requested 2008-2009
001-0811-419-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$3,200.00	\$0.00
	Subtotal	<b>\$3,200.00</b>	<b>\$0.00</b>
	<b>Internal Services Total</b>	<b>\$3,200.00</b>	<b>\$0.00</b>
<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
001-0811-419-4241	COPY EXPENSE-PRINTING OF GP ELEMENTS	\$5,000.00	\$5,000.00
	Subtotal	<b>\$5,000.00</b>	<b>\$5,000.00</b>
001-0811-419-4251	GENERAL PLAN EIR	\$50,000.00	\$50,000.00
	Subtotal	<b>\$50,000.00</b>	<b>\$50,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$55,000.00</b>	<b>\$55,000.00</b>
<b>Reallocation</b>		Approved 2007-2008	Requested 2008-2009
001-0811-419-4495	ALLOCATION OF CDA EXPENSES 311	(\$15,163.00)	(\$15,983.00)
001-0811-419-4495	ALLOCATION OF CDA EXPENSES 312	(\$15,163.00)	(\$15,983.00)

001-0811-419-4495	ALLOCATION OF CDA EXPENSES 317	(\$1,113.00)	(\$1,174.00)
001-0811-419-4495	ALLOCATION OF CDA EXPENSES 318	(\$4,453.00)	(\$4,694.00)
001-0811-419-4495	ALLOCATION OF CDA EXPENSES 319	(\$1,113.00)	(\$1,174.00)
001-0811-419-4495	ALLOCATION OF CDA EXPENSES 320	(\$4,453.00)	(\$4,694.00)
	Subtotal	<b>(\$41,458.00)</b>	<b>(\$43,702.00)</b>
	<b>Reallocation Total</b>	<b>(\$41,458.00)</b>	<b>(\$43,702.00)</b>
	<b>ADVANCE PLANNING Total</b>	<b>\$198,242.00</b>	<b>\$221,598.00</b>

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

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<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009
001-0812-419-4110	PERMANENT SALARIES	\$230,300.00	\$204,700.00
	Subtotal	<b>\$230,300.00</b>	<b>\$204,700.00</b>
001-0812-419-4120	FRINGE BENEFITS	\$61,000.00	\$64,500.00
	Subtotal	<b>\$61,000.00</b>	<b>\$64,500.00</b>
	<b>Employee Services Total</b>	<b>\$291,300.00</b>	<b>\$269,200.00</b>
<b>Internal Services</b>		Approved 2007-2008	Requested 2008-2009
001-0812-419-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$5,200.00	\$0.00
	Subtotal	<b>\$5,200.00</b>	<b>\$0.00</b>
	<b>Internal Services Total</b>	<b>\$5,200.00</b>	<b>\$0.00</b>
<b>Reallocation</b>		Approved 2007-2008	Requested 2008-2009
001-0812-419-4495	ALLOCATION OF CDA EXPENSES 311	(\$21,264.00)	(\$22,413.00)
001-0812-419-4495	ALLOCATION OF CDA EXPENSES 312	(\$21,264.00)	(\$22,413.00)

001-0812-419-4495	ALLOCATION OF CDA EXPENSES 317	(\$1,910.00)	(\$2,013.00)
001-0812-419-4495	ALLOCATION OF CDA EXPENSES 318	(\$7,641.00)	(\$8,054.00)
001-0812-419-4495	ALLOCATION OF CDA EXPENSES 319	(\$1,910.00)	(\$2,013.00)
001-0812-419-4495	ALLOCATION OF CDA EXPENSES 320	(\$7,641.00)	(\$8,054.00)
	Subtotal	<b>(\$61,630.00)</b>	<b>(\$64,960.00)</b>
	Reallocation Total	<b>(\$61,630.00)</b>	<b>(\$64,960.00)</b>
	<b>CURRENT PLANNING Total</b>	<b>\$234,870.00</b>	<b>\$204,240.00</b>

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

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<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009
001-0813-419-4110	PERMANENT SALARIES	\$63,900.00	\$68,400.00
	Subtotal	<b>\$63,900.00</b>	<b>\$68,400.00</b>
001-0813-419-4120	FRINGE BENEFITS	\$16,900.00	\$21,600.00
	Subtotal	<b>\$16,900.00</b>	<b>\$21,600.00</b>
	<b>Employee Services Total</b>	<b>\$80,800.00</b>	<b>\$90,000.00</b>
<b>Internal Services</b>		Approved 2007-2008	Requested 2008-2009
001-0813-419-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$1,500.00	\$0.00
	Subtotal	<b>\$1,500.00</b>	<b>\$0.00</b>
	<b>Internal Services Total</b>	<b>\$1,500.00</b>	<b>\$0.00</b>
<b>Reallocation</b>		Approved 2007-2008	Requested 2008-2009
001-0813-419-4495	ALLOCATION OF CDA EXPENSES 311	(\$3,667.00)	(\$3,865.00)
001-0813-419-4495	ALLOCATION OF CDA EXPENSES 312	(\$3,667.00)	(\$3,865.00)

001-0813-419-4495	ALLOCATION OF CDA EXPENSES 317	(\$215.00)	(\$226.00)
001-0813-419-4495	ALLOCATION OF CDA EXPENSES 318	(\$859.00)	(\$905.00)
001-0813-419-4495	ALLOCATION OF CDA EXPENSES 319	(\$215.00)	(\$226.00)
001-0813-419-4495	ALLOCATION OF CDA EXPENSES 320	(\$859.00)	(\$905.00)
	Subtotal	<b>(\$9,482.00)</b>	<b>(\$9,992.00)</b>
	<b>Reallocation Total</b>	<b>(\$9,482.00)</b>	<b>(\$9,992.00)</b>
	<b>ORDINANCE ENFORCEMENT Total</b>	<b>\$72,818.00</b>	<b>\$80,008.00</b>

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

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<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009
001-0820-424-4110	PERMANENT SALARIES	\$471,500.00	\$490,000.00
	Subtotal	<b>\$471,500.00</b>	<b>\$490,000.00</b>
001-0820-424-4120	FRINGE BENEFIT -- BLDG INSP. CERT PAY	\$6,000.00	\$7,200.00
001-0820-424-4120	FRINGE BENEFITS	\$125,000.00	\$154,400.00
	Subtotal	<b>\$131,000.00</b>	<b>\$161,600.00</b>
	<b>Employee Services Total</b>	<b>\$602,500.00</b>	<b>\$651,600.00</b>

<b>Internal Services</b>		Approved 2007-2008	Requested 2008-2009
001-0820-424-4544	VEHICLE REPLACEMENT	\$15,984.00	\$30,276.00
	Subtotal	<b>\$15,984.00</b>	<b>\$30,276.00</b>
001-0820-424-4556	EQUIPMENT REPLACEMENT	\$1,062.00	\$1,063.00
	Subtotal	<b>\$1,062.00</b>	<b>\$1,063.00</b>
001-0820-424-4557	INFORMATION TECHNOLOGY SERVICES	\$17,885.00	\$17,402.00
	Subtotal	<b>\$17,885.00</b>	<b>\$17,402.00</b>

001-0820-424-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$10,600.00	\$0.00
	Subtotal	<b>\$10,600.00</b>	<b>\$0.00</b>
001-0820-424-4569	BUILDING MAINTENANCE	\$11,415.00	\$11,621.00
	Subtotal	<b>\$11,415.00</b>	<b>\$11,621.00</b>
	<b>Internal Services Total</b>	<b>\$56,946.00</b>	<b>\$60,362.00</b>

### **Services and Supplies**

		Approved 2007-2008	Requested 2008-2009
001-0820-424-4241	COPY EXPENSE	\$100.00	\$100.00
	Subtotal	<b>\$100.00</b>	<b>\$100.00</b>
001-0820-424-4242	POSTAGE EXPENSE	\$250.00	\$250.00
	Subtotal	<b>\$250.00</b>	<b>\$250.00</b>
001-0820-424-4243*	GENERAL OFFICE SUPPLIES	\$3,700.00	\$3,700.00
	Subtotal	<b>\$3,700.00</b>	<b>\$3,700.00</b>
001-0820-424-4246	MAINTENANCE-MICROFICHE READER/PRINTER	\$1,758.00	\$1,758.00
	Subtotal	<b>\$1,758.00</b>	<b>\$1,758.00</b>
001-0820-424-4251	IMAGING - DOCUMENTS AND PLANS	\$14,000.00	\$14,000.00
	Subtotal	<b>\$14,000.00</b>	<b>\$14,000.00</b>
001-0820-424-4253	CALBO CODE LINK SUBSCRIPTION	\$400.00	\$400.00
001-0820-424-4253	CALIFORNIA BUILDING OFFICIALS	\$215.00	\$215.00
001-0820-424-4253	INTERNATIONAL ASSN. OF PLMB & HTG OFFICIALS	\$150.00	\$150.00
001-0820-424-4253	INTERNATIONAL CONFERENCE OF BUILDING OFFICIALS	\$300.00	\$300.00
001-0820-424-4253	MISCELLANEOUS PUBLICATIONS & SUBSCRIPTIONS	\$300.00	\$300.00
001-0820-424-4253	NATIONAL FIRE PROTECTION ASSN-PUBLICATIONS/AV	\$125.00	\$125.00
001-0820-424-4253	PENINSULA CHAPTER OF ICBO	\$80.00	\$80.00
001-0820-424-4253	STATE CODES AND AMENDMENTS	\$500.00	\$500.00
001-0820-424-4253	UNIFORM CODES & AMENDMENTS SUBSCRIPTION	\$1,800.00	\$1,800.00
	Subtotal	<b>\$3,870.00</b>	<b>\$3,870.00</b>
001-0820-424-4254	CALBIG (BUILDING INSPECTOR'S GROUP)	\$410.00	\$410.00
001-0820-424-4254	CALBO ANNUAL BUSINESS MEETING	\$1,750.00	\$1,750.00

001-0820-424-4254	ICBO ANNUAL BUSINESS MEETING	\$2,250.00	\$2,250.00
001-0820-424-4254	PENINSULA BUILDING INSPECTOR'S GROUP (BLDG OFFL)	\$250.00	\$250.00
001-0820-424-4254	PENINSULA CHAPTER ICBO MEETINGS/MONTHLY	\$250.00	\$250.00
	Subtotal	<b>\$4,910.00</b>	<b>\$4,910.00</b>
001-0820-424-4255	TRAINING FOR INSPECTORS	\$3,000.00	\$3,000.00
	Subtotal	<b>\$3,000.00</b>	<b>\$3,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$31,588.00</b>	<b>\$31,588.00</b>

***Reallocation***

		Approved 2007-2008	Requested 2008-2009
001-0820-424-4495	ALLOCATION OF CDA EXPENSES 311	(\$37,636.00)	(\$39,654.00)
001-0820-424-4495	ALLOCATION OF CDA EXPENSES 312	(\$37,636.00)	(\$39,654.00)
	Subtotal	<b>(\$75,272.00)</b>	<b>(\$79,308.00)</b>
	<b>Reallocation Total</b>	<b>(\$75,272.00)</b>	<b>(\$79,308.00)</b>
<b>BLDG SAFETY, CODE, PLN CHK Total</b>		<b>\$615,762.00</b>	<b>\$664,242.00</b>

# PUBLIC WORKS DEPARTMENT



## MISSION STATEMENT

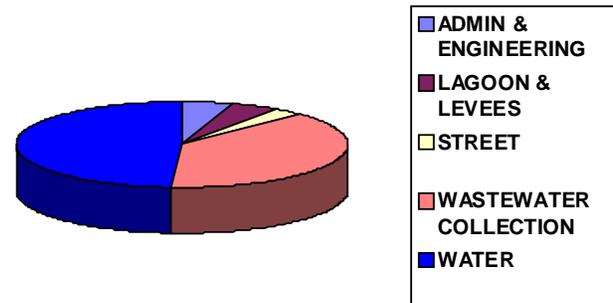
The Department of Public Works manages infrastructure construction, operations and maintenance programs for streets (including traffic signal system, street lighting and street sweeping), drainage, lagoon and levees, water and sewer. The emphasis continues to be on public safety, employee safety and infrastructure preservation.

The Department also manages the City's Capital Improvement Program and reviews infrastructure improvements for private developments within the City. It is the Department's goal to provide courteous, responsive and efficient services to the public and to other City Departments, and to effectively and professionally manage its programs in a responsible manner best serving the needs of the community.

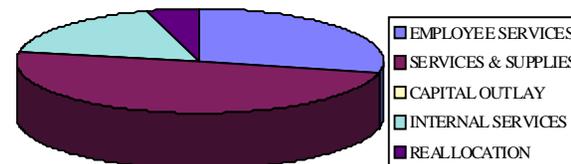
## PROPOSED BUDGET EXPENDITURE DISTRIBUTION

Total Department Budget: \$15,414,213 (\$1,968,762 General Fund; \$7,541,791 Water Fund; \$5,903,660 Wastewater Collections System Fund)

### Expenditure by Division



### Expenditure by Type



## DEPARTMENT PERSONNEL SUMMARY

Position	06-07	07-08	08-09	09-10	10-11	11-12	12-13
DIRECTOR OF PUBLIC WORKS	1	1	1	1	1	1	1
MAINTENANCE MANAGER	1	1	1	1	1	1	1
SENIOR CIVIL ENGINEER	2	2	2	2	2	2	2
JUNIOR /ASSISTANT/ ASSOCIATE ENGINEER	5	4	4	4	4	4	4
SENIOR ENG. TECH./ENG. TECH.	1	1	1	1	1	1	1
MANAGEMENT ASSISTANT	0	0	1	1	1	1	1
EXECUTIVE ASSISTANT	1	1	0	0	0	0	0
ADMINISTRATIVE SECRETARY	1	1	1	1	1	1	1
OFFICE ASSISTANT I/II	3	2	2	2	2	2	2
PW MAINTENANCE SUPERINTENDENT	3	3	3	3	3	3	3
PW MAINT. LEAD WORKER	6	6	6	6	6	6	6
PW MAINT. WORKER/ MW1/ MW2 *	16	16	17	17	17	17	16
<b>TOTAL EMPLOYEES</b>	<b>40</b>	<b>38</b>	<b>39</b>	<b>39</b>	<b>39</b>	<b>39</b>	<b>38</b>

\* Note: One (1) Public Works Maintenance Worker II was added during FY 2007-2008 to take over the meter reading responsibilities from the Financial Services Department.

The Department has two Divisions: Operations & Maintenance and Administration & Engineering.

- **Operations & Maintenance (O&M):** The O&M Division provides management oversight and maintenance

services for the City/District infrastructure systems. The Division is divided into four Programs:

- ✓ The Lagoon and Levee program manages the 212-acre lagoon system and the peripheral levee protecting Foster City from Bay intrusion. Storm water control, recreational uses, and water quality concerns are addressed in the lagoon management operation.
- 
- ✓ The Street and Storm Drain program provides for safe and well-maintained street surfaces and effective drainage of surface water runoff.
  - ✓ The Water Distribution program is dedicated to providing residents with fresh, clean, and safe water. Water is purchased from the San Francisco Public Utilities Commission (SFPUC), which supplies water primarily from rainfall and snowmelt in the Sierra Mountains Hetch-Hetchy system. The program maintains water storage tanks, water transmission from the Hetch-Hetchy turnout, pumping facilities and the citywide distribution system.
  - ✓ The Wastewater Collection System (Collection System) program works to protect health and safety of Foster City residents and to ensure protection of the environment by effective treatment and disposal of all wastewater generated from commercial, industrial, and residential users. The Collection System group works cooperatively with the City of San Mateo, which operates, maintains, and repairs the joint Estero/San Mateo Regional Water Quality Control Plant located in the City of San Mateo. The Collection System group operates and maintains

more than 63 miles of sewer collection lines, and 49 sewage-pumping stations.

- **Administration & Engineering:** The Administration & Engineering Division provides administrative and engineering support services to maintain, operate, repair and where necessary improve City/District public facilities. This program maintains the City/District mapping system, monitors use of public rights-of-way within the City/District to ensure construction and development projects conform to City/District codes, manages the City/District Capital Improvement Program, and is responsible for administering the maintenance of 2,055 street lights and 25 traffic signals, and the Traffic and Transportation Planning for the City.

## ***CURRENT ACCOMPLISHMENTS***

### Operations & Maintenance Division Accomplishments

- Tracked and resolved over 400 comments / requests from the public to assist or repair facilities through the Incident Tracking System

### **Streets and Storm Drains:**

- Responded to 30 special requests / projects from other departments and divisions within the City
- Re-striped 9 miles of streets
- Painted 27,000 linear feet of curb for parking restrictions
- Installed 25 thermo-plastic traffic legends

- Repaired 100 linear feet of curb and gutter and 1,480 square feet of roadway damaged by roots
- Temporary 'Make Safe' repairs to 50 sidewalk locations
- Painted 15,000 square feet of City structures to cover graffiti
- Poured 50 cubic yards of concrete for various projects
- Inspected and/or cleaned all of the almost 1000 storm drain inlets in compliance with the NPDES program
- Replaced 10 storm drain frames and covers along with adjoining sidewalks
- Placed 200 tons of asphalt for street repairs and patching
- Administered street sweeping contract that annually sweeps over 30,000 miles; removing almost 600 cubic yards of debris
- Constructed the new Community Storage Facility
- Setup and take down traffic control for Fourth of July celebration
- Replaced 40 street signs
- Installed signage and pavement markings on Altair Avenue associated with the speed zone change
- Reconstructed the Pedway access ramp at Beach Park Blvd and Foster City Blvd.
- Installed signage and street markings for Stops and crosswalk at Beach Park Blvd and Foster City Blvd.
- Set up traffic control for Safe Streets on Halloween

### **Lagoon and Levee:**

- Maintenance of Lagoon Pump Station trash racks
- Provided 800 sandbags to residents for possible flood control during storm events
- Pumped 480 million gallons of water to improve water quality in the lagoon
- Used over 500 gallons of dye to prevent algae growth in the Lagoon
- Repaired flap gate at Williams Landing
- Inspected the lagoon twice a week checking for Algae and Widgeon Grass
- Continued quarterly inspections of the levee
- Took 164 water samples at designated locations to comply with the NPDES Permit
- Retrieved 20 abandoned boats from the lagoon
- Continued to participate in the annual San Mateo County Fair public outreach for the NPDES Program

### **Water Distribution:**

- Began implementation of a water meter change out program. Over 1000 radio read water meters have been installed to-date
- Integrated Meter Reader duties into everyday operations
- Coordinated software upgrades with IT and Finance to allow for seamless transition to newly installed radio read water meters. The new meters are being tied into the GIS database as they are installed

- Installed approximately 250 feet of 6" water main, 3 new valves and a new Fire Hydrant for the future Teen Center
- Meter Test Facility. Assembled and installed a new Meter test bench within the Cares Vehicle Building
- CIP 790 Water Valve Replacement program support. Identified valves for replacement, isolation of water mains and monitored installation by contractor
- Worked with Engineering to support the Water Main Condition Survey and Improvements Phase 2 (CIP 760)
- The Water program thoroughly tests the water supplied to and within its distribution system. Almost 2,500 individual tests are taken to satisfy regulatory requirements and to ensure that its customers continue to receive the highest possible quality of water
- Inspected, flushed, and inventoried over 1,400 fire hydrants within the District

### **Collection System:**

- Performed preventative maintenance on the District's 49 wastewater lift stations
- Renovated the Lift Station "Paper Change Outs" process to a thorough Preventative Maintenance Check List with consistent terminology
- Completed the CCTV inspection assessment of the District's gravity Collection System utilizing the District's Closed Circuit Television (CCTV) Inspection Unit

- Cooperated with the City of San Mateo in implementing the first round of Fat, Oils, and Grease (FOG) inspection program to the District's food and industrial waste pretreatment establishments
  - Assisted the IT Department in developing the maintenance history tracking program for the collection system using the GIS database
  - Conducted a Collection System Program - Strategic Planning Session to develop specific goals and objectives for 2008
  - Continued to reorganize and reprioritize the "Hot Spot" list by introducing new tools and methods of cleaning. This has reduced the cleaning of the "Hot Spots" from a weekly or bi-weekly schedule to a monthly and as much as by annual schedules while maintaining the same effectiveness
  - Updated and prioritized the known defects in the collection system. A series of seven categories of collection system rehabilitation projects have been identified as part of the (CIP 757) Sewer System Rehabilitation project
  - Participated in the inspection and coordination of the (CIP 784) Lift Station Rehabilitation project. The lift stations were rehabilitated based on the severity of the deterioration. The Collection System program successfully engaged in the coordination efforts between the Engineering Division and the Contractor
  - Rehabilitated the pumps and major plumbing to Lift Station No. 29 at E. Hillsdale Blvd. and Edgewater Blvd with more reliable "Dry-Pit Submersible" pumps, after a significant failure at the lift station
  - Conducted a series of education/training throughout pertinent City Staff and Council/Board related to the General Waste Discharge Requirement (GWDR) adopted by the State Water Resources Control Board on May 2, 2006
  - Began the development of the Sanitary Sewer Management Plan required by the State Water Resources Control Board through the General Waste Discharge Requirement (GWDR) adopted May 2, 2006
  - Conducted District specific technical training from vendors (ITT Flygt, Miltronics, By-Pass Pumping, Etc...) at no cost to the District
  - Staff responded to PG&E power failures and employed portable power generators at lift stations without power in order to maintain sewer flows. All expenditures associated with extended power failures were submitted for reimbursement by PG&E
- General:**
- Provided public tours of the District facilities to local students to promote awareness during the National Public Works Week
  - Continued to participate in Citywide Business Process Reengineering (BPR) Committees that are aimed toward streamlining and improving various standard practices
  - Implemented the use of three (3) field laptop computers, one for each Maintenance Program, with intranet and internet service to file reports "real time" in the field to streamline daily maintenance reporting activities

- Collaborated with Fire Department to obtain necessary FEMA certifications for Incident Command System (ICS) and Independent Study (IS) course work. All of the maintenance personnel have completed and received certifications for the ICS 100 and IS 700

#### Administration & Engineering Division Accomplishments

- Processed 76 encroachment permits, 10 transportation permits and performed construction traffic control monitoring
- Continued performing encroachment permit oversight and field inspection services during the construction of infrastructures for the Citywide AT&T Project Lightspeed Phase 2, and Comcast INET services
- Continued to provide engineering support services for the development of the 15-Acre site (Policy Calendar Item 1. Civic Center Master Plan)
- Continued to provide engineering support and project oversight for the Permanent Teen Center, Catamaran Park and Sea Cloud Park renovations and monitoring and maintaining the integrity of the levees (Policy Calendar Item 2. Capital Improvement Projects)
- Provide engineering input in the Request for Proposals and participated in the selection of the Traffic Consulting firm for performance of a City-wide Traffic Impact Study (Policy Calendar Item 3. Municipal Code Amendments / General Plan Amendments / Ordinance Update)
- Provided engineering review and input for the Pilgrim/Triton EIR document and review of the

#### Chess/Hatch Redevelopment Project (Policy Calendar Item 4. Private Development Projects)

- Continued to participate and support the Bay Area Water Supply and Conservation Agency (BAWSCA) quest to address regional water issues and to pursue a reliable and uninterrupted water source (Policy Calendar Item 5. Other Projects)
- Continued to work with BAWSCA as the District's appointee to negotiate with the SFPUC for an agreement to provide a reliable supply of high quality water
- Worked with BAWSCA through the Technical Advisory Committee to address regional issues such as the implementation of a Dry Year Water Conservation Program, continued participating in the low flow toilet and washing machine rebate program, staff participation in Water Conservation and Water Quality Sub-Committees and monitoring of the Best Management Practices for water conservation as adopted by the District's approved Urban Water Management Plan, review and comments for the SFPUC PEIR, monitoring the SFPUC Cryptosporidium Implementation Program
- Continued to monitor the status of regional desalination facilities and support the efforts of BAWSCA to prepare and approve a RFP for a desalination study
- Continued to monitor and develop in collaboration with the County Health Services Department the Emergency Sanitation Annex Plan as it relates to a long-term water outage event and the community's

sanitation needs which was recently approved by the County Board of Supervisors

- Completed a solid waste disposal rate review that resulted in the adoption of a progressive rate structure for the commercial collection rates effective June 1, 2008. Commercial collection rates will increase between zero and eleven percent for 2008. Residential collection rates remained unchanged
- As a member of the South Bayside Waste Management Authority, continued participating in the contractor selection process to issue a Request for Proposals, solicit bids, and select a contractor for the collection and transport of solid waste, plant materials, and recyclables beginning January 1, 2011
- Submitted the 2006 Annual report to the state (March 15, 2008) for its review outlining programs implemented through December 31, 2006. The City's reported diversion rate for 2006 increased to 50%
- Continued existing programs in the commercial sector to increase the City's diversion—distribution of In-unit recycling bags to multi-family dwellings (MFD's), organics outreach to food-based businesses, participated in monthly meetings with Allied Waste to target the largest commercial generators
- Continued recycling awareness within City Departments by promoting weekend compost giveaways, and permanent drop-off location for cell phone and battery collection at City Hall
- Supported the Building Department during the implementation of a construction and demolition-recycling ordinance to capture and recycle the tonnage from construction debris (effective May 8,

2006). In the 13 months leading up to January 31, 2008, approximately \$50,000 in Construction and Demolition deposits was forfeited

- Applied for grant funding through the Department of Conservation (DOC). Used DOC funds to support programs that promote the recycling of bottles and cans.
- Awarded a one-year contract to Earl's Pest Control, effective March 2008, for the control of ground squirrels along Foster City's Levee system
- Continued to support the Planning Department to update the General Plan's Conservation element and review space allocation requirements for trash enclosures
- Worked with the SBMWA, Allied Waste, and the Parks and Recreation Department to implement a program to assist operators of qualifying large events and venues to establish waste reduction plans for the events in accordance with AB2176
- Continued to track progress of statewide task force reviewing AB 939 (solid waste disposal and recycling) for potential improvements in diversion measurement and compliance reporting
- Recycled 436 phones, donated by residents, through the Rethink Waste Program and in concert with that program all usable phones are refurbished and donated to charitable organizations. All non-functioning phones are properly disposed
- Applied for grant funds to update the Pavement Management Program (PMP)

- The City wide overall Pavement Condition Index (PCI) was 82, which characterizes a pavement that shows only slight distress and requires mostly preventive maintenance
- The City's PCI of 82 ranked 6<sup>th</sup> in the 9 County Bay Area out of 109 Cities and first in San Mateo County. The City of Oakley, with a PCI of 86, had the highest ranking
- Participated in regional discussions aimed at enhancing funding for road maintenance
- Competed for and received \$150,000 from the AB 1546 funds for installing traffic control cameras at five (5) major intersections
- Applied for and received approximately \$50,000 from the Metropolitan Transportation Commission for their Regional Traffic Signal Timing Program
- Assisted Administrative Services Department in preparation and adoption of the Water and Sewer Rate Study for Fiscal Year 2007/2008 and 2008/2009
- Collaborated with the Administrative Services Department and a Consulting firm to host the fourth annual AWWA Web Cast event for BAWSCA members and other local Water Agencies
- Provided development review services including plan checking and construction quality inspection for numerous projects
- Continued to track and inventory the sidewalk condition survey and sidewalk repairs on the GIS system
- Continued to notify by letter to property owners of the sidewalk tripping hazards that are reported to the department
- Initiated a procedure for documenting and tracking curb and gutter differential settlement problem areas
- Continued participating in the Citywide Business Process Reengineering (BPR) Committees. Several committees have completed their goals and objectives and they are now being tracked and implemented
- Continued to collaborate with the Fire Department to obtain all the necessary FEMA certifications for Incident Command System (ICS) and Independent Study (IS) course work. All of the Engineering personnel have completed and received certifications for ICS 100, ICS 200, IS 700, IS 800, ICS 300 and ICS 400
- City Standard Details were finalized and approved by the City Council / EMID Board
- Obtained recertification of the entire levee system and acknowledgement from FEMA that the levee system provides protection from the 1 – percent-annual-chance of flood

## ***PROPOSED SERVICE LEVEL CHANGES***

### Operations & Maintenance Division

- Implement rehabilitation of the lagoon pump house including installation of trash racks, weir gates and actuators, and hand rails

- Maintain all painted curbs within in the City and develop a long-term maintenance plan
- Implement remote GIS access for data input including time tracking and work orders
- Removal of the old lagoon pumps and engines and research the possibility of an emergency storm pump connection within the Lagoon Pump Building
- Rehabilitation of the intake and flapper gates at lagoon inlet
- Creation of a sign replacement program
- Initiate the 2<sup>nd</sup> phase of the water meter change out program
- Initiate corrosion control program by testing sacrificial anodes and impress current system
- Conduct inventory of all cross connection control devices
- Continue to research new CCTV camera equipment in order to retrofit the existing CCTV Unit
- Continue to participate in the Bay Area Clean Water Agencies (BACWA) monthly meeting to gain insight, stay apprised, and contribute to changing regulations. BACWA involvement will help Foster City/EMID become a leading agency and help steer regulatory agencies in a direction that best serves the residents of Foster City
- Conduct the annual Strategic Planning Session to establish the 2009 Collection System goals and objectives

- Continue to refine emergency preparedness program, particularly in the area of water supply reliability

#### Administration and Engineering

- Focus on completing current active CIP's.
- Continue participation in ongoing county and regional efforts aimed at funding unfunded mandates and back filling lost revenues in transportation and road maintenance
- Continue expansion of the GIS development and integration of the system with the Maintenance Programs
- Continue to target sectors of the community that are under-achieving with respect to recycling goals, including large scale commercial customers and multi-family units
- Continue to participate in EOC planning and exercises
- Work with other departments to streamline practices and procedures
- Utilize latest technology to cost effectively streamline existing field practices
- Collaborate with San Mateo County Operational Area to develop a countywide Public Works Mutual Aid Agreement
- Continue to work with the MTC Local Streets & Road User Group for the Annual Needs Assessment for street funding shortfall

- Administer the annual requirements for maintaining and implementing the Uniform Cost Accounting Program
- Participate in the City-wide Collaboration Academy Training Program
- Participate in the San Mateo County Ramp Metering Technical Committee
- Stay current with FEMA training for the ICS 300 and ICS 400 and obtain certifications for staff and new hires
- Participate in the County Alternative Route Plan and aid in the development of the Traffic Incident Management (TIM) Response Manual

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

The Department continues to implement the long range plan for staffing needs that was prepared in conjunction with the five-year financial plan prepared in FY 2005/2006. These revisions reflect the reduction in the work load associated with the reduction of Capital Improvement Projects (CIP) and the general office administration duties for the CIP's; such as weekly meetings, staff reports, consultant and contractor payments and project filing.

In addition, the temporary "Special Projects" assignments have been continued for one Senior Civil Engineer with a 10% pay differential and a temporary "Acting Senior Civil Engineer" with a 5% pay differential to facilitate staff oversight and succession planning for traffic engineering needs. Both temporary assignments will be through June 2009.

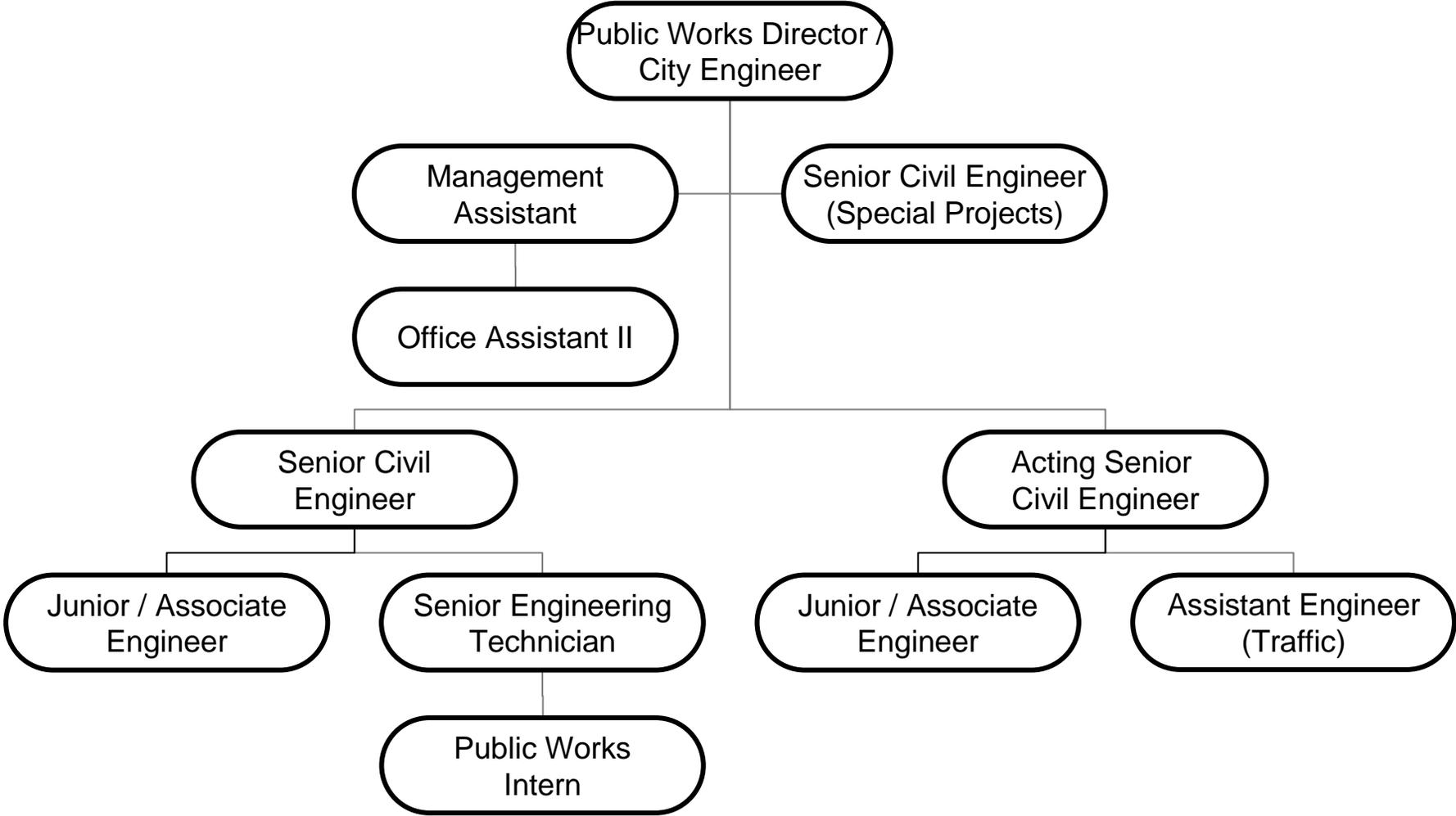
In addition, the Department currently handles all of the development review and plan check in-house. With the staffing re-organization, the Department will continue to monitor the major development projects with the workload to determine if engineering consultants should be retained to perform the plan review. The cost for all services provided by contract engineers will be fully reimbursed by the Applicant of the projects under review.

The Collection System program has identified its areas of operation and maintenance and has determined that it will require additional labor during the summer months. A summer temporary worker will help the Collection System program obtain its goals and objectives from June through September when Vacation, Compensation Time and Discretionary Leaves are used the most.

The summer temporary worker will enable the Collection System program to maintain the collection system air release valves, gate valves, exercise the parallel force mains, and perform special projects such as overflow emergency response simulation exercise training.

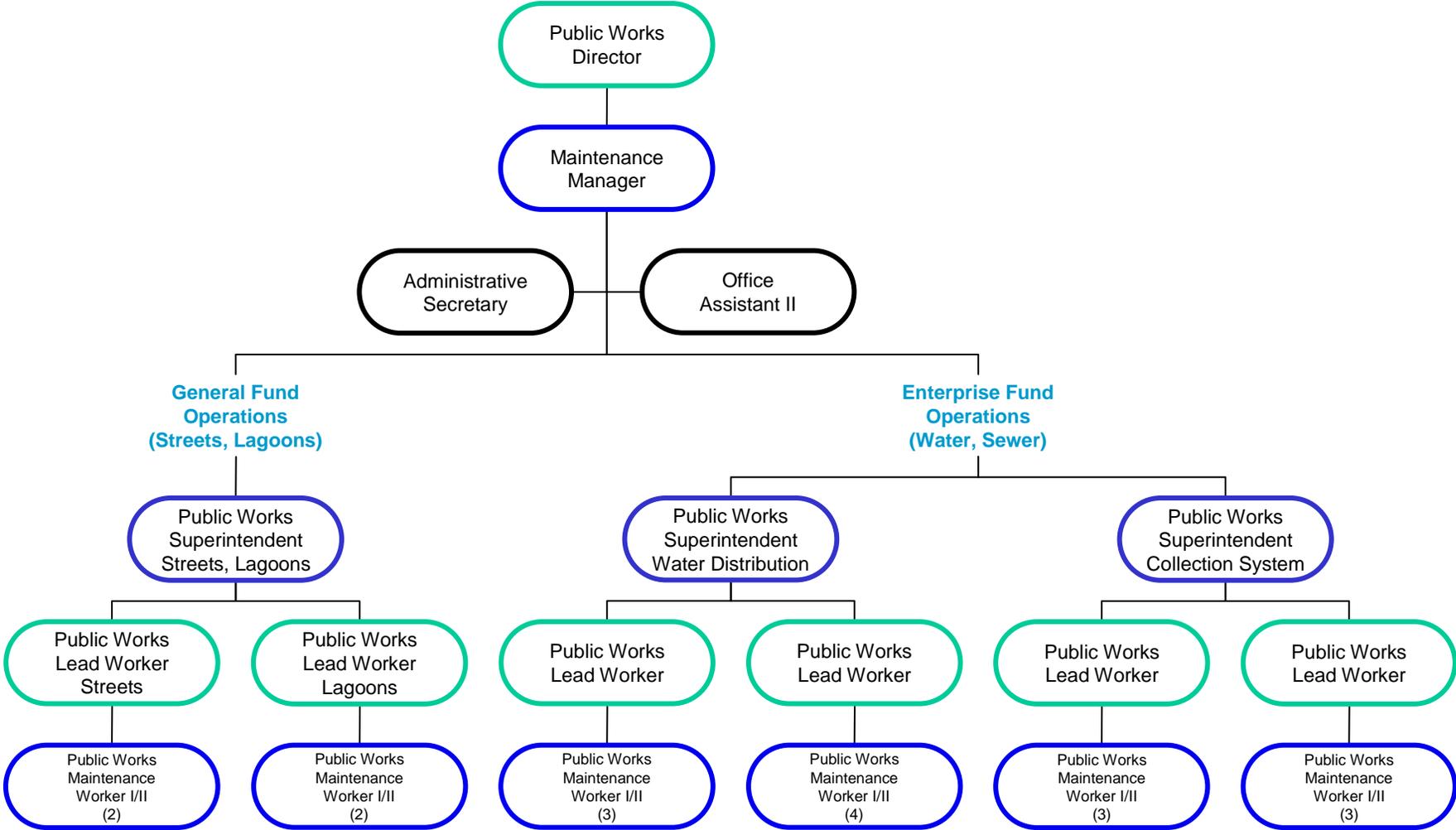
# Public Works Department

## *Engineering Division*



# Public Works Department

## *Maintenance Division*



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

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
ADMINISTRATION & ENGINEERING	\$ 674,488	\$ 674,488	\$ 760,797
LAGOON & LEVEES	743,441	743,441	733,089
STREETS	471,057	471,057	474,876
<b>TOTAL FOR PUBLIC WORKS -- General Fund Divisions</b>	<b>\$ 1,888,986</b>	<b>\$ 1,888,986</b>	<b>\$ 1,968,762</b>

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

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 1,500,800	\$ 1,500,800	\$ 1,646,200
SERVICES AND SUPPLIES	780,250	780,250	751,250
CAPITAL OUTLAY	5,000	5,000	5,000
Subtotal (Total Department-Controlled Expenses)	2,286,050	2,286,050	2,402,450
INTERNAL SERVICES	460,542	460,542	444,124
Subtotal (Total Department Expenses before Reallocations)	2,746,592	2,746,592	2,846,574
REALLOCATIONS	(857,606)	(857,606)	(877,812)
<b>TOTAL FOR PUBLIC WORKS -- General Fund Divisons</b>	<b>\$ 1,888,986</b>	<b>\$ 1,888,986</b>	<b>\$ 1,968,762</b>

## DETAIL LINE ITEM REPORT

PUBLIC WORKS - ADMIN & ENGINEERING

Account: 001-0910-431

GENERAL FUND

<b>Capital Outlay</b>		Approved 2007-2008	Requested 2008-2009
001-0910-431-4351	MONITORING / MITIGATION PLAN SEA CLOUD PARK Ph II	\$15,000.00	\$10,000.00
Subtotal		<b>\$15,000.00</b>	<b>\$10,000.00</b>
<b>Capital Outlay Total</b>		<b>\$15,000.00</b>	<b>\$10,000.00</b>
<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009
001-0910-431-4110	PERMANENT SALARY	\$505,900.00	\$562,500.00
Subtotal		<b>\$505,900.00</b>	<b>\$562,500.00</b>
001-0910-431-4111	PUBLIC WORKS INTERNS	\$9,000.00	\$12,000.00
Subtotal		<b>\$9,000.00</b>	<b>\$12,000.00</b>
001-0910-431-4120	FRINGE BENEFITS	\$161,900.00	\$208,200.00
Subtotal		<b>\$161,900.00</b>	<b>\$208,200.00</b>
<b>Employee Services Total</b>		<b>\$676,800.00</b>	<b>\$782,700.00</b>
<b>Internal Services</b>		Approved 2007-2008	Requested 2008-2009
001-0910-431-4544	VEHICLE REPLACEMENT - UNITS 2, 3, 4, 5	\$38,894.00	\$47,889.00
Subtotal		<b>\$38,894.00</b>	<b>\$47,889.00</b>
001-0910-431-4556	EQUIPMENT REPLACEMENT	\$1,200.00	\$0.00
Subtotal		<b>\$1,200.00</b>	<b>\$0.00</b>
001-0910-431-4557	INFORMATION TECHNOLOGY SERVICES	\$75,802.00	\$69,422.00
Subtotal		<b>\$75,802.00</b>	<b>\$69,422.00</b>
001-0910-431-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$11,400.00	\$0.00
Subtotal		<b>\$11,400.00</b>	<b>\$0.00</b>

001-0910-431-4569	BUILDING MAINTENANCE	\$33,218.00	\$33,818.00
	Subtotal	<b>\$33,218.00</b>	<b>\$33,818.00</b>
	<b>Internal Services Total</b>	<b>\$160,514.00</b>	<b>\$151,129.00</b>

### ***Services and Supplies***

		Approved 2007-2008	Requested 2008-2009
001-0910-431-4240	BLUE PRINT REPRODUCTIONS	\$500.00	\$500.00
001-0910-431-4240	FILM AND DEVELOPING	\$200.00	\$200.00
001-0910-431-4240	LARGE XEROX COPIER SUPPLIES	\$1,400.00	\$1,400.00
001-0910-431-4240	SMALL TOOLS	\$500.00	\$500.00
001-0910-431-4240	SURVEY SUPPLIES	\$150.00	\$150.00
001-0910-431-4240	TRAFFIC COUNTER MATERIALS	\$500.00	\$500.00
	Subtotal	<b>\$3,250.00</b>	<b>\$3,250.00</b>
001-0910-431-4241	COPY EXPENSE	\$4,000.00	\$4,000.00
	Subtotal	<b>\$4,000.00</b>	<b>\$4,000.00</b>
001-0910-431-4242	POSTAGE EXPENSE	\$3,000.00	\$3,000.00
	Subtotal	<b>\$3,000.00</b>	<b>\$3,000.00</b>
001-0910-431-4243	MISC. OFFICE SUPPLIES	\$5,000.00	\$5,000.00
	Subtotal	<b>\$5,000.00</b>	<b>\$5,000.00</b>
001-0910-431-4246	COPIER (DIGITAL)	\$3,900.00	\$3,900.00
001-0910-431-4246	LANIER EQUIPMENT	\$100.00	\$100.00
001-0910-431-4246	LARGE XEROX COPIER	\$1,000.00	\$1,000.00
001-0910-431-4246	MAINTENANCE CONTRACT, 2 TYPEWRITERS	\$50.00	\$50.00
	Subtotal	<b>\$5,050.00</b>	<b>\$5,050.00</b>
001-0910-431-4251	DOCUMENT IMAGING CONVERSION	\$1,000.00	\$1,000.00
001-0910-431-4251	GIS MAPPING UPDATES	\$1,500.00	\$1,500.00
001-0910-431-4251	MISCELLANEOUS CONSULTANT SERVICES	\$25,000.00	\$25,000.00
001-0910-431-4251	OBTAINING REPRODUCIBLE DRAWINGS	\$1,000.00	\$1,000.00
	Subtotal	<b>\$28,500.00</b>	<b>\$28,500.00</b>
001-0910-431-4253	PROFESSIONAL ASSOCIATIONS	\$1,800.00	\$1,800.00

001-0910-431-4253	PROFESSIONAL PUBLICATIONS	\$1,200.00	\$1,200.00
	Subtotal	<b>\$3,000.00</b>	<b>\$3,000.00</b>
001-0910-431-4254	LEAGUE OF CALIFORNIA CITIES MEETINGS	\$3,000.00	\$3,000.00
001-0910-431-4254	LOCAL MEETINGS	\$1,000.00	\$1,000.00
001-0910-431-4254	PROFESSIONAL TRAINING/SEMINARS	\$4,000.00	\$4,000.00
001-0910-431-4254	STATE CONFERENCE/WORKSHOP	\$800.00	\$800.00
	Subtotal	<b>\$8,800.00</b>	<b>\$8,800.00</b>
	<b>Services and Supplies Total</b>	<b>\$60,600.00</b>	<b>\$60,600.00</b>

***Reallocation***

		Approved 2007-2008	Requested 2008-2009
001-0910-431-4495	ALLOCATION OF CDA EXPENSES 311	(\$63,034.00)	(\$66,384.00)
001-0910-431-4495	ALLOCATION OF CDA EXPENSES 312	(\$63,034.00)	(\$66,384.00)
	Subtotal	<b>(\$126,068.00)</b>	<b>(\$132,768.00)</b>
001-0910-431-4496	ALLOCATION TO WATER	(\$56,179.00)	(\$55,432.00)
	Subtotal	<b>(\$56,179.00)</b>	<b>(\$55,432.00)</b>
001-0910-431-4497	ALLOCATION TO SEWER	(\$56,179.00)	(\$55,432.00)
	Subtotal	<b>(\$56,179.00)</b>	<b>(\$55,432.00)</b>
	<b>Reallocation Total</b>	<b>(\$238,426.00)</b>	<b>(\$243,632.00)</b>
	<b>ADMIN &amp; ENGINEERING Total</b>	<b>\$674,488.00</b>	<b>\$760,797.00</b>

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

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***Capital Outlay***

		Approved 2007-2008	Requested 2008-2009
001-0920-431-4385	PORTABLE FIELD DATA UNITS	\$5,000.00	\$5,000.00
	Subtotal	<b>\$5,000.00</b>	<b>\$5,000.00</b>

		Capital Outlay Total	\$5,000.00	\$5,000.00
<b>Employee Services</b>			Approved 2007-2008	Requested 2008-2009
001-0920-431-4110	PERMANENT SALARIES		\$296,100.00	\$312,300.00
	Subtotal		<b>\$296,100.00</b>	<b>\$312,300.00</b>
001-0920-431-4112	OVERTIME		\$5,000.00	\$5,000.00
	Subtotal		<b>\$5,000.00</b>	<b>\$5,000.00</b>
001-0920-431-4120	FRINGE BENEFITS		\$94,700.00	\$115,600.00
	Subtotal		<b>\$94,700.00</b>	<b>\$115,600.00</b>
<b>Employee Services Total</b>			<b>\$395,800.00</b>	<b>\$432,900.00</b>
<b>Internal Services</b>			Approved 2007-2008	Requested 2008-2009
001-0920-431-4544	VEHICLE REPLACEMENT - UNIT 12		\$10,429.00	\$10,942.00
	Subtotal		<b>\$10,429.00</b>	<b>\$10,942.00</b>
001-0920-431-4556	EQUIPMENT REPLACEMENT		\$82,575.00	\$83,083.00
001-0920-431-4556	EQUIPMENT REPLACEMENT POOLED RADIOS		\$0.00	\$252.00
	Subtotal		<b>\$82,575.00</b>	<b>\$83,335.00</b>
001-0920-431-4557	INFORMATION TECHNOLOGY SERVICES		\$16,892.00	\$17,545.00
	Subtotal		<b>\$16,892.00</b>	<b>\$17,545.00</b>
001-0920-431-4558	LONGEVITY RECOGNITION BENEFITS FUND		\$6,700.00	\$0.00
	Subtotal		<b>\$6,700.00</b>	<b>\$0.00</b>
001-0920-431-4569	BUILDING MAINTENANCE		\$28,195.00	\$28,517.00
	Subtotal		<b>\$28,195.00</b>	<b>\$28,517.00</b>
<b>Internal Services Total</b>			<b>\$144,791.00</b>	<b>\$140,339.00</b>
<b>Services and Supplies</b>			Approved 2007-2008	Requested 2008-2009
001-0920-431-4240	BOOTS/UNIFORMS/SAFETY GEAR		\$4,500.00	\$4,500.00
001-0920-431-4240	LAGOON MANAGEMENT PRODUCTS		\$85,000.00	\$85,000.00

001-0920-431-4240	LAGOON MGMT PROD - USE OF EXISTING INVENTORY	\$0.00	(\$45,000.00)
001-0920-431-4240	SMALL TOOLS	\$1,000.00	\$1,000.00
	Subtotal	<b>\$90,500.00</b>	<b>\$45,500.00</b>
001-0920-431-4246	BOAT MAINTENANCE	\$8,500.00	\$8,500.00
001-0920-431-4246	CRANE MAINTENANCE	\$3,000.00	\$3,000.00
001-0920-431-4246	HYDRAULIC FLUID	\$1,000.00	\$1,000.00
001-0920-431-4246	MAINTENANCE OF LEVEES	\$4,000.00	\$4,000.00
001-0920-431-4246	OIL FOR DIESEL ENGINES	\$1,500.00	\$1,500.00
001-0920-431-4246	REPAIR TO DIESEL ENGINES, PUMPS AND CONTROLS	\$10,000.00	\$10,000.00
	Subtotal	<b>\$28,000.00</b>	<b>\$28,000.00</b>
001-0920-431-4251	CATHODIC INSPECTION OF ALUMINUM BULKHEADS	\$4,000.00	\$4,000.00
001-0920-431-4251	LAB TESTS REQUIRED FOR NPDES	\$4,000.00	\$4,000.00
001-0920-431-4251	LAGOON PUMP ENGINE SERVICE	\$5,000.00	\$5,000.00
001-0920-431-4251	MOSQUITO ABATEMENT PROGRAM	\$38,000.00	\$40,000.00
001-0920-431-4251	NPDES PERMIT FEE	\$25,000.00	\$25,000.00
	Subtotal	<b>\$76,000.00</b>	<b>\$78,000.00</b>
001-0920-431-4253	VARIOUS WATERWAYS MANAGEMENT ASSOCIATIONS	\$350.00	\$350.00
	Subtotal	<b>\$350.00</b>	<b>\$350.00</b>
001-0920-431-4254	TRAVEL, CONFERENCES AND MEETINGS	\$1,000.00	\$1,000.00
	Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
001-0920-431-4255	TRAINING AND CERTIFICATION	\$2,000.00	\$2,000.00
	Subtotal	<b>\$2,000.00</b>	<b>\$2,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$197,850.00</b>	<b>\$154,850.00</b>
	<b>LAGOON &amp; LEVEES Total</b>	<b>\$743,441.00</b>	<b>\$733,089.00</b>

<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009
001-0930-431-4110	PERMANENT SALARIES	\$309,200.00	\$303,300.00
	Subtotal	<b>\$309,200.00</b>	<b>\$303,300.00</b>
001-0930-431-4112	4TH OF JULY OVERTIME -- PUBLIC WORKS	\$1,000.00	\$1,000.00
001-0930-431-4112	OVERTIME	\$4,000.00	\$4,000.00
	Subtotal	<b>\$5,000.00</b>	<b>\$5,000.00</b>
001-0930-431-4120	FRINGE BENEFITS	\$99,000.00	\$112,300.00
	Subtotal	<b>\$99,000.00</b>	<b>\$112,300.00</b>
	<b>Employee Services Total</b>	<b>\$413,200.00</b>	<b>\$420,600.00</b>

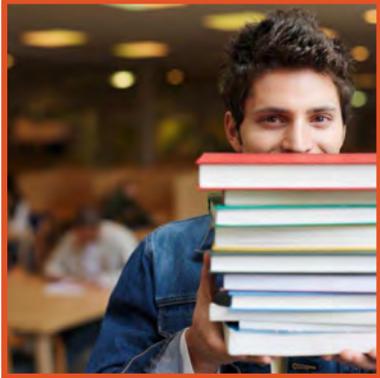
<b>Internal Services</b>		Approved 2007-2008	Requested 2008-2009
001-0930-431-4544	VEHICLE REPLACEMENT - UNITS # 13, 14, 15, 16	\$43,531.00	\$44,408.00
	Subtotal	<b>\$43,531.00</b>	<b>\$44,408.00</b>
001-0930-431-4556	EQUIPMENT REPLACEMENT	\$59,619.00	\$60,908.00
001-0930-431-4556	EQUIPMENT REPLACEMENT POOLED RADIOS	\$0.00	\$252.00
	Subtotal	<b>\$59,619.00</b>	<b>\$61,160.00</b>
001-0930-431-4557	INFORMATION TECHNOLOGY SERVICES	\$16,892.00	\$17,546.00
	Subtotal	<b>\$16,892.00</b>	<b>\$17,546.00</b>
001-0930-431-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$7,000.00	\$1,026.00
	Subtotal	<b>\$7,000.00</b>	<b>\$1,026.00</b>
001-0930-431-4569	BUILDING MAINTENANCE	\$28,195.00	\$28,516.00
	Subtotal	<b>\$28,195.00</b>	<b>\$28,516.00</b>
	<b>Internal Services Total</b>	<b>\$155,237.00</b>	<b>\$152,656.00</b>

<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
001-0930-431-4240	BARRICADES AND ACCESSORIES	\$1,500.00	\$1,500.00

001-0930-431-4240	BOOTS/UNIORMS/SAFETY GEAR	\$5,700.00	\$5,700.00
001-0930-431-4240	CONCRETE SAW BLADES	\$1,500.00	\$1,500.00
001-0930-431-4240	CRACK FILL MATERIAL	\$2,000.00	\$2,000.00
001-0930-431-4240	MATERIALS FOR TRAFFIC MARKINGS	\$10,000.00	\$10,000.00
001-0930-431-4240	MISC. SUPPLIES	\$1,400.00	\$1,400.00
001-0930-431-4240	SAND BAGS	\$1,000.00	\$1,000.00
001-0930-431-4240	SAND, ROCK, CEMENT	\$5,000.00	\$5,000.00
001-0930-431-4240	SEALER AND ASPHALT, CUT BACK	\$5,000.00	\$5,000.00
001-0930-431-4240	SIGN MOUNTING HARDWARE	\$2,000.00	\$2,000.00
001-0930-431-4240	SIGN REFURBISHING	\$7,500.00	\$7,500.00
001-0930-431-4240	STORM SEWER CLEANING, REPAIR AND INSTALLATION	\$15,000.00	\$15,000.00
001-0930-431-4240	STORM SEWER POLLUTION PREVENTION PRODUCTS	\$5,000.00	\$5,000.00
	Subtotal	<b>\$62,600.00</b>	<b>\$62,600.00</b>
001-0930-431-4243	MISC. OFFICE SUPPLIES	\$1,000.00	\$1,000.00
	Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
001-0930-431-4246	LUBRICATING OIL AND GREASE	\$1,200.00	\$1,200.00
001-0930-431-4246	MAINTENANCE OF COPY MACHINE (1/3)	\$1,000.00	\$1,000.00
001-0930-431-4246	SMALL EQUIPMENT MAINTENANCE	\$2,000.00	\$2,000.00
001-0930-431-4246	TRAFFIC MARKING EQUIPMENT AND PARTS	\$2,500.00	\$2,500.00
	Subtotal	<b>\$6,700.00</b>	<b>\$6,700.00</b>
001-0930-431-4247	RENTAL OF BOBCAT ATTACHMENTS	\$1,000.00	\$1,000.00
	Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
001-0930-431-4248	ELEC. COST FOR 2100 STREET LTS./24 TRAFFIC SIGNALS	\$200,000.00	\$210,000.00
	Subtotal	<b>\$200,000.00</b>	<b>\$210,000.00</b>
001-0930-431-4251	CURB RAMP INSTALLATION / REPLACEMENT	\$25,000.00	\$25,000.00
001-0930-431-4251	DIESEL TANK HYDROCARBON REMOVAL	\$2,000.00	\$0.00
001-0930-431-4251	DISPOSAL OF SOLVENTS, WASTE MATERIALS, ETC.	\$7,500.00	\$0.00
001-0930-431-4251	MAINTENANCE AND REPAIR OF 2100 STREET LIGHTS	\$56,000.00	\$59,000.00
001-0930-431-4251	MAINTENANCE AND REPAIR OF 24 TRAFFIC SIGNALS	\$49,000.00	\$52,000.00

001-0930-431-4251	RECYCLE AND DISPOSAL OF HAZARDOUS WASTE	\$10,000.00	\$15,000.00
001-0930-431-4251	STREET SWEEPING	\$97,000.00	\$99,500.00
	Subtotal	<b>\$246,500.00</b>	<b>\$250,500.00</b>
001-0930-431-4253	VARIOUS STREET AND TRAFFIC ASSOCIATIONS	\$1,000.00	\$1,000.00
	Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
001-0930-431-4254	TRAVEL, CONFERENCES AND MEETINGS	\$2,000.00	\$2,000.00
	Subtotal	<b>\$2,000.00</b>	<b>\$2,000.00</b>
001-0930-431-4255	TRAINING AND CERTIFICATION	\$1,000.00	\$1,000.00
	Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$521,800.00</b>	<b>\$535,800.00</b>
<b>Reallocation</b>		Approved 2007-2008	Requested 2008-2009
001-0930-431-4498	REALLOCATION TO GAS TAX FUNDS	(\$507,180.00)	(\$514,180.00)
001-0930-431-4498	REALLOCATION TO TRAFFIC SAFETY FUND	(\$112,000.00)	(\$120,000.00)
	Subtotal	<b>(\$619,180.00)</b>	<b>(\$634,180.00)</b>
	<b>Reallocation Total</b>	<b>(\$619,180.00)</b>	<b>(\$634,180.00)</b>
	<b>STREET Total</b>	<b>\$471,057.00</b>	<b>\$474,876.00</b>

# Library Services



The County of San Mateo Library Services Joint Powers Authority (JPA), of which Foster City is a member, operates a library on the ground floor of the Foster City Library / Community Center. The JPA funds the operations of the Library: acquires and maintains book asset inventory, provides personnel to operate the library, etc. The City has elected to fund three (3) additional library hours per week above the standard operating hours provided by the JPA through payment to the JPA of the incremental costs associated with those 3 additional hours.

Under the JPA, the City owns the building housing the library and is responsible for its maintenance.

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

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	36,000	36,000	35,000
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	36,000	36,000	35,000
INTERNAL SERVICES	209,671	209,671	218,204
Subtotal (Total Department Expenses before Reallocations)	245,671	245,671	253,204
REALLOCATIONS	-	-	-
<b>TOTAL FOR LIBRARY SERVICES</b>	<b>\$ 245,671</b>	<b>\$ 245,671</b>	<b>\$ 253,204</b>

## DETAIL LINE ITEM REPORT

LIBRARY SERVICES - LIBRARY SERVICES

Account: 001-1310-415

GENERAL FUND

<b><i>Internal Services</i></b>		Approved 2007-2008	Requested 2008-2009
001-1310-415-4569	BUILDING MAINTENANCE -- LIBRARY	\$209,671.00	\$218,204.00
	Subtotal	<b>\$209,671.00</b>	<b>\$218,204.00</b>
	<b>Internal Services Total</b>	<b>\$209,671.00</b>	<b>\$218,204.00</b>
<b><i>Services and Supplies</i></b>		Approved 2007-2008	Requested 2008-2009
001-1310-415-4251	CITY LIBRARY SERVICES (3 ADD'L HOURS)	\$36,000.00	\$35,000.00
	Subtotal	<b>\$36,000.00</b>	<b>\$35,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$36,000.00</b>	<b>\$35,000.00</b>
	<b>LIBRARY SERVICES Total</b>	<b>\$245,671.00</b>	<b>\$253,204.00</b>

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# Property Tax Administration



Property taxes are collected by the County of San Mateo's Assessor's Office. For those services, the County charges the City a property tax administration fee for collecting and remitting the property taxes to the Estero Municipal Improvement District.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
PROPERTY TAX ADMINISTRATION  
GENERAL FUND -- DISTRICT  
Annual Budget Appropriation for Fiscal Year

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	82,000	82,000	102,000
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	82,000	82,000	102,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	82,000	82,000	102,000
REALLOCATIONS	-	-	-
<b>TOTAL FOR PROPERTY TAX ADMINISTRATION</b>	<b>\$ 82,000</b>	<b>\$ 82,000</b>	<b>\$ 102,000</b>

## DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - GENERAL ACCOUNTING

Account: 002-1120-415

GENERAL FUND-DISTRICT

<b><i>Services and Supplies</i></b>		Approved 2007-2008	Requested 2008-2009
002-1120-415-4251	PROPERTY TAX ADMINISTRATION FEE	\$82,000.00	\$102,000.00
Subtotal		<b>\$82,000.00</b>	<b>\$102,000.00</b>
<b>Services and Supplies Total</b>		<b>\$82,000.00</b>	<b>\$102,000.00</b>
<b>GENERAL ACCOUNTING Total</b>		<b>\$82,000.00</b>	<b>\$102,000.00</b>

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# Traffic Safety



Revenues are received by the City as its share of fines generated from violations of the State Motor Vehicle Code and expended for traffic safety programs. These funds are eligible to be spent on street and roadway improvements that facilitate traffic safety programs in Foster City.

In prior fiscal years, a portion of the costs incurred in the Public Works – Streets Maintenance Division were charged to the Traffic Safety Fund via a fund balance transfer. Starting in FY 2007-2008, these costs are shown as an expenditure reallocation to this fund.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**PUBLIC WORKS**  
**TRAFFIC SAFETY FUND**  
Annual Budget Appropriation for Fiscal Year

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	-
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	-
REALLOCATIONS	112,000	112,000	120,000
<b>TOTAL FOR PUBLIC WORKS</b>	<b>\$ 112,000</b>	<b>\$ 112,000</b>	<b>\$ 120,000</b>

## DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - GENERAL ACCOUNTING

Account: 101-1120-415

TRAFFIC SAFETY

<i>Reallocation</i>		Approved 2007-2008	Requested 2008-2009
101-1120-415-4499	REALLOCATION FROM PW STREETS	\$112,000.00	\$120,000.00
	Subtotal	<b>\$112,000.00</b>	<b>\$120,000.00</b>
	<b>Reallocation Total</b>	<b>\$112,000.00</b>	<b>\$120,000.00</b>
<b>GENERAL ACCOUNTING Total</b>		<b>\$112,000.00</b>	<b>\$120,000.00</b>

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# Gas Tax



Revenues are apportioned to the City from State-collected gasoline taxes. These funds are eligible to be spent for engineering, construction and maintenance of City streets.

The associated costs with these programs are incurred in the Public Works – Streets Maintenance Division in General Fund, and are shown as an expenditure reallocation to this fund.

In addition, expenses related to the City / County Association of Governments Congestion Management and Relief Plans in the Council/Board division are allocated as eligible expenditures for reimbursement from Gas Tax revenues.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**PUBLIC WORKS**  
**GAS TAX FUND**  
Annual Budget Appropriation for Fiscal Year

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	-
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	-
REALLOCATIONS	614,000	614,000	621,000
<b>TOTAL FOR PUBLIC WORKS</b>	<b>\$ 614,000</b>	<b>\$ 614,000</b>	<b>\$ 621,000</b>

## DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - GENERAL ACCOUNTING

Account: 103-1120-415

GAS TAX

<b>Reallocation</b>		Approved 2007-2008	Requested 2008-2009
103-1120-415-4499	REALLOCATION FROM COUNCIL/BOARD	\$106,820.00	\$106,820.00
103-1120-415-4499	REALLOCATION FROM PW STREETS	\$507,180.00	\$514,180.00
	Subtotal	<b>\$614,000.00</b>	<b>\$621,000.00</b>
	<b>Reallocation Total</b>	<b>\$614,000.00</b>	<b>\$621,000.00</b>
	<b>GENERAL ACCOUNTING Total</b>	<b>\$614,000.00</b>	<b>\$621,000.00</b>

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# SLESF/COPS Grant



SLESF/COPS Grant Funding – In previous years, the City was the recipient of \$100,000 of funding annually from the State of California under the Citizens Option for Public Safety (COPS) program, a Special Revenue Fund. For FY 2008-2009, the Governor’s proposed budget recommends cutting the program by at least 10% as part of the plan to eliminate the State budget deficit. The Legislative Analysts’ Office is recommending that the program be eliminated entirely. Based on the information received to date on the State budget, the City is taking a conservative approach and is assuming that no funding will be provided by the State under the SLESF/COPS program. Accordingly, an additional \$100,000 in personnel costs is being reflected in the Police Department Operations Division due to the potential elimination of this State funding.

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

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 100,000	\$ 100,000	\$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	100,000	100,000	-
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	100,000	100,000	-
REALLOCATIONS	-	-	-
<b>TOTAL FOR SLESF / COPS GRANT</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>

## DETAIL LINE ITEM REPORT

POLICE - FIELD OPERATIONS

Account: 108-0620-421

SLESF/COPS GRANT

<i>Employee Services</i>		Approved 2007-2008	Requested 2008-2009
108-0620-421-4110	ALLOCATION FR GEN'L FUND (POLICE) FOR 1 OFFICER	\$100,000.00	\$0.00
	Subtotal	<b>\$100,000.00</b>	<b>\$0.00</b>
	<b>Employee Services Total</b>	<b>\$100,000.00</b>	<b>\$0.00</b>
	<b>FIELD OPERATIONS Total</b>	<b>\$100,000.00</b>	<b>\$0.00</b>

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In 2004, the City of Foster City took the initiative to create and launch a web-based recruitment tool for public sector employers. CalOpps.org was created to bring economies of scale to public sector employers in California as an online recruitment and applicant tracking tool. Job seekers can log on to one web site and search for career opportunities in the public sector, post their resumes, and apply for jobs that are open. Employers are charged an initiation fee of up to \$2,000 to join the program, a one-time \$750 training fee and then annual maintenance fees of \$1,500. There is no cost for a job seeker to submit their applications or post their resumes.

The concept was developed by the Human Resources Department in partnership with the Administrative Services Department's Information Technology Division. The site and the application behind the site were built primarily using internal resources. The Human Resources Department administers the program, handling all aspects of marketing and relationships with employer clients.

### ***RESOURCES REQUIRED***

This is a self-supporting initiative accounted for in the City's Special Revenue Funds (fund #114). Resources required include the following:

- Personnel Allocations – Allocations of 10% of the Human Resources Director and 20% of one Human Resources Technician time are charged to the fund on an annual basis. Additional allocations of personnel for FY 2008-2009 include a part-time CalOpps Intern and a part-time City Manager Intern. Both Intern positions are of limited duration. The CalOpps Intern is provided during the fiscal year to support the CalOpps upgrades for Version III. This position will terminate upon completion of the system upgrades which are anticipated around September 2008. The expected cost of the CalOpps Intern is \$10,000. The City Manager Intern position is funded via CalOpps as a pilot scholarship program. The position is limited to no more than 999 hours during the fiscal year

and will provide support to the Environmental Sustainability Task Force and other related activities. The position is budgeted at \$25,000.

- Internal Services Charges – Support and hardware/software replacement charges from the Information Technology Internal Services Fund are allocated to the fund.
- Consulting Services – Certain marketing and training activities are outsourced to a consultant so as not to impact City-related functions of the HR Department.
- Supplies – Miscellaneous supply and copy expenses charges are necessary to account for such expenses borne by the City for the CalOpps program.

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

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 31,500	\$ 31,500	\$ 79,100
SERVICES AND SUPPLIES	22,500	22,500	42,500
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	54,000	54,000	121,600
INTERNAL SERVICES	7,775	7,775	9,113
Subtotal (Total Department Expenses before Reallocations)	61,775	61,775	130,713
REALLOCATIONS	-	-	-
<b>TOTAL FOR HUMAN RESOURCES</b>	<b>\$ 61,775</b>	<b>\$ 61,775</b>	<b>\$ 130,713</b>

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## DETAIL LINE ITEM REPORT

HUMAN RESOURCES - ADMINISTRATION    Account: 114-1210-415

CALOPPS.ORG

<b><i>Employee Services</i></b>		Approved 2007-2008	Requested 2008-2009
114-1210-415-4110	PERMANENT SALARIES	\$24,500.00	\$33,600.00
Subtotal		<b>\$24,500.00</b>	<b>\$33,600.00</b>
114-1210-415-4111	ALLOCATION GEN'L FUND (CITY MGR) FOR INTERN	\$0.00	\$25,000.00
114-1210-415-4111	INTERN SALARY FOR CALOPPS SPECIAL PROJECTS	\$0.00	\$10,000.00
Subtotal		<b>\$0.00</b>	<b>\$35,000.00</b>
114-1210-415-4120	FRINGE BENEFITS	\$7,000.00	\$10,500.00
Subtotal		<b>\$7,000.00</b>	<b>\$10,500.00</b>
<b>Employee Services Total</b>		<b>\$31,500.00</b>	<b>\$79,100.00</b>
<b><i>Internal Services</i></b>		Approved 2007-2008	Requested 2008-2009
114-1210-415-4557	INFORMATION TECHNOLOGY SERVICES	\$7,175.00	\$9,113.00
Subtotal		<b>\$7,175.00</b>	<b>\$9,113.00</b>
114-1210-415-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$600.00	\$0.00
Subtotal		<b>\$600.00</b>	<b>\$0.00</b>
<b>Internal Services Total</b>		<b>\$7,775.00</b>	<b>\$9,113.00</b>
<b><i>Services and Supplies</i></b>		Approved 2007-2008	Requested 2008-2009
114-1210-415-4241	COPY EXPENSES	\$2,500.00	\$2,500.00
Subtotal		<b>\$2,500.00</b>	<b>\$2,500.00</b>
114-1210-415-4249	MARKETING / TRADE SHOWS	\$10,000.00	\$10,000.00
Subtotal		<b>\$10,000.00</b>	<b>\$10,000.00</b>
114-1210-415-4251	CONSULTING FEES -- DOCUMENTATION / TRAINING	\$10,000.00	\$30,000.00

Subtotal	\$10,000.00	\$30,000.00
<b>Services and Supplies Total</b>	<b>\$22,500.00</b>	<b>\$42,500.00</b>
<b>ADMINISTRATION Total</b>	<b>\$61,775.00</b>	<b>\$130,713.00</b>

# Bond Interest and Redemption Funds

These funds were used to retire the general obligation and revenue bonds issued by the Estero Municipal Improvement District. The category of bonds included land reclamation and sewer. The Estero general obligation bonds were fully paid off on August 1, 2007.



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**FINANCIAL SERVICES**  
**BOND INTEREST AND REDEMPTION FUNDS (203-204)**  
Annual Budget Appropriation for Fiscal Year

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	662,050	662,050	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	662,050	662,050	-
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	662,050	662,050	-
REALLOCATIONS	-	-	-
<b>TOTAL FOR BOND INTEREST AND REDEMPTION FUNDS (203-204)</b>	<b>\$ 662,050</b>	<b>\$ 662,050</b>	<b>\$ -</b>

## DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - GENERAL ACCOUNTING

Account: 203-1120-415

RECLAMATION I & R 1967

<b><i>Services and Supplies</i></b>		Approved 2007-2008	Requested 2008-2009
203-1120-415-4270	PRINCIPAL DUE ON 8/1/07 RECLAMATION 1967	\$635,000.00	\$0.00
	Subtotal	<b>\$635,000.00</b>	<b>\$0.00</b>
203-1120-415-4271	INTEREST DUE ON 8/1/07 RECLAMATION 1967	\$19,050.00	\$0.00
	Subtotal	<b>\$19,050.00</b>	<b>\$0.00</b>
203-1120-415-4273	FISCAL AGENT FEE	\$8,000.00	\$0.00
	Subtotal	<b>\$8,000.00</b>	<b>\$0.00</b>
	<b>Services and Supplies Total</b>	<b>\$662,050.00</b>	<b>\$0.00</b>
<b>GENERAL ACCOUNTING Total</b>		<b>\$662,050.00</b>	<b>\$0.00</b>

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# Assessment District Funds



These funds are used to retire the assessment district bonds issued by the City of Foster City on behalf of the developers of the Vintage Park projects. The proceeds from the bond sales were used to construct the public infrastructure required for these developments.

For property owners in the Vintage Park Assessment District 89-1, a special assessment is placed on the property tax bill annually to collect sufficient funds to pay the principal, interest, fiscal agent fee and debt administration charges associated with the bonds. These expenditures are shown in this fund.

The Metro Center Assessment District 86-1 bonds were fully paid off on September 2, 2007.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**FINANCIAL SERVICES**  
**ASSESSMENT DISTRICTS FUNDS (213-220)**  
**Annual Budget Appropriation for Fiscal Year**

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	1,443,600	1,443,600	439,103
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	1,443,600	1,443,600	439,103
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	1,443,600	1,443,600	439,103
REALLOCATIONS	-	-	-
<b>TOTAL FOR ASSESSMENT DISTRICTS FUNDS (213-220)</b>	<b>\$ 1,443,600</b>	<b>\$ 1,443,600</b>	<b>\$ 439,103</b>

## DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - ADMINISTRATION

Account: 213-1110-415

METRO 86-1 REDEMPTION

<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
213-1110-415-4251	ADMINISTRATION FEE FY 07/08	\$25,000.00	\$0.00
213-1110-415-4251	ARBITRAGE ACCOUNTING FEES METRO 86-1	\$2,000.00	\$0.00
	Subtotal	<b>\$27,000.00</b>	<b>\$0.00</b>
213-1110-415-4270	PRINCIPAL DUE ON 9/2/07 METRO 86-1	\$940,000.00	\$0.00
	Subtotal	<b>\$940,000.00</b>	<b>\$0.00</b>
213-1110-415-4271	INTEREST DUE ON 9/2/07 METRO 86-1	\$32,900.00	\$0.00
	Subtotal	<b>\$32,900.00</b>	<b>\$0.00</b>
213-1110-415-4273	FISCAL AGENT FEE	\$5,000.00	\$0.00
	Subtotal	<b>\$5,000.00</b>	<b>\$0.00</b>
	<b>Services and Supplies Total</b>	<b>\$1,004,900.00</b>	<b>\$0.00</b>
	<b>ADMINISTRATION Total</b>	<b>\$1,004,900.00</b>	<b>\$0.00</b>

FINANCIAL SERVICES - ADMINISTRATION

Account: 219-1110-415

VINTAGE 89-1 REDEMPTION

<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
219-1110-415-4251	ADMINISTRATION FEE FY 08/09	\$2,250.00	\$1,755.00
219-1110-415-4251	MUNI FINANCIAL SERVICES VINTAGE 89-1	\$2,000.00	\$5,000.00
	Subtotal	<b>\$4,250.00</b>	<b>\$6,755.00</b>
219-1110-415-4270	PRINCIPAL DUE ON 9/2/08 VINTAGE 89-1	\$360,000.00	\$385,000.00

		Subtotal	<b>\$360,000.00</b>	<b>\$385,000.00</b>
219-1110-415-4271	INTEREST DUE ON 3/2/09 VINTAGE 89-1		\$29,200.00	\$15,148.00
219-1110-415-4271	INTEREST DUE ON 9/2/08 VINTAGE 89-1		\$42,250.00	\$29,200.00
		Subtotal	<b>\$71,450.00</b>	<b>\$44,348.00</b>
219-1110-415-4273	FISCAL AGENT FEE		\$3,000.00	\$3,000.00
		Subtotal	<b>\$3,000.00</b>	<b>\$3,000.00</b>
		<b>Services and Supplies Total</b>	<b>\$438,700.00</b>	<b>\$439,103.00</b>
		<b>ADMINISTRATION Total</b>	<b>\$438,700.00</b>	<b>\$439,103.00</b>

# Water Enterprise Fund



The Estero Municipal Improvement District (EMID) provides water utility services to customers in Foster City and the Mariner's Island area of the City of San Mateo (north of Highway 92 and East of Highway 101). Treated water is purchased exclusively from the San Francisco Water Department, a department of the San Francisco Public Utilities Commission. The water is delivered to EMID via Hetch Hetchy Reservoir distribution system with approximately 120 pounds per square inch (PSI) of pressure. EMID reduces the pressure to approximately 60 PSI operating pressure for the customers. The SFPUC treats and monitors the water quality to meet all drinking water standards. EMID also continually tests the water it distributes to assure compliance with State health standards.

EMID maintains and operates the distribution system within its boundaries. EMID maintains and operates four (4) water tanks with a total storage of 20 million gallons to provide supply storage in the event of system shutdowns or emergencies. EMID has four (4) natural gas engines with propane backup systems and two (2) electrical powered engines to pump water from the storage tanks into the distribution system. The water storage tanks and the pumping station are located at the District's Corporation Yard. EMID also maintains and operates more than 110 miles of water lines, more than 4,800 water valves, more than 1,400 fire hydrants, two water pressure reduction stations, as well as the facilities at the corporation yard. On the average, EMID customers consumed over 5 million gallons of water per day (MGD).

EMID customers are billed bi-monthly for the water services. There are two (2) components of charges in the customer bill. The customers are charged a water availability charge, which is often referred to as a meter charge because the charge is based on the size of the water meter at the property, and a consumption charge for the amount of water consumed. The water rates are reviewed annually and updated accordingly.

For further information about the EMID Water Enterprise Fund operations, please refer to the Public Works narrative included earlier in this Budget Document.

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

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 1,275,800	\$ 1,275,800	\$ 1,465,500
SERVICES AND SUPPLIES	4,002,299	4,002,299	4,319,642
CAPITAL OUTLAY	17,500	17,500	5,000
Subtotal (Total Department-Controlled Expenses)	5,295,599	5,295,599	5,790,142
INTERNAL SERVICES	1,099,632	1,099,632	980,002
Subtotal (Total Department Expenses before Reallocations)	6,395,231	6,395,231	6,770,144
REALLOCATIONS	825,183	825,183	771,647
<b>TOTAL FOR WATER ENTERPRISE FUND</b>	<b>\$ 7,220,414</b>	<b>\$ 7,220,414</b>	<b>\$ 7,541,791</b>

## DETAIL LINE ITEM REPORT

PUBLIC WORKS - WATER    Account: 401-0960-461

WATER REVENUE

<b>Capital Outlay</b>		Approved 2007-2008	Requested 2008-2009
401-0960-461-4385	PORTABLE FIELD DATA UNITS	\$5,000.00	\$5,000.00
401-0960-461-4385	STORAGE SPACE EXPANSION - CORP YARD RADIO TOWER	\$12,500.00	\$0.00
Subtotal		<b>\$17,500.00</b>	<b>\$5,000.00</b>
<b>Capital Outlay Total</b>		<b>\$17,500.00</b>	<b>\$5,000.00</b>
<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009
401-0960-461-4110	PERMANENT SALARIES	\$951,000.00	\$1,053,600.00
Subtotal		<b>\$951,000.00</b>	<b>\$1,053,600.00</b>
401-0960-461-4111	PUBLIC WORKS INTERNS	\$4,500.00	\$6,000.00
Subtotal		<b>\$4,500.00</b>	<b>\$6,000.00</b>
401-0960-461-4112	OVERTIME	\$16,000.00	\$16,000.00
Subtotal		<b>\$16,000.00</b>	<b>\$16,000.00</b>
401-0960-461-4120	FRINGE BENEFITS	\$304,300.00	\$389,900.00
Subtotal		<b>\$304,300.00</b>	<b>\$389,900.00</b>
<b>Employee Services Total</b>		<b>\$1,275,800.00</b>	<b>\$1,465,500.00</b>
<b>Internal Services</b>		Approved 2007-2008	Requested 2008-2009
401-0960-461-4544	VEHICLE REPLACEMENT - UNITS 20,21,22,23,26,27,36	\$113,955.00	\$99,863.00
Subtotal		<b>\$113,955.00</b>	<b>\$99,863.00</b>
401-0960-461-4556	EQUIPMENT REPLACEMENT	\$629,763.00	\$551,659.00
401-0960-461-4556	EQUIPMENT REPLACEMENT POOLED RADIOS	\$0.00	\$252.00
Subtotal		<b>\$629,763.00</b>	<b>\$551,911.00</b>

401-0960-461-4557	INFORMATION TECHNOLOGY SERVICES	\$238,132.00	\$229,972.00
	Subtotal	<b>\$238,132.00</b>	<b>\$229,972.00</b>
401-0960-461-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$21,400.00	\$1,231.00
	Subtotal	<b>\$21,400.00</b>	<b>\$1,231.00</b>
401-0960-461-4562	SELF INSURANCE FUND CHARGE	\$40,000.00	\$40,000.00
	Subtotal	<b>\$40,000.00</b>	<b>\$40,000.00</b>
401-0960-461-4569	BUILDING MAINTENANCE	\$56,382.00	\$57,025.00
	Subtotal	<b>\$56,382.00</b>	<b>\$57,025.00</b>
<b>Internal Services Total</b>		<b>\$1,099,632.00</b>	<b>\$980,002.00</b>

<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
401-0960-461-4240	ANNUAL WATER QUALITY REPORT - PRINTING	\$7,000.00	\$7,000.00
401-0960-461-4240	BOOTS AND UNIFORMS	\$5,300.00	\$5,300.00
401-0960-461-4240	COMPRESSION FITTINGS	\$2,000.00	\$2,000.00
401-0960-461-4240	HARD HATS, GLOVES AND EYE PROTECTIONS	\$700.00	\$700.00
401-0960-461-4240	HYDRANT FITTINGS AND PARTS	\$6,500.00	\$6,500.00
401-0960-461-4240	METER PARTS	\$12,000.00	\$12,000.00
401-0960-461-4240	PAINT FOR HYDRANTS AND MISC. JOBS	\$1,000.00	\$1,000.00
401-0960-461-4240	PIPES, CLAMPS AND PARTS	\$14,000.00	\$14,000.00
401-0960-461-4240	SAW BLADES FOR ASPHALT/CONCRETE CUTTER	\$1,300.00	\$1,300.00
401-0960-461-4240	SMALL TOOLS	\$500.00	\$500.00
401-0960-461-4240	STAINLESS STEEL NUTS AND BOLTS	\$2,000.00	\$2,000.00
401-0960-461-4240	TRENCH EXCAVATION MATERIAL	\$6,000.00	\$6,000.00
401-0960-461-4240	VALVES AND METER BOXES AND LIDS	\$16,000.00	\$16,000.00
401-0960-461-4240	WATER CHARTS AND MARKER PENS	\$100.00	\$100.00
401-0960-461-4240	WATER VALVES AND OPERATION NUTS	\$3,500.00	\$3,500.00
	Subtotal	<b>\$77,900.00</b>	<b>\$77,900.00</b>
401-0960-461-4241	PROP 218 NOTIFICATIONS FOR WATER/SEWER	\$0.00	\$700.00
	Subtotal	<b>\$0.00</b>	<b>\$700.00</b>

401-0960-461-4242	PROP 218 NOTIFICATIONS FOR WATER/SEWER	\$0.00	\$1,800.00
	Subtotal	<b>\$0.00</b>	<b>\$1,800.00</b>
401-0960-461-4243	BOOKS, MANUALS & TAPES	\$1,000.00	\$1,000.00
401-0960-461-4243	MISC. OFFICE SUPPLIES	\$1,400.00	\$1,400.00
	Subtotal	<b>\$2,400.00</b>	<b>\$2,400.00</b>
401-0960-461-4246	AIR RELIEF VALVE REPAIR AND REPLACEMENT	\$2,500.00	\$2,500.00
401-0960-461-4246	ANNUAL WATER MODEL MAINTENANCE FEE	\$800.00	\$800.00
401-0960-461-4246	MAINTENANCE OF COPY MACHINE (1/3)	\$1,000.00	\$1,000.00
401-0960-461-4246	MAINTENANCE OF METER READING EQUIPMENT	\$0.00	\$1,200.00
401-0960-461-4246	MAINTENANCE OF PRESSURE REDUCING VALVES	\$7,000.00	\$7,000.00
401-0960-461-4246	MAINTENANCE REPAIR TO WATER PUMPS/ENGINES	\$13,000.00	\$13,000.00
401-0960-461-4246	MAINTENANCE REPAIRS TO 5 PORTABLE PUMPS-HYDR EQUIP	\$1,500.00	\$1,500.00
401-0960-461-4246	REPAIRS/SERVICE CALLS-WATER/ELECTRICAL CONROL SYS	\$3,000.00	\$3,000.00
	Subtotal	<b>\$28,800.00</b>	<b>\$30,000.00</b>
401-0960-461-4247	RENTAL OF BOBCAT ATTACHMENTS & SHORING	\$2,000.00	\$2,000.00
	Subtotal	<b>\$2,000.00</b>	<b>\$2,000.00</b>
401-0960-461-4248	CA DEPARTMENT OF HEALTH SERVICES	\$13,000.00	\$13,000.00
401-0960-461-4248	ELECTRICITY FOR WATER PUMP PLANT - NEW	\$20,000.00	\$20,000.00
401-0960-461-4248	NATURAL GAS FOR WATER PUMP PLANT	\$40,000.00	\$40,000.00
401-0960-461-4248	SFPUC WATER PURCHASE	\$3,654,167.00	\$3,956,642.00
	Subtotal	<b>\$3,727,167.00</b>	<b>\$4,029,642.00</b>
401-0960-461-4251	ANNUAL WATER QUALITY REPORT - GRAPHICS	\$3,000.00	\$3,000.00
401-0960-461-4251	BACKFLOW PREVENTION FEES, SAN MATEO COUNTY	\$12,000.00	\$15,000.00
401-0960-461-4251	CATHODIC PROTECTION PROGRAM	\$3,000.00	\$3,000.00
401-0960-461-4251	CHLORINATE/INSPECT WATER TANKS	\$4,000.00	\$5,000.00
401-0960-461-4251	LEAD AND COPPER TESTING	\$5,000.00	\$5,000.00
401-0960-461-4251	POTABLE WATER LAB TESTS	\$20,000.00	\$20,000.00
401-0960-461-4251	SCADA MODIFICATIONS FOR EMERGENCY PREPAREDNESS	\$10,000.00	\$10,000.00
401-0960-461-4251	SPECIAL STUDIES	\$25,000.00	\$25,000.00

401-0960-461-4251	UNDERGROUND SERVICE ALERT/MONEY TALK	\$1,200.00	\$1,200.00
	Subtotal	<b>\$83,200.00</b>	<b>\$87,200.00</b>
401-0960-461-4253	AWWA DUES	\$1,500.00	\$1,500.00
401-0960-461-4253	BAWSCA DUES AND ASSESSMENT	\$71,332.00	\$78,500.00
	Subtotal	<b>\$72,832.00</b>	<b>\$80,000.00</b>
401-0960-461-4254	TRAVEL, CONFERENCES AND MEETINGS	\$4,000.00	\$4,000.00
	Subtotal	<b>\$4,000.00</b>	<b>\$4,000.00</b>
401-0960-461-4255	TRAINING AND CERTIFICATION	\$4,000.00	\$4,000.00
	Subtotal	<b>\$4,000.00</b>	<b>\$4,000.00</b>
<b>Services and Supplies Total</b>		<b>\$4,002,299.00</b>	<b>\$4,319,642.00</b>

***Reallocation***

		Approved 2007-2008	Requested 2008-2009
401-0960-461-4463	ADMINISTRATIVE SERVICES	\$99,107.00	\$101,174.00
401-0960-461-4463	DISTRICT BOARD	\$25,760.00	\$27,864.00
401-0960-461-4463	DISTRICT LEGAL COUNSEL	\$35,144.00	\$42,387.00
401-0960-461-4463	DISTRICT MANAGER	\$123,757.00	\$126,899.00
401-0960-461-4463	DISTRICT SECRETARY	\$61,404.00	\$46,791.00
401-0960-461-4463	FINANCIAL SERVICES	\$335,819.00	\$282,601.00
401-0960-461-4463	HUMAN RESOURCES	\$88,013.00	\$88,499.00
401-0960-461-4463	PW ENGINEERING	\$56,179.00	\$55,432.00
	Subtotal	<b>\$825,183.00</b>	<b>\$771,647.00</b>
<b>Reallocation Total</b>		<b>\$825,183.00</b>	<b>\$771,647.00</b>
<b>WATER Total</b>		<b>\$7,220,414.00</b>	<b>\$7,541,791.00</b>

# Wastewater Collection System Enterprise Funds



The Estero Municipal Improvement District (EMID) collects all wastewater flows within Foster City city limits. Collected wastewater is pumped to the jointly owned Wastewater Treatment plant in San Mateo for treatment and disposal. The EMID staff with the cooperation of the San Mateo Treatment plant staff strives to protect the health and safety of Foster City residents and to ensure the protection of the environment by effective treatment and disposal of all wastewater flows from commercial, industrial, and residential users.

EMID operates and maintains more than 63 miles of sewer pipe lines, more than 4.5 miles of sewer force mains, 49 pumping stations, 15 permanent standby generators, and four portable generators located within the collection system. Nearly 3 million gallons of wastewater is generated within Foster City each day and pumped to the EMID/ San Mateo

Treatment Plant for the treatment and disposal.

EMID customers are billed bi-monthly for the sewer services. The residential customers are categorized by different classifications (Single Family, Townhouse, Duplex, Apartments). The customers within each classification pay the same flat rate. The sewer rates are reviewed annually and updated accordingly.

Expenditures for the Sewer Enterprise operations are accounted for in two funds:

- Sewer Revenue (#451) – This fund accounts for the operating and maintenance expenses associated with providing wastewater collection and treatment.
- Sewer Interest & Redemption Funds (#454) – This fund accounts for the payment of principal and interest on sewer bonds issued in 1964 and 1993, which are paid for out of a property tax assessment on parcels within Foster City. These bonds were completely paid off in FY 2007-2008.

For further information about the EMID Collection System (Sewer) Enterprise Fund operations, please refer to the Public Works narrative included earlier in this Budget Document.

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**DEPARTMENT SUMMARY BY DIVISION**  
**Estero Municipal Improvement District**  
 PUBLIC WORKS  
 SEWER FUNDS  
 Annual Budget Appropriation for Fiscal Year

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
SEWER REVENUE FUND (#451)	\$ 5,491,160	\$ 5,491,160	\$ 5,903,660
SEWER INTEREST & REDEMPTION FUND (#454)	285,000	285,000	-
<b>TOTAL FOR SEWER FUNDS</b>	<b>\$ 5,776,160</b>	<b>\$ 5,776,160</b>	<b>\$ 5,903,660</b>

**DEPARTMENT SUMMARY BY DIVISION**  
**Estero Municipal Improvement District**  
 PUBLIC WORKS  
 WASTEWATER COLLECTION SYSTEM FUNDS  
 Annual Budget Appropriation for Fiscal Year

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 1,392,000	\$ 1,392,000	\$ 1,490,800
SERVICES AND SUPPLIES	2,682,500	2,682,500	2,735,000
CAPITAL OUTLAY	23,500	23,500	163,323
Subtotal (Total Department-Controlled Expenses)	4,098,000	4,098,000	4,389,123
INTERNAL SERVICES	958,603	958,603	814,990
Subtotal (Total Department Expenses before Reallocations)	5,056,603	5,056,603	5,204,113
REALLOCATIONS	719,557	719,557	699,547
<b>TOTAL FOR WASTEWATER COLLECTION SYSTEM FUNDS</b>	<b>\$ 5,776,160</b>	<b>\$ 5,776,160</b>	<b>\$ 5,903,660</b>

## DETAIL LINE ITEM REPORT

PUBLIC WORKS - SEWER

Account: 451-0970-432

SEWER REVENUE

<b>Capital Outlay</b>		Approved 2007-2008	Requested 2008-2009
451-0970-432-4385	OVERFLOW EMERGENCY RESPONSE TRAILER	\$6,000.00	\$0.00
451-0970-432-4385	PORTABLE FIELD DATA UNITS	\$5,000.00	\$5,000.00
451-0970-432-4385	RETROFIT THE CCTV UNIT	\$0.00	\$100,323.00
451-0970-432-4385	SMALL HYDRO-FLUSH UNIT AND TRUCK RETROFIT	\$0.00	\$58,000.00
451-0970-432-4385	STORAGE SPACE EXPANSION - CORP YARD RADIO TOWER	\$12,500.00	\$0.00
	Subtotal	<b>\$23,500.00</b>	<b>\$163,323.00</b>
	<b>Capital Outlay Total</b>	<b>\$23,500.00</b>	<b>\$163,323.00</b>
<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009
451-0970-432-4110	PERMANENT SALARIES	\$1,022,900.00	\$1,046,100.00
	Subtotal	<b>\$1,022,900.00</b>	<b>\$1,046,100.00</b>
451-0970-432-4111	PUBLIC WORKS INTERNS	\$4,500.00	\$6,000.00
451-0970-432-4111	SUMMER TEMPORARY WORKER	\$0.00	\$14,400.00
	Subtotal	<b>\$4,500.00</b>	<b>\$20,400.00</b>
451-0970-432-4112	OVERTIME	\$16,000.00	\$16,000.00
	Subtotal	<b>\$16,000.00</b>	<b>\$16,000.00</b>
451-0970-432-4113	STANDBY PAY	\$21,200.00	\$21,200.00
	Subtotal	<b>\$21,200.00</b>	<b>\$21,200.00</b>
451-0970-432-4120	FRINGE BENEFITS	\$327,400.00	\$387,100.00
	Subtotal	<b>\$327,400.00</b>	<b>\$387,100.00</b>
	<b>Employee Services Total</b>	<b>\$1,392,000.00</b>	<b>\$1,490,800.00</b>
<b>Internal Services</b>		Approved 2007-2008	Requested 2008-2009

451-0970-432-4544	VEHICLE REPLACEMENT - 11 Units	\$134,712.00	\$196,734.00
	Subtotal	<b>\$134,712.00</b>	<b>\$196,734.00</b>
451-0970-432-4556	EQUIPMENT REPLACEMENT	\$463,077.00	\$287,026.00
451-0970-432-4556	EQUIPMENT REPLACEMENT POOLED RADIOS	\$0.00	\$252.00
	Subtotal	<b>\$463,077.00</b>	<b>\$287,278.00</b>
451-0970-432-4557	INFORMATION TECHNOLOGY SERVICES	\$241,432.00	\$233,272.00
	Subtotal	<b>\$241,432.00</b>	<b>\$233,272.00</b>
451-0970-432-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$23,000.00	\$681.00
	Subtotal	<b>\$23,000.00</b>	<b>\$681.00</b>
451-0970-432-4562	SELF INSURANCE FUND CHARGE	\$40,000.00	\$40,000.00
	Subtotal	<b>\$40,000.00</b>	<b>\$40,000.00</b>
451-0970-432-4569	BUILDING MAINTENANCE	\$56,382.00	\$57,025.00
	Subtotal	<b>\$56,382.00</b>	<b>\$57,025.00</b>
	<b>Internal Services Total</b>	<b>\$958,603.00</b>	<b>\$814,990.00</b>

### ***Services and Supplies***

		Approved 2007-2008	Requested 2008-2009
451-0970-432-4240	BOOTS / UNIFORMS	\$6,400.00	\$6,400.00
451-0970-432-4240	CABLE	\$1,000.00	\$1,000.00
451-0970-432-4240	COATINGS	\$1,000.00	\$1,000.00
451-0970-432-4240	DISPOSAL FEES FOR SANITARY SOLIDS	\$12,000.00	\$12,000.00
451-0970-432-4240	FIRST AID AND SAFETY SUPPLIES	\$2,500.00	\$2,500.00
451-0970-432-4240	GREASE REMOVER	\$1,000.00	\$1,000.00
451-0970-432-4240	HYDROGEN PEROXIDE	\$85,500.00	\$85,500.00
451-0970-432-4240	L/S, CONTROLS AND PUMP COMPONENTS	\$19,000.00	\$19,000.00
451-0970-432-4240	MISC. MAINTENANCE SUPPLIES	\$2,500.00	\$2,500.00
451-0970-432-4240	OIL AND DIESEL FUEL	\$1,500.00	\$1,500.00
451-0970-432-4240	SEWER JET ACCESSORIES AND SUPPLIES	\$2,000.00	\$2,000.00
451-0970-432-4240	SMALL TOOLS	\$1,000.00	\$1,000.00
451-0970-432-4240	STAINLESS STEEL BOLTS	\$1,000.00	\$1,000.00

451-0970-432-4240	WASTEWATER SOLIDS DISPOSAL LAB FEES	\$2,000.00	\$2,000.00
	Subtotal	<b>\$138,400.00</b>	<b>\$138,400.00</b>
451-0970-432-4241	PROP 218 NOTIFICATIONS FOR WATER/SEWER	\$0.00	\$700.00
	Subtotal	<b>\$0.00</b>	<b>\$700.00</b>
451-0970-432-4242	PROP 218 NOTIFICATIONS FOR WATER/SEWER	\$0.00	\$1,800.00
	Subtotal	<b>\$0.00</b>	<b>\$1,800.00</b>
451-0970-432-4243	MISC. OFFICE SUPPLIES	\$2,200.00	\$2,200.00
	Subtotal	<b>\$2,200.00</b>	<b>\$2,200.00</b>
451-0970-432-4246	ELECTRICAL REPAIRS	\$2,000.00	\$2,000.00
451-0970-432-4246	EXTENDED SUPPORT - SCADA SOFTWARE	\$1,300.00	\$1,300.00
451-0970-432-4246	LOAD BANK TESTING (9) UNITS	\$7,000.00	\$7,000.00
451-0970-432-4246	LS 59 CRANE MOTOR ASSEMBLY	\$15,000.00	\$0.00
451-0970-432-4246	MAINTENANCE OF COPY MACHINE (1/3)	\$500.00	\$500.00
451-0970-432-4246	MAINTENANCE OF LS 59 PUMPS	\$14,000.00	\$14,000.00
451-0970-432-4246	MANHOLES/TRAFFIC STEEL FRAME/PLATE COVERS LS	\$2,000.00	\$2,000.00
451-0970-432-4246	MECHANICAL PARTS	\$8,000.00	\$8,000.00
451-0970-432-4246	MISC. HEAVY EQUIPMENT MAINTENANCE	\$5,000.00	\$5,000.00
451-0970-432-4246	MISC. REPAIRS TO L/S GENERATORS	\$27,000.00	\$27,000.00
451-0970-432-4246	REPAIRS/MODIFICATIONS TO WASTEWATER CONVEYANCE SYS	\$10,000.00	\$10,000.00
451-0970-432-4246	SCADA MAINTENANCE	\$10,000.00	\$10,000.00
	Subtotal	<b>\$101,800.00</b>	<b>\$86,800.00</b>
451-0970-432-4247	RENTAL OF BOBCAT ATTACHMENTS	\$1,000.00	\$1,000.00
	Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
451-0970-432-4248	ENERGY COSTS (ELECTRICITY)	\$250,000.00	\$250,000.00
451-0970-432-4248	MOBILE RADIO MAINTENANCE	\$1,000.00	\$1,000.00
	Subtotal	<b>\$251,000.00</b>	<b>\$251,000.00</b>
451-0970-432-4251	ALLOWANCE FOR MAJOR ELECTRICAL REPAIRS	\$12,000.00	\$12,000.00
451-0970-432-4251	ANNUAL SM WWTP CIP PROGRAM	\$250,000.00	\$400,000.00
451-0970-432-4251	BAY AREA AIR QUALITY CONTROL BOARD PERMIT FEES	\$4,000.00	\$4,000.00

451-0970-432-4251	CONTROL SYSTEM SERVICE CALLS FOR LS	\$10,000.00	\$10,000.00
451-0970-432-4251*	EMID SHARE OF SM WWTP (O & M) - (PC30)	\$1,560,000.00	\$1,760,000.00
451-0970-432-4251	HAZARDOUS MATERIAL DISPOSAL	\$4,000.00	\$4,000.00
451-0970-432-4251	LOAD BANK TESTING (LABOR)	\$7,000.00	\$7,000.00
451-0970-432-4251	MISC. REPAIRS TO L/S GENERATORS (LABOR)	\$10,000.00	\$10,000.00
451-0970-432-4251	SAN MATEO COUNTY HEALTH DEPARTMENT	\$2,500.00	\$2,500.00
451-0970-432-4251	SEWER FLOW METERS - INFLUENT & EFFLUENT	\$5,000.00	\$5,000.00
451-0970-432-4251	SPECIAL STUDIES	\$25,000.00	\$25,000.00
451-0970-432-4251	STATE WATER RESOURCES CONTROL BOARD	\$1,000.00	\$1,000.00
451-0970-432-4251	UNDERGROUND SERVICES ALERT/MONEY TALK	\$1,150.00	\$1,150.00
451-0970-432-4251	UST COMPLIANCE -- LS #29	\$750.00	\$750.00
	Subtotal	<b>\$1,892,400.00</b>	<b>\$2,242,400.00</b>
451-0970-432-4253	MEMBERSHIP DUES AND SUBSCRIPTIONS	\$1,700.00	\$1,700.00
	Subtotal	<b>\$1,700.00</b>	<b>\$1,700.00</b>
451-0970-432-4254	TRAVEL, CONFERENCES AND MEETINGS	\$4,000.00	\$4,000.00
	Subtotal	<b>\$4,000.00</b>	<b>\$4,000.00</b>
451-0970-432-4255	TRAINING AND CERTIFICATION	\$5,000.00	\$5,000.00
	Subtotal	<b>\$5,000.00</b>	<b>\$5,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$2,397,500.00</b>	<b>\$2,735,000.00</b>

<b>Reallocation</b>		Approved 2007-2008	Requested 2008-2009
451-0970-432-4463	ADMINISTRATIVE SERVICES	\$99,107.00	\$101,174.00
451-0970-432-4463	DISTRICT BOARD	\$25,760.00	\$27,864.00
451-0970-432-4463	DISTRICT LEGAL COUNSEL	\$35,144.00	\$42,387.00
451-0970-432-4463	DISTRICT MANAGER	\$123,757.00	\$126,899.00
451-0970-432-4463	DISTRICT SECRETARY	\$61,404.00	\$46,791.00
451-0970-432-4463	FINANCIAL SERVICES	\$230,193.00	\$210,501.00
451-0970-432-4463	HUMAN RESOURCES	\$88,013.00	\$88,499.00
451-0970-432-4463	PW ENGINEERING	\$56,179.00	\$55,432.00

Subtotal	\$719,557.00	\$699,547.00
Reallocation Total	\$719,557.00	\$699,547.00
SEWER Total	\$5,491,160.00	\$5,903,660.00

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FINANCIAL SERVICES - GENERAL ACCOUNTING      Account: 454-1120-415      SEWER I & R 1964 & 1993

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<b><i>Services and Supplies</i></b>		Approved 2007-2008	Requested 2008-2009
454-1120-415-4270	PRINCIPAL DUE ON 7/1/07 SEWER 1964 & 1993	\$280,000.00	\$0.00
	Subtotal	<b>\$280,000.00</b>	<b>\$0.00</b>
454-1120-415-4273	FIRST TRUST - SEWER 1964 & 1993	\$5,000.00	\$0.00
	Subtotal	<b>\$5,000.00</b>	<b>\$0.00</b>
	<b>Services and Supplies Total</b>	<b>\$285,000.00</b>	<b>\$0.00</b>
	<b>GENERAL ACCOUNTING Total</b>	<b>\$285,000.00</b>	<b>\$0.00</b>

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## **FOSTER CITY** *Connections Shuttle*

The Connections Shuttle replaced the Sunshine Shuttle on February 3, 2003. Pursuant to Council direction as part of the FY 2002-03 budget, the Connections Shuttle was developed to reduce the amount of funds spent on the mid-day shuttles and to provide better coordination with SamTrans service. The Connections Shuttle includes two routes: the Blue Line and the Red Line. The Blue Line is a loop route between Bridgepointe Shopping Center, Metro Center, Charter Square, Edgewater Place Shopping Center and Sea Cloud Park. The Red Line follows the same route as SamTrans Route 251, serving Hillsdale Shopping Center, Edgewater Place Shopping Center, Charter Square, Foster City Civic Center, Marlin Cove, Beach Park Plaza, and Bridgepointe Shopping Center.

In April 2005, the City Council approved an Agreement with the Peninsula Traffic Congestion Relief Alliance (Alliance) for the Alliance to take over operational management of the Connections Shuttle. The Alliance already manages two employer-funded shuttles in Foster City. Operational management includes route adjustments, schedule, coordination with the shuttle operator, grant applications, promotional activities, and responding to the inquiries and complaints. The City has continued to be the fiscal agent for the shuttle program, including maintaining all financial records, being the contracting party for grant funding and with the shuttle operator, receiving grant funds and making payments. The City assists the Alliance with reporting, grant applications and promotional activities.

A new shuttle vendor, PCAM, was selected and began work in January 2007. The new Agreement with PCAM requires low emission vehicles in conformance with new emission requirements. In FY 2006-07, the City filed its initial and first annual vehicle emission report with the California Air Resources Board due to new regulations that now classify the City as a Transit Agency.

Average daily ridership on the Blue Line has increased 52 in 2006 to 107 in 2007. The average daily ridership on the Red Line has increased from 138 in 2006 to 197 in 2007. The total average daily ridership has increased from 190 in 2006 to 307 in 2007. The cost per ride in 2007, including advertising, is \$2.32. This compares to \$4.22 per ride for the previous Sunshine Shuttle.

These ridership increases have caused the Red Line to have to turn people away and to run behind schedule. The City Council approved a change to a larger bus than is currently used on the route to take effect on May 1, 2008. The proposed budget for FY 2008-09 includes the larger bus, as well as the cost increase included in the multi-year contract with the shuttle vendor. In addition, an allowance has been included for fuel surcharges.

At its March 17, 2008 City Council meeting, the Council decided to establish a 9-member Ad Hoc Connections Shuttle Committee and invite one member from each advisory committee and the Planning Commission to serve on this task force. The committee's assignment is to study the Connections Shuttle Red Line schedule and ridership issues and to report back within a six-month period.

The Connections Shuttle has received 50% grant funding from the City/County Association of Governments (CCAG) under the "Local Transportation Services" component of the Countywide Congestion Relief Plan. The total projected annual cost for FY 2008-09 including the larger bus for the Red Line is \$200,000, including \$190,900 for contractual services and \$9,100 in advertising and promotion. This compares to a 2007-08 budget of \$174,100, including \$165,000 in contractual services and \$9,100 in advertising and promotion. After 50% reimbursement by the CCAG grant, the total projected annual cost to the City for 2008-09 is \$100,000.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
COMMUNITY DEVELOPMENT  
FOSTER CITY CONNECTIONS SHUTTLE  
Annual Budget Appropriation for Fiscal Year

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	174,100	174,100	200,000
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	174,100	174,100	200,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	174,100	174,100	200,000
REALLOCATIONS	-	-	-
<b>TOTAL FOR FOSTER CITY CONNECTIONS SHUTTLE</b>	<b>\$ 174,100</b>	<b>\$ 174,100</b>	<b>\$ 200,000</b>

## DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - CONNECTIONS SHUTTLE PROGRAM  
0840-463

Account: 499-

SHUTTLE  
FUND

<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
499-0840-463-4249	ADVERTISING AND PROMOTIONS	\$9,100.00	\$9,100.00
Subtotal		<b>\$9,100.00</b>	<b>\$9,100.00</b>
499-0840-463-4251	CONTRACTUAL SERVICES	\$165,000.00	\$190,900.00
Subtotal		<b>\$165,000.00</b>	<b>\$190,900.00</b>
<b>Services and Supplies Total</b>		<b>\$174,100.00</b>	<b>\$200,000.00</b>
<b>CONNECTIONS SHUTTLE PROGRAM Total</b>		<b>\$174,100.00</b>	<b>\$200,000.00</b>

# Vehicle Replacement Fund



The Mission of the Vehicle Replacement Fund, operated by the Vehicle Maintenance Division of the Parks and Recreation Department, is to provide management, maintenance and inspection of all City / District vehicles and equipment. The Division continues to develop ongoing maintenance programs for City vehicles and work to develop a cost-effective inventory system. Providing an efficient and safe vehicle fleet is emphasized while the utilization of a biannual vehicle inspection program assists the department in accomplishing this goal.



## ***PROPOSED SERVICE LEVELS***

The Vehicle Maintenance Division will supervise and conduct an ongoing maintenance program for City/District vehicles and Equipment, and will manage the vehicle replacement schedule and fund. The division staff reflects 15% of time from the Director of Parks and Recreation, 35% of a Recreation Superintendent's time, and 100% from a Supervising Mechanic and two Mechanic I employees.

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

### Personnel

No change.

### Services and Supplies

No changes

### Capital Outlay

Existing vehicles scheduled for replacement are included in capital outlay. No new vehicles are recommended.

### Internal Services Charges

Vehicle replacement internal service charges were updated based on reassessment of the existing fleet as to useful life and replacement value, considering anticipated replacements of existing vehicles for FY 2008-2009.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**PARKS & RECREATION**  
**VEHICLE MAINTENANCE FUND (#501)**  
Annual Budget Appropriation for Fiscal Year

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 332,400	\$ 332,400	\$ 377,300
SERVICES AND SUPPLIES	399,835	399,835	483,435
CAPITAL OUTLAY	353,000	353,000	407,000
Subtotal (Total Department-Controlled Expenses)	1,085,235	1,085,235	1,267,735
INTERNAL SERVICES	58,063	58,063	51,855
Subtotal (Total Department Expenses before Reallocations)	1,143,298	1,143,298	1,319,590
REALLOCATIONS	-	-	-
<b>TOTAL FOR VEHICLE MAINTENANCE FUND (#501)</b>	<b>\$ 1,143,298</b>	<b>\$ 1,143,298</b>	<b>\$ 1,319,590</b>

## DETAIL LINE ITEM REPORT

PARKS & RECREATION - VEHICLE MAINTENANCE & REP    Account: 501-0560-431 VEHICLE RENTAL FUND

<b>Capital Outlay</b>		Approved 2007-2008	Requested 2008-2009
501-0560-431-4384	VEHICLES TO BE REPLACED	\$353,000.00	\$407,000.00
Subtotal		<b>\$353,000.00</b>	<b>\$407,000.00</b>
<b>Capital Outlay Total</b>		<b>\$353,000.00</b>	<b>\$407,000.00</b>
<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009
501-0560-431-4110	PERMANENT SALARIES	\$254,900.00	\$277,700.00
Subtotal		<b>\$254,900.00</b>	<b>\$277,700.00</b>
501-0560-431-4112	OVERTIME	\$1,000.00	\$1,000.00
Subtotal		<b>\$1,000.00</b>	<b>\$1,000.00</b>
501-0560-431-4120	FRINGE BENEFITS	\$76,500.00	\$98,600.00
Subtotal		<b>\$76,500.00</b>	<b>\$98,600.00</b>
<b>Employee Services Total</b>		<b>\$332,400.00</b>	<b>\$377,300.00</b>
<b>Internal Services</b>		Approved 2007-2008	Requested 2008-2009
501-0560-431-4556	EQUIPMENT REPLACEMENT	\$12,416.00	\$12,416.00
Subtotal		<b>\$12,416.00</b>	<b>\$12,416.00</b>
501-0560-431-4557	INFORMATION TECHNOLOGY SERVICES	\$11,847.00	\$11,439.00
Subtotal		<b>\$11,847.00</b>	<b>\$11,439.00</b>
501-0560-431-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$5,800.00	\$0.00
Subtotal		<b>\$5,800.00</b>	<b>\$0.00</b>
501-0560-431-4562	INSURANCE	\$28,000.00	\$28,000.00
Subtotal		<b>\$28,000.00</b>	<b>\$28,000.00</b>

		Internal Services Total	\$58,063.00	\$51,855.00
<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009	
501-0560-431-4240	VEHICLE REPLACEMENT CONTINGENCY	\$0.00	\$50,000.00	
	Subtotal	<b>\$0.00</b>	<b>\$50,000.00</b>	
501-0560-431-4243*	BOOTS/UNIFORMS	\$600.00	\$600.00	
501-0560-431-4243*	OFFICE & JANITORIAL SUPPLIES	\$200.00	\$200.00	
501-0560-431-4243*	SMALL TOOLS	\$400.00	\$400.00	
	Subtotal	<b>\$1,200.00</b>	<b>\$1,200.00</b>	
501-0560-431-4246*	AUTO PARTS	\$30,000.00	\$30,000.00	
501-0560-431-4246*	DIESEL FUEL	\$37,556.00	\$42,356.00	
501-0560-431-4246*	FIRE APPARATUS - REPAIR/PM	\$50,900.00	\$57,500.00	
501-0560-431-4246*	GASOLINE	\$188,829.00	\$209,229.00	
501-0560-431-4246*	RECYCLING, TIRES DISPOSAL, BATTERIES, FILTERS	\$2,500.00	\$2,500.00	
501-0560-431-4246	RETROFIT EXHAUST SYSTEMS ON DIESEL VEHICLES	\$10,000.00	\$10,000.00	
501-0560-431-4246*	TIRES (REPLACEMENT, REPAIR, FRONT END WORK)	\$20,000.00	\$20,000.00	
501-0560-431-4246*	VEHICLE REPAIRS	\$32,000.00	\$32,000.00	
501-0560-431-4246*	WASH, DETAIL, TOUCH UP STAFF VEHICLES	\$3,000.00	\$3,000.00	
	Subtotal	<b>\$374,785.00</b>	<b>\$406,585.00</b>	
501-0560-431-4247	RENTAL OF MISCELLANEOUS EQUIPMENT	\$800.00	\$800.00	
	Subtotal	<b>\$800.00</b>	<b>\$800.00</b>	
501-0560-431-4248	RADIO MAINTENANCE	\$4,000.00	\$4,000.00	
	Subtotal	<b>\$4,000.00</b>	<b>\$4,000.00</b>	
501-0560-431-4251*	BIENNIAL VEHICLE INSPECTION & SUPPLIES	\$3,500.00	\$3,500.00	
501-0560-431-4251	FIRE VEHICLE PREVENTIVE MAINTENANCE	\$13,800.00	\$15,600.00	
	Subtotal	<b>\$17,300.00</b>	<b>\$19,100.00</b>	
501-0560-431-4253	MEMBERSHIP DUES & SUBSCRIPTION	\$250.00	\$250.00	
	Subtotal	<b>\$250.00</b>	<b>\$250.00</b>	
501-0560-431-4254	FLEET MAINTENANCE MEETINGS & CONFERENCES	\$1,500.00	\$1,500.00	

Subtotal	\$1,500.00	\$1,500.00
Services and Supplies Total	\$399,835.00	\$483,435.00
<b>VEHICLE MAINTENANCE &amp; REP Total</b>	<b>\$1,143,298.00</b>	<b>\$1,319,590.00</b>

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# Equipment Replacement Fund



This fund was established to provide for the timely and orderly replacement of equipment valued over \$1,000. This internal service fund allows the City to plan ahead for the replacement of its equipment. The expenditure figure represents the schedule of equipment to be replaced during the fiscal year and deemed to be in need of replacement.

A consistent methodology is used to capture replacement funds for operating department replacement needs. Individually significant assets (over \$1,000), or a pool of assets (which may be less than \$1,000 individually, but when pooled together exceed \$1,000) are assigned replacement values and estimated useful lives. Operating departments are then charged an annual replacement charge such that the replacement value is available upon expiration of the asset. Any changes to replacement values and/or estimated useful lives that occur subsequent to the asset being placed on the Equipment Replacement list are handled on a prospective (or “go-forward”) basis.

This Fund accounts for replacement of assets other than those assets specifically relating to the activities of the Vehicle Replacement, Information Technology, and Building Maintenance.



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**ADMINISTRATIVE SERVICES**  
**EQUIPMENT REPLACEMENT FUND (#502)**  
**Annual Budget Appropriation for Fiscal Year**

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	1,247,019	1,247,019	1,486,344
Subtotal (Total Department-Controlled Expenses)	1,247,019	1,247,019	1,486,344
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	1,247,019	1,247,019	1,486,344
REALLOCATIONS	-	-	-
<b>TOTAL FOR EQUIPMENT REPLACEMENT FUND (#502)</b>	<b>\$ 1,247,019</b>	<b>\$ 1,247,019</b>	<b>\$ 1,486,344</b>

## DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - ADMINISTRATION

Account: 502-1110-413

EQUIPMENT REPLACEMENT FD

<b>Capital Outlay</b>		Approved 2007-2008	Requested 2008-2009
502-1110-413-4385	EMERGENCY REPLACEMENT	\$50,000.00	\$50,000.00
502-1110-413-4385	EQUIPMENT REPLACEMENT -- GENERAL FUND	\$413,600.00	\$255,075.00
502-1110-413-4385	EQUIPMENT REPLACEMENT -- WASTEWATER COLLECTION FD	\$450,205.00	\$725,055.00
502-1110-413-4385	EQUIPMENT REPLACEMENT -- WATER FUND	\$333,214.00	\$456,214.00
Subtotal		<b>\$1,247,019.00</b>	<b>\$1,486,344.00</b>
<b>Capital Outlay Total</b>		<b>\$1,247,019.00</b>	<b>\$1,486,344.00</b>
<b>ADMINISTRATION Total</b>		<b>\$1,247,019.00</b>	<b>\$1,486,344.00</b>

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# Self Insurance Fund

The Self Insurance Fund was established years ago as a cost savings tool to address the high cost of purchasing commercial liability insurance. The City/District currently has a self-insured retention of \$100,000, meaning that the City/District pays all expenses associated with a claim up to the first \$100,000.

The City of Foster City is a member of a self-insured insurance pool known as ABAG PLAN that provides general liability coverage from \$100,000 to \$20,000,000 per claim. Any claim over \$20,000,000 is the City's responsibility. The pool also jointly purchases all-risk (property) and public officials' bond insurance coverage for member agencies.

Expenditures in this fund represent the ABAG PLAN premium and an allowance for expenses that may be incurred below the \$100,000 liability self-insured retention and property and vehicle damage deductibles. ABAG PLAN premiums are largely based on the member's payroll.

Revenues are derived from assessments to the City General Fund, vehicle replacement fund, water fund and sewer fund; interest earnings; and any rebates of the ABAG PLAN premiums based on positive experience and ABAG PLAN policy.

The Self-Insurance Fund is funded to a target reserve level of \$1 million.



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
CITY MANAGER  
SELF-INSURANCE FUND (#503)  
Annual Budget Appropriation for Fiscal Year

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	198,000	198,000	211,500
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	198,000	198,000	211,500
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	198,000	198,000	211,500
REALLOCATIONS	-	-	-
<b>TOTAL FOR SELF-INSURANCE FUND (#503)</b>	<b>\$ 198,000</b>	<b>\$ 198,000</b>	<b>\$ 211,500</b>

## DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - ADMINISTRATION

Account: 503-1110-413

SELF INSURANCE FUND

<b><i>Services and Supplies</i></b>		Approved 2007-2008	Requested 2008-2009
503-1110-413-4251	CLAIM SETTLEMENTS, DEFENSE COSTS, OTHER EXPENSES	\$34,000.00	\$34,000.00
Subtotal		<b>\$34,000.00</b>	<b>\$34,000.00</b>
503-1110-413-4262	ABAG PLAN PREMIUM	\$130,000.00	\$142,500.00
503-1110-413-4262	ALL RISK INSURANCE & PUBLIC OFFICIALS BOND	\$34,000.00	\$35,000.00
Subtotal		<b>\$164,000.00</b>	<b>\$177,500.00</b>
<b>Services and Supplies Total</b>		<b>\$198,000.00</b>	<b>\$211,500.00</b>
<b>ADMINISTRATION Total</b>		<b>\$198,000.00</b>	<b>\$211,500.00</b>

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# Information Technology Fund

The role of Information Technology is to provide responsive, secure and effective support of the City's network, applications and communication services by coordinating and overseeing the budgeting, planning, implementation, operation and maintenance of City-wide systems and ensure that systems development or implementation proceeds in a logical, integrated and cost-effective manner.

The Information Technology Fund is an Internal Services fund that accounts for the City's investment (both capital and people) in Information Technology. Operating departments are charged back for all of the expenses incurred in this fund based upon their utilization of such technology. Charge backs also include a charge for IT equipment replacement.



## ***PROPOSED SERVICE LEVELS***

The objective of the IT Division of the Administrative Services Department is to support and maintain the existing Information Technology infrastructures, enterprise-wide and department applications, systems and hardware. IT will continue to have as its highest priority the maintenance of existing network infrastructure, maintaining existing software solutions (of which public safety and financial applications will receive the highest priority of service), and providing desktop support for operating departments. IT will provide proactive assistance in helping departments review business processes, developing or acquiring new applications or revising existing applications and improving existing network infrastructure to support streamlined business processes.

- Support and maintain the existing infrastructures, enterprise-wide and department applications, systems and hardware.
- Maintain at all times the Public Safety applications and Financial Systems that have been identified as critical systems. High priority would be given to the services and systems that support the entire organization.
- Support and maintain the existing applications developed by the City. In addition, support and maintain new development on an as-needed basis.
- Support and maintain the existing 3<sup>rd</sup> party applications. Work with City departments to integrate new applications, systems or devices.
- Support and maintain network security, virus protection and network administration to protect the City's infrastructure.
- Maintain the City's data / voice communication systems and Internet presence.
- Provide staff training and support for maximum utilization of existing software applications and hardware.

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

None Required

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
 ADMINISTRATIVE SERVICES  
 INFORMATION TECHNOLOGY FUND (#504)  
 Annual Budget Appropriation for Fiscal Year

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 626,800	\$ 626,800	\$ 649,500
SERVICES AND SUPPLIES	537,990	537,990	537,240
CAPITAL OUTLAY	454,000	454,000	272,500
Subtotal (Total Department-Controlled Expenses)	1,618,790	1,618,790	1,459,240
INTERNAL SERVICES	11,000	11,000	-
Subtotal (Total Department Expenses before Reallocations)	1,629,790	1,629,790	1,459,240
REALLOCATIONS	-	-	-
<b>TOTAL FOR INFORMATION TECHNOLOGY FUND (#504)</b>	<b>\$ 1,629,790</b>	<b>\$ 1,629,790</b>	<b>\$ 1,459,240</b>

## DETAIL LINE ITEM REPORT

ADMINISTRATIVE SERVICES - SUPPORT SERVICES  
419

Account: 504-0430-

COMMUNICATION & INFO  
SVC

<b>Capital Outlay</b>		Approved 2007-2008	Requested 2008-2009
504-0430-419-4388	ANNUAL DESKTOP COMPUTER REPLACEMENTS	\$75,000.00	\$128,000.00
504-0430-419-4388	ANNUAL SERVER REPLACEMENTS (6)	\$32,000.00	\$48,000.00
504-0430-419-4388	CITY FIREWALL SECURITY APPLIANCE	\$10,000.00	\$20,000.00
504-0430-419-4388	COPIER REPLACEMENTS (3)	\$53,000.00	\$36,000.00
504-0430-419-4388	FINANCE HTE RELATED PRINTERS/PERIPHERALS	\$34,000.00	\$0.00
504-0430-419-4388	GIS MIGRATION	\$85,000.00	\$0.00
504-0430-419-4388	iSERIES (AS/400) REPLACEMENT SYSTEM	\$80,000.00	\$0.00
504-0430-419-4388	LAPTOP REPLACEMENTS (4)	\$4,400.00	\$12,500.00
504-0430-419-4388	PHONE SYSTEM SOFTWARE OPERATING SYSTEM UPGRADE	\$25,000.00	\$0.00
504-0430-419-4388	PW PLANS SCANNER/COPIER	\$20,000.00	\$22,000.00
504-0430-419-4388	REPLACEMENT PRINTERS (Recreation)	\$9,600.00	\$6,000.00
504-0430-419-4388	REPLACEMENT TRAINING COMPUTERS (12)	\$21,000.00	\$0.00
504-0430-419-4388	SCANNER REPLACEMENTS (2)	\$5,000.00	\$0.00
Subtotal		<b>\$454,000.00</b>	<b>\$272,500.00</b>
<b>Capital Outlay Total</b>		<b>\$454,000.00</b>	<b>\$272,500.00</b>
<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009
504-0430-419-4110	PERMANENT SALARIES	\$489,700.00	\$495,800.00
Subtotal		<b>\$489,700.00</b>	<b>\$495,800.00</b>
504-0430-419-4120	FRINGE BENEFITS (F/T Salaries)	\$137,100.00	\$153,700.00
Subtotal		<b>\$137,100.00</b>	<b>\$153,700.00</b>
<b>Employee Services Total</b>		<b>\$626,800.00</b>	<b>\$649,500.00</b>

<b>Internal Services</b>		Approved 2007-2008	Requested 2008-2009
504-0430-419-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$11,000.00	\$0.00
	Subtotal	<b>\$11,000.00</b>	<b>\$0.00</b>
	<b>Internal Services Total</b>	<b>\$11,000.00</b>	<b>\$0.00</b>

<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
504-0430-419-4240	CONTINGENCY / EMERGENCY EQUIPMENT REPLACEMENT	\$50,000.00	\$50,000.00
	Subtotal	<b>\$50,000.00</b>	<b>\$50,000.00</b>
504-0430-419-4241	COPIES	\$350.00	\$300.00
	Subtotal	<b>\$350.00</b>	<b>\$300.00</b>
504-0430-419-4242	POSTAGE FOR CORRESPONDENCE, PACKAGES, ETC.	\$900.00	\$600.00
	Subtotal	<b>\$900.00</b>	<b>\$600.00</b>
504-0430-419-4243	OFFICE SUPPLIES	\$1,100.00	\$1,100.00
	Subtotal	<b>\$1,100.00</b>	<b>\$1,100.00</b>
504-0430-419-4246	BPC	\$600.00	\$400.00
504-0430-419-4246	DEPT SPECIALIZED SOFTWARE (RECWARE, DB)	\$9,000.00	\$9,000.00
504-0430-419-4246	DOCUMENT MANAGEMENT SOFTWARE MAINTENANCE	\$7,000.00	\$12,000.00
504-0430-419-4246	FIREWALL MAINTENANCE	\$4,200.00	\$4,200.00
504-0430-419-4246	GIS SOFTWARE MAINTENANCE	\$13,000.00	\$14,000.00
504-0430-419-4246	HTE DISASTER RECOVERY PLAN	\$14,400.00	\$14,400.00
504-0430-419-4246	HTE RELATED ACOM MAINTENANCE	\$11,000.00	\$4,000.00
504-0430-419-4246	HTE SOFTWARE ANNUAL SUPPORT & UPGRADES	\$61,000.00	\$65,000.00
504-0430-419-4246	INTERNET SERVICE PROVIDER	\$15,000.00	\$15,000.00
504-0430-419-4246	ISeries (515) SOFTWARE & HARDWARE MAINTENANCE	\$9,000.00	\$5,000.00
504-0430-419-4246	KNOWLEDGE POINT MAINTENANCE	\$2,800.00	\$2,800.00
504-0430-419-4246	MICROSOFT SERVER, OFFICE AND CAL LICENSES - EA	\$40,000.00	\$47,000.00
504-0430-419-4246	MISC MAINTENANCE COSTS	\$13,000.00	\$0.00
504-0430-419-4246	OTHER MISC MAINTENANCE AS REQUIRED	\$14,000.00	\$32,000.00

504-0430-419-4246	POLICE SOFTWARE MAINTENANCE (CAD/RMS, OTHERS)	\$37,000.00	\$37,000.00
504-0430-419-4246	PRINTER SUPPLY MAINTENANCE	\$4,000.00	\$4,000.00
504-0430-419-4246	PRINTER/SCANNER MAINTENANCE	\$5,500.00	\$5,500.00
504-0430-419-4246	ROUTER MAINTENANCE	\$1,800.00	\$1,800.00
504-0430-419-4246	SYMANTIC SOFTWARE MAINTENANCE	\$7,000.00	\$7,000.00
504-0430-419-4246	TELEPHONE MAINTENANCE	\$15,500.00	\$15,500.00
504-0430-419-4246	WEB CONTENT SOFTWARE MAINTENANCE	\$7,100.00	\$7,100.00
504-0430-419-4246	WEBTRENDS -- WEB STATISTICS SOFTWARE	\$1,000.00	\$1,000.00
	Subtotal	<b>\$292,900.00</b>	<b>\$303,700.00</b>
504-0430-419-4248	CELL PHONE (CINGULAR/VERIZON)	\$36,000.00	\$35,000.00
504-0430-419-4248	DATA ACCESS IN VEHICLES (PD,PWM & BLDG)	\$11,000.00	\$13,800.00
504-0430-419-4248	LONG DISTANCE TELEPHONE SERVICES	\$2,500.00	\$2,500.00
504-0430-419-4248	PACBELL CENTREX TELEPHONE SERVICES	\$75,000.00	\$70,000.00
	Subtotal	<b>\$124,500.00</b>	<b>\$121,300.00</b>
504-0430-419-4253	IT - MEMBERSHIPS, DUES, SUBSCRIPTIONS	\$740.00	\$740.00
	Subtotal	<b>\$740.00</b>	<b>\$740.00</b>
504-0430-419-4255	HTE CONFERENCES	\$5,000.00	\$5,000.00
504-0430-419-4255	HTE END USER ON-SITE TRAINING	\$8,000.00	\$8,000.00
504-0430-419-4255	IT/GIS-RELATED TRAINING & CONFERENCES	\$1,500.00	\$1,500.00
504-0430-419-4255	MIS MCSE-RELATED TRAINING	\$3,000.00	\$3,000.00
	Subtotal	<b>\$17,500.00</b>	<b>\$17,500.00</b>
504-0430-419-4259	CITY-WIDE HARDWARE & SOFTWARE (UNDER \$1,000)	\$22,000.00	\$22,000.00
504-0430-419-4259	IT - PC SOFTWARE & HARDWARE	\$8,000.00	\$8,000.00
504-0430-419-4259	MICROSOFT UPGRADE LICENSES - None EA	\$16,000.00	\$9,000.00
504-0430-419-4259	MISC DEPARTMENT PRINTER/SCANNER REPLACEMENTS	\$4,000.00	\$3,000.00
	Subtotal	<b>\$50,000.00</b>	<b>\$42,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$537,990.00</b>	<b>\$537,240.00</b>
	<b>SUPPORT SERVICES Total</b>	<b>\$1,629,790.00</b>	<b>\$1,459,240.00</b>

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# Building Maintenance Fund



**Mission:** To provide management, maintenance and daily inspection of all City/District buildings and equipment.



The Building Maintenance Division will continue to develop ongoing maintenance systems and procedures for City-wide facilities. To maintain the diverse facilities and hours of operation, staff will provide efficient, timely and quality service to meet community needs and industry standards. The division will continue to evaluate building maintenance functions and its service requirements.

## ***PROPOSED SERVICE LEVELS***

The Building Maintenance Division manages City facilities totaling 171,342 square feet. The Division staff includes the Director of Parks and Recreation (15% time), a 50% time Superintendent (50% shared with the Recreation Division) and three (3) Building Maintenance Worker II positions. The standard of care includes ensuring that all City facilities are safe and clean by completing work requests, emergency and regular repairs in a timely manner with the support of outside contractors to assist with preventative maintenance tasks and special projects.



Building Maintenance Division Staff duties include but are not limited to:

- Emergency Repairs – such as a gas leak or a water pipe break
- Work Requests – such as an electrical outlet failure or carpet stain removal
- Regular Repairs – lighting ballast replacement or restroom plumbing
- Supplies/Inventory – order and organize regularly stocked supplies and materials
- Preventative Maintenance –within Industry Standards, such as inspect fire extinguishers monthly
- Special Projects – such as painting a facility interior or exterior and installing the Holiday Floating Tree Light Display

## Janitorial Service

- Janitorial services are under City contract to complete all janitorial tasks.

### Outside Contractors

- Staff will continue to utilize contractors to complete work beyond the scope of their professional training and to assist in completing preventative maintenance work (such as elevator inspections, repairs, and monitoring; heating and air conditioning unit repair and regular maintenance).

### ***ACCOMPLISHMENTS***

- Painted the Corporation Yard bays exterior.
- Painted the Recreation Center exterior.
- Installed Primus hard key system in doors at the Library and Corporation Yard.
- Installed a new water heater at the Recreation Center.
- Installed a new HVAC Delta system in the Library/Community Center building.
- Signed a contract with a new janitorial service.
- Signed a contract for regular maintenance of the bay doors at the Fire Station.
- Installed new, more durable, vinyl wood floor at the entrance and hallway in front of the Lagoon Room.
- Primed and painted the Emergency Operations Center in City Hall
- Installed the floating holiday tree display in the lagoon.
- Installed rub rail wall protectors in high need areas in City Hall and the Recreation Center.
- Converted most of the janitorial cleaning and paper supplies to renewable resource type (aka "Green").
- Replaced two heat pumps at the Fire Station.
- Painted the interior and installed new wall base in the Lagoon Room of the Recreation Center.

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

This Division requires the same resources as the previous fiscal year to protect public and employee safety and the City infrastructure.

### Personnel

- No changes are recommended.

### Service and Supplies

- No changes are recommended

### Capital Outlay

- After a delay in the Library/Community Center interior painting and flooring replacement, this project will be completed in two phases during the 2008/2009 fiscal year. The project split will enable the Community Center to be completed in August of 2008 while allowing time to complete other improvements in the Library, such as the automatic door replacement and building modifications for an automated book sorter, by the end of the fiscal year.

### Equipment Replacement Charges

- The division will continue to plan for equipment replacement costs for such items as roofing, carpets, painting, and HVAC (heating/ventilation/air conditioning) units by including them in the Building Maintenance internal service charges allocated to operating departments. This allows the City to proactively fund the replacement of these vital building improvements.
- Equipment scheduled for replacement in FY 2008-2009 includes 3-Gas Heat Unit-Blower, 2-Heat Unit-Blower, Floor Scrub Machine and the Gas Force Air Heater.

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**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**PARKS & RECREATION**  
**BUILDING MAINTENANCE FUND (#505)**  
Annual Budget Appropriation for Fiscal Year

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 367,460	\$ 367,460	\$ 398,360
SERVICES AND SUPPLIES	878,749	878,749	878,749
CAPITAL OUTLAY	24,000	24,000	8,900
Subtotal (Total Department-Controlled Expenses)	1,270,209	1,270,209	1,286,009
INTERNAL SERVICES	76,404	76,404	70,974
Subtotal (Total Department Expenses before Reallocations)	1,346,613	1,346,613	1,356,983
REALLOCATIONS	-	-	-
<b>TOTAL FOR BUILDING MAINTENANCE FUND (#505)</b>	<b>\$ 1,346,613</b>	<b>\$ 1,346,613</b>	<b>\$ 1,356,983</b>

## DETAIL LINE ITEM REPORT

PARKS & RECREATION - BUILDING MAINTENANCE

Account: 505-0550-419

Building Maintenance

<b>Capital Outlay</b>		Approved 2007-2008	Requested 2008-2009
505-0550-419-4388	CAPITAL OUTLAY	\$24,000.00	\$8,900.00
Subtotal		<b>\$24,000.00</b>	<b>\$8,900.00</b>
<b>Capital Outlay Total</b>		<b>\$24,000.00</b>	<b>\$8,900.00</b>
<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009
505-0550-419-4110	PERMANENT SALARIES	\$281,000.00	\$292,400.00
Subtotal		<b>\$281,000.00</b>	<b>\$292,400.00</b>
505-0550-419-4112	Overtime	\$2,160.00	\$2,160.00
Subtotal		<b>\$2,160.00</b>	<b>\$2,160.00</b>
505-0550-419-4120	FRINGE BENEFITS	\$84,300.00	\$103,800.00
Subtotal		<b>\$84,300.00</b>	<b>\$103,800.00</b>
<b>Employee Services Total</b>		<b>\$367,460.00</b>	<b>\$398,360.00</b>
<b>Internal Services</b>		Approved 2007-2008	Requested 2008-2009
505-0550-419-4544	VEHICLE REPLACEMENT UNIT 35, UNIT 3, UNIT 44	\$34,695.00	\$36,228.00
Subtotal		<b>\$34,695.00</b>	<b>\$36,228.00</b>
505-0550-419-4556	EQUIPMENT REPLACEMENT	\$7,667.00	\$7,667.00
Subtotal		<b>\$7,667.00</b>	<b>\$7,667.00</b>
505-0550-419-4557	INFORMATION TECHNOLOGY SERVICES	\$27,642.00	\$26,690.00
Subtotal		<b>\$27,642.00</b>	<b>\$26,690.00</b>
505-0550-419-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$6,400.00	\$389.00
Subtotal		<b>\$6,400.00</b>	<b>\$389.00</b>

		<b>Internal Services Total</b>	<b>\$76,404.00</b>	<b>\$70,974.00</b>
<b>Services and Supplies</b>			Approved 2007-2008	Requested 2008-2009
505-0550-419-4240	BUILDING CONTINGENCY		\$50,000.00	\$50,000.00
		Subtotal	<b>\$50,000.00</b>	<b>\$50,000.00</b>
505-0550-419-4243	DEPARTMENT SUPPLIES		\$3,000.00	\$3,000.00
		Subtotal	<b>\$3,000.00</b>	<b>\$3,000.00</b>
505-0550-419-4246	BLDG. MATERIAL - LUMBER, HARDWARE, PAINT, ETC.		\$20,000.00	\$20,000.00
505-0550-419-4246	CARPET/WINDOW MAINTENANCE		\$14,000.00	\$14,000.00
505-0550-419-4246	ELECTRICAL SUPPLIES AND REPAIRS		\$5,000.00	\$5,000.00
505-0550-419-4246	GOVERNMENT CENTER FOUNTAIN MAINTENANCE		\$5,100.00	\$5,100.00
505-0550-419-4246	GOVERNMENT CENTER MAINTENANCE		\$58,000.00	\$58,000.00
505-0550-419-4246	HVAC REPAIR AND MAINTENANCE		\$27,025.00	\$27,025.00
505-0550-419-4246*	INTERIOR PLANTS FOR GOVERNMENT CENTER		\$2,016.00	\$2,016.00
505-0550-419-4246	JANITORIAL SUPPLIES		\$36,000.00	\$36,000.00
505-0550-419-4246	LOCKS AND KEYS		\$3,000.00	\$3,000.00
505-0550-419-4246	PEST CONTROL FOR CITY BUILDINGS		\$8,700.00	\$8,700.00
505-0550-419-4246	PLUMBING SUPPLIES		\$2,000.00	\$2,000.00
505-0550-419-4246	STANDBY GENERATORS REPAIR		\$7,630.00	\$7,630.00
505-0550-419-4246	VANDALISM REPAIRS		\$1,000.00	\$1,000.00
		Subtotal	<b>\$189,471.00</b>	<b>\$189,471.00</b>
505-0550-419-4248	UTILITIES FOR ALL CITY FACILITIES		\$12,431.00	\$12,431.00
505-0550-419-4248	UTILITIES FOR ALL CITY FACILITIES/JOINT USE		\$414,386.00	\$414,386.00
		Subtotal	<b>\$426,817.00</b>	<b>\$426,817.00</b>
505-0550-419-4251	DISPOSAL OF HAZARDOUS MATERIALS		\$4,600.00	\$4,600.00
505-0550-419-4251	ELEVATOR MAINTENANCE CONTRACT		\$5,750.00	\$5,750.00
505-0550-419-4251	FIRE EXTINGUISHER MAINTENANCE		\$4,025.00	\$4,025.00
505-0550-419-4251	FIRE PROTECTION SYSTEM		\$12,650.00	\$12,650.00
505-0550-419-4251	GOVERNMENT CENTER MAINTENANCE		\$34,517.00	\$34,517.00

505-0550-419-4251	JANITORIAL SERVICES	\$146,419.00	\$146,419.00
	Subtotal	<b>\$207,961.00</b>	<b>\$207,961.00</b>
505-0550-419-4254	EFFECTIVE MAINTENANCE MANAGEMENT SEMINAR	\$1,500.00	\$1,500.00
	Subtotal	<b>\$1,500.00</b>	<b>\$1,500.00</b>
	<b>Services and Supplies Total</b>	<b>\$878,749.00</b>	<b>\$878,749.00</b>
	<b>BUILDING MAINTENANCE Total</b>	<b>\$1,346,613.00</b>	<b>\$1,356,983.00</b>

# Longevity Recognition Benefits Fund

The Longevity Recognition Benefits Fund was established in FY 2004-2005. The City / District has agreed to provide this defined benefit post-retirement benefit in Memoranda of Understanding with employees represented by the Foster City Police Officers' Association (FCPOA) and the International Association of Firefighters (IAFF), San Mateo County Local 2400, as well as the public safety managers employed under the Management Employees Compensation and Benefits Plan. This plan provides monthly benefit payments based upon an employee's length of service with the City at the time or their retirement from the City.



In FY 2007-2008, all employees covered under the Miscellaneous Employee Retirement Plan with CalPERS voluntary eliminated the Longevity Recognition plan from their employee agreements.

This fund has been established as an internal services fund to capture the actuarially determined employer rate that needs to be invested to pay out the benefits. Based upon the latest actuarial evaluation and expected benefits payments, the contribution for FY 2008-2009 will be \$86,000. The Fund invests the monies in investment instruments allowed under the Plan and the City's Investment Policy, and benefits are paid out of those funds.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**HUMAN RESOURCES**  
**LONGEVITY RECOGNITION BENEFITS FUND (#507)**  
**Annual Budget Appropriation for Fiscal Year**

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 100,000	\$ 100,000	\$ 86,000
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	100,000	100,000	86,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	100,000	100,000	86,000
REALLOCATIONS	-	-	-
<b>TOTAL FOR LONGEVITY RECOGNITION BENEFITS FUND (#507)</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 86,000</b>

## DETAIL LINE ITEM REPORT

HUMAN RESOURCES - ADMINISTRATION

Account: 507-1210-415

Longevity Recognition Benefits Fund

<i>Employee Services</i>		Approved 2007-2008	Requested 2008-2009
507-1210-415-4158	LONGEVITY RECOGNITION BENEFITS PAYMENTS	\$100,000.00	\$86,000.00
	Subtotal	<b>\$100,000.00</b>	<b>\$86,000.00</b>
	<b>Employee Services Total</b>	<b>\$100,000.00</b>	<b>\$86,000.00</b>
	<b>ADMINISTRATION Total</b>	<b>\$100,000.00</b>	<b>\$86,000.00</b>

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# Community Development Agency



## **MISSION STATEMENT**

The primary mission of the Community Development Agency is to meet the goals of the Agency as defined in the Plans for the Agency's three Project Areas. The original Plan was adopted in 1981 and provides for: 1) a more diverse economic base; 2) improved circulation; 3) improved public facilities; 4) additional housing opportunities; 5) additional employment opportunities; and 6) conservation of the environment.

The Hillsdale/Gull and the Marlin Cove Plans were adopted in January 1999. The goals include: 1) prevention of the spread of blight and deterioration; 2) achievement of architectural and urban design excellence; 3) control of unplanned growth; 4) encouragement of private sector investment; 5) increase supply of housing; 6) encouragement of participation of residents, businesses, and community in redevelopment; 7) replanning and development of stagnant or improperly used areas; and, in the case of the Marlin Cove Project,

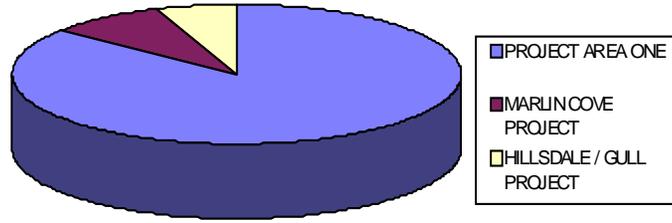
8) retention of businesses through revitalization of the site.

## **PROPOSED OPERATING EXPENDITURES DISTRIBUTION**

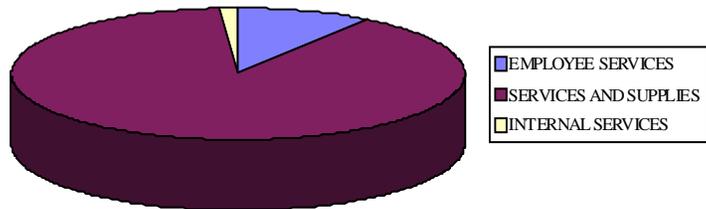
Total Agency Budget:       \$8,343,533

<i>Project Area One</i>	<i>\$7,128,756</i>
<i>Marlin Cove Project</i>	<i>\$717,556</i>
<i>Hillsdale/Gull Project</i>	<i>\$497,221</i>

**Expenditures by Project Area**



**Expenditure by Type**



**AGENCY PERSONNEL SUMMARY Project One**

Position	07-08	08-09	09-10	10-11	11-12	12-13
<b>CITY CLERK</b>						
City Clerk	0.10	0.10	0.10	0.10	-	-
Deputy City Clerk	0.10	0.10	0.10	0.10	-	-
<b>CITY/DISTRICT MANAGER</b>						
City Manager	0.10	0.10	0.10	0.10	-	-
Assistant City Manager	0.10	0.10	0.10	0.10	-	-
Management Analyst	-	-	-	-	-	-
Exec. Asst. to the City Mgr.	0.10	0.10	0.10	0.10	-	-
<b>COMMUNITY DEVELOPMENT</b>						
Community Development Dir.	0.20	0.20	0.20	0.20	-	-
Planning Manager	0.20	0.20	0.20	0.20	-	-
Chief Bldg. Official	0.10	0.10	0.10	0.10	-	-
Management Assistant	0.15	0.15	0.15	0.15	-	-
Building Inspector	0.50	0.50	0.50	0.50	-	-
Office Assistant II	0.25	0.25	0.25	0.25	-	-
<b>FINANCIAL SERVICES</b>						
Finance Director	0.10	0.10	0.10	0.10	-	-
Asst. Finance Director	0.10	0.10	0.10	0.10	-	-
Accountant	0.10	0.10	0.10	0.10	-	-
Management Assistant	0.10	0.10	0.10	0.10	-	-
Accounting Specialist	0.10	0.10	0.10	0.10	-	-
<b>PUBLIC WORKS</b>						
Director of Public Works	0.10	0.10	0.10	0.10	-	-
Senior Civil Engineer	0.25	0.25	0.25	0.25	-	-
Jr/Assist.Engineer (2)	0.25	0.25	0.25	0.25	-	-
Sr. Engineering Tech.	0.10	0.10	0.10	0.10	-	-
Management Assistant	-	0.10	0.10	0.10	-	-
Executive Assistant	0.10	-	-	-	-	-
Office Assistant II	0.15	0.15	0.15	0.15	-	-
<b>Total Employees</b>	<b>3.35</b>	<b>3.35</b>	<b>3.35</b>	<b>3.35</b>	-	-

**AGENCY PERSONNEL SUMMARY Marlin Cove**

Position	07-08	08-09	09-10	10-11	11-12	12-13
<b>CITY CLERK</b>						
City Clerk	0.05	0.05	0.05	0.05	0.05	0.05
Deputy City Clerk	0.05	0.05	0.05	0.05	0.05	0.05
<b>CITY/DISTRICT MANAGER</b>						
City Manager	0.05	0.05	0.05	0.05	0.05	0.05
Assistant City Manager	0.05	0.05	0.05	0.05	0.05	0.05
Management Analyst	-	-	-	-	-	-
Exec. Asst. to the City Mgr.	0.05	0.05	0.05	0.05	0.05	0.05
<b>COMMUNITY DEVELOPMENT</b>						
Community Development Dir.	0.05	0.05	0.05	0.05	0.05	0.05
Planning Manager	0.10	0.10	0.10	0.10	0.10	0.10
Chief Bldg. Official	-	-	-	-	-	-
Management Assistant	0.05	0.05	0.05	0.05	0.05	0.05
Building Inspector	-	-	-	-	-	-
Office Assistant II	0.10	0.10	0.10	0.10	0.10	0.10
<b>FINANCIAL SERVICES</b>						
Finance Director	0.10	0.10	0.10	0.10	0.10	0.10
Asst. Finance Director	0.10	0.10	0.10	0.10	0.10	0.10
Accountant	0.10	0.10	0.10	0.10	0.10	0.10
Management Assistant	0.10	0.10	0.10	0.10	0.10	0.10
Account Clerk II	0.10	0.10	0.10	0.10	0.10	0.10
<b>Total Employees</b>	<b>1.05</b>	<b>1.05</b>	<b>1.05</b>	<b>1.05</b>	<b>1.05</b>	<b>1.05</b>

**AGENCY PERSONNEL SUMMARY Hillsdale/Gull**

Position	07-08	08-09	09-10	10-11	11-12	12-13
<b>CITY CLERK</b>						
City Clerk	0.05	0.05	0.05	0.05	0.05	0.05
Deputy City Clerk	0.05	0.05	0.05	0.05	0.05	0.05
<b>CITY/DISTRICT MANAGER</b>						
City Manager	0.05	0.05	0.05	0.05	0.05	0.05
Assistant City Manager	0.05	0.05	0.05	0.05	0.05	0.05
Management Analyst	-	-	-	-	-	-
Exec. Asst. to the City Mgr.	0.05	0.05	0.05	0.05	0.05	0.05
<b>COMMUNITY DEVELOPMENT</b>						
Community Development Dir.	0.05	0.05	0.05	0.05	0.05	0.05
Planning Manager	0.10	0.10	0.10	0.10	0.10	0.10
Chief Bldg. Official	-	-	-	-	-	-
Management Assistant	0.05	0.05	0.05	0.05	0.05	0.05
Building Inspector	-	-	-	-	-	-
Office Assistant II	0.10	0.10	0.10	0.10	0.10	0.10
<b>FINANCIAL SERVICES</b>						
Finance Director	0.10	0.10	0.10	0.10	0.10	0.10
Asst. Finance Director	0.10	0.10	0.10	0.10	0.10	0.10
Accountant	0.10	0.10	0.10	0.10	0.10	0.10
Management Assistant	0.10	0.10	0.10	0.10	0.10	0.10
Account Clerk II	0.10	0.10	0.10	0.10	0.10	0.10
<b>Total Employees</b>	<b>1.05</b>	<b>1.05</b>	<b>1.05</b>	<b>1.05</b>	<b>1.05</b>	<b>1.05</b>

The Agency develops and implements programs and projects to address the goals of the Agency and project areas:

- Economic Development
- Capital Improvement Projects
- Housing



## **CURRENT ACCOMPLISHMENTS**

The Agency has accomplished the following objectives during the 2007-2008 fiscal year:

**1. Affordable Housing Strategic Plan — Continued Implementation**

The Affordable Housing Strategic Plan established five programs to address the affordable housing requirements of both the City and the Agency. All of the programs, Existing Unit Purchase, First-Time Homebuyer Assistance, New Project Development, Rental Assistance and the Rehabilitation Loan program are currently being implemented.

**2. First-Time Homebuyer Assistance Program — On-going Administration**

The program began in August 1998 with a lottery giving all qualified applicants a waiting list number. To-date, 26 loans of \$50,000 to \$75,000 each have been issued and additional applicants have been pre-qualified and are looking for homes to

purchase. Four new loans were issued in FY 2007-08.

**3. Existing Unit Purchase Program — Ongoing Administration**

The Agency purchased three residential units in 1998, one townhouse in 2005 and one condominium in 2006. The larger units (three or more bedrooms) are rented to very low-income families of five or more people, thus meeting a portion of the Agency's large family affordable housing component. The two-bedroom units are rented to very low-income families of three or four people.

**4. Transportation Systems Management Program — Continued Implementation**

The Foster City Connections Shuttle began operation in February 2003, replacing the Sunshine Shuttle.



The City secured a 50% matching grant from the City/County Association of Governments as partial funding for the service. The shuttle operates two routes throughout the City, to the Hillsdale Shopping Center and CalTrain station and to Bridgepointe Shopping Center from Monday through Friday (except holidays) from 9:30 a.m. to 3:30 p.m. In April 2005, the Peninsula Traffic Congestion Relief Alliance took over operational management of the Connections Shuttle. The City has continued as the fiscal agent. Average daily ridership on the

Blue Line has increased from 52 in 2006 to 107 in 2007. The average daily ridership on the Red Line has increased from 138 in 2006 to 193 in 2007. These increases caused the Red Line to have to turn people away and to run behind schedule. Effective May 1, 2008, the City Council approved a change to a larger bus than is currently used for the route. The City Council also established an Ad-Hoc Citizens Advisory Committee to study the Connections Shuttle Red Line schedule and ridership issues and to report back within a six-month period.

The City coordinates with the Peninsula Traffic Congestion Relief Alliance (Alliance) to provide the North Foster City (Millbrae) Shuttle and the Lincoln Centre (Hillsdale) Shuttle. Both routes had increased ridership from 2006 to 2007, including an increase in average daily ridership on the Lincoln Centre shuttle from 89 in 2006 to 120 in 2007. The North Foster City Shuttle average daily ridership increased from 54 in 2006 to 75 in 2007. In addition, the average daily ridership on the Mariners Island Shuttle, which serves Foster City, was 147 in 2007.

Staff promotes commute alternative transportation measures through provision of information on public transit and ride-matching to employees, the public and businesses.

**6. Five Year Capital Improvements Program (CDA Resource Availability) — Financial Projections**

Tax increment cash flow projections, and revenue and expenditure projections were prepared and updated to provide the City and Agency with information about the projected future availability and allocation of Community Development Agency funds. The Five Year Financial Plan includes a projected schedule for repayment of the City loan to the Agency.

**7. Sale of Affordable Housing Units — On-Going Implementation**

The affordable housing programs at both Emerald Bay, with six affordable housing units, and Marina Green, with seventeen affordable housing units, require on-going administration. There are periodic re-sales of the units, which require a determination of the new purchase prices to maintain their affordability and verification of buyer income eligibility. The Marina Green affordability covenants started to expire in early 2006.

**8. Statement of Indebtedness and Annual State Report — On-Going**

The Statement of Indebtedness advises the county of the projected amount of Agency debt for the upcoming year, which enables them to calculate the Agency's tax increment allocation for the year. The annual report to the State illustrates the Agency's previous year's activity.

**9. COSTCO Agreement — Administration – On-Going**

There were three separate notes executed between COSTCO and the Agency, which require a review of COSTCO's earning performance each year, and the calculation and disbursement of Agency funds, if appropriate, as stipulated in the three notes.

***PROPOSED SERVICE LEVELS***

The Community Development Agency will continue to provide the services required by state law of a redevelopment agency and by the Agency's existing agreements with the same allocations of staffing as in FY 2007-2008.

***CHANGES IN RESOURCES REQUIRED***

Personnel

- None

Services and Supplies

- Adjustments in Payments and Fees – Adjustments have been made pursuant to contractual agreements and statutory obligations for the payment of fees, payments to other agencies, and payments to developers.

Capital Outlay

- None

**Community Development Agency**  
 Summary of Resources and Requirements by Funds  
 For the Fiscal Year Ended June 30, 2009

Fund	Available July 1, 2008	Estimated Revenues	Transfers In	Transfers Out	Total Available	Operating Expenditures	Capital Expenditures	Loan Repayment to City	Total Requirements	Available June 30, 2009
256 Special Fund <sup>(1)</sup>	\$ 3,568,000	\$ 9,629,000	\$ -	\$ 9,629,000	\$ 3,568,000	\$ -	\$ -	\$ -	\$ -	\$ 3,568,000
257 2001Tax Allocation Refunding Bonds	\$ 2,701,000	\$ 108,000	\$ 3,629,709	\$ -	\$ 6,438,709	\$ 3,665,709	\$ -	\$ -	\$ 3,665,709	\$ 2,773,000
311 General Fund - Project 1	\$ 595,000	\$ 24,000	\$ 5,999,291	\$ -	\$ 6,618,291	\$ 1,791,648	\$ -	\$ 4,826,643	\$ 6,618,291	\$ -
312 Housing Fund - Project 1	\$ 11,136,000	\$ 3,998,000	\$ -	\$ 353,690	\$ 14,780,310	\$ 1,671,399	\$ -	\$ -	\$ 1,671,399	\$ 13,108,911
316 Project Redevelopment Fund -- CIP	\$ 314,000	\$ -	\$ -	\$ -	\$ 314,000	\$ -	\$ -	\$ -	\$ -	\$ 314,000
<b>Total Project 1</b>	<b>\$ 18,314,000</b>	<b>\$ 13,759,000</b>	<b>\$ 9,629,000</b>	<b>\$ 9,982,690</b>	<b>\$ 31,719,310</b>	<b>\$ 7,128,756</b>	<b>\$ -</b>	<b>\$ 4,826,643</b>	<b>\$ 11,955,399</b>	<b>\$ 19,763,911</b>
317 General Fund - Marlin Cove	\$ 191,000	\$ 617,000	\$ -	\$ 349,425	\$ 458,575	\$ 214,131	\$ -	\$ -	\$ 214,131	\$ 244,444
318 Housing Fund - Marlin Cove	\$ -	\$ 154,000	\$ 349,425	\$ -	\$ 503,425	\$ 503,425	\$ -	\$ -	\$ 503,425	\$ -
<b>Total Marlin Cove</b>	<b>\$ 191,000</b>	<b>\$ 771,000</b>	<b>\$ 349,425</b>	<b>\$ 349,425</b>	<b>\$ 962,000</b>	<b>\$ 717,556</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 717,556</b>	<b>\$ 244,444</b>
319 General Fund - Hillsdale/Gull	\$ 168,000	\$ 218,000	\$ -	\$ -	\$ 386,000	\$ 90,531	\$ -	\$ -	\$ 90,531	\$ 295,469
320 Housing Fund - Hillsdale/Gull	\$ -	\$ 53,000	\$ 353,690	\$ -	\$ 406,690	\$ 406,690	\$ -	\$ -	\$ 406,690	\$ -
<b>Total Hillsdale/Gull</b>	<b>\$ 168,000</b>	<b>\$ 271,000</b>	<b>\$ 353,690</b>	<b>\$ -</b>	<b>\$ 792,690</b>	<b>\$ 497,221</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 497,221</b>	<b>\$ 295,469</b>
<b>Totals - All Project Areas</b>		<b>\$ 14,801,000</b>				<b>\$ 8,343,533</b>	<b>\$ -</b>	<b>\$ 4,826,643</b>	<sup>(2)</sup>	

(1) Special Fund - All non-housing tax increment revenue is deposited into Community Development Agency Special Fund annually to the extent necessary to pay indebtedness of the Agency.

(2) Loan Repayment to the City of Foster City includes \$3,662,643 in principal and \$1,164,000 in interest. The interest payment is shown as a City General Fund revenue.

**Community Development Agency**  
**Revenue Report**  
 For the Fiscal Year Ended June 30, 2009

Source	Budget Estimate 2007-2008		Budget Estimate 2008-2009	
<b>PROJECT AREA ONE</b>				
<b>Special Fund</b>				
Property Taxes	\$	9,289,000	\$	9,629,000
Investment Earnings - Reserve	\$	108,000	\$	108,000
<b>subtotal</b>	<b>\$</b>	<b>9,397,000</b>	<b>\$</b>	<b>9,737,000</b>
<b>Special Housing Fund</b>				
Property Taxes	\$	-	\$	-
Investment Earnings - Reserve	\$	-	\$	-
<b>subtotal</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
<b>General Fund</b>				
Investment Earnings	\$	24,000	\$	24,000
<b>subtotal</b>	<b>\$</b>	<b>24,000</b>	<b>\$</b>	<b>24,000</b>
<b>Housing Fund</b>				
Property Taxes	\$	3,428,000	\$	3,553,000
Investment Earnings	\$	340,000	\$	445,000
<b>subtotal</b>	<b>\$</b>	<b>3,768,000</b>	<b>\$</b>	<b>3,998,000</b>
<b>Project Redevelopment Fund</b>				
Investment Earnings	\$	118,000	\$	-
<b>subtotal</b>	<b>\$</b>	<b>118,000</b>	<b>\$</b>	<b>-</b>
<b>TOTAL PROJECT AREA ONE</b>				
	<b>\$</b>	<b>13,307,000</b>	<b>\$</b>	<b>13,759,000</b>

**Community Development Agency**  
**Revenue Report**  
For the Fiscal Year Ended June 30, 2009

Source	Budget Estimate 2007-2008	Budget Estimate 2008-2009
<b><i>MARLIN COVE PROJECT AREA</i></b>		
<b>General Fund</b>		
Property Taxes	\$ 599,000	\$ 616,000
Investment Earnings	\$ 1,000	\$ 1,000
subtotal	\$ 600,000	\$ 617,000
<b>Housing Fund</b>		
Property Taxes	\$ 150,000	\$ 154,000
Investment Earnings	\$ -	\$ -
subtotal	\$ 150,000	\$ 154,000
<b>TOTAL MARLIN COVE</b>	<b>\$ 750,000</b>	<b>\$ 771,000</b>
<b><i>HILLSDALE/GULL PROJECT AREA</i></b>		
<b>General Fund</b>		
Property Taxes	\$ 208,000	\$ 213,000
Investment Earnings	\$ 1,000	\$ 5,000
subtotal	\$ 209,000	\$ 218,000
<b>Housing Fund</b>		
Property Taxes	\$ 52,000	\$ 53,000
Investment Earnings	\$ -	\$ -
subtotal	\$ 52,000	\$ 53,000
<b>TOTAL HILLSDALE/GULL PROJECT AREA</b>	<b>\$ 261,000</b>	<b>\$ 271,000</b>

**CDA CAPITAL IMPROVEMENT PROJECT (CIP) PLAN (FISCAL YEAR 2008-2009)**

					<b>Funding Sources</b>
<b>PROJECT NAME</b>	<b>Funding Source*</b>	<b>Total Project Cost</b>	<b>Prior Years' Funding</b>	<b>FY 2007/2008 Funding</b>	<b>CDA Project Redevelopment Fund</b>

NONE

**City of Foster City Community Development Agency**  
 Summary of Bonds Payable  
 Fiscal Year 2008-2009

	Total Bonds Authorized	Bonds Issued as of June 30, 2008	Outstanding Balance June 30, 2008	Principal Payables FY 2008-2009	Interest Payables FY 2008- 2009	Fiscal Agent/ Other Fees FY 2008- 2009	Total Debt Service FY 2008-2009
<b>Tax Allocation Bonds:</b>							
2001 Foster City Community Development Agency Bonds	\$ 27,010,000	\$ 27,010,000	\$ 6,975,000	\$ 3,415,000	\$ 229,209	\$ 21,500	\$ 3,665,709

**City of Foster City Community Development Agency**  
**Schedule of Fund Balance Transfers**  
 Fiscal Year 2007-2008

		Transfers In				
		257 <i>'2001 Tax Allocation Refunding Bonds</i>	311 <i>General Fund - Project 1</i>	318 <i>Housing Fund - Marlin Cove</i>	320 <i>Housing Fund - Hillsdale / Gull</i>	
<b># Fund</b>						<b>Totals</b>
<b>Transfers Out</b>	<b>1 256 Special Fund</b>	3,629,709	5,999,291	-	-	9,629,000
	<b>2 312 Housing Fund - Project 1</b>	-	-	-	353,690	353,690
	<b>3 317 General Fund - Marlin Cove</b>	-	-	349,425	-	349,425
	<b>Totals</b>	3,629,709	5,999,291	349,425	353,690	10,332,115

## Footnotes:

- 1 Transfer excess tax increment after debt service to fund Debt Service Reserve and General Fund - Project 1 operations.
- 2 Transfer from Housing Funds - Project 1 to fund Housing Fund operations for the Hillsdale / Gull Project area.
- 3 Transfer from Marlin Cove General Fund to fund Housing Fund operations for the Marlin Cove Project area.

**DEPARTMENT SUMMARY BY DIVISION**  
**Foster City Community Development Agency**  
 COMMUNITY DEVELOPMENT  
 2001 TAX ALLOCATION REFUNDING BONDS (#257)  
 Annual Budget Appropriation for Fiscal Year

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	3,667,872	3,667,872	3,665,709
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	3,667,872	3,667,872	3,665,709
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	3,667,872	3,667,872	3,665,709
REALLOCATIONS	-	-	-
<b>TOTAL FOR 2001 TAX ALLOCATION REFUNDING BONDS (#257)</b>	<b>\$ 3,667,872</b>	<b>\$ 3,667,872</b>	<b>\$ 3,665,709</b>

## DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - SPECIAL FUND-PFA  
0833-463

Account: 257-

2001 Tax Allocation Refunding  
Bonds

<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
257-0833-463-4251	CONSULTANT TO MONITOR ARBITRAGE	\$3,500.00	\$3,500.00
Subtotal		<b>\$3,500.00</b>	<b>\$3,500.00</b>
257-0833-463-4270	PRINCIPAL DUE 9/1/08	\$3,275,000.00	\$3,415,000.00
Subtotal		<b>\$3,275,000.00</b>	<b>\$3,415,000.00</b>
257-0833-463-4271	INTEREST DUE 3/1/09	\$150,889.00	\$78,320.00
257-0833-463-4271	INTEREST DUE 9/1/08	\$220,483.00	\$150,889.00
Subtotal		<b>\$371,372.00</b>	<b>\$229,209.00</b>
257-0833-463-4273	FISCAL AGENT FEES	\$18,000.00	\$18,000.00
Subtotal		<b>\$18,000.00</b>	<b>\$18,000.00</b>
<b>Services and Supplies Total</b>		<b>\$3,667,872.00</b>	<b>\$3,665,709.00</b>
<b>SPECIAL FUND-PFA Total</b>		<b>\$3,667,872.00</b>	<b>\$3,665,709.00</b>

**DEPARTMENT SUMMARY BY DIVISION**  
**Foster City Community Development Agency**  
COMMUNITY DEVELOPMENT  
PROJECT AREA ONE - GENERAL FUND (#311)  
Annual Budget Appropriation for Fiscal Year

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 245,357	\$ 245,357	\$ 257,634
SERVICES AND SUPPLIES	1,571,665	1,571,665	1,408,005
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	1,817,022	1,817,022	1,665,639
INTERNAL SERVICES	129,881	129,881	126,009
Subtotal (Total Department Expenses before Reallocations)	1,946,903	1,946,903	1,791,648
REALLOCATIONS	-	-	-
<b>TOTAL FOR PROJECT AREA ONE - GENERAL FUND (#311)</b>	<b>\$ 1,946,903</b>	<b>\$ 1,946,903</b>	<b>\$ 1,791,648</b>

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## DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - COMMUNITY DEVELOPMENT      Account: 311-0831-463      CDA-GENERAL

<b><i>Employee Services</i></b>		Approved 2007-2008	Requested 2008-2009
311-0831-463-4110	PERMANENT SALARIES	\$187,526.00	\$193,534.00
Subtotal		<b>\$187,526.00</b>	<b>\$193,534.00</b>
311-0831-463-4115	COUNCIL/DIRECTOR & COMM FEES	\$1,300.00	\$1,300.00
Subtotal		<b>\$1,300.00</b>	<b>\$1,300.00</b>
311-0831-463-4120	FRINGE BENEFITS	\$56,531.00	\$62,800.00
Subtotal		<b>\$56,531.00</b>	<b>\$62,800.00</b>
<b>Employee Services Total</b>		<b>\$245,357.00</b>	<b>\$257,634.00</b>
<b><i>Internal Services</i></b>		Approved 2007-2008	Requested 2008-2009
311-0831-463-4557	INFORMATION TECHNOLOGY SERVICES	\$118,466.00	\$114,386.00
Subtotal		<b>\$118,466.00</b>	<b>\$114,386.00</b>
311-0831-463-4569	BUILDING MAINTENANCE	\$11,415.00	\$11,623.00
Subtotal		<b>\$11,415.00</b>	<b>\$11,623.00</b>
<b>Internal Services Total</b>		<b>\$129,881.00</b>	<b>\$126,009.00</b>
<b><i>Services and Supplies</i></b>		Approved 2007-2008	Requested 2008-2009
311-0831-463-4241	COPY EXPENSE	\$2,200.00	\$2,200.00
Subtotal		<b>\$2,200.00</b>	<b>\$2,200.00</b>
311-0831-463-4242	POSTAGE EXPENSE	\$1,000.00	\$1,000.00
Subtotal		<b>\$1,000.00</b>	<b>\$1,000.00</b>
311-0831-463-4243	GENERAL OFFICE SUPPLIES	\$1,000.00	\$1,000.00
Subtotal		<b>\$1,000.00</b>	<b>\$1,000.00</b>

311-0831-463-4249	ADVERTISING	\$1,000.00	\$1,000.00
	Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
311-0831-463-4251	AUDIT FEES	\$1,325.00	\$1,465.00
311-0831-463-4251	CONSULTANT FEES - 15 ACRE SITE STUDIES	\$50,000.00	\$50,000.00
311-0831-463-4251	COUNTY PROPERTY TAX ADMINISTRATION FEE	\$156,000.00	\$162,000.00
311-0831-463-4251	FINANCIAL CONSULTANT FEES	\$16,000.00	\$16,000.00
311-0831-463-4251	REDEVELOPMENT ATTORNEY FEES	\$30,000.00	\$30,000.00
311-0831-463-4251	TSM COORDINATION AND PROGRAM	\$1,000.00	\$1,000.00
	Subtotal	<b>\$254,325.00</b>	<b>\$260,465.00</b>
311-0831-463-4253	CALIFORNIA REDEVELOPMENT ASSOCIATION	\$7,840.00	\$7,840.00
	Subtotal	<b>\$7,840.00</b>	<b>\$7,840.00</b>
311-0831-463-4254	CRA CONFERENCE & SEMINARS & ECON.DEV.CONFERENCES	\$1,500.00	\$1,500.00
	Subtotal	<b>\$1,500.00</b>	<b>\$1,500.00</b>
311-0831-463-4265	AB 1290 TAX SHARING PAYMENT	\$582,000.00	\$622,000.00
311-0831-463-4265	COSTCO NOTE 1	\$64,000.00	\$64,000.00
311-0831-463-4265	COSTCO NOTE 2	\$217,800.00	\$0.00
311-0831-463-4265	SAN MATEO UNION HIGH SCHOOL DISTRICT PER AGREEMENT	\$439,000.00	\$447,000.00
	Subtotal	<b>\$1,302,800.00</b>	<b>\$1,133,000.00</b>
	<b>Services and Supplies Total</b>	<b>\$1,571,665.00</b>	<b>\$1,408,005.00</b>
	<b>COMMUNITY DEVELOPMENT Total</b>	<b>\$1,946,903.00</b>	<b>\$1,791,648.00</b>

**DEPARTMENT SUMMARY BY DIVISION**  
**Foster City Community Development Agency**  
COMMUNITY DEVELOPMENT  
PROJECT AREA ONE - HOUSING FUND (#312)  
Annual Budget Appropriation for Fiscal Year

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 244,057	\$ 244,057	\$ 256,334
SERVICES AND SUPPLIES	1,401,925	1,401,925	1,415,065
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	1,645,982	1,645,982	1,671,399
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	1,645,982	1,645,982	1,671,399
REALLOCATIONS	-	-	-
<b>TOTAL FOR PROJECT AREA ONE - HOUSING FUND (#312)</b>	<b>\$ 1,645,982</b>	<b>\$ 1,645,982</b>	<b>\$ 1,671,399</b>

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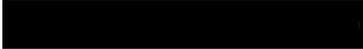
## DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - HOUSING

Account: 312-0832-463

CDA-HOUSING

<b><i>Employee Services</i></b>		Approved 2007-2008	Requested 2008-2009
312-0832-463-4110	PERMANENT SALARIES	\$187,526.00	\$193,534.00
Subtotal		<b>\$187,526.00</b>	<b>\$193,534.00</b>
312-0832-463-4120	FRINGE BENEFITS	\$56,531.00	\$62,800.00
Subtotal		<b>\$56,531.00</b>	<b>\$62,800.00</b>
<b>Employee Services Total</b>		<b>\$244,057.00</b>	<b>\$256,334.00</b>
<b><i>Services and Supplies</i></b>		Approved 2007-2008	Requested 2008-2009
312-0832-463-4251	AUDIT FEE	\$1,325.00	\$1,465.00
312-0832-463-4251	FINANCIAL CONSULTANT FEES	\$4,000.00	\$4,000.00
312-0832-463-4251	HUMAN INVESTMENT PROJECT - HOMESHARE PROGRAM	\$27,000.00	\$27,000.00
312-0832-463-4251	REDEVELOPMENT ATTORNEY FEES - GENERAL ADVICE	\$30,000.00	\$30,000.00
Subtotal		<b>\$62,325.00</b>	<b>\$62,465.00</b>
312-0832-463-4253	SAN MATEO COUNTY HEART DUES	\$12,100.00	\$12,100.00
Subtotal		<b>\$12,100.00</b>	<b>\$12,100.00</b>
312-0832-463-4254	TRAVEL, CONFERENCE, MEETINGS	\$500.00	\$500.00
Subtotal		<b>\$500.00</b>	<b>\$500.00</b>
312-0832-463-4265	EXISTING UNIT PURCHASE PROGRAM	\$1,030,000.00	\$1,036,000.00
312-0832-463-4265	FIRST TIME HOMEBUYERS PROGRAM	\$100,000.00	\$100,000.00
312-0832-463-4265	FOSTER'S LANDING AFFORDABLE HOUSING SUBSIDY	\$137,000.00	\$144,000.00
312-0832-463-4265	REHABILITATION LOAN PROGRAM	\$60,000.00	\$60,000.00
Subtotal		<b>\$1,327,000.00</b>	<b>\$1,340,000.00</b>
<b>Services and Supplies Total</b>		<b>\$1,401,925.00</b>	<b>\$1,415,065.00</b>

**HOUSING Total**  **\$1,645,982.00 \$1,671,399.00**

**DEPARTMENT SUMMARY BY DIVISION**  
**Foster City Community Development Agency**  
COMMUNITY DEVELOPMENT  
MARLIN COVE PROJECT AREA - GENERAL FUND (#317)  
Annual Budget Appropriation for Fiscal Year

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 28,422	\$ 28,422	\$ 29,766
SERVICES AND SUPPLIES	180,225	180,225	184,365
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	208,647	208,647	214,131
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	208,647	208,647	214,131
REALLOCATIONS	-	-	-
<b>TOTAL FOR MARLIN COVE PROJECT AREA - GENERAL FUND (#317)</b>	<b>\$ 208,647</b>	<b>\$ 208,647</b>	<b>\$ 214,131</b>

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## DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - COMMUNITY DEVELOPMENT  
0831-463

Account: 317-

MARLIN COVE  
GENERAL

<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009
317-0831-463-4110	PERMANENT SALARIES	\$22,198.00	\$22,909.00
Subtotal		<b>\$22,198.00</b>	<b>\$22,909.00</b>
317-0831-463-4120	FRINGE BENEFITS	\$6,224.00	\$6,857.00
Subtotal		<b>\$6,224.00</b>	<b>\$6,857.00</b>
<b>Employee Services Total</b>		<b>\$28,422.00</b>	<b>\$29,766.00</b>
<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
317-0831-463-4241	COPY EXPENSE	\$400.00	\$400.00
Subtotal		<b>\$400.00</b>	<b>\$400.00</b>
317-0831-463-4242	POSTAGE EXPENSE	\$200.00	\$200.00
Subtotal		<b>\$200.00</b>	<b>\$200.00</b>
317-0831-463-4243	GENERAL OFFICE SUPPLIES	\$200.00	\$200.00
Subtotal		<b>\$200.00</b>	<b>\$200.00</b>
317-0831-463-4251	AB 1290 TAX SHARING PAYMENT	\$150,000.00	\$154,000.00
317-0831-463-4251	AUDIT FEES	\$1,325.00	\$1,465.00
317-0831-463-4251	COUNTY PROPERTY TAX ADMINISTRATION FEE	\$15,000.00	\$15,000.00
317-0831-463-4251	FINANCIAL CONSULTANT FEES	\$3,600.00	\$3,600.00
317-0831-463-4251	REDEVELOPMENT ATTORNEY FEES	\$9,000.00	\$9,000.00
Subtotal		<b>\$178,925.00</b>	<b>\$183,065.00</b>
317-0831-463-4254	CRA CONFERENCE & SEMINARS & ECON.DEV.CONFERENCES	\$500.00	\$500.00
Subtotal		<b>\$500.00</b>	<b>\$500.00</b>
<b>Services and Supplies Total</b>		<b>\$180,225.00</b>	<b>\$184,365.00</b>

**COMMUNITY DEVELOPMENT Total**

**\$208,647.00**

**\$214,131.00**

**DEPARTMENT SUMMARY BY DIVISION**  
**Foster City Community Development Agency**  
COMMUNITY DEVELOPMENT  
MARLIN COVE PROJECT AREA - HOUSING FUND (#318)  
Annual Budget Appropriation for Fiscal Year

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 113,687	\$ 113,687	\$ 119,066
SERVICES AND SUPPLIES	378,219	378,219	384,359
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	491,906	491,906	503,425
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	491,906	491,906	503,425
REALLOCATIONS	-	-	-
<b>TOTAL FOR MARLIN COVE PROJECT AREA - HOUSING FUND (#318)</b>	<b>\$ 491,906</b>	<b>\$ 491,906</b>	<b>\$ 503,425</b>

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## DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - HOUSING

Account: 318-0832-463

MARLIN COVE HOUSING

<b><i>Employee Services</i></b>		Approved 2007-2008	Requested 2008-2009
318-0832-463-4110	PERMANENT SALARIES	\$88,791.00	\$91,638.00
	Subtotal	<b>\$88,791.00</b>	<b>\$91,638.00</b>
318-0832-463-4120	FRINGE BENEFITS	\$24,896.00	\$27,428.00
	Subtotal	<b>\$24,896.00</b>	<b>\$27,428.00</b>
<b>Employee Services Total</b>		<b>\$113,687.00</b>	<b>\$119,066.00</b>
<b><i>Services and Supplies</i></b>		Approved 2007-2008	Requested 2008-2009
318-0832-463-4241	COPY EXPENSE	\$1,600.00	\$1,600.00
	Subtotal	<b>\$1,600.00</b>	<b>\$1,600.00</b>
318-0832-463-4242	POSTAGE EXPENSE	\$800.00	\$800.00
	Subtotal	<b>\$800.00</b>	<b>\$800.00</b>
318-0832-463-4243	GENERAL OFFICE SUPPLIES	\$800.00	\$800.00
	Subtotal	<b>\$800.00</b>	<b>\$800.00</b>
318-0832-463-4251	AUDIT FEES	\$1,325.00	\$1,465.00
318-0832-463-4251	FINANCIAL CONSULTANT FEES	\$14,400.00	\$14,400.00
318-0832-463-4251	REDEVELOPMENT ATTORNEY FEES - GENERAL ADVICE	\$30,000.00	\$30,000.00
	Subtotal	<b>\$45,725.00</b>	<b>\$45,865.00</b>
318-0832-463-4254	TRAVEL, CONFERENCE, MEETINGS	\$500.00	\$500.00
	Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
318-0832-463-4265	AFFORDABLE HOUSING SUBSIDY	\$179,000.00	\$184,000.00
318-0832-463-4265	DEVELOPER GRANT PAYMENT	\$109,794.00	\$109,794.00

318-0832-463-4265	UTILITY SUBSIDY	\$40,000.00	\$41,000.00
	Subtotal	<b>\$328,794.00</b>	<b>\$334,794.00</b>
	<b>Services and Supplies Total</b>	<b>\$378,219.00</b>	<b>\$384,359.00</b>
	<b>HOUSING Total</b>	<b>\$491,906.00</b>	<b>\$503,425.00</b>

**DEPARTMENT SUMMARY BY DIVISION**  
**Foster City Community Development Agency**  
COMMUNITY DEVELOPMENT  
HILLSDALE / GULL PROJECT AREA - GENERAL FUND (#319)  
Annual Budget Appropriation for Fiscal Year

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 29,722	\$ 29,722	\$ 31,066
SERVICES AND SUPPLIES	58,325	58,325	59,465
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	88,047	88,047	90,531
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	88,047	88,047	90,531
REALLOCATIONS	-	-	-
<b>TOTAL FOR HILLSDALE / GULL PROJECT AREA - GENERAL FUND (#319)</b>	<b>\$ 88,047</b>	<b>\$ 88,047</b>	<b>\$ 90,531</b>

## DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - COMMUNITY DEVELOPMENT  
0831-463

Account: 319-

HILLSDALE/GULL  
GENERAL

<b><i>Employee Services</i></b>		Approved 2007-2008	Requested 2008-2009
319-0831-463-4110	PERMANENT SALARIES	\$22,198.00	\$22,909.00
Subtotal		<b>\$22,198.00</b>	<b>\$22,909.00</b>
319-0831-463-4115	COUNCIL/DIRECTOR & COMM FEES	\$1,300.00	\$1,300.00
Subtotal		<b>\$1,300.00</b>	<b>\$1,300.00</b>
319-0831-463-4120	FRINGE BENEFITS	\$6,224.00	\$6,857.00
Subtotal		<b>\$6,224.00</b>	<b>\$6,857.00</b>
<b>Employee Services Total</b>		<b>\$29,722.00</b>	<b>\$31,066.00</b>
<b><i>Services and Supplies</i></b>		Approved 2007-2008	Requested 2008-2009
319-0831-463-4251	AB1290 TAX SHARING PAYMENT	\$52,000.00	\$53,000.00
319-0831-463-4251	AUDIT FEE	\$1,325.00	\$1,465.00
319-0831-463-4251	COUNTY PROPERTY TAX ADMINISTRATION FEE	\$5,000.00	\$5,000.00
Subtotal		<b>\$58,325.00</b>	<b>\$59,465.00</b>
<b>Services and Supplies Total</b>		<b>\$58,325.00</b>	<b>\$59,465.00</b>
<b>COMMUNITY DEVELOPMENT Total</b>		<b>\$88,047.00</b>	<b>\$90,531.00</b>

**DEPARTMENT SUMMARY BY DIVISION**  
**Foster City Community Development Agency**  
COMMUNITY DEVELOPMENT  
HILLSDALE / GULL PROJECT AREA - HOUSING FUND (#320)  
Annual Budget Appropriation for Fiscal Year

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 113,687	\$ 113,687	\$ 119,066
SERVICES AND SUPPLIES	287,484	287,484	287,624
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	401,171	401,171	406,690
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	401,171	401,171	406,690
REALLOCATIONS	-	-	-
<b>TOTAL FOR HILLSDALE / GULL PROJECT AREA - HOUSING FUND (#320)</b>	<b>\$ 401,171</b>	<b>\$ 401,171</b>	<b>\$ 406,690</b>

# DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - HOUSING

Account: 320-0832-463

HILLSDALE/GULL HOUSING

<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009
320-0832-463-4110	PERMANENT SALARIES	\$88,791.00	\$91,638.00
Subtotal		<b>\$88,791.00</b>	<b>\$91,638.00</b>
320-0832-463-4120	FRINGE BENEFITS	\$24,896.00	\$27,428.00
Subtotal		<b>\$24,896.00</b>	<b>\$27,428.00</b>
<b>Employee Services Total</b>		<b>\$113,687.00</b>	<b>\$119,066.00</b>
<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
320-0832-463-4241	COPY EXPENSE	\$2,000.00	\$2,000.00
Subtotal		<b>\$2,000.00</b>	<b>\$2,000.00</b>
320-0832-463-4242	POSTAGE EXPENSE	\$1,000.00	\$1,000.00
Subtotal		<b>\$1,000.00</b>	<b>\$1,000.00</b>
320-0832-463-4243	GENERAL OFFICE SUPPLIES	\$1,000.00	\$1,000.00
Subtotal		<b>\$1,000.00</b>	<b>\$1,000.00</b>
320-0832-463-4251	AUDIT FEES	\$1,325.00	\$1,465.00
320-0832-463-4251	FINANCIAL CONSULTANT FEES	\$18,000.00	\$18,000.00
320-0832-463-4251	REDEVELOPMENT ATTORNEY FEES - GENERAL ADVICE	\$30,000.00	\$30,000.00
Subtotal		<b>\$49,325.00</b>	<b>\$49,465.00</b>
320-0832-463-4254	TRAVEL, CONFERENCE, MEETINGS	\$500.00	\$500.00
Subtotal		<b>\$500.00</b>	<b>\$500.00</b>
320-0832-463-4265	DEVELOPER GRANT PAYMENT	\$233,659.00	\$233,659.00
Subtotal		<b>\$233,659.00</b>	<b>\$233,659.00</b>
<b>Services and Supplies Total</b>		<b>\$287,484.00</b>	<b>\$287,624.00</b>
<b>HOUSING Total</b>		<b>\$401,171.00</b>	<b>\$406,690.00</b>

## ***Capital Improvement Program***



The Capital Improvement Program (CIP) consists of projects to enhance, repair, maintain, replace, or rehabilitate portions of the City/District's infrastructure. The CIP includes elements of the City/District's infrastructure such as storm drains, sanitary sewers, parks, public buildings, streets, median landscaping, bridges, water distribution, wastewater treatment, and traffic control devices.

The primary objective of the CIP is to develop and implement projects to ensure continued capacity and integrity of capital facilities necessary to effectively serve the City/District's needs. The following is a summary of active projects managed during Fiscal Year 2007-2008:

### New Projects Started:

- **Restroom Plumbing Repair/ Gull and Marlin Parks, and Asphalt Repairs (CIP 601)** – This project was

identified to replace the restroom plumbing at Gull and Marlin Parks, which need immediate upgrades. There are eight fixtures that need new piping, accessories, and vent upgrades to the roof. City staff will work with contractors to seek project proposals. Staff anticipates awarding a contract in April 2008, with working beginning May 2008. Both bathroom upgrades are expected to be completed by June 2008. The asphalt pathway repair project involves eight parks and was identified to repair damaged asphalt pathways throughout the parks system. The pathway work consists of installation of new under base and 2" overlay of asphalt. Location (Parks and Walkways):

1. Boothbay Park
2. Jamaica Walkway
3. Killdeer Park
4. Marlin Park
5. Pilgrim Walkway
6. Sea Cloud Park

7. Shad Park
8. Turnstone Park

Staff anticipates awarding a contract in June 2008 with work to begin in July 2008 and be completed by September 2008.

- **Sea Cloud and Catamaran Park Synthetic Turf Improvements (CIP 602)** – This project was authorized and funded in FY 07-08, and the scope of work includes the installation of synthetic turf soccer fields at Sea Cloud Park and Catamaran Park, as well as the installation of a synthetic surface walking track and lighting of the full court basketball court at Catamaran Park. The City Council awarded a contract to Verde Design, Inc. for design and construction management services at its' February 4, 2008 meeting. Staff anticipates with the award of a contract in February 2008 that design documents would be submitted by August 2008 and the request for bids for construction will be issued in October 2008. We anticipate awarding a construction contract in December 2008. Project construction would begin in January 2009 with an anticipated completion date of August 2009.
- **Arterial and Collector Overlay Project (CIP 799)** – This biennial project is part of the City's ongoing program to maintain arterial and collector streets. Budgeting for this project allows the City to maximize the use of available federal and state transportation grant funding by providing local matching funds. This year's project includes the resurfacing of Foster City Boulevard (from E. Third Avenue to E. Hillsdale Boulevard) and Shell

Boulevard (from the Shell Boulevard bridge to Beach Park Boulevard). Staff is completing design work and compilation of contract documents with bidding of a construction contract planned for Spring 2008, followed by construction in Summer 2008. A total of \$477,000 in federal Surface Transportation Program (STP) funding has been programmed for this project.

#### Projects Under Design:

- **Rehabilitation of City-Owned Lagoon Structures (CIP 736)** - This project was originally established to address deficiencies to City-owned lagoon bulkheads located at parks, bridges, and at the lagoon intake and pumping station. Since its' authorization, the project budget has been used for maintenance and repair of the aluminum bulkheads at Leo Ryan and Boat Park. At its March 7, 2007 meeting, the City Council approved using the remainder of funds from this project to construct a new section of bulkhead at Catamaran Park from the end of the existing wooden bulkhead to the concrete bulkhead located underneath the Shell Boulevard bridge.

The City Council approved issuance of a Request for Proposal (RFP) for engineering design services at its October 15, 2007 meeting. Five consultant proposals were received by the November 30, 2007 deadline and the City Council approved a consultant agreement with Wilsey Ham, Inc. for this work on February 4, 2008. Completion of engineering design is expected to be completed in Summer 2008 including the engineer's estimate of probable construction costs. Bidding of a

construction contract is tentatively scheduled for Summer 2008. Because the original project budget was developed using preliminary cost data from 2006, a complete budget analysis will be provided to the Council at the time of approval of plans and specifications and authorization to bid.

- **Sewer System Rehabilitation (CIP 757).** (Mains, Manholes and Force Mains) This project provides for the design and rehabilitation of various sewer lines as identified by closed circuit televising (CCTV) of the District's sewer mains, manhole inspections, and force main inventory and analysis. PW Maintenance staff has now completed the television inspection of the gravity collection system mains throughout the City. This information has been compiled and evaluated to identify inflow and infiltration sources, pipe deficiencies, and other trouble areas where repair work is required. The first phase of the project will address localized pipe repairs and manhole rehabilitation work that has been identified as part of the completed television inspections. This work is planned for Summer 2008.
- **Water Main Condition Survey (CIP 760)** – The design work for the 24-inch valve replacements, installation of cathodic protection test stations to monitor portions of the main, and various other improvements to the 24-inch transmission main that would provide access to inspect and monitor the condition of the pipeline is 90% complete. Final design is expected to be complete by May 2008 with construction to begin in the Winter of 2008-2009. Coordination with Cal Water and Mid-Peninsula for back up water supply while construction is

being completed will be necessary. Since a majority of the work will take place outside of our City limits, the project will require the acquisition of an encroachment permit from the City of San Mateo, in addition to coordination with the SFPUC and Caltrans.

- **Follow Up Biennial Caltrans Bridge Inspection (CIP 762)** This project involves the review of biennial Caltrans inspection reports of City owned bridges (Bicentennial, Foster City, Rainbow, and Shell). CALTRANS performs these bridge inspections every other year. CSG Consultant Inc. were retained to review and evaluate the Caltrans reports (for 1999, 2001 and 2003) and to prepare a Technical Memorandum outlining their recommendations and conclusions. CSG was also recently contracted to review CALTRANS inspections reports for the years 2005 and 2007.

CSG's Technical Memorandum, completed in 2004, concluded that the bridges appear to be in generally good condition with no significant structural problems. The Technical Memorandum, however, recommended and prioritized a list of maintenance work items. The repair work was originally planned to be done over a five-year period as a systematic preventive maintenance program. In 2006, the first repair project was bid. However, the lone bid received on this project was significantly higher than the Engineer's Estimate and was rejected. In order to generate more competitive bidding, it is now planned to aggregate all repairs into a single larger project to be completed in the Summer of 2010.

- **Outfall Gate Replacement (CIP 789)** – This project will replace the remaining four outlet gates, mechanical gate operators and appurtenances at the City’s lagoon pump station facility/lagoon outfall. The gates and openers allow the City to control the lagoon level without using the storm pumps. Last year this project was combined with the trash rack repair/replacement project which is funded with Equipment Replacement Funds. During the initial planning stages, it was determined that some of the work within this project would overlap with work that will be performed under CIP 792 - Lagoon Pump Station Rehabilitation Design.

Staff is presently in the process of merging the two CIP’s in order to facilitate the development of contract documents for a combined project. The outfall gates and trash rack repair will require the installation of a coffer dam to allow the isolated draining of lagoon outlet channels to facilitate the work. During the isolation, repairs to areas of the structure that are normally at or under water would be performed. The isolation would be performed during the summer months. A Request for Proposal for design of the combined CIP project will be prepared in Spring 2008. Design work is anticipated to be completed in Winter 2008-2009 with construction following in Summer 2009. In the meantime, in order to facilitate the installation of the four outlet gates, pumps one and two must be removed. This task has been assigned to the Streets and Lagoons section and will be completed during 2008.

- **Lagoon Pump Station Rehabilitation (CIP 792)** - This project provides for the repair and upgrade of the Lagoon

Pump Station located at the Corporation Yard. The structural components of the pump station will be evaluated, designed and repaired as part of this project. The safety railings around the entire structure will also be replaced and/or repaired as part of this project.

The SCADA software upgrades will start in the Summer of 2008. These upgrades were put on hold until the completion of the upgrades to the water booster pump station and the numerous sewer pump stations. This will allow us to maintain continuity throughout the system.

The proposed construction of a sound insulated control room that was part of this original project is no longer needed since staff was able to combine building spaces and create a sound insulated room which includes the addition of a meeting room and office space for the Streets and Lagoon program. The new office is in close proximity to the pump room and has a network computer to allow monitoring of the Lagoon levels. As noted in CIP 789 – Outfall Gates Replacement, this project is being merged with CIP 789 and the improvements will be designed as a combined project.

- **Foster Center Teen Center and Recreational Facilities (CIP 794)** - Based on bids received and opened on January 31, 2008, a construction contract in the amount of \$3,973,500 was awarded to D.L. Falk Construction at the March 3,



2008 Council Meeting. In addition, the award of agreements in amounts not to exceed \$289,950 with Kitchell CEM for construction management services and \$17,460 with Smith-Emery Company for materials testing and specialty inspection services were also awarded at the March 3, 2008 meeting. The budget for CIP 794 has sufficient funds for the recommended contract awards and associated contingencies and agreements. Construction duration is established at 390 calendar days.



- **Parks Infrastructure Improvements (CIP 798)** - This project addresses deficiencies to the eight-mile long levee pedway system that surrounds the city and basketball/tennis court maintenance.

Levee pedway improvements – Improvements will consist of:

- Adjustment of surface grades in select areas
- Installation of root barriers
- Removal and replacement of failed asphalt
- Slurry sealing
- Crack sealing
- Asphalt top coating
- Refurbishment of the walking track.

Staff completed preliminary inspection and evaluation of the levee pedway in November 2007. The inspection of the pedway revealed a number of problems and deficiencies that were not identified when the budget estimate was originally developed. These include areas of the pathway that are in need of repair due to up-heaving caused by tree roots. These repairs may require tree removal if future damage of the pedway is to be avoided. Some of these trees are privately owned. Lastly, private improvements have encroached onto the Levee pedway easements. Removal of some of these private improvements may be necessary in order to complete the pathway repair and preventive maintenance work.

Presently, the approved budget for the Levee pedway improvements includes \$250,000 with \$1,750,000 in future funding programmed in FY 2009-2010. This budget is based on the preliminary cost estimate to complete repairs and preventive maintenance for the entire levee pedway which is estimated at \$1.5 to \$2 million. A revised plan for prioritizing, scheduling, and completing the pedway improvements is presently being developed by staff.

The other element of infrastructure improvements consists of Tennis/Basketball Court Resurfacing. Site Locations – Tennis Court Locations: Catamaran (2), Basketball Court Locations: Boothbay (1), Turnstone (1), Ketch (1), Catamaran (1). Court surfaces had shown signs of wear and tear. Work consisted of filling in cracks and surface irregularities; leveling all playing surfaces; and laying asphaltic concrete material. All courts, except

for the Catamaran Park basketball court, were painted and designated lines for play were professionally installed. This work began in July 2007 and was completed in September 2007 at all sites except Catamaran. The Catamaran Basketball resurfacing project is scheduled to begin in May 2008 and be completed in June 2008. This work was identified as an element of the Tennis and Basketball Court Maintenance Program and the approved budget for resurfacing was \$60,000. To date \$21,300 has been spent leaving a balance of \$38,700 to complete the remaining work.

\$26,142,327. Based on the contractor's schedule updates and the progress of the work, construction completion is anticipated to be approximately 16-18 months beyond the contractual completion date.

Projects Under Construction:

- **WWTP Expansion Phase II (CIP 730)** –A construction contract in the amount of \$25,578,050, for the Anaerobic digester and dewatering facility improvements was awarded in January 2005 to Pacific Mechanical Corporation by the lead agency, the City of San Mateo. Notice to Proceed was effective on April 12, 2005 with a contract construction duration of 730 days. Contract change orders executed as of December 2007 revises the construction duration from 730 calendar days to 794 calendar days and the contract amount to



Projects Completed:

- CIP 784 - Lift Station Improvements, Phase III
- CIP 790 – Water Valve Replacement Project



Projects Closed Out:

- CIP 782 – Storm Sewer Cleaning
- CIP 794 – Phase I, Edgewater Park Tennis Courts and Lighting Project
- CIP 795 - 2007 Residential Street Resurfacing and Repairs Project
- CIP 796 – Building Maintenance Infrastructure Improvements.
- CIP 797 – Street Drainage Improvements

# THE CAPITAL IMPROVEMENT PROJECT BUDGETING PROCESS

As part of the City's Annual Budget and Five Year Financial Plan process, the City prepares a Five Year Capital Improvement Project plan. A Capital Improvement Project (or "CIP") is a plan for capital expenditures to provide for the acquisition, expansion or rehabilitation of an element of the City's physical plant to be incurred over a fixed period of several future years. Examples of such projects include:

- Street pavement projects
- City facilities construction / refurbishment
- Park infrastructure improvements (e.g., paving basketball courts, walkway construction or rehabilitation)
- Water valve or pipe replacement
- Sewer Lift Station refurbishment

Because the costs of such improvements are usually significant, the City prepares a Five Year Capital Improvement Project Plan so that it can anticipate future costs and funding strategies for projects.

## ***CIP Planning Process***

### **Identifying CIP Projects**

Throughout the fiscal year, City staff members continually monitor the functional status and performance of all of the City's physical plant. Maintenance activities supporting City infrastructure are documented and analyzed to determine if rehabilitation or replacement is necessary. In addition, throughout the year, policy direction from the City Council may be received to construct, enhance or rehabilitate City facilities (e.g., the Foster City Teen Center). Staff makes note of these projects and begins to define the scope, nature and extent of projects as may be required.

In December of each year, under the direction of the City Manager, staff members assemble to kick-off the Five Year CIP planning process. Updates on CIP projects currently underway are prepared for City Council review in a January study session. Existing projects on the previous year's Five Year CIP Plan are reviewed and updated. Staff also begins the process of formally identifying, for consideration by the City Council, any new CIP's which were not on the list in the previous year.

### **Cost Estimates**

Over the next few months, staff develops a draft CIP Plan. Upon identifying the scope and nature of each project, staff begin to prepare cost estimates of the projects. Projects which come up within the next 1-2 years have detailed engineers' cost estimates prepared for purposes of determining the total cost of the project. Projects which are 3-5 years out have less-detailed cost estimates prepared, but are sufficient in detail to give an overall order-of-magnitude cost estimate for planning purposes. This is performed for both newly identified projects and projects that are being updated from the previous year's Five Year CIP Plan.

The City builds in an inflation factor to cost estimates that are 2-5 years out. Inflation factors can range anywhere from 2% to 10% per year. Assumptions are made based upon the historical trends and future expectations of raw material and labor costs for each project. For example, projects that have significant amounts of steel or oil products may have a high inflationary factor due to the price increases experienced and forecast for those raw materials. On the other hand, projects which entail dirt and sod may yield lower inflationary factors.

Cost estimates also include contingency factors that are based upon historical experience of similar projects and relative uncertainty with

respect to the project itself. For example, a construction project built upon ground that is suspect to have hazardous materials may yield a higher contingency factor than a relatively simple replacement of walkways in a park. Staff exercises significant judgment based upon its professional experience in determining both inflationary factors and contingency factors.

## **Cost Components**

Staff develops separate cost components for the design phase and the construction phase of a project, where necessary. For larger projects, the construction phase may also be split into separate components for project identification and manageability. In this way, the costs can be identified based upon the timing for each phase of the project. Cost estimates are then prepared and time-activated based upon each component of the project and as described above.

## **Funding Sources**

Once the costs have been identified and projected, a financial analysis is prepared to determine whether or not the projects can be funded. Consideration is given to a variety of sources of funds, including:

- Grant funds
- Revenues dedicated for such purposes (e.g., Gas Tax funds for street improvements)
- Water and Sewer revenue rate projections
- Community Development Agency funding
- Existing money available that is not committed to other uses

## **Development of Five Year Plan**

Funding sources are then compared to project cost estimates to develop the Five Year CIP Plan. The timing of the various projects is taken into consideration given the status of the existing infrastructure,

risk management considerations, Council Policy Calendar initiatives, and available funding.

Once the draft plan is created, it is presented to the City Council in a Study Session that is typically held in late March. Council then provides direction on each of the projects within the plan and any changes are incorporated into a revised Five Year CIP Plan. Any updates requiring further discussion are provided once again to the City Council at its May Budget Study Session.

The Council then holds a Public Hearing on the budget, which includes the Five Year CIP Plan, normally the first Monday in June. Subject to any public testimony and final Council direction, the final Five Year CIP Plan is prepared, and the project costs associated with any projects which are funded in the next fiscal year are appropriated by the City Council as part of the adoption of the Annual Budget.

**FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FISCAL YEAR 2008-2009 TO 2012-2013)**

Category	NO.	PROJECT NAME	Funding Source*	TOTAL - Not Including Prior Years	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
<b>WASTEWATER COLLECTION SYSTEM PROJECTS</b>									
A	1	(CIP 730) WWTP EXPANSION PHASE II	CS	\$500,000	\$250,000	\$250,000			
A	2	(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS PROJECT	CS	\$3,300,000	\$150,000	\$150,000	\$3,000,000		
A	3	(NEW CIP) SEWER SYSTEM REHABILITATION – GRAVITY MAINS & MANHOLES	CS	\$800,000		\$150,000	\$650,000		
<b>TOTAL WASTEWATER COLLECTION SYSTEM PROJECTS</b>			<b>3</b>	<b>\$4,600,000</b>	<b>\$400,000</b>	<b>\$550,000</b>	<b>\$3,650,000</b>	<b>\$0</b>	<b>\$0</b>
<b>WATER PROJECTS</b>									
A	4	(CIP 760) WATER MAIN CONDITION SURVEY AND IMPROVEMENTS (2008-2009)	CW	\$200,000	\$200,000				
A	5	(NEW CIP) WATER VALVE REPLACEMENT (2009-2010)	CW	\$300,000		\$300,000			
A	6	(NEW CIP) WATER MAIN CONDITION SURVEY (2010-2011)	CW	\$200,000			\$200,000		
A	7	(NEW CIP) WATER VALVE REPLACEMENT (2011-2012)	CW	\$330,000				\$330,000	
<b>TOTAL WATER PROJECTS</b>			<b>4</b>	<b>\$1,030,000</b>	<b>\$200,000</b>	<b>\$300,000</b>	<b>\$200,000</b>	<b>\$330,000</b>	<b>\$0</b>
<b>STREETS/TRAFFIC PROJECTS</b>									
A	8	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2008-2009)	GT	\$750,000	\$750,000				
A	9	(NEW CIP) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2009-2010)	MA	\$790,000		\$790,000			
A	10	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2010/2011)	MA	\$825,000			\$825,000		
A	11	(NEW CIP) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2011-2012)	MA	\$865,000				\$865,000	
A	12	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2012/2013)	MA, P1B	\$900,000					\$900,000
B	13	(CIP 762) FOLLOW-UP ON BI-ANNUAL CALTRANS BRIDGE INSPECTIONS	P42	\$435,000		\$435,000			
<b>TOTAL STREETS/TRAFFIC PROJECTS</b>			<b>6</b>	<b>\$4,565,000</b>	<b>\$750,000</b>	<b>\$1,225,000</b>	<b>\$825,000</b>	<b>\$865,000</b>	<b>\$900,000</b>
<b>STORMWATER/LAGOON PROJECTS</b>									
<b>NONE</b>									
<b>TOTAL STORMWATER/LAGOON PROJECTS</b>			<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>PARKS PROJECTS</b>									
C	14	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2008-2009)	CC	\$370,000	\$370,000				
C	15	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (LEVEE/PEDWAY IMPROVEMENTS AND REPAIRS)	CC, MA	\$1,750,000		\$1,750,000			
C	16	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2009-2010)	CC	\$200,000		\$200,000			
C	17	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2010-2011)	CC	\$445,000			\$445,000		
C	18	(NEW CIP) LEVEE PARK AND SEA CLOUD S-4 – SYNTHETIC TURF AND PARK IMPROVEMENTS (2010/2011)	PIL	\$1,925,000			\$1,925,000		
C	19	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2011-2012)	CC	\$120,000				\$120,000	
C	20	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2012-2013)	CC	\$100,000					\$100,000
<b>TOTAL PARKS PROJECTS</b>			<b>7</b>	<b>\$4,910,000</b>	<b>\$370,000</b>	<b>\$1,950,000</b>	<b>\$2,370,000</b>	<b>\$120,000</b>	<b>\$100,000</b>
<b>BUILDING PROJECTS</b>									
<b>NONE</b>									
<b>TOTAL BUILDING PROJECTS</b>			<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>GRAND TOTAL</b>			<b>20</b>	<b>\$15,105,000</b>	<b>\$1,720,000</b>	<b>\$4,025,000</b>	<b>\$7,045,000</b>	<b>\$1,315,000</b>	<b>\$1,000,000</b>

\* CC=CIP City, MA=Measure A, GT = Gas Tax, PIL=Park-in-Lieu Fees, CS=CIP Sewer, CW=CIP Water, P1B = Proposition 1B, P42 = Proposition 42

Note: Foster City Teen Center Improvement funding, if necessary, will be provided after submittal of the 35% architectural plans in May 2007.

**TABLE A**  
**FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FY 2008-2009 TO FY 2012-2013)**

Project No.	PROJECT DESCRIPTION		TOTAL
<b>CATEGORY A PROJECTS</b>			
1	(CIP 730) WWTP EXPANSION PHASE II	\$500,000	
2	(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS PROJECT	\$3,300,000	
3	(NEW CIP) SEWER SYSTEM REHABILITATION – GRAVITY MAINS & MANHOLES	\$800,000	
4	(CIP 760) WATER MAIN CONDITION SURVEY AND IMPROVEMENTS (2008-2009)	\$200,000	
5	(NEW CIP) WATER VALVE REPLACEMENT (2009-2010)	\$300,000	
6	(NEW CIP) WATER MAIN CONDITION SURVEY (2010-2011)	\$200,000	
7	(NEW CIP) WATER VALVE REPLACEMENT (2011-2012)	\$330,000	
8	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2008-2009)	\$750,000	
9	(NEW CIP) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2009-2010)	\$790,000	
10	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2010/2011)	\$825,000	
11	(NEW CIP) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2011-2012)	\$865,000	
12	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2012/2013)	\$900,000	
		<b>Subtotal for Category A Projects</b>	<b>\$9,760,000</b>
<b>CATEGORY B PROJECTS</b>			
13	(CIP 762) FOLLOW-UP ON BI-ANNUAL CALTRANS BRIDGE INSPECTIONS	\$435,000	
		<b>Subtotal for Category B Projects</b>	<b>\$435,000</b>
<b>CATEGORY C PROJECTS</b>			
14	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2008-2009)	\$370,000	
15	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (LEVEE/PEDWAY IMPROVEMENTS AND REPAIRS)	\$1,750,000	
16	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2009-2010)	\$200,000	
17	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2010-2011)	\$445,000	
18	(NEW CIP) LEVEE PARK AND SEA CLOUD S-4 – SYNTHETIC TURF AND PARK IMPROVEMENTS (2010/2011)	\$1,925,000	
19	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2011-2012)	\$120,000	
20	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2012-2013)	\$100,000	
		<b>Subtotal for Category C Projects</b>	<b>\$4,910,000</b>
<b>GRAND TOTAL</b>			<b>\$15,105,000</b>

**TABLE B  
FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FY 2008-2009 TO FY 2012-2013)**

No.	DESCRIPTION	CIP - CITY*	CDA	Foster City Foundation	MEASURE A	GAS TAX	PARK-IN-LIEU FEES	PROP 42 TRANS.	PROP 1B TRANS.	CIP WATER	CIP SEWER	TOTAL	No.
	Funds Available for CIP Projects	\$4,304,336 (1)	\$314,000	\$0	\$1,156,269	\$750,000	\$0	\$0	\$0	\$2,738,773	\$4,235,600	\$13,498,978	
	Revenue Projections (2)	\$3,000,000	\$0	\$190,000	\$2,717,000	\$0	\$7,997,000	\$1,633,000	\$459,000	\$1,718,000	\$3,680,000	\$21,394,000	
	Fund Transfers	\$10,400,000 (3)		(\$190,000) (4)		\$0	(\$2,210,000) (5)						
	Total Available	\$17,704,336	\$314,000	\$0	\$3,873,269	\$750,000	\$5,787,000	\$1,633,000	\$459,000	\$4,456,773	\$7,915,600	\$42,892,978	
<b>CATEGORY A PROJECTS</b>													
1	(CIP 730) WWTP EXPANSION PHASE II (NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS PROJECT										\$500,000	\$500,000	1
2	(NEW CIP) SEWER SYSTEM REHABILITATION – GRAVITY MAINS & MANHOLES										\$3,300,000	\$3,300,000	2
3	(CIP 760) WATER MAIN CONDITION SURVEY AND IMPROVEMENTS (2008-2009)									\$200,000		\$200,000	4
4	(NEW CIP) WATER VALVE REPLACEMENT (2009-2010)									\$300,000		\$300,000	5
5	(NEW CIP) WATER MAIN CONDITION SURVEY (2010-2011)									\$200,000		\$200,000	6
6	(NEW CIP) WATER VALVE REPLACEMENT (2011-2012)									\$330,000		\$330,000	7
7	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2008-2009)					\$750,000						\$750,000	8
8	(NEW CIP) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2009-2010)				\$790,000							\$790,000	9
9	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2010/2011)				\$825,000							\$825,000	10
10	(NEW CIP) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2011-2012)				\$865,000							\$865,000	11
11	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2012/2013)				\$441,000				\$459,000			\$900,000	12
	<b>SUB TOTAL OF CATEGORY A PROJECTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,921,000</b>	<b>\$750,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$459,000</b>	<b>\$1,030,000</b>	<b>\$4,600,000</b>	<b>\$9,760,000</b>	
	<b>FUNDS AVAIL. (LESS CATEGORY A PROJECTS)</b>	<b>\$17,704,336</b>	<b>\$314,000</b>	<b>\$0</b>	<b>\$952,269</b>	<b>\$0</b>	<b>\$5,787,000</b>	<b>\$1,633,000</b>	<b>\$0</b>	<b>\$3,426,773</b>	<b>\$3,315,600</b>	<b>\$33,132,978</b>	
<b>CATEGORY B PROJECTS</b>													
13	(CIP 762) FOLLOW-UP ON BI-ANNUAL CALTRANS BRIDGE INSPECTIONS							\$435,000				\$435,000	8
	<b>SUB TOTAL OF CATEGORY B PROJECTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$435,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$435,000</b>	
	<b>FUNDS AVAIL. (LESS CATEGORY A AND B PROJECTS)</b>	<b>\$17,704,336</b>	<b>\$314,000</b>	<b>\$0</b>	<b>\$952,269</b>	<b>\$0</b>	<b>\$5,787,000</b>	<b>\$1,198,000</b>	<b>\$0</b>	<b>\$3,426,773</b>	<b>\$3,315,600</b>	<b>\$32,697,978</b>	
<b>CATEGORY C PROJECTS</b>													
14	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2008-2009)	\$370,000										\$370,000	14
15	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (LEVEE/PEDWAY IMPROVEMENTS AND REPAIRS)	\$875,000			\$875,000							\$1,750,000	15
16	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2009-2010)	\$200,000										\$200,000	16
17	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2010-2011)	\$445,000										\$445,000	17
18	(NEW CIP) LEVEE PARK AND SEA CLOUD S-4 – SYNTHETIC TURF AND PARK IMPROVEMENTS (2010/2011)						\$1,925,000					\$1,925,000	18
19	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2011-2012)	\$120,000										\$120,000	19
20	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2012-2013)	\$100,000										\$100,000	20
	<b>SUB TOTAL OF CATEGORY C PROJECTS</b>	<b>\$2,110,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$875,000</b>	<b>\$0</b>	<b>\$1,925,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,910,000</b>	
	<b>FUNDS AVAIL. (LESS CATEGORY A, B, AND C PROJECTS)</b>	<b>\$15,594,336</b>	<b>\$314,000</b>	<b>\$0</b>	<b>\$77,269</b>	<b>\$0</b>	<b>\$3,862,000</b>	<b>\$1,198,000</b>	<b>\$0</b>	<b>\$3,426,773</b>	<b>\$3,315,600</b>	<b>\$27,787,978</b>	

- (1) Funds Available include \$1.0M Emerg. Reserve for CIP City  
(2) Includes Interest Earnings.  
(3) Transfers include \$8 million in fund transfers from the City's General Fund (\$2 million per year starting in FY 2009-2010), plus transfers from Foster City Foundation and Park-in-Lieu funds as indicated in notes (4) and (5) below.  
(4) Grants totalling \$190,000 are expected to be received from the Foster City AYSO and PYSC youth soccer league organizations towards the Synthetic Turf projects at Catamaran Park and Sea Cloud Park S-3 funded in FY 2007-2008. As funds are received, they will be transferred back to the City CIP fund which advanced the funds in FY 2007-2008.  
(5) In FY 2007-2008, the Synthetic Turf Project (Catamaran and Sea Cloud Park S-3) was funded at \$2.7 million. \$2,210,000 of those funds came from the City CIP Fund as an advance of Park in Lieu fees anticipated from developments. These funds will be reimbursed back to the City CIP fund from Park in Lieu fees collected upon receipt of those fees from developers.

**TABLE C  
CAPITAL IMPROVEMENT PROJECT (CIP) PLAN (FISCAL YEAR 2008-2009)**

PROJECT NAME	Funding Source*	Total Project Cost	Prior Years' Funding	FY 2008-2009 Funding	Funding Sources			
					City Capital Investment	Gas Tax	Water Capital Investment	Sewer Capital Investment
<b>SEWER PROJECTS</b>								
(CIP 730) WWTP EXPANSION PHASE II	CS	\$ 9,631,000	\$ 9,381,000	\$ 250,000				\$ 250,000
(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS PROJECT	CS	\$ 150,000	\$ -	\$ 150,000				\$ 150,000
<b>TOTAL SEWER PROJECTS</b>	<b>2</b>	<b>\$ 9,781,000</b>	<b>\$ 9,381,000</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>
<b>WATER PROJECTS</b>								
(CIP 760) WATER MAIN CONDITION SURVEY AND IMPROVEMENTS (2008-2009)	CW	\$ 850,000	\$ 650,000	\$ 200,000			\$ 200,000	
<b>TOTAL WATER PROJECTS</b>	<b>1</b>	<b>\$ 850,000</b>	<b>\$ 650,000</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ -</b>
<b>STREETS/TRAFFIC PROJECTS</b>								
(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2008-2009)	GT	\$ 750,000	\$ -	\$ 750,000	\$ -	\$ 750,000		
<b>TOTAL STREETS/TRAFFIC PROJECTS</b>	<b>1</b>	<b>\$ 750,000</b>	<b>\$ -</b>	<b>\$ 750,000</b>	<b>\$ -</b>	<b>\$ 750,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>STORMWATER/LAGOON PROJECTS</b>								
<b>NONE</b>				\$ -	\$ -			
<b>TOTAL STORMWATER/LAGOON PROJECTS</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>PARKS PROJECTS</b>								
(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2008-2009)	CC	\$ 370,000	\$ -	\$ 370,000	\$ 370,000			
<b>TOTAL PARKS PROJECTS</b>	<b>1</b>	<b>\$ 370,000</b>	<b>\$ -</b>	<b>\$ 370,000</b>	<b>\$ 370,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>BUILDING PROJECTS</b>								
<b>NONE</b>		\$ -	\$ -	\$ -				
<b>TOTAL BUILDING PROJECTS</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>5</b>	<b>\$ 11,751,000</b>	<b>\$ 10,031,000</b>	<b>\$ 1,720,000</b>	<b>\$ 370,000</b>	<b>\$ 750,000</b>	<b>\$ 200,000</b>	<b>\$ 400,000</b>

\* CC=CIP City, GT = Gas Tax, CS=CIP Sewer, CW=CIP Water

**TABLE D  
ACTIVE AND PROPOSED CIP'S THROUGH FY 2011-2012**

ACTIVE PROJECT	DESCRIPTION	FY AUTH	PRIOR YEARS BUDGET AND ADJUSTMENT	CURRENT YEAR BUDGET AND ADJUSTMENT (2007-2008)	TOTAL APPROVED BUDGET AND ADJUSTMENT	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	ESTIMATED TOTAL PROJECT BUDGET
455-730	WWTP EXPANSION PHASE II - SOLIDS HANDLING FACILITY	98/99	\$ 8,831,000	\$ 550,000	\$ 9,381,000	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 9,881,000
301-736	REHABILITATION OF CITY LAGOON STRUCTURES	98/99	\$ 280,000	\$ 100,000	\$ 380,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 380,000
455-757	SEWER SYSTEM REHABILITATION	00/01	\$ 630,000	\$ -	\$ 630,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 630,000
405-760	WATER MAIN CONDITION SURVEY	00/01	\$ 650,000	\$ -	\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650,000
301-762	FOLLOW-UP ON BI-ANNUAL CALTRANS BRIDGE INSPECTIONS	00/01	\$ 230,000	\$ -	\$ 230,000	\$ -	\$ 435,000	\$ -	\$ -	\$ -	\$ 665,000
301-782	STORM SEWER CLEANING	02/03	\$ 300,000	\$ 200,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
455-784	LIFT STATION IMPROVEMENTS	03/04	\$ 1,200,000	\$ 800,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
301-789	OUTFALL GATES REPLACEMENT	03/04	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
405-790	WATER VALVE REPLACEMENT PROJECT	04/05	\$ 300,000	\$ 100,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000
301-792	LAGOON PUMP STATION UPGRADE	05/06	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
301-794	FOSTER CITY TEEN CENTER AND REC. FACILITIES	05/06	\$ 3,283,500	\$ 2,863,000	\$ 6,146,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,146,500
301-795	RESIDENTIAL STREET RESURFACING AND REPAIR	06/07	\$ 400,000	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000
301-796	BUILDING INFRASTRUCTURE IMPROVEMENTS	06/07	\$ 145,550	\$ -	\$ 145,550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145,550
301-797	STREET DRAINAGE IMPROVEMENTS	06/07	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
301-798	PARK INFRASTRUCTURE IMPROVEMENTS	06/07	\$ 310,000	\$ -	\$ 310,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 310,000
301-799	ARTERIAL AND COLLECTOR OVERLAY PROJECT	07/08	\$ -	\$ 1,125,000	\$ 1,125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,125,000
301-601	PARK INFRASTRUCTURE IMPROVEMENTS (2007-2008)	07/08	\$ -	\$ 93,500	\$ 93,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93,500
301-602	SYNTHETIC TURF AND PARK IMPROVEMENTS - CATAMARAN AND SEA CLOUD S-3	07/08	\$ -	\$ 2,700,000	\$ 2,700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,700,000
NEW CIP	(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS PROJECT	08/09	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 3,000,000	\$ -	\$ -	\$ 3,300,000
NEW CIP	(CIP 760) WATER MAIN CONDITION SURVEY AND IMPROVEMENTS (2008-2009)	08/09	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
NEW CIP	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2008-2009)	08/09	\$ -	\$ -	\$ -	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 750,000
NEW CIP	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2008-2009)	08/09	\$ -	\$ -	\$ -	\$ 370,000	\$ -	\$ -	\$ -	\$ -	\$ 370,000
NEW CIP	(NEW CIP) SEWER SYSTEM REHABILITATION - GRAVITY MAINS & MANHOLES	09/10	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 650,000	\$ -	\$ -	\$ 800,000
NEW CIP	(NEW CIP) WATER VALVE REPLACEMENT (2009-2010)	09/10	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000
NEW CIP	(NEW CIP) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2009-2010)	09/10	\$ -	\$ -	\$ -	\$ -	\$ 790,000	\$ -	\$ -	\$ -	\$ 790,000
NEW CIP	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (LEVEE/PEDWAY IMPROVEMENTS AND REPAIRS)	09/10	\$ -	\$ -	\$ -	\$ -	\$ 1,750,000	\$ -	\$ -	\$ -	\$ 1,750,000
NEW CIP	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2009-2010)	09/10	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
NEW CIP	(NEW CIP) WATER MAIN CONDITION SURVEY (2010-2011)	10/11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ 200,000
NEW CIP	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2010/2011)	10/11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 825,000	\$ -	\$ -	\$ 825,000
NEW CIP	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2010-2011)	10/11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 445,000	\$ -	\$ -	\$ 445,000
NEW CIP	(NEW CIP) LEVEE PARK AND SEA CLOUD S-4 - SYNTHETIC TURF AND PARK IMPROVEMENTS (2010/2011)	10/11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,925,000	\$ -	\$ -	\$ 1,925,000
NEW CIP	(NEW CIP) WATER VALVE REPLACEMENT (2011-2012)	11/12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 330,000	\$ -	\$ 330,000
NEW CIP	(NEW CIP) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2011-2012)	11/12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 865,000	\$ -	\$ 865,000
NEW CIP	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2011-2012)	11/12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ 120,000
NEW CIP	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2012/2013)	12/13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900,000	\$ 900,000
NEW CIP	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2012-2013)	12/13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
	<b>TOTAL</b>		<b>\$ 16,960,050</b>	<b>\$ 8,531,500</b>	<b>\$ 25,491,550</b>	<b>\$ 1,720,000</b>	<b>\$ 4,025,000</b>	<b>\$ 7,045,000</b>	<b>\$ 1,315,000</b>	<b>\$ 1,000,000</b>	<b>\$ 40,596,550</b>

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## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## WWTP EXPANSION PHASE II

Funding	Funding Sources	
	CIP Sewer	Total
2008-2009	250,000	250,000
2009-2010	250,000	250,000
2010-2011	-	-
2011-2012	-	-
2012-2013	-	-
<b>Total</b>	<b>500,000</b>	<b>500,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2008-2009	250,000		-	250,000
2009-2010	238,000	5%	11,900	249,900
2010-2011		10%	-	-
2011-2012		15%	-	-
2012-2013	-	20%	-	-
Subtotal	488,000		11,900	499,900
Contingency	0%		-	-
<b>Totals</b>	<b>488,000</b>		<b>11,900</b>	<b>499,900</b>

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

The City of San Mateo and Estero Municipal Improvement District jointly own and operate the Wastewater Treatment Plant (WWTP). In 1988, the joint agencies conducted planning studies to develop a long-term plan for build out and community needs and governmental agency requirements.

The process was a two-phase approach with the first phase being completed in 1996. Phase I increased hydraulic capacity from 13.6 MGD to 15.7 MGD.

Phase II consists of replacing and upgrading the solids treatment process.

ESTIMATED PROJECT SCHEDULE:

Construction of Phase II, the Dewatering Facility Improvements and Anaerobic Digester project was awarded in January 2005 with Notice to Proceed effective on April 12, 2005. Contract change orders executed as of December 2007 revises the construction duration from 730 calendar days to 794 calendar days. However, based on the contractor's schedule updates and the construction progress, the contract completion is anticipated to extend over 16-18 months beyond the contractual completion date of June 15, 2007.

An additional \$250,000 in funding is proposed in FY 2008-2009 with another \$250,000 proposed in FY 2009-2010 to provide for EMID's share of additional construction costs, construction management services, and engineering services during construction. Depending on the final project costs, additional funding may be needed.

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## SANITARY SEWER LIFT STATION IMPROVEMENTS PROJECT

Funding	Funding Sources		
	CIP Sewer		Total
2008-2009	-	150,000	150,000
2009-2010	-	150,000	150,000
2010-2011	-	3,000,000	3,000,000
2011-2012	-	-	-
2012-2013	-	-	-
<b>Total</b>	<b>-</b>	<b>3,300,000</b>	<b>3,300,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2008-2009	120,000		-	120,000
2009-2010	120,000	5%	6,000	126,000
2010-2011	2,175,000	10%	217,500	2,392,500
2011-2012	-	15%	-	-
2012-2013	-	20%	-	-
Subtotal	2,415,000		223,500	2,638,500
Contingency 25%	603,800		55,900	659,700
<b>Totals</b>	<b>3,018,800</b>		<b>279,400</b>	<b>3,298,200</b>

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

This project is part of a multiphase program to rehabilitate the sewer system lift stations. Repairs and rehabilitation work has been completed on sixteen (16) of the District's 49 lift stations. The most recent project was completed in December 2007 and included five (5) lift stations. A Lift Station Priority List has been compiled and included in the District's Sewer System

Management Plan (SSMP) and will be used to select the next group of stations slated for rehabilitation.

Lift Station improvements generally include items of work such as: repairing interior wet wells; installing new pumps, motors, and valves; replacement of electrical control cabinets and components; installing by-pass piping and connections; removing corroded components with non-corrosive materials; and replacing existing lift station square manhole covers with round and lighter manhole covers.

Funding of \$150,000 is proposed in FY 2008-2009 to fund investigation and preparing a technical memorandum, followed by additional funding of \$150,000 proposed in FY 2009-2010 to fund the preparation of design documents for construction. Funding of \$3,000,000 is proposed in FY 2010-2011 for construction. This project continues the District's program of preventative maintenance and upgrades to prolong the useful life of the lift stations. The program's plan calls for a project to be constructed every 3 to 4 years to achieve economies of scale when rehabilitating the lift stations. Over a 30-year period, all of the District's 49 lift stations will be repaired and rehabilitated.

ESTIMATED PROJECT SCHEDULE:

Project Report and Design	Winter 2009-2010
Project Construction	Summer 2010
Project Closeout of Phase III	Early 2011

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## SEWER SYSTEM REHABILITATION – GRAVITY MAINS &amp; MANHOLES

Funding	Funding Sources	
	CIP Sewer	Total
2008-2009	-	-
2009-2010	150,000	150,000
2010-2011	650,000	650,000
2011-2012	-	-
2012-2013	-	-
<b>Total</b>	<b>800,000</b>	<b>800,000</b>

Expenditures	Expenditure Categories			Total
	Estimated Project Cost	Inflation %	Inflation Escalation	
2008-2009	-	-	-	-
2009-2010	117,000	5%	5,900	122,900
2010-2011	470,000	10%	47,000	517,000
2011-2012	-	15%	-	-
2012-2013	-	20%	-	-
Subtotal	587,000		52,900	639,900
Contingency 25%	146,800		13,200	160,000
<b>Totals</b>	<b>733,800</b>		<b>66,100</b>	<b>799,900</b>

**PROJECT PRIORITY CATEGORY: A**

**PROJECT DESCRIPTION:**

This project is part of a multi-phase program, to assess the condition and make repairs to the sanitary collection system. Public Works Maintenance staff has now completed the television inspection of the gravity collection mains throughout the City. The inspections completed to date show that the system is in generally good condition although corrosion damage and repair/rehabilitation work is required at some locations. The first phase of the project will address localized pipe repair and

manhole rehabilitation work that have been already identified.

Video recording of the system will continue to be collected and project reports prepared to identify repair and rehabilitation projects to prolong the useful life of the sewer mains and manholes throughout the District's collection system. Problem areas to be evaluated and addressed by this project include:

- Areas of the gravity collection system where differential settlement has caused grade variations or sags within the pipelines. These sags exacerbate the deposition of grease and debris resulting in more frequent maintenance.
- Repairs to various force mains have been required in recent years. A force main study is needed to inspect and evaluate the condition of force mains throughout the District's service area. A Request for Proposal to evaluate force mains will be prepared in 2009.

**ESTIMATED PROJECT SCHEDULE:**

Preliminary Design and Compiling of Repair/Rehabilitation Locations	FY 2009-2010
Project Design	FY 2010-2011
Construction	Summer 2011

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

### WATER MAIN CONDITION SURVEY AND IMPROVEMENTS (2008-2009)

Funding	Funding Sources			Total
	CIP Water			
2008-2009	-	200,000	-	200,000
2009-2010	-	-	-	-
2010-2011	-	-	-	-
2011-2012	-	-	-	-
2012-2013	-	-	-	-
<b>Total</b>	<b>-</b>	<b>200,000</b>	<b>-</b>	<b>200,000</b>

Expenditures	Expenditure Categories				Total
	Design and CM	Construction	Inflation %	Inflation Escalation	
2008-2009	-	160,000		-	160,000
2009-2010	-	-	5%	-	-
2010-2011	-	-	10%	-	-
2011-2012	-	-	15%	-	-
2012-2013	-	-	20%	-	-
<b>Subtotal</b>	<b>-</b>	<b>160,000</b>		<b>-</b>	<b>160,000</b>
<i>Contingency</i>					
Design	10%	-		-	-
Constructor	25%	-	40,000	-	40,000
<b>Totals</b>	<b>-</b>	<b>200,000</b>		<b>-</b>	<b>200,000</b>

outlining recommended actions for repair, maintenance, and future inspections that are included in this Phase II project.

On September 4, 2007, the EMID Board of Directors awarded a consulting engineering contract to Lee and Ro, Inc. to perform design services for the construction of Phase II improvements. Improvements on the 24-inch transmission main include replacement of existing gate valves with butterfly valves; the replacement and standardization of air release valves; and other improvements that would allow staff to better access the main to inspect and monitor the condition of the pipeline in future years. Improvements to the distribution system include the installation of cathodic protection test stations to monitor additional portions of the steel mains as the system continues to age.

Prior year funding in the amount of \$650,000 had been approved for survey and investigations during Phase I; and for design and construction to implement the recommended Phase II improvements. Phase I expenditures amounted to approximately \$150,000. It is anticipated that design will be completed in Spring 2008 with construction expected to commence in Winter 2008. Based on 90% design construction cost estimates, a budget of \$200,000 is proposed to be included in FY 2008-2009 to augment the budget for construction of Phase II.

#### PROJECT PRIORITY CATEGORY: A

#### PROJECT DESCRIPTION:

Phase I of this project included a condition assessment of the 24-inch transmission main, the District's main supply source of water, other steel distribution mains, and a sampling of metallic appurtenances within the water distribution system. Based on the findings, Phase I concluded with a technical memorandum

#### ESTIMATED PROJECT SCHEDULE:

Preliminary Engineering Investigation	FY 2006-2007
Project Design	FY 2007-2008
Project Construction	FY 2008-2009

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## WATER VALVE REPLACEMENT (2009-2010)

Funding	Funding Sources	
	CIP Water	Total
2008-2009	-	-
2009-2010	300,000	300,000
2010-2011	-	-
2011-2012	-	-
2012-2013	-	-
<b>Total</b>	<b>300,000</b>	<b>300,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2008-2009	-	-	-	-
2009-2010	228,500	5%	11,400	239,900
2010-2011	-	10%	-	-
2011-2012	-	15%	-	-
2012-2013	-	20%	-	-
Subtotal	228,500		11,400	239,900
Contingency 25%	57,100		2,900	60,000
<b>Totals</b>	<b>285,600</b>		<b>14,300</b>	<b>299,900</b>

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

This project is part of the District's ongoing maintenance program of maintaining and upgrading the water system

through the installation of new valves, replacement of existing valves and various improvements to the water system to improve reliability and minimize service impacts to customers. Valves to be replaced are determined primarily through testing during the annual water main / fire hydrant flushing program. Additional valves are added to the project by examining the system and identifying the need for installing additional isolation valves.

This on-going program helps keep the water distribution system in good condition allowing the provision of reliable service to the community. The program includes strategic use of line-stop technologies to minimize water service interruptions to customers during the construction period.

ESTIMATED PROJECT SCHEDULE:

This project is scheduled every other year in order to put together a project sizeable enough to attract competitive bids.

Design (In-house)  
Construction

FY 2008-2009  
Summer/Winter 2009

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## WATER MAIN CONDITION SURVEY (2010-2011)

Funding	Funding Sources	
	CIP Water	Total
2008-2009	-	-
2009-2010	-	-
2010-2011	200,000	200,000
2011-2012	-	-
2012-2013	-	-
Total	<b>200,000</b>	<b>200,000</b>

Expenditures	Expenditure Categories				Total
	Design and CM	Construction	Inflation %	Inflation Escalation	
2008-2009	-	-	-	-	-
2009-2010	-	-	5%	-	-
2010-2011	180,000	-	10%	-	180,000
2011-2012	-	-	15%	-	-
2012-2013	-	-	20%	-	-
Subtotal	180,000	-	-	-	180,000
<i>Contingency</i>					
Design	10%	18,000	-	-	18,000
Construct.	25%	-	-	-	-
Totals		<b>198,000</b>	-	-	<b>198,000</b>

Phase II improvements include replacement of existing gate valves, the replacement and standardization of air release valves, and installation of cathodic protection test stations to further monitor the main as the system ages. Phase II also includes constructing entry points along the 24-inch transmission main to inspect and monitor the condition of the interior of the pipeline in future years. Phase II work is currently under design and anticipated to be completed during the Winter of 2008-2009.

A budget of \$200,000 is proposed in FY 2010-2011 to allow for subsequent investigations and assessment work following the completion of Phase II of CIP 760. It is anticipated that more advanced pipeline investigation technologies will be available at that time that may yield additional information on the condition of the pipeline. Pipeline interior could be inspected by inserting television cameras through the access points constructed along the pipeline as part of Phase II work.

ESTIMATED PROJECT SCHEDULE:

Investigation and Condition Assessment

FY 2010-2011

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

This project provides for the subsequent surveying and monitoring of the 24-inch transmission main, following the Phase I condition assessment and Phase II improvements of CIP 760 to various components of the District's water distribution system.

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## WATER VALVE REPLACEMENT (2011-2012)

Funding	Funding Sources	
	CIP Water	Total
2008-2009	-	-
2009-2010	-	-
2010-2011	-	-
2011-2012	330,000	330,000
2012-2013	-	-
<b>Total</b>	<b>330,000</b>	<b>330,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2008-2009	-	-	-	-
2009-2010	-	5%	-	-
2010-2011	-	10%	-	-
2011-2012	228,500	15%	34,300	262,800
2012-2013	-	20%	-	-
Subtotal	228,500		34,300	262,800
Contingency 25%	57,100		8,600	65,700
<b>Totals</b>	<b>285,600</b>		<b>42,900</b>	<b>328,500</b>

through the installation of new valves, replacement of existing valves and various improvements to the water system to improve reliability and minimize service impacts to customers. Valves to be replaced are determined primarily through testing during the annual water main / fire hydrant flushing program. Additional valves are added to the project by examining the system and identifying the need for installing additional isolation valves.

This on-going program helps keep the water distribution system in good condition allowing the provision of reliable service to the community. The program includes strategic use of line-stop technologies to minimize water service interruptions to customers during the construction period.

ESTIMATED PROJECT SCHEDULE:

This project is scheduled every other year in order to put together a project sizeable enough to attract competitive bids.

Design (In-house)  
Construction

FY 2010-2011  
Summer/Winter 2011

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

This project is part of the District's ongoing maintenance program of maintaining and upgrading the water system

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## RESIDENTIAL STREET RESURFACING AND REPAIR (2008-2009)

Funding	Funding Sources	
	Gas Tax	Total
2008-2009	750,000	750,000
2009-2010		-
2010-2011	-	-
2011-2012	-	-
2012-2013	-	-
<b>Total</b>	<b>750,000</b>	<b>750,000</b>

Expenditures	Expenditure Categories			Total
	Estimated Project Cost	Inflation %	Inflation Escalation	
2008-2009	600,000		-	600,000
2009-2010		5%	-	-
2010-2011		10%	-	-
2011-2012		15%	-	-
2012-2013	-	20%	-	-
Subtotal	600,000		-	600,000
Contingency 25%	150,000		-	150,000
<b>Totals</b>	<b>750,000</b>		-	<b>750,000</b>

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

This project is part of the City's ongoing maintenance program for the public street system. In order to implement the street maintenance and rehabilitation program in the most cost-effective manner, a Pavement Management Program (PMP) analysis program is utilized. A re-inspection of selected streets was completed in December 2006 and the data used to update the PMP street condition database. The updating of the street

inspection database is completed approximately every two years. The streets selected for each year's project are determined primarily through the PMP computer-modeling program analyses. The program also helps determine the most cost-effective treatment to extend the life of a section of roadway.

This project will provide for the repair of identified streets in residential areas of the City. Funding for this project is proposed every other year over the next five year period. Funding available for each year's project will also be used to address deficiencies in the pavement, curb & gutter, and sidewalk in select areas of the City. The normal repair methods employed, in order of ascending costs, are: crack seal; slurry seal; dig-out repairs and surface overlays. Funding for this project is from Gas Tax funds.

ESTIMATED PROJECT SCHEDULE:**Street Resurfacing & Repair**

Project Design – In-house  
Construction

FY 2008-2009  
Summer 2009

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## ARTERIAL AND COLLECTOR OVERLAY PROJECT (2009-2010)

<b>Funding</b>	<b>Funding Sources</b>	
	<b>Measure A</b>	<b>Total</b>
2008-2009	-	-
2009-2010	790,000	790,000
2010-2011	-	-
2011-2012	-	-
2012-2013	-	-
<b>Total</b>	<b>790,000</b>	<b>790,000</b>

<b>Expenditures</b>	<b>Expenditure Categories</b>			
	<b>Estimated Project Cost</b>	<b>Inflation %</b>	<b>Inflation Escalation</b>	<b>Total</b>
2008-2009	-	-	-	-
2009-2010	600,000	5%	30,000	630,000
2010-2011	-	10%	-	-
2011-2012	-	15%	-	-
2012-2013	-	20%	-	-
Subtotal	600,000		30,000	630,000
Contingency 25%	150,000		7,500	157,500
<b>Totals</b>	<b>750,000</b>		<b>37,500</b>	<b>787,500</b>

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

As part of the City's ongoing maintenance program for the public street system, resurfacing and repairs of public arterial and collector streets is critical. This project complements the Residential Street Resurfacing and Repair project which targets primarily residential streets and focuses on slurry seals.

The intent of this project is to maximize the use of available federal and state transportation grant funding to address the resurfacing needs of arterial and collector streets. The federal government has re-authorized the SAFETEA transportation funding program. Future multi-year funding is proposed to assure availability of local matching funds to maximize grant eligibilities. Funding for the local share of the Arterial Overlay Project will be provided from local Measure A revenues.

ESTIMATED PROJECT SCHEDULE:

Project Design – In-house  
Construction

Fall/Winter 2009-2010  
Summer 2010

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## RESIDENTIAL STREET RESURFACING AND REPAIR (2010-2011)

Funding	Funding Sources	
	Measure A	Total
2008-2009	-	-
2009-2010	-	-
2010-2011	825,000	825,000
2011-2012	-	-
2012-2013	-	-
<b>Total</b>	<b>825,000</b>	<b>825,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2008-2009	-	-	-	-
2009-2010	-	5%	-	-
2010-2011	600,000	10%	60,000	660,000
2011-2012	-	15%	-	-
2012-2013	-	20%	-	-
Subtotal	600,000		60,000	660,000
Contingency 25%	150,000		15,000	165,000
<b>Totals</b>	<b>750,000</b>		<b>75,000</b>	<b>825,000</b>

inspection database is completed approximately every two years. The streets selected for each year's project are determined primarily through the PMP computer-modeling program analyses. The program also helps determine the most cost-effective treatment to extend the life of a section of roadway.

This project will provide for the repair of identified streets in residential areas of the City. Funding for this project is proposed every other year over the next five year period. Funding available for each year's project will also be used to address deficiencies in the pavement, curb & gutter, and sidewalk in select areas of the City. The normal repair methods employed, in order of ascending costs, are: crack seal; slurry seal; dig-out repairs and surface overlays. Funding for this project is from Measure A revenue.

ESTIMATED PROJECT SCHEDULE:

Project Design – In-house  
Construction

FY 2010-2011  
Summer 2011

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

This project is part of the City's ongoing maintenance program for the public street system. In order to implement the street maintenance and rehabilitation program in the most cost-effective manner, a Pavement Management Program (PMP) analysis program is utilized. A re-inspection of selected streets was completed in December 2006 and the data used to update the PMP street condition database. The updating of the street

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## ARTERIAL AND COLLECTOR OVERLAY PROJECT (2011-2012)

Funding	Funding Sources	
	Measure A	Total
2008-2009	-	-
2009-2010	-	-
2010-2011	-	-
2011-2012	865,000	865,000
2012-2013	-	-
<b>Total</b>	<b>- 865,000</b>	<b>865,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2007-2008	-	-	-	-
2008-2009	-	5%	-	-
2009-2010	-	10%	-	-
2010-2011	600,000	15%	90,000	690,000
2011-2012	-	20%	-	-
Subtotal	600,000		90,000	690,000
Contingency	25%	150,000	22,500	172,500
<b>Totals</b>	<b>750,000</b>		<b>112,500</b>	<b>862,500</b>

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

As part of the City's ongoing maintenance program for the public street system, resurfacing and repairs of public arterial and collector streets is critical. This project complements the Residential Street Resurfacing and Repair project which targets primarily residential streets and focuses on slurry seals.

The intent of this project is to maximize the use of available federal and state transportation grant funding to address the resurfacing needs of arterial and collector streets. The federal government has re-authorized the SAFETEA transportation funding program. Future multi-year funding is proposed to assure availability of local matching funds to maximize grant eligibilities. Funding for the local share of the Arterial Overlay Project will be provided from local Measure A revenues.

ESTIMATED PROJECT SCHEDULE:

Project Design – In-house  
Construction

Fall/Winter 2011-2012  
Summer 2012

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## RESIDENTIAL STREET RESURFACING AND REPAIR (2012-2013)

Funding	Funding Sources		
	Measure A	Prop 1B	Total
2008-2009	-	-	-
2009-2010	-	-	-
2010-2011	-	-	-
2011-2012	-	-	-
2012-2013	441,000	459,000	900,000
<b>Total</b>	<b>441,000</b>	<b>459,000</b>	<b>900,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2008-2009	-	-	-	-
2009-2010	-	5%	-	-
2010-2011	-	10%	-	-
2011-2012	-	15%	-	-
2012-2013	600,000	20%	120,000	720,000
Subtotal	600,000		120,000	720,000
Contingency 25%	150,000		30,000	180,000
<b>Totals</b>	<b>750,000</b>		<b>150,000</b>	<b>900,000</b>

PROJECT PRIORITY CATEGORY: APROJECT DESCRIPTION:

This project is part of the City's ongoing maintenance program for the public street system. In order to implement the street maintenance and rehabilitation program in the most cost-effective manner, a Pavement Management Program (PMP) analysis program is utilized. A re-inspection of selected streets was completed in December 2006 and the data used to update the PMP street condition database. The updating of the street

inspection database is completed approximately every two years. The streets selected for each year's project are determined primarily through the PMP computer-modeling program analyses. The program also helps determine the most cost-effective treatment to extend the life of a section of roadway.

This project will provide for the repair of identified streets in residential areas of the City. Funding for this project is proposed every other year over the next five year period. Funding available for each year's project will also be used to address deficiencies in the pavement, curb & gutter, and sidewalk in select areas of the City. The normal repair methods employed, in order of ascending costs, are: crack seal; slurry seal; dig-out repairs and surface overlays. Funding for this project is from local Measure A revenues and State Proposition 1B Transportation Bond funding.

ESTIMATED PROJECT SCHEDULE:

Project Design – In-house  
Construction

FY 2012-2013  
Summer 2013

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## FOLLOW-UP ON BI-ANNUAL CALTRANS BRIDGE INSPECTIONS

Funding	Funding Sources	
	Prop. 42	Total
2008-2009	-	-
2009-2010	435,000	435,000
2010-2011	-	-
2011-2012	-	-
2012-2013	-	-
<b>Total</b>	<b>435,000</b>	<b>435,000</b>

Expenditures	Expenditure Categories			Total
	Estimated Project Cost	Inflation %	Inflation Escalation	
2008-2009	-	-	-	-
2009-2010	330,000	5%	16,500	346,500
2010-2011	-	10%	-	-
2011-2012	-	15%	-	-
2012-2013	-	20%	-	-
Subtotal	330,000		16,500	346,500
Contingency 25%	82,500		4,100	86,600
<b>Totals</b>	<b>412,500</b>		<b>20,600</b>	<b>433,100</b>

PROJECT PRIORITY CATEGORY: BPROJECT DESCRIPTION:

This project incorporates follow-up actions to the bi-annual Caltrans inspection reports of four City owned bridges (Bicentennial, Foster City, Rainbow, & Shell Blvd.). These inspections list potential defects in the various bridge structural components that may require repairs. CSG Consultant reviewed CALTRANS reports for the years 1999, 2001 and

2003 along with bridge record drawings and details and found that the bridges are in generally good condition with no major structural issues. However, some repair and preventive maintenance work is recommended to preserve the long term health of the bridges. CSG is currently reviewing CALTRANS reports for the years 2005 and 2007.

The project scope of work will include cleaning and replacement of expansion joint seals, repair of concrete spalls and settlement on the approach slab and deck, installation of bird screens, and application of methacrylate sealant to bridge decks. It is proposed that work to all four bridges be aggregated into a larger single project in order to generate more competitive bidding.

Prior funding for this project totals \$230,000. The proposed budget of \$430,000 in FY 2009-2010 will augment this amount to provide for construction of the project, as well as design and construction management services. The bidding of this composite project is planned for the Summer of 2010. Funding for this project is eligible under State Proposition 42 transportation funds.

ESTIMATED PROJECT SCHEDULE:

Design	FY 2009-2010
Construction	Summer 2010

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## PARK INFRASTRUCTURE IMPROVEMENTS (2008-2009)

Funding	Funding Sources	
	CIP City	Total
2008-2009	370,000	370,000
2009-2010	-	-
2010-2011	-	-
2011-2012	-	-
2012-2013	-	-
<b>Total</b>	<b>370,000</b>	<b>370,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2008-2009	305,000	5%	15,300	320,300
2009-2010		5%	-	-
2010-2011		10%	-	-
2011-2012		15%	-	-
2012-2013		20%	-	-
Subtotal	305,000		15,300	320,300
Contingency 15%	45,800		2,300	48,100
<b>Totals</b>	<b>350,800</b>		<b>17,600</b>	<b>368,400</b>

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund
2. Capital Investment – CDA Fund
3. Bay Trails Grants
4. CCAG Bikeway Grant
5. Land Water Conservation Grant
6. Youth Sport Turf Foundation
7. Park in Lieu

PROJECT DESCRIPTION

1. **Pathway Repairs. \$250,000.** Resurfacing and Repair work should be done every seven–ten years. Several areas have severe cracking, are uplifted and have crumbling edges. In order to correct these deficiencies (hazards) complete replacement will need to be done. This includes the creation of a sub-base, new asphalt and wooden header-boards. Also, some areas will require extensive concrete work. The following pathways and walkways will need repair:

Park Asphalt Pathways

<u>Location (Parks)</u>	<u>Sq. Ft.</u>
1. Arcturus Park	4,590
2. Boothbay Park	21,000
3. Edgewater Park	10,500
4. Erckenbrack Park	9,440
5. Farragut Park	11,050
6. Gull Park	10,160
7. Ketch Park	16,710
8. Kildeer Park	18,000
9. Marlin Park	13,000
10. Port Royal Park	3,520
11. Recreation Center	4,400
12. Shad Park	14,000
13. Sunfish Park	10,900
14. Turnstone Park	8,500
<b>Total Sq. Ft. =</b>	<b>155,770</b>

<u>Location (Parks)</u>	<u>Walkways</u>	<u>Sq. Ft.</u>
1. Arcturus		5,400
2. Blythe		2,200
3. Constitution		9,350
4. Cumberland		2,750
5. Jamaica		1,310
6. Lurline		1,400
7. Mainsail		1,730
8. Montego		2,850
9. Pilgrim		8,000
10. Ranger		3,000
11. Sloop		1,730
12. Staysail		1,730
13. Winchester		1,310
14. Yawl		<u>1,730</u>
Total Sq. Ft. =		<b>44,490</b>

2. **Dog Park Synthetic Surface Replacement and Light Bollards Installation \$55,000.** The synthetic turf inside the dog park shows the anticipated signs of wear and tear where we accommodate approximately 100 to 200 dogs on a daily basis. The estimated life expectancy of the turf system is approximately 8-10 years, and this system was installed in 1999. Estimated cost for turf is \$40,000. Staff has identified a need for additional lighting for safety inside the dog park area. The park is open from approximately 7am to 10pm, and staff has received comments from park users that additional lighting inside the park would provide for safe transfer from the parking lot to the dog run. Staff is planning to place four 8 foot light stands in the center of the dog park. Lighting will be confined to the dog park area based on the same lighting technique utilized at the Foster City bocce ball court. The anticipated cost for additional lighting inside the dog run is approximately \$15,000, which includes wiring, conduit, trenching, and the purchase and installation of lights.

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## PARK INFRASTRUCTURE IMPROVEMENTS (LEEVE/PEDWAY IMPROVEMENTS AND REPAIRS)

Funding	Funding Sources		
	CIP City	Prop 42	Total
2008-2009	-	-	-
2009-2010	875,000	875,000	1,750,000
2010-2011	-	-	-
2011-2012	-	-	-
2012-2013	-	-	-
<b>Total</b>	<b>875,000</b>	<b>875,000</b>	<b>1,750,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2008-2009			-	-
2009-2010	1,388,523	5%	69,400	1,457,923
2010-2011		10%	-	-
2011-2012		15%	-	-
2012-2013	-	20%	-	-
Subtotal	1,388,523		69,400	1,457,923
Contingency 20%	277,700		13,900	291,600
<b>Totals</b>	<b>1,666,223</b>		<b>83,300</b>	<b>1,749,523</b>

PROJECT PRIORITY CATEGORY: CPOSSIBLE FUNDING SOURCES

1. Measure A Revenues
2. Capital Investment – City Fund

PROJECT DESCRIPTION

Maintenance of the levee pedway was last done in 2001. The scope of work included top coating, slurry sealing, and line striping. With several hundred thousand visitors to the pedway yearly several areas are showing significant wear.

Maintenance items that are necessary to keep the pedway in good condition and repair deficiencies include:

- Adjustment of surface grades in select areas.
- Installation of root barriers.
- Removal and replacement of failed asphalt.
- Slurry sealing.
- Crack sealing.
- Asphalt top coating.
- Refurbishment of the walking track.

\$250,000 has been included in prior year funding for the project. An additional \$1,750,000 is proposed for FY 2009-2010. The proposed budget is based on the preliminary cost estimate to complete repairs and preventive maintenance for the entire levee pedway. Staff completed preliminary inspection and evaluation of the levee pedway in November 2007. The inspection revealed a number of problems and deficiencies that were not identified when the original budget estimate was developed. These problems include tree root damage, pathway settlement, and private improvements that may be encroaching into the levee pedway easement areas.

The total project funding would be \$2,000,000. The preliminary cost estimate to complete repairs and preventive maintenance to the entire levee pedway is \$1.5 to \$2 million and exceeds the available budget of \$250,000. A revised plan for prioritizing, scheduling, and funding the pedway improvements is presently being developed by staff. Staff is recommending that this plan include completion of a boundary survey to clearly denote encroachments of private structures, trees, and landscaping into the City's easements for the levee pedway.

ESTIMATED PROJECT SCHEDULE

Study/Design	FY 2008-2009
Construction	FY 2009-2010

MAINTENANCE AND RESOURCE REQUIREMENTS

The levee/pedway will be maintained with existing staff resources. Certain sections of the Levee Pedway facility will be temporarily closed to the general public to facilitate the maintenance and repair work. The work will progress in stages and signage will be posted in numerous locations several weeks to advise the public of the upcoming construction before the actual start of the project.

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## PARK INFRASTRUCTURE IMPROVEMENTS (2009-2010)

Funding	Funding Sources	
	CIP City	Total
2008-2009	-	-
2009-2010	200,000	200,000
2010-2011	-	-
2011-2012	-	-
2012-2013	-	-
<b>Total</b>	<b>200,000</b>	<b>200,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2008-2009	-	-	-	-
2009-2010	145,000	5%	7,300	152,300
2010-2011	-	10%	-	-
2011-2012	-	15%	-	-
2012-2013	-	20%	-	-
Subtotal	145,000		7,300	152,300
Contingency 25%	36,300		1,800	38,100
<b>Totals</b>	<b>181,300</b>		<b>9,100</b>	<b>190,400</b>

PROJECT DESCRIPTION**1. Recreation Center Landscaping/S Parking Lot. \$15,000.**

There are 6 finger and 8 square landscape islands in the south parking lot. Several of the Blackwood Acacia trees have died due to disease and have been removed. Sixteen new Plum trees will be planted in the parking landscape strips with irrigation.

**2. Basketball/Tennis Court Resurfacing. \$130,000.**

Resurfacing of the city-owned basketball/tennis courts should be done every five to seven years. As courts are played on, asphalt surfaces become cracked and worn and painted lines fade. Resurfacing helps restore the courts to a more playable condition. This also includes all patching and painting of lines. Courts include:

- a. Boothbay Park - 4 tennis courts
- b. Leo Ryan Park - 4 tennis courts

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## PARK INFRASTRUCTURE IMPROVEMENTS (2010-2011)

Funding	Funding Sources	
	CIP City	Total
2008-2009	-	-
2009-2010	-	-
2010-2011	445,000	445,000
2011-2012	-	-
2012-2013	-	-
Total	-	-

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2008-2009	-	0%	-	-
2009-2010	-	5%	-	-
2010-2011	350,000	10%	35,000	385,000
2011-2012	-	15%	-	-
2012-2013	-	20%	-	-
Subtotal	350,000		35,000	385,000
Contingency	15%	52,500	5,300	57,800
Totals	<b>402,500</b>		<b>40,300</b>	<b>442,800</b>

PROJECT DESCRIPTION

1. **Basketball Court Resurfacing.** \$90,000. The surfaces show considerable signs of wear and cracking. Court surfaces are re-surfaced to ensure that they are safe to play on and aesthetically pleasing. By using an overlay system the courts are level, smoother and, safer to play on. Basketball court resurfacing should be done every five to seven years. The total costs include all resurfacing and painting of lines. Four (4) basketballs scheduled for repair include:

- a. Shad Park -1 basketball court
- b. Sunfish Park - 1 basketball court
- c. Port Royal Park - 1 basketball court
- d. Turnstone – 1 basketball court

2. **Parking Lot Resurfacing.** \$200,000. Resurfacing the city owned parking lots should be done every five to seven years. The present condition of surfaces is poor with several areas sustaining cracks, minor ruts and small holes. Resurfacing processes will include a slurry seal, repairs and painting. This will add to the general surface life of the asphalt before major repairs or replacements are needed.

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund
2. Capital Investment – CDA Fund
3. Bay Trails Grants
4. CCAG Bikeway Grant
5. Land Water Conservation Grant
6. Youth Sport Turf Foundation

**3. Central Computer Satellites.** \$60,000. Add satellites at four park locations to increase irrigation efficiency and reduce water costs. The recommended park sites include: 1) Leo J. Ryan Park - \$19,500; 2.) Boat Park - \$10,500; 3.) Rec. Center - \$18,500 and; 4.) Farragut – \$11,500. Once central system satellites are fully functional with added locations and routine use, cost savings will be realized. This type of system is more efficient because it has the capability of: a.) Providing entire system shutdowns; b.) Calculating water use or gallons used; (c.) Making automatic adjustments by using a Basic ET System.

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## LEVEE PARK AND SEA CLOUD S-4 – SYNTHETIC TURF AND PARK IMPROVEMENTS (2010/2011)

Funding	Funding Sources	
	Park in Lieu	Total
2008-2009	-	-
2009-2010	-	-
2010-2011	1,925,000	1,925,000
2011-2012	-	-
2012-2013	-	-
<b>Total</b>	<b>1,925,000</b>	<b>1,925,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2008-2009	-	-	-	-
2009-2010	-	5%	-	-
2010-2011	1,400,000	10%	140,000	1,540,000
2011-2012	-	15%	-	-
2012-2013	-	20%	-	-
Subtotal	1,400,000		140,000	1,540,000
Contingency 25%	350,000		35,000	385,000
<b>Totals</b>	<b>1,750,000</b>		<b>175,000</b>	<b>1,925,000</b>

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund
2. Park in Lieu Fees
3. Capital Investment – CDA Fund
4. Bay Trails Grants
5. CCAG Bikeway Grant
6. Land Water Conservation Grant
7. Youth Sport Turf Foundation

PROJECT DESCRIPTION

1. **Levee Park (“Destination Park”).** \$300,000. The project proposal is to develop a “natural park” in this area adjacent to the levee/pedway and Beach Park Blvd. at Halibut Street. The park would be a respite stop for travelers along our section of the Bay Trail. Features will include: picnic tables, a drinking fountain, a small restroom, benches, a bike rack, and an “interpretive center”. Future grant funding may be available through L.W.C.F. (Land and Water Conservation Fund).

2. **Synthetic Turf – Sea Cloud Park (S-4)** \$1,100,000.

Installation of a modern synthetic turf athletic field surface at Sea Cloud Park on the S-4 Soccer and B-3, B-4 baseball fields. There are approximately seven soccer fields and seven baseball fields at Sea Cloud Park. The synthetic soccer fields option has been available for over ten (10) years. Synthetic grass soccer fields are very popular due to their excellent safety records and outstanding playability. (See matrix)

Because of the elimination of many of the routine park maintenance duties, park’s staff would be redeployed to handle maintenance in other areas throughout the park system. Projected increases in garbage pickup and bathroom cleanup are anticipated due to increased playing times at the park.

With the installation of a synthetic surface, playing conditions would improve and “rain-outs” for the most part would be eliminated. Synthetic fields are also aesthetically pleasing. The new modern synthetic fields are very similar in appearance to a natural grass field. The synthetic fields are

superior to natural grass fields in safety in the following areas:

- Life expectancy is 12-15 years depending on play
- Synthetic fields do not compact from wet playing conditions
- Synthetic fields never wear out to bare ground or become clumpy around soccer goals.
- The new synthetic fields have excellent release characteristics so that a player's foot can anchor, rotate, and release easily. Joint injuries are greatly reduced.
- Field playing conditions are uniform over the entire field. There are no surprises for soccer players due to soft, wet, or hard surfaces.
- Falls to the surfacing are "forgiving" with minimal abrasions and/or no "rug burn" injuries.

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## PARK INFRASTRUCTURE IMPROVEMENTS (2011-2012)

Funding	Funding Sources	
	CIP City	Total
2008-2009	-	-
2009-2010	-	-
2010-2011	-	-
2011-2012	120,000	120,000
2012-2013	-	-
Total	-	-

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2008-2009	-	0%	-	-
2009-2010	-	5%	-	-
2010-2011	-	10%	-	-
2011-2012	90,000	15%	13,500	103,500
2012-2013	-	20%	-	-
Total	90,000		13,500	103,500
Contingency	15%		2,000	15,500
Totals	<b>103,500</b>		<b>15,500</b>	<b>119,000</b>

**PROJECT PRIORITY CATEGORY: C**

**POSSIBLE FUNDING SOURCES:**

1. Capital Investment – City Fund
2. Capital Investment – CDA Fund
3. Bay Trails Grants
4. CCAG Bikeway Grant
5. Land Water Conservation Grant
6. Youth Sport Turf Foundation
7. Park in Lieu

**PROJECT DESCRIPTION**

1. **Basketball Court Resurfacing.** \$90,000. The basketball courts are in need of repair. The majority of surfaces show considerable signs of wear and cracking. Court surfaces are re-surfaced to ensure that they are safe to play on and aesthetically pleasing. By using an overlay system the courts are level, smoother and safer to play on. Basketball court resurfacing should be done every five to seven years. The total costs include all resurfacing and painting of lines. Three (3) basketballs courts are in need of repair:

- a. Edgewater Park -1 basketball court
- b. Boothbay Park - 1 basketball court

**ESTIMATED PROJECT SCHEDULE**

As outlined in project descriptions.

**MAINTENANCE REQUIREMENTS**

Projects to be maintained within existing resources

## CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

## PARK INFRASTRUCTURE IMPROVEMENTS (2012-2013)

Funding	Funding Sources	
	CIP City	Total
2008-2009	-	-
2009-2010	-	-
2010-2011	-	-
2011-2012	-	-
2012-2013	100,000	100,000
<b>Total</b>	<b>100,000</b>	<b>100,000</b>

Expenditures	Expenditure Categories			
	Estimated Project Cost	Inflation %	Inflation Escalation	Total
2008-2009	-	0%	-	-
2009-2010	-	5%	-	-
2010-2011	-	10%	-	-
2011-2012	-	15%	-	-
2012-2013	71,000	20%	14,200	85,200
Subtotal	71,000		14,200	85,200
Contingency	15%	10,700	2,100	12,800
<b>Totals</b>	<b>81,700</b>		<b>16,300</b>	<b>98,000</b>

**PROJECT PRIORITY CATEGORY: C**

**POSSIBLE FUNDING SOURCES:**

1. Capital Investment – City Fund
2. Capital Investment – CDA Fund
3. Bay Trails Grants
4. CCAG Bikeway Grant
5. Land Water Conservation Grant
6. Youth Sport Turf Foundation
7. Park in Lieu

**PROJECT DESCRIPTION**

1. **Basketball Court Resurfacing.** \$50,000. The majority of surfaces show considerable signs of wear and cracking. Court surfaces are re-surfaced to ensure that they are safe to play on and aesthetically pleasing. By using an overlay system the courts are level, smoother and, safer to play on. Basketball court resurfacing should be done every five to seven years. The total costs include all resurfacing and painting of lines. One basketball court will be scheduled for repair:

- a. Ketch Park -1 basketball court

2. **Tennis Court Resurfacing.** \$21,000. Catamaran Park – This is a component of our regularly scheduled maintenance for tennis courts.

**ESTIMATED PROJECT SCHEDULE**

As outlined in project descriptions.

**MAINTENANCE REQUIREMENTS**

Projects to be maintained within existing resources