City of Foster City / Estero Municipal Improvement District
2009-2010 Final Budget
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City of Foster City

MISSION STATEMENT

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

OUR VALUES

1. We, as employees of Foster City, value providing superior **customer service** for those who live in, work in and visit our community. This means that we:
   - Place an emphasis on understanding customers' needs.
   - Are dedicated to providing timely, courteous and responsive services.
   - Embrace commitment to customer service as a basic philosophy.

2. We, as employees of Foster City, value dealing with our community's concerns in a **respectful and courteous** manner. This means that we:
   - Value the relationship with our customers.
   - Are consistent and cooperative in responding to our customers' needs and concerns.

3. We, as employees of Foster City, value our **professionalism** and demonstrate this by providing quality service to all who live in, work in and visit our community. This means that we:
   - Deliver knowledgeable and efficient services
   - Commit to a complete and thorough delivery of services in responding to the needs of the community.
   - Fully appreciate that tax dollars are to be used to provide cost effective services.

4. We as employees of Foster City value **honesty and integrity**. This means that we:
   - Are committed to the highest ethical behavior in our dealings with each other and those we serve.

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

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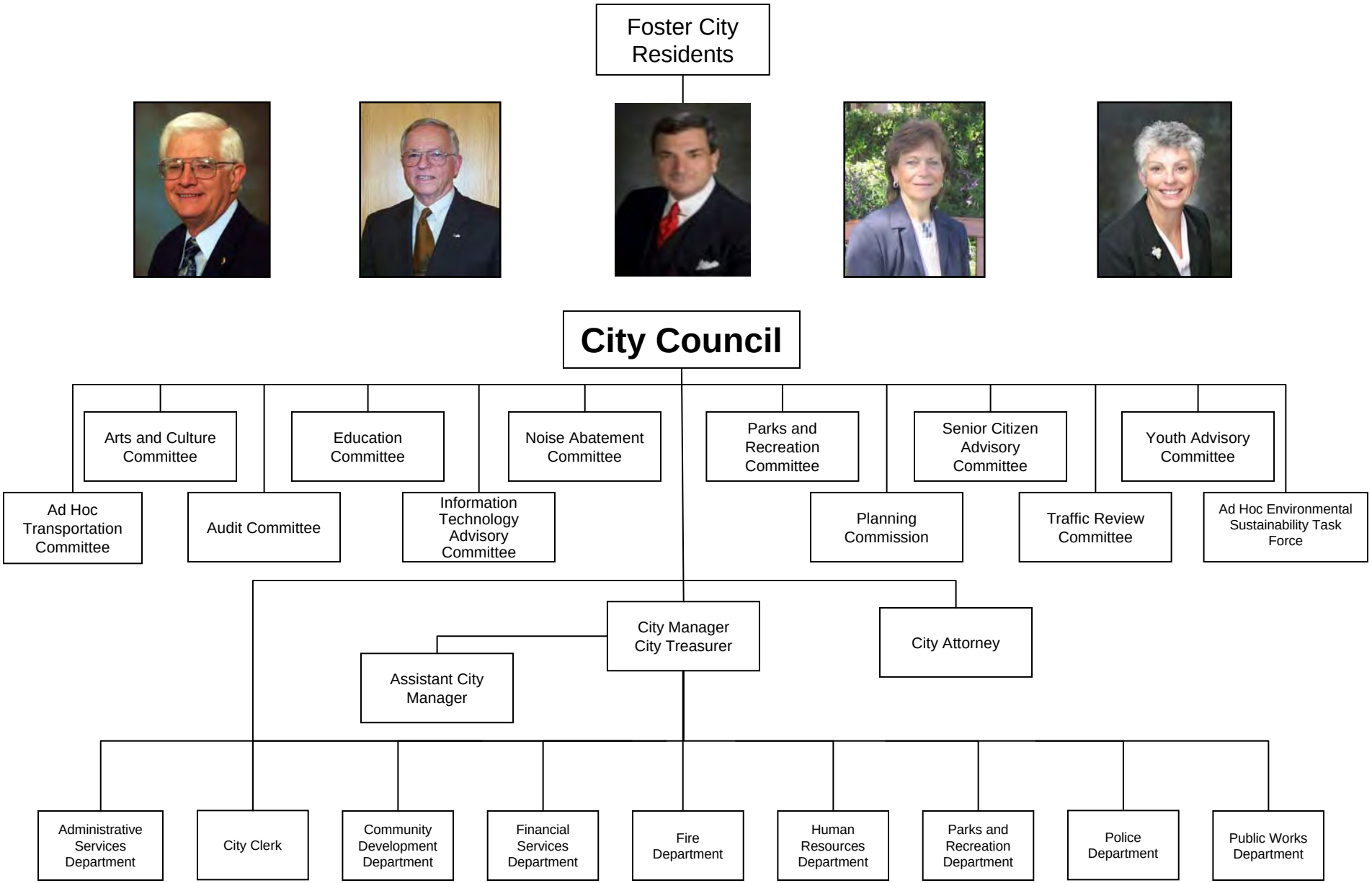
Foster City Organization Chart



POLICY CALENDAR FOR CALENDAR YEAR 2009

The following 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. Certify EIR, Approve Legal Agreements and Process Land Use Approvals for the Mixed-Use Development on an 11-Acre Portion of the 15-Acre Site Adjacent to the Government Center**
   - **B. 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. Maintain the City/District's Infrastructure and Physical Assets**
   - **B. Monitor and Maintain the Integrity of the Levees that Protect Foster City**
   - **C. Complete Construction and Dedicate the Permanent Teen Center and Related Facilities**
   - D. Award Contract for Construction Services for a Synthetic Turf Soccer Field at Catamaran Park and at Sea Cloud Park, Complete Construction and Dedicate Fields

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 Completing the City-wide Traffic Impact Study**
   - **B. Update the Housing Element of the Foster City General Plan**

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
   - C. Continue to Process Land Use Approvals for the Gilead Sciences Redevelopment Project
   - D. Continue to Process Land Use Approvals for the North Peninsula Jewish Campus Cultural Arts Center
   - E. Continue to Process Land Use Approvals for the Charter Square Shopping Center Redevelopment Project

5. Economic/Budget Projects
   - A. **Monitor National, State and Local Economic Conditions including the Federal and State Budgets; Support or Oppose Federal and State Budget Proposals as Appropriate; and Evaluate Economic, Federal and State Budget Impacts on the City/District/CDA Finances**

6. Environmental Related Projects
   - **A. Actively Pursue Reliable and Uninterruptible Alternative Sources of Water**
   - **B. Prepare and Commence Implementation of a Community-wide Environmental Sustainability Action Plan and a City Operations Environmental Sustainability Action Plan, Including Compliance with AB 32 and SB 375**
   - **C. Prepare and Commence Implementation of a Transportation Plan for Foster City**

7. Other Projects
   - **A. Continue the Open Dialogue with the San Mateo-Foster City School District and Closely Monitor Their Response to the Issue of Increasing School Enrollment and School Overcrowding**

BUDGET MESSAGE
FISCAL YEAR 2009-2010

July 1, 2009

Honorable Mayor and Members of the City Council:

INTRODUCTION

The Final FY 2009-2010 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 2009-2010 has been prepared.

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

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

ELEMENTS OF THE BUDGET

The budget document is organized as follows:

1. **Introductory Items**
   Table of Contents
   Mission Statement
   City Government Organization Chart
   Policy Calendar for 2009
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, equipment replacement charges, self-insurance charges, information technology service charges, building maintenance charges, and longevity recognition benefit funding.

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 General Fund, 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 2009-2010

The nation, state, and region are in the midst of an economic recession the likes of which have not been seen since at least the 1950's, and quite possibly since the 1920's. The subprime lending crisis that triggered this recession has seen credit frozen, home foreclosures and short sales, rising unemployment, and bankruptcies of several large and small companies. The Federal government, in an effort to stimulate the economy, has already approved nearly $1.5 trillion in financial assistance to credit markets and as part of the stimulus package. The State of California has declared a fiscal emergency, passed a FY 2008-2009 budget 3 months late that solved a $25 billion deficit, and then had to pass a 2-year budget in February to cure an additional $41 billion deficit through 2009-2010. The State is now looking to cure an additional $25 billion shortfall as a result of overly optimistic forecasts and the failed Propositions on the May 19, 2009 ballot. The unemployment rate in California has reached 11.0% and is expected to rise further. The housing market in

Foster City has declined by nearly 15% in home prices, and home sales volume is less than half of what it was in 2007. There have been only three (3) reported foreclosure sales in Foster City in the past 12 months, but a recent report by the County Tax Assessor's Office indicated property assessment appeals that could put over $89 million in assessed value at risk of being reduced. Still, property tax collections appear to be meeting predicted revenues in FY 2008-2009. Growth in property tax revenues will slow somewhat, but the City is not currently expecting any declines in overall property tax revenues.

Sales tax revenues have dropped nearly 25% from projected revenues for FY 2008-2009, and we expect further declines of nearly 10% in the coming year.

Nevertheless, the City has positioned itself well to weather this economic crisis, but will require prudent fiscal decisions over the coming years to maintain service levels and reserves of over $10 million. The General Fund starts FY 2009-2010 with just over $18.8 million in unrestricted reserves, nearly 60% of its annual operating expenditures. In FY 2009-2010, the City's General Fund projects an infusion of cash flow from the significant paydown of the Community Development Agency's loan owed to the City. Over the five-year forecast, significant development revenues are also anticipated based upon the active pursuit by the developers to construct the Pilgrim-Triton and Gilead Sciences Campus projects. However, development of the Mirabella San Francisco Bay / Parkview Plaza projects has come to a halt, and the five-year forecasts conservatively assumes that there will be no revenues coming from that project until such time as the developer has secured the requisite financing to proceed with the project. Over the next 12 months, the City Council will need to pay close attention to the developer's plans on the 15-acre site. Without that development, it is projected that the City's General Fund will have a structural deficit of nearly $1.5 million per year by the end of the fifth year, for which the five-year forecast shows a decline in reserves from $18.8 million to nearly $13.5 million, a $5.3 million decrease. In order to respond to this structural deficit, the City would need to either reduce expenditures or increase revenues starting FY 2010-2011.

Given the current reserve levels and the need to provide stable levels of service to the community, there are no proposed reductions in service levels in FY 2009-2010. The one-time significant CDA Loan Repayment will allow the City to finish the year with a surplus of $728,000. Thereafter, the City will continue to proactively monitor the economic outlook, revenue trends and expenditure forecasts to develop a long-term economic plan to eliminate the structural deficit.

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

- Implement the newly completed Teen Center and related recreational facilities.
- Complete construction of synthetic turf fields at Catamaran and Sea Cloud (S-3) Parks, which are partially funded by local youth sports groups and will help the City reduce its water consumption.
- Complete construction of the Arterial and Collector Overlay Project along Foster City Boulevard, utilizing $440,000 in funds from the Federal Stimulus Package.
- Commence Phase I construction of the Levee Pedway Improvements project that will repair deficiencies and keep the pedway in good condition.
- Update the City's General Plan.
- Process the land use approvals and developer agreements for the proposed redevelopment of the commercial space in the Pilgrim / Triton area and the Gilead Sciences Campus.
- Participate in discussions with the San Mateo-Foster City

School District to address school overcrowding issues and their desire to build a 4th elementary school in Foster City.

- Implement the action plan developed by the Ad Hoc Transportation Committee to address local and regional transportation issues.
- Implement the action plan developed by the Ad Hoc Environmental Sustainability Committee in an effort to create a more environmentally sustainable community.
- Implement conservation-minded tiered water rates for residents, businesses and irrigation customers in an effort to incent water conservation and manage water usage within the water supply allocation from the City and County of San Francisco.
- Maintain emphasis on emergency planning and preparedness for the City, for the residents and for the business community.

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 2009-2010 remain at 213 FTE. In addition we will maintain the two part-time intern positions in the City Manager's Office to assist in managing the implementation of the Environmental Sustainability and Transportation Action Plans, respectively.

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. The business needs of the City will be carefully considered prior to making any recommendations for the FY 2010-2011 budget.

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. However, the City's five-year financial forecast shows that General Fund expenditures will exceed revenues after FY 2009-2010. In the second 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 $4 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 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 2009-2010 Annual Budget.

- The City will maintain existing service levels enjoyed by the community in this budget. The proposed FY 2009-2010 General Fund budget indicates that unrestricted reserves will grow by over $728,000 on a budget basis, and that reserve levels will be maintained above $10 million throughout the 5-year forecast. However, there will exist a structural deficit in FY 2010-2011 and beyond if development on the 15-acre site does not occur or the economy does not rebound.
- All employee groups are in multi-year agreements as we start FY 2009-2010. Management employees and those employees represented by the American Federation of State County and Municipal Employees (AFSCME) are in the final year of their agreement that calls for a cost-of-

living adjustment in FY 2009-2010 of 0.3% based on the April-to-April CPI index for the San Francisco Bay Area. Employees represented by the International Association of Firefighters (IAFF) and the Foster City Police Officers' Association (FCPOA) will be in the first year of two-year agreements.

- Retirement contributions to the PERS retirement system for Miscellaneous Employees will remain virtually the same in FY 2009-2010. However, due to the significant decline of investment markets, retirement costs are expected to increase in FY 2011-2012 – 11% for public safety employees and 6.5% for all other employees. The City would, however, have a one-time opportunity to reamortize the unfunded accrued liability over 30 years for the public safety rate, which could reduce that increase to 3%.
- Councilmember salaries have been increased by 5% based upon Council direction starting in December 2009 when the new City Council is seated.
- There is no increase in Planning Commissioner salaries.
- Water revenues are planned to be increased by 9% in FY 2009-2010 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 as part of the Wastewater Treatment Plant owned in conjunction with the City of San Mateo, plus other District capital improvements to lift stations, will require sewer rate increases of 7% starting in FY 2009-2010.
- The Final Budget has been prepared based on the 2-year budget that the State passed in February 2009 for FY 2008-2009 and FY 2009-2010. With an additional projected $25 billion deficit through FY 2009-2010, the State is now considering borrowing local property tax revenues from cities. This could result in a loan of over $1.2 million to the State which would have to be paid back with interest to the City within 3-years. This will require close watch on the potential impacts to the City as the State addresses its shortfall.
- 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 2009-2010 in the amount of $313,000 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 $156,500.
- 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 has served the City well in being able to maintain existing service levels to the fullest extent possible during these tough economic times. The City will need to exercise vigilance in its approach to the future beyond FY 2009-2010. Nevertheless, this City has a long history of being fiscally conservative, the result of wise

policy decisions by current and former City Councils and excellent and talented staff that have committed themselves to the City's Mission and Values Statement to serving the community to the best of its ability.

On behalf of all the City employees, we look forward to providing the service levels funded in the Final Budget for FY 2009-2010.

Sincerely,

James C Hardy

James C. Hardy
City/District Manager

THE ANNUAL BUDGET PROCESS

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 09-10 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 2009-2010 ANNUAL BUDGET
FIVE YEAR FINANCIAL PLAN
BUDGET CALENDAR

January 26 (Monday) Study Session at 4:00 p.m.

- Mid-year Financial Review for FY 2008-2009
- Policy Direction Regarding Preparation of FY 2009-2010 Annual Budget and Five-year Financial Plan

March 30 (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 2009-2010
- Review Non-profit Funding Process and other Special Reports

May 11 (Monday) Study Session at 4:00 p.m.

- Review of Five-Year Financial Plan, Review of Preliminary FY 2009-2010 Budget (All Funds)
- Proposed Changes for Fees and Charges

June 1 (Monday) Study Session at 6:30 p.m.

- Presentation of Funding Requests from Non-profit Agencies

June 1 (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 2009-2010
- Public Hearing and adoption of Master Fee Schedule for FY 2009-2010

June 15 (Monday) Regular City Council Meeting at 7:30 p.m.

- Adoption of FY 2009-2010 Budget

June 30 (Tuesday)

- FY 2009-2010 Budget and Five-Year Financial Plan Printed, Distributed and Posted Online

GLOSSARY OF BUDGET TERMS

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

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

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

Funds are the basic accounting and reporting entities in governmental accounting. The fund types that comprise the 2009-2010 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 Fund: Revenues from the California Law Enforcement Equipment Program (CLEEP). Expenditure of these funds is restricted to the purchase of equipment that will improve Police services.

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

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.

American Recovery & Reinvestment Act 2009: The United States federal government passed legislation in 2009 to invest $787 billion in an effort to stimulate the national economy. A portion of those funds were in the form of grants to public agencies for various projects including transportation-related infrastructure projects. The City is a recipient of these funds, which must be spent in accordance with the provisions of the Act.

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:

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 the remainder 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.

Sewer Enterprise Funds: Activities associated with wastewater collection and treatment including construction of sewer plant facilities (shared with the City of San Mateo). There are four 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.
- *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 Expansion* – Accounts for collection of wastewater system expansion fees for vacant parcels representing new developments that will be connected to the system. Funds are transferred to the Capital Investment Fund (above) where they are spent on Wastewater Collection (sewer) system expansion capital projects.

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 (1996): 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, 2014

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

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 20th century, the approximately 2,600 acres of tidal marshes now occupied by Foster City were owned by Frank Brewer, and the land was called Brewer Island. Brewer eventually sold his land to the Leslie Salt Company and Schilling Estate Company.

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

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

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

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

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

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

As the City developed, residents came to realize that their lack of representation on the EMID Board made it difficult to affect Board decisions on development and taxation issues. In early 1967 residents reached a compromise with T. Jack Foster and Sons to introduce legislation increasing the Board's size from three to five. Foster City residents would elect the two new directors. The legislation also contained a provision for eventual transition of the Board to full citizen representation by 1970, a year prior to the statutory deadline. At that time, the EMID Board began incorporation proceedings.

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

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

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:

- Ad Hoc Environmental Sustainability Task Force
- Ad Hoc Transportation Committee
- 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.

Estero Municipal Improvement District

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

the City Council serving as its Board of Directors. The last of the EMID bonds was paid off on August 1, 2007.

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. The original Project Area had a tax increment cap of $170 million, which is expected to be reached in FY 2010-11. After the cap is reached, the CDA will no longer receive tax increment from the original Project Area, but will continue to receive tax increment from the Marlin Cove and Hillsdale/Gull project areas.

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.

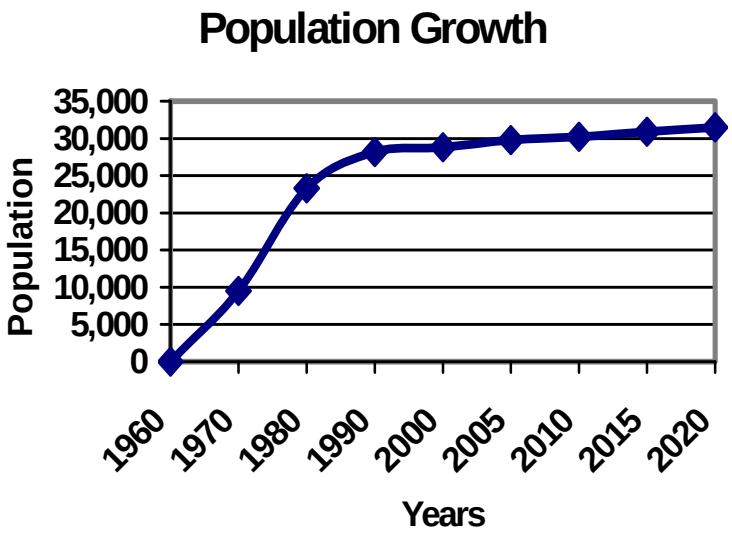
The Foster City Library, a branch of the San Mateo County Library, is located in the Civic Center complex at 1000 East Hillsdale Boulevard. This new library building was completed in 1997 and includes 18,500 sq. ft. of library space and a 9,000 sq. ft. Community Center.

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 30,308 as of January 1, 2008 by the California Department of Finance.



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 2008-09 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 Pilgrim-Triton Master Plan was approved in 2008 to include up to 730 new housing units. 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. The City is working on a revision of the Housing Element for the planning period of 2007-2014, to be adopted in 2009.

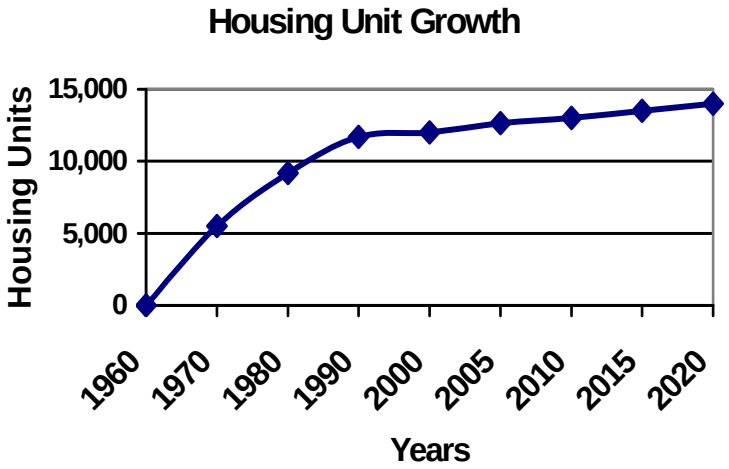


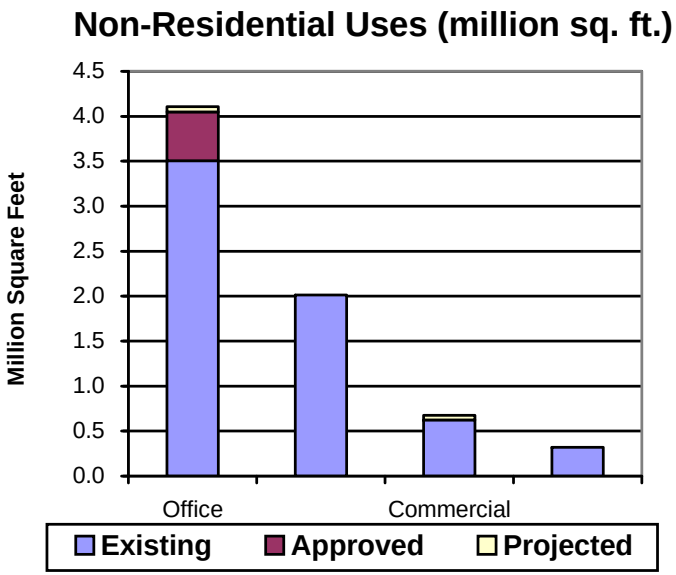
Figure 3: Miramar Apartments (Port O'Call)

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 Pilgrim-Triton Master Plan was approved in 2008 that will, in phases, demolish about 296,000 sq. ft. of existing buildings on a 20-acre site and construct 296,000 sq. ft. of new office/commercial space and up to 720 housing units. Gilead Sciences purchased 30 vacant acres from

Electronics for Imaging (EFI) in 2009 and is expected to build out this property.

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: expansion of the 40-acre Gilead campus to add about 542,000 net new square feet of offices and labs, the Chess-Hatch Office Project that would demolish about 190,000 sq. ft. of office/warehouse and replace it with up to 800,000 sq. ft. of office, and the Mirabella/Parkview Plaza project to develop 11 acres of the 15-acre Civic Center site, including senior housing and retail.

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 will be included in the Pilgrim-Triton Project and is also being considered on the 15-acre site as part of the Mirabella San Francisco/Parkview Plaza Project.

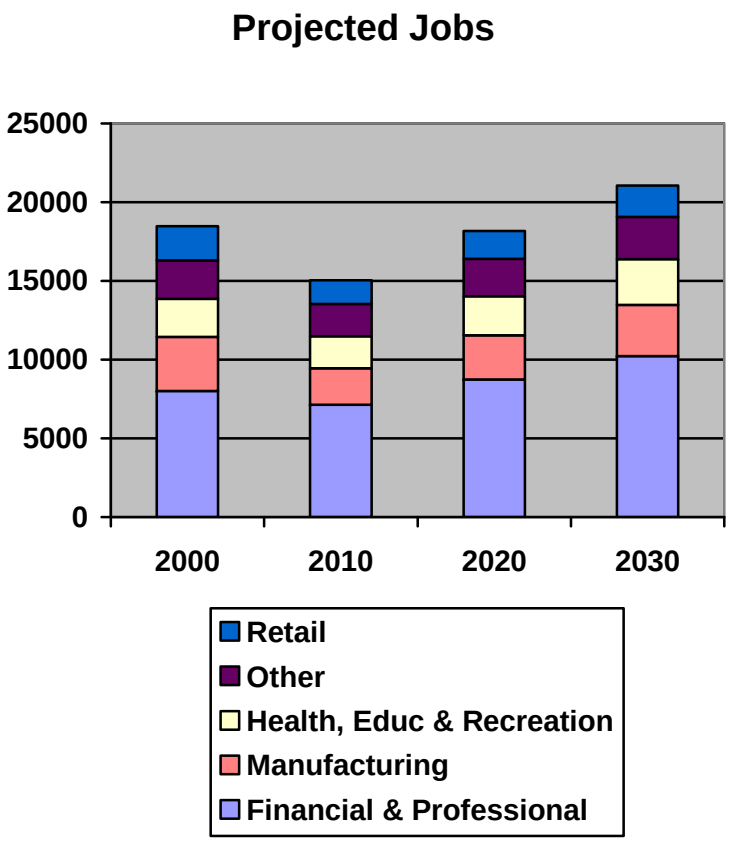
Jobs

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 April 2009 are indicated in the accompanying table.

Largest Employers	No. of Employees
VISA	3,400
Gilead Sciences	2,700
Electronics for Imaging	1,800
Applied Biosystems	1,655
San Mateo-Foster City School District	1,000

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.



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. 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 2009-2010 to 2013-2014)

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. This tradition of conservative and prudent financial forecasting has placed the City in a strong position financially to weather perhaps one of the most significant financial recessions this region, state and nation have faced in modern history.

The nation's unemployment rate as of March 2009 was 8.5%, the highest rate since 1983, and it continues to grow. California's unemployment rate for that same period was 11.2%, the highest rate in modern records.

The State of California struggled to pass a budget for FY 2008-2009 in September of 2008. No more than three months later, legislators found themselves dealing with a $41.6 billion budget deficit through FY 2009-2010, and had to make significant cuts and implement higher taxes in order to cure that budget deficit, some of which was cured by borrowing against future revenue streams. As of March 2009, the State now forecasts an additional $25 billion deficit for that same period, and may find themselves back in session attempting to stave off bankruptcy. Education and social services were hit hard during the last round of budget cuts, and cities are bracing themselves for the potential raid of city revenues.

Beyond the State's difficulties, significant revenue streams have declined or curbed their expected growth in the past 12 months:

- Property Taxes: The subprime mortgage meltdown of 2008, which triggered this recession, has negatively impacted home prices, which have declined nearly 15% from 2007 levels. The number of home sales in Foster City have nearly been cut in half, and a few properties in town have been subject to foreclosure notices and/or short sales. Property tax appeals have been filed by residential and commercial property owners that place nearly $89 million in assessed value at risk. All told, however, Foster City has not seen the decline in property values nor foreclosures that other areas in the Sacramento Valley or North Bay have experienced.
- Sales and Use Tax: Sales taxes have declined 25%, or nearly $1 million, from original projections.
- Transient Occupancy Taxes: Transient occupancy tax have remained steady, due primarily to contracts with airlines signed by the Crowne Plaza. Declining business travel and tourism may potentially impact this revenue stream in the near future.
- Building and Planning Permits: Permitting revenues are also down about 25% as construction and home improvement activity has slowed.
- Investment Earnings – The economic recession has taken its toll on the confidence of investors, who have moved money out of the stock market towards fixed securities, which has seen significant declines in interest rates. Investment returns in the LAIF portfolio have declined from 3.5% to nearly 1.5%, dropping interest earnings to half of their projected levels.

The expenditure side of the ledger has been relatively stable, however future trends may have the impact of placing significant pressures on the City's reserves.

- Personnel Costs: Monies paid to City employees accounts for over 82% of total General Fund expenditures. Salary increases based upon market conditions have been above 4% on average over the life of past contracts.
- Retirement Costs: Public employee retirement funds have taken a beating in this investment market. PERS' investment portfolio is expected to lose nearly 35% of its value by the end of fiscal year 2009. The "rate stabilization" plan instituted by PERS, which hoped to reduce fluctuation in employer costs, did not consider such a significant decline in portfolio value. While current contribution rates are relatively stable from the last two years, the rate increases in 2011-2012 are expected to be 6 to 11% depending upon market performance through the next 6-12 months. In addition, starting in FY 2009-2010, the City Council has established a "pay as you go" policy for funding its other post employment benefit ("OPEB") liabilities.
- Services, Supplies, and Internal Service Charges: These expenditure categories have seen relatively little growth in the past 3 years, increasing less than 3% per year over that time.

Beyond these difficult financial times, the City's General Fund is expected to finish FY 2008-2009 with over $18.8 million in reserves, well above the Council's policy of a minimum reserve threshold of $10 million. Now more than ever, prudent fiscal management will be required to ensure that the City stays financially healthy and can weather this financial storm.

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.)

In this economic environment, however, greater impact on the City's future rests outside of its direct control: 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 tapping into local revenues, even after the passage of Proposition 1A; the economy has impacted employment trends, and may affect 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.

The next 5 years will be critical in the City's effective management of its financial resources. The City will need to pay close attention to the following trends over the next several years:

- The economic recession is expected to continue until the end of 2010, with several economists predicting a slow recovery thereafter.
- Development is expected to be slow over the next five years, with the exception of the Pilgrim-Triton and Gilead Sciences Campus projects, which developers have indicated the desire and demonstrated financial ability to proceed. The Pilgrim-Triton project in particular has the

ability to generate Park-In-Lieu fees, which would help to fund park improvements in the City that otherwise might not be funded.

- Most significant is the development on the City's 15-acre site currently on hold due to the lack of available financing. Should that project proceed, current business terms indicate significant one-time revenues to the City General Fund, and over $2 million in ongoing lease revenues for the use of City property.
- The rates paid by the City to fund employee retirement plans through CalPERS are expected to increase significantly in 2011-2012 due to investment losses in 2008-2009.
- The City will need to fund other post-employment benefit costs associated with the minimum medical plan contributions that are required by PERS after employees retire from service with the City. Such costs on a "pay as you go" basis are expected to be $87,000 per year.
- Water and Wastewater operations will continue to be self-funded, with significant rate increases in the costs of obtaining water from San Francisco Public Utilities Commission due to the nature, extent and timing of their major capital improvement programs to improve the reliability of the Hetch Hetchy Water System.
- The five-year projections of the City's General Fund at current service levels find General Fund reserves above the $10 million reserve by the fifth year. However, there could likely exist a structural deficit in the fifth year of close to $1.5 million. The City would need to either reduce expenditures or increase revenues to address this structural deficit starting in FY 2011-2012.
- Beyond the five-year forecast, the City will need to pay close attention to aging infrastructure costs and a plan to fund those costs in future years.
- 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.
- On a positive note, the City / District / CDA will be debt free from all bonded indebtedness by the end of FY 2009-2010 and will be entirely debt free by the end of FY 2010-2011.

The City has the ability to maintain current service levels through the use of its reserves to get through this time of economic uncertainty. City leaders have made prudent financial decisions throughout the City's history that have served it well. 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, wisely manage its personnel costs, and look at improving existing revenues and/or new revenue streams in order to maintain existing service levels and the City's sound financial health. In summary, short of an economic recovery, the City will need to find ways to cure its structural deficit to maintain service levels in the future.

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City of Foster City
Summary of Key Assumptions Used in Preparation of the Five-Year Financial Plan for the Five Years Ended June 30, 2014

The attached City of Foster City Five-Year Financial Plan covers the five year period ending June 30, 2014. 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
- Unemployment rates from the Bureau of Labor Statistics and the California Employment Development Department
- 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

Overall Economic Forecast

The United States and California are in the midst of a recession the likes of which have not been seen since the 1920's. Most revenue streams are trending downwards, and unemployment is at a 25 year high. The overriding assumption used in this forecast is that the economy will continue to decline through the end of 2010. Economic recovery will begin in FY 2011-2012, however the recovery will be modest in nature. In short, we will not see revenues reaching their 2007-2008 levels until the end of the 5th year other than new development anticipated in the forecast.

Revenue Assumptions

Assumptions made in determining significant revenue amounts are listed below:

Property Taxes

- Foster City has largely been exempt from the foreclosure and short-sale trends seen throughout the country, and the East Bay and Sacramento Valley specifically. Nevertheless, home sales volume has declined in the past 24 months, with significant declines in the last 6-9 months, and median home prices have fallen by approximately 10% in the past year. There is nearly $85 million in assessed value at risk based on AV appeals with the County Assessor's Office. Historically, property taxes have grown annually at 5-10%. Given the state of the market, increases of 2% in FY 2009-2010 and 4% increases thereafter through FY 2013-2014 based on projected actual property tax collections in FY 2008-2009

are estimated. As the Community Development Agency reaches its cap in FY 2010-2011, an infusion of $3.7 million of additional property tax revenue is expected in that year, and a total of $4.8 million additional property tax revenues per year starting in FY 2011-2012. Additional property tax increment associated with development of the Pilgrim-Triton and Gilead Sciences projects, as discussed below, are also incorporated into the five-year forecast.

Sales & Use Tax

- The recent economic downturn has seen a reduction of nearly $800,000 (or 20%) in sales tax revenues. Sales & use tax revenue is expected to decline an additional 10% in 2009-2010 based on projected actual receipts in FY 2008-2009. No growth is assumed for FY 2010-2011, and a 3% growth factor is expected in FY 2011-2012 and thereafter.

Transient Occupancy Tax

- Current tax rate of 8% is assessed to people staying in the City's two hotels -- Crowne Plaza and Marriott Courtyard. New and renewed airline contracts with the Crowne Plaza and refurbishment of the Courtyard have helped TOT revenues hit their targets for FY 2008-2009. Nevertheless, decline in business and consumer travel due to the economy is expected to decrease TOT revenues by 10% in FY 2009-2010, no growth in FY 2010-2011, and 3% growth in FY 2011-2012 and thereafter.

Investment Earnings

- Return on investments rate of just under 2% is anticipated over the next five years. Most of the City's investments are in fixed securities. The market has seen significant declines in return rates as funds have pulled out of the stock market and into fixed income securities, driving down interest rates. A one-time influx of cash at the end of FY 2009-2010 from the CDA Loan Repayment will increase investment returns. Otherwise, no additional growth is anticipated in the five year period as potential increases in return rates will be offset by deficit spending.

Loan Repayments from CDA

- The Loan balance outstanding owed to the City by the Community Development Agency is $8.15 million as of July 1, 2009. The CDA cash flow analysis indicates $9.08 million in principal and interest repayments through FY 2010-2011 ($7.85 million in FY 2009-2010 and $1.23 million in FY 2010-2011).

Development and Park-in-Lieu Fees

- Based upon financial information received from the developers of the Pilgrim-Triton Development, as well as the active pursuit of all land use approvals, design review, and plan submittal towards a building permit, it is assumed that construction of Phase I will occur in FY 2010-2011, with Phases II and III commencing in FY 2012-2013 and 2013-2014, respectively. The related property tax, permit fees, and Park in Lieu fees that would be assessed as part of this development are incorporated based on the timing and construction values estimated as part of the project.

- With respect to the financial information received from the developers of the Gilead Sciences Campus development, as well as the active pursuit of all land use approvals, design review, and plan submittal towards a building permit, it is assumed that construction of Phase I will occur in FY 2011-2012. The related property tax and permit fees that would be assessed as part of this

development are incorporated based on the timing and construction values estimated as part of the project.

- The developer of the Mirabella / Parkview Project on the vacant 15-acre site has indicated that their project is on hold until financing can be obtained to proceed with this development. As a conservative measure, the five-year forecast assumes that this project will not commence until after FY 2013-2014. Accordingly, no revenues related to this project are incorporated in this five-year forecast.

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 9% revenue increase in FY 2009-2010 and 10% revenue increases annually through FY 2013-2014. These costs are expected to cover increased costs associated with the Hetch Hetchy Water System improvements and local infrastructure improvement projects.

- Sewer Rates – Sewer rates assume 7% annual revenue increase from FY 2009-2010 through FY 2011-2012, and a 6% annual revenue increases thereafter, to cover increased costs associated with the WWTP plant operations as well as lift station rehabilitation projects and other capital improvement programs.

Federal and State Funding

- The City has applied for grants available under the American Recovery and Reinvestment Act of 2009 (aka, the Federal Stimulus Package). A grant in the amount of $440,000 is anticipated to cover the construction of roadway improvements to City streets in FY 2009-2010.

- 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:
    - *Proposition 42 Transportation Funding* – The State has committed to funding transportation initiatives passed by the voters under Proposition 42. Funding of approximately $300,000 per year is expected through the 5-year forecast.
    - *Proposition 1B Funding* – The anticipated allocation of Proposition 1B funding passed by voters in 2006 is not expected to be received 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 was 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 reduction in funding will require Foster City to spend an additional $20,000 per year.
    - *Borrowing of Local Property Taxes under Proposition 1A (2004)* – The State is also considering borrowing over $1.2 million of local property tax revenues in the form of a loan that the State would need to repay with interest within three (3) years.

Expenditure Assumptions

Assumptions made in determining significant expenditures are listed below:

Service Levels and Capital Improvement Projects Maintained

- No material service level changes are anticipated in the 5-year forecast. Proposed Capital Improvement Projects are incorporated into the Plan.

Employee Services

- Much of the City's workforce falls under collective bargaining agreements. Negotiated agreements with Police and Fire bargaining units for FY 2009-2010 and 2010-2011 have been incorporated into the budget. Unrepresented Management employees and employees represented by AFSCME are in the final year of multi-year agreements that calls for a CPI adjustment of 0.3%. A 3% increase is included for FY 2010-2011 and thereafter.

- CalPERS investment return (loss) estimates for FY 2008-2009 are projected to be a loss of 35% of the portfolio value. This return rate is not only significantly less than the actuarial assumption of a 7-3/4% gain, but will actually require the City / District to make up for a portion of those losses to return the portfolio to at least 80% of the unfunded projected benefit obligation. The rate-smoothing policy implemented by the CalPERS board in FY 2006-2007 will help keep the underlying employer contribution rates relatively smooth. Nevertheless, it is expected that the employer costs for pension benefits will increase by 3% (net of an 8% savings gained by reamortizing the unfunded actuarial liability over 30 years) for Public Safety Employees and 6.5% for Miscellaneous Employees in FY 2011-2012.

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 7% per year over the past 10 years, with smaller percentages in the recent years due to conscious trimming of expenditures. The lowest savings rate during that period was 4.6% in FY 2006-2007. An estimate of 4% budgetary savings per year is used in the financial projections, with no anticipated expenditure savings in FY 2009-2010 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, 2014

	Approved	Five Year Financial Plan					
Revenues by Source:	**2008-2009**	**2009-2010**	**2010-2011**	**2011-2012**	**2012-2013**	**2013-2014**
Governmental Fund Type Revenues						
Property taxes	$ 11,275,000	$ 11,544,000	$ 15,533,000	$ 17,171,700	$ 17,932,100	$ 18,794,500
Other taxes	$ 8,956,000	$ 7,360,000	$ 7,395,000	$ 7,602,000	$ 7,814,000	$ 8,029,000
Licenses and permits	$ 1,204,000	$ 1,030,000	$ 2,413,000	$ 1,541,400	$ 1,921,000	$ 2,310,100
Intergovernmental	$ 2,877,000	$ 3,386,000	$ 2,974,000	$ 2,974,000	$ 3,433,000	$ 2,974,000
Charges for current services	$ 1,587,000	$ 1,496,000	$ 1,520,000	$ 1,553,000	$ 1,586,000	$ 1,620,000
Special assessments	$ 190,000	$ -	$ -	$ -	$ -	$ -
Interest and rentals	$ 3,123,000	$ 2,345,000	$ 1,777,000	$ 1,752,000	$ 1,845,000	$ 1,877,000
Other	$ 491,000	$ 565,400	$ 607,400	$ 4,159,900	$ 704,400	$ 956,800
Proprietary Fund Type Revenues						
Sales & service charges	$ 13,446,000	$ 14,540,000	$ 15,806,000	$ 17,186,000	$ 18,619,000	$ 20,178,000
Connection fees	$ 77,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ -
Vehicle, equipment rental and other user charges	$ 5,898,501	$ 6,148,010	$ 6,244,000	$ 6,416,000	$ 6,595,000	$ 6,778,000
Interest and rentals	$ 1,696,000	$ 790,000	$ 860,000	$ 887,000	$ 786,000	$ 798,000
Other	$ 173,600	$ 174,100	$ 184,800	$ 189,650	$ 194,650	$ 199,800
Total Revenues	$ 50,994,101	$ 49,383,510	$ 55,319,200	$ 61,437,650	$ 61,435,150	$ 64,515,200
Expenditures (see attached)	$ 53,471,108	$ 58,435,141	$ 55,008,793	$ 59,268,647	$ 61,999,263	$ 64,490,926
Net revenues over (under) expenditures before transfers	$ (2,477,007)	$ (9,051,631)	$ 310,407	$ 2,169,003	$ (564,113)	$ 24,274
Loan Principal Payment from CDA	$ 3,662,643	$ 7,034,538	$ 1,127,000	$ -	$ -	$ -
Net Transfers In (Out)	$ -	$ -	$ -	$ -	$ -	$ -
Net Increase (Decrease) in Fund Balance	$ 1,185,636	$ (2,017,093)	$ 1,437,407	$ 2,169,003	$ (564,113)	$ 24,274
Opening Fund Balance	$ 55,112,855	$ 56,298,491	$ 54,281,398	$ 55,718,805	$ 57,887,808	$ 57,323,695
Ending Fund Balance	$ 56,298,491	$ 54,281,398	$ 55,718,805	$ 57,887,808	$ 57,323,695	$ 57,347,969

City of Foster City, California

Expenditure Summary -- All Funds

Five Year Financial Plan for the Years Ended June 30, 2014

Total By Expenditure	Approved	Five Year Financial Plan					
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Department Expenses						
Employee Services	$ 30,119,480	$ 30,714,539	$ 31,652,498	$ 33,906,574	$ 34,865,585	$ 35,930,802
Supplies and other	$ 14,297,233	$ 15,395,217	$ 16,111,995	$ 17,412,174	$ 19,134,791	$ 20,578,519
Capital Outlay	$ 4,084,267	$ 7,110,496	$ 3,350,261	$ 3,811,219	$ 3,803,406	$ 3,676,859
Total department expenses	$ 48,500,980	$ 53,220,252	$ 51,114,754	$ 55,129,967	$ 57,803,782	$ 60,186,180
Interdepartmental charges (credits)	$ 5,792,574	$ 6,042,071	$ 6,073,369	$ 6,155,300	$ 6,290,160	$ 6,479,065
Reallocations	$ (822,446)	$ (827,182)	$ (874,330)	$ (617,620)	$ (653,679)	$ (690,319)
Total	$ 53,471,108	$ 58,435,141	$ 56,313,793	$ 60,667,647	$ 63,440,263	$ 65,974,926
Anticipated Expenditure Savings	$ -	$ -	$ (1,305,000)	$ (1,399,000)	$ (1,441,000)	$ (1,484,000)
Net Expeditures	$ 53,471,108	$ 58,435,141	$ 55,008,793	$ 59,268,647	$ 61,999,263	$ 64,490,926

City of Foster City, California

General Fund

Five Year Financial Plan for the Years Ended June 30, 2014

	Approved	Five Year Financial Plar				
Revenues by Source:	**2008-2009**	**2009-2010**	**2010-2011**	**2011-2012**	**2012-2013**	**2013-2014**
Property taxes	$ 11,275,000	$ 11,544,000	$ 15,533,000	$ 17,171,700	$ 17,932,100	$ 18,794,500
Other taxes	$ 7,787,000	$ 6,297,000	$ 6,330,000	$ 6,522,000	$ 6,719,000	$ 6,919,000
Licenses and permits	$ 1,204,000	$ 1,030,000	$ 2,413,000	$ 1,541,400	$ 1,921,000	$ 2,310,100
Intergovernmental	$ 2,557,000	$ 2,550,000	$ 2,550,000	$ 2,550,000	$ 2,550,000	$ 2,550,000
Charges for current services	$ 1,453,000	$ 1,393,000	$ 1,415,000	$ 1,446,000	$ 1,477,000	$ 1,509,000
Interest and rentals	$ 2,715,000	$ 2,111,000	$ 1,535,000	$ 1,436,000	$ 1,455,000	$ 1,474,000
Other	$ 453,000	$ 557,400	$ 561,400	$ 646,400	$ 658,400	$ 671,400
Total Revenues	$ 27,444,000	$ 25,482,400	$ 30,337,400	$ 31,313,500	$ 32,712,500	$ 34,228,000
Expenditures (see attached)	$ 30,875,184	$ 31,632,365	$ 31,326,336	$ 33,580,194	$ 34,586,070	$ 35,622,383
Net revenues over (under) expenditures before transfers	$ (3,431,184)	$ (6,149,965)	$ (988,936)	$ (2,266,694)	$ (1,873,570)	$ (1,394,383)
Loan Principal Payment from CDA	$ 3,662,643	$ 7,034,538	$ 1,127,000	$ -	$ -	$ -
Net Transfers In (Out)	$ (100,000)	$ (156,500)	$ (161,200)	$ (166,050)	$ (171,050)	$ (176,200)
Net Increase (Decrease) in Fund Balance	$ 131,459	$ 728,073	$ (23,136)	$ (2,432,744)	$ (2,044,620)	$ (1,570,583)
Opening Fund Balance	$ 18,707,041	$ 18,838,500	$ 19,566,573	$ 19,543,437	$ 17,110,693	$ 15,066,073
Ending Fund Balance	$ 18,838,500	$ 19,566,573	$ 19,543,437	$ 17,110,693	$ 15,066,073	$ 13,495,490

City of Foster City, California

General Fund Expenditures Detail

Five Year Financial Plan for the Years Ended June 30, 2014

	Approved	Five Year Financial Plan					
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Department Expenses						
Employee Services	$ 25,572,920	$ 25,981,029	$ 26,760,460	$ 28,633,692	$ 29,492,703	$ 30,377,484
Supplies and other	$ 4,450,064	$ 4,553,874	$ 4,740,490	$ 4,881,205	$ 5,026,141	$ 5,175,425
Capital Outlay	$ 21,200	$ 9,200	$ 9,476	$ 9,760	$ 10,053	$ 10,355
Total department expenses	$ 30,044,184	$ 30,544,103	$ 31,510,426	$ 33,524,657	$ 34,528,897	$ 35,563,264
Interdepartmental charges (credits)	$ 3,865,640	$ 4,074,990	$ 4,197,240	$ 4,323,157	$ 4,452,852	$ 4,586,438
Reallocation	$ (3,034,640)	$ (2,986,728)	$ (3,076,330)	$ (2,868,620)	$ (2,954,679)	$ (3,043,319)
Total	$ 30,875,184	$ 31,632,365	$ 32,631,336	$ 34,979,194	$ 36,027,070	$ 37,106,383
Anticipated Expenditure Savings (4.0%)	$ -	$ -	$ (1,305,000)	$ (1,399,000)	$ (1,441,000)	$ (1,484,000)
Net Expeditures	$ 30,875,184	$ 31,632,365	$ 31,326,336	$ 33,580,194	$ 34,586,070	$ 35,622,383

City of Foster City, California

Special Revenue Funds

Five Year Financial Plan for the Years Ended June 30, 2014

	Approved	Five Year Financial Plan				
Revenues by Source:	**2008-2009**	**2009-2010**	**2010-2011**	**2011-2012**	**2012-2013**	**2013-2014**
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -
Other taxes	$ 1,169,000	$ 1,063,000	$ 1,065,000	$ 1,080,000	$ 1,095,000	$ 1,110,000
Licenses and permits	$ -	$ -	$ -	$ -	$ -	$ -
Intergovernmental	$ 290,000	$ 826,000	$ 414,000	$ 414,000	$ 873,000	$ 414,000
Charges for current services	$ 134,000	$ 103,000	$ 105,000	$ 107,000	$ 109,000	$ 111,000
Interest and rentals	$ 96,000	$ 49,000	$ 57,000	$ 131,000	$ 205,000	$ 218,000
Other	$ 38,000	$ 8,000	$ 46,000	$ 3,513,500	$ 46,000	$ 285,400
Total Revenues	$ 1,727,000	$ 2,049,000	$ 1,687,000	$ 5,245,500	$ 2,328,000	$ 2,138,400
Expenditures (see attached)	$ 1,621,713	$ 2,104,056	$ 1,668,320	$ 1,728,357	$ 1,766,944	$ 1,827,238
Net revenues over (under) expenditures before transfers	$ 105,287	$ (55,056)	$ 18,680	$ 3,517,143	$ 561,056	$ 311,162
Net Transfers In (Out)	$ (38,000)	$ -	$ (38,000)	$ (2,248,000)	$ (38,000)	$ -
Net Increase (Decrease) in Fund Balance	$ 67,287	$ (55,056)	$ (19,320)	$ 1,269,143	$ 523,056	$ 311,162
Opening Fund Balance	$ 2,443,613	$ 2,510,900	$ 2,455,844	$ 2,436,524	$ 3,705,667	$ 4,228,723
Ending Fund Balance	$ 2,510,900	$ 2,455,844	$ 2,436,524	$ 3,705,667	$ 4,228,723	$ 4,539,885

City of Foster City, California

Special Revenue Fund Expenditures Detail

Five Year Financial Plan for the Years Ended June 30, 2014

	Approved	Five Year Financial Plan				
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Department Expenses						
Employee Services	$ 79,100	$ 144,200	$ 149,968	$ 166,464	$ 166,464	$ 173,123
Supplies and other	$ 42,500	$ 27,500	$ 28,325	$ 29,175	$ 30,050	$ 30,952
Capital Outlay	$ 750,000	$ 1,265,000	$ 825,000	$ 865,000	$ 900,000	$ 950,000
Total department expenses	$ 871,600	$ 1,436,700	$ 1,003,293	$ 1,060,639	$ 1,096,514	$ 1,154,075
Interdepartmental charges (credits)	$ 9,113	$ 22,356	$ 23,027	$ 23,718	$ 24,430	$ 25,163
Reallocation	$ 741,000	$ 645,000	$ 642,000	$ 644,000	$ 646,000	$ 648,000
Total	$ 1,621,713	$ 2,104,056	$ 1,668,320	$ 1,728,357	$ 1,766,944	$ 1,827,238
Anticipated Expenditure Savings	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	$ 1,621,713	$ 2,104,056	$ 1,668,320	$ 1,728,357	$ 1,766,944	$ 1,827,238

City of Foster City, California

Debt Service Funds

Five Year Financial Plan for the Years Ended June 30, 2014

	Approved	Five Year Financial Plar				
Revenues by Source:	**2008-2009**	**2009-2010**	**2010-2011**	**2011-2012**	**2012-2013**	**2013-2014**
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -
Other taxes	$ -	$ -	$ -	$ -	$ -	$ -
Licenses and permits	$ -	$ -	$ -	$ -	$ -	$ -
Intergovernmental	$ -	$ -	$ -	$ -	$ -	$ -
Charges for current services	$ -	$ -	$ -	$ -	$ -	$ -
Special assessments	$ 190,000	$ -	$ -	$ -	$ -	$ -
Interest and rentals	$ 12,000	$ -	$ -	$ -	$ -	$ -
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues	$ 202,000	$ -	$ -	$ -	$ -	$ -
Expenditures (see attached)	$ 439,103	$ 447,491	$ -	$ -	$ -	$ -
Net revenues over (under) expenditures before transfers	$ (237,103)	$ (447,491)	$ -	$ -	$ -	$ -
Net Transfers In (Out)	$ -	$ -	$ -	$ -	$ -	$ -
Net Increase (Decrease) in Fund Balance	$ (237,103)	$ (447,491)	$ -	$ -	$ -	$ -
Opening Fund Balance	$ 684,594	$ 447,491	$ -	$ -	$ -	$ -
Ending Fund Balance	$ 447,491	$ -	$ -	$ -	$ -	$ -

City of Foster City, California

Debt Service Fund Expenditures Detail

Five Year Financial Plan for the Years Ended June 30, 2014

	Approved	Five Year Financial Plan					
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	
Department Expenses							
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -	
Debt Service Payments	$ 439,103	$ 447,491	$ -	$ -	$ -	$ -	
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -	
Total department expenses	$ 439,103	$ 447,491	$ -	$ -	$ -	$ -	
Interdepartmental charges (credits)	$ -	$ -	$ -	$ -	$ -	$ -	
Reallocation	$ -	$ -	$ -	$ -	$ -	$ -	
Total	$ 439,103	$ 447,491	$ -	$ -	$ -	$ -	
Anticipated Expenditure Savings	$ -	$ -	$ -	$ -	$ -	$ -	
Net Expeditures	$ 439,103	$ 447,491	$ -	$ -	$ -	$ -	

City of Foster City, California

Capital Improvements (City) Fund

Five Year Financial Plan for the Years Ended June 30, 2014

	Approved	Five Year Financial Plan				
Revenues by Source:	**2008-2009**	**2009-2010**	**2010-2011**	**2011-2012**	**2012-2013**	**2013-2014**
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -
Other taxes	$ -	$ -	$ -	$ -	$ -	$ -
Licenses and permits	$ -	$ -	$ -	$ -	$ -	$ -
Intergovernmental	$ 30,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000
Charges for current services	$ -	$ -	$ -	$ -	$ -	$ -
Special assessments	$ -	$ -	$ -	$ -	$ -	$ -
Interest and rentals	$ 300,000	$ 185,000	$ 185,000	$ 185,000	$ 185,000	$ 185,000
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues	$ 330,000	$ 195,000	$ 195,000	$ 195,000	$ 195,000	$ 195,000
Expenditures (see attached)	$ 370,000	$ 910,000	$ 805,000	$ 885,000	$ 120,000	$ 230,000
Net revenues over (under) expenditures before transfers	$ (40,000)	$ (715,000)	$ (610,000)	$ (690,000)	$ 75,000	$ (35,000)
Net Transfers In (Out)	$ 38,000	$ -	$ 38,000	$ 2,248,000	$ 38,000	
Net Increase (Decrease) in Fund Balance	$ (2,000)	$ (715,000)	$ (572,000)	$ 1,558,000	$ 113,000	$ (35,000)
Opening Fund Balance (Deficit)	$ 5,630,400	$ 5,628,400	$ 4,913,400	$ 4,341,400	$ 5,899,400	$ 6,012,400
Ending Fund Balance (Deficit)	$ 5,628,400	$ 4,913,400	$ 4,341,400	$ 5,899,400	$ 6,012,400	$ 5,977,400

City of Foster City, California

Capital Improvement (City) Fund Expenditures Detail

Five Year Financial Plan for the Years Ended June 30, 2014

	Approved	Five Year Financial Plan					
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Department Expenses							
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Supplies and other	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ 370,000	$ 910,000	$ 805,000	$ 885,000	$ 120,000	$ 230,000
Total department expenses	$ 370,000	$ 910,000	$ 805,000	$ 885,000	$ 120,000	$ 230,000
Interdepartmental charges (credits)							
Information Services	$ -	$ -	$ -	$ -	$ -	$ -
Fleet Services	$ -	$ -	$ -	$ -	$ -	$ -
Equipment Replacement	$ -	$ -	$ -	$ -	$ -	$ -
Total interdepartmental charges (credits)	$ -	$ -	$ -	$ -	$ -	$ -
Total Reallocation	$ -	$ -	$ -	$ -	$ -	$ -
Total	$ 370,000	$ 910,000	$ 805,000	$ 885,000	$ 120,000	$ 230,000
Anticipated Expenditure Savings	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	$ 370,000	$ 910,000	$ 805,000	$ 885,000	$ 120,000	$ 230,000

City of Foster City, California

Water Funds

Five Year Financial Plan for the Years Ended June 30, 2014

	Approved	Five Year Financial Plan				
Revenues by Source:	**2008-2009**	**2009-2010**	**2010-2011**	**2011-2012**	**2012-2013**	**2013-2014**
Sales & service charges	$ 7,609,000	$ 8,294,000	$ 9,123,000	$ 10,035,000	$ 11,039,000	$ 12,143,000
Connection fees	$ 33,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ -
Vehicle, equipment rental and other user charges	$ -	$ -	$ -	$ -	$ -	$ -
Interest and rentals	$ 357,000	$ 148,000	$ 151,000	$ 158,000	$ 170,000	$ 164,000
Bond Proceeds	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues	$ 7,999,000	$ 8,447,000	$ 9,279,000	$ 10,198,000	$ 11,214,000	$ 12,307,000
Expenditures (see attached)	$ 7,741,791	$ 8,492,819	$ 9,053,768	$ 9,783,612	$ 11,448,306	$ 12,204,332
Net revenues over (under) expenditures before transfers	$ 257,209	$ (45,819)	$ 225,232	$ 414,388	$ (234,306)	$ 102,668
Net Transfers In (Out)	$ -	$ -	$ -	$ -	$ -	$ -
Net Increase (Decrease) in Fund Balance	$ 257,209	$ (45,819)	$ 225,232	$ 414,388	$ (234,306)	$ 102,668
Opening Fund Balance	$ 4,818,791	$ 5,076,000	$ 5,030,181	$ 5,255,413	$ 5,669,801	$ 5,435,495
Ending Fund Balance	$ 5,076,000	$ 5,030,181	$ 5,255,413	$ 5,669,801	$ 5,435,495	$ 5,538,163

City of Foster City, California

Water Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2014

	Approved	Five Year Financial Plan				
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Department Expenses						
Employee Services	$ 1,465,500	$ 1,541,560	$ 1,588,000	$ 1,683,000	$ 1,733,000	$ 1,785,000
Supplies and other	$ 4,319,642	$ 4,900,278	$ 5,617,768	$ 6,502,612	$ 7,789,306	$ 8,775,332
Capital Outlay	$ 205,000	$ 305,000	$ 200,000	$ -	$ 330,000	$ -
Total department expenses	$ 5,990,142	$ 6,746,838	$ 7,405,768	$ 8,185,612	$ 9,852,306	$ 10,560,332
Interdepartmental charges (credits)	$ 980,002	$ 950,431	$ 829,000	$ 754,000	$ 727,000	$ 749,000
Reallocation	$ 771,647	$ 795,550	$ 819,000	$ 844,000	$ 869,000	$ 895,000
Total	$ 7,741,791	$ 8,492,819	$ 9,053,768	$ 9,783,612	$ 11,448,306	$ 12,204,332
Anticipated Expenditure Savings	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	$ 7,741,791	$ 8,492,819	$ 9,053,768	$ 9,783,612	$ 11,448,306	$ 12,204,332

City of Foster City, California

Wastewater Collection System Funds

Five Year Financial Plan for the Years Ended June 30, 2014

	Approved	Five Year Financial Plan				
Revenues by Source:	**2008-2009**	**2009-2010**	**2010-2011**	**2011-2012**	**2012-2013**	**2013-2014**
Sales & service charges	$ 5,837,000	$ 6,246,000	$ 6,683,000	$ 7,151,000	$ 7,580,000	$ 8,035,000
Connection fees	$ 44,000	$ -	$ -	$ -	$ -	$ -
Vehicle, equipment rental and other user charges	$ -	$ -	$ -	$ -	$ -	$ -
Interest and rentals	$ 564,000	$ 240,000	$ 247,000	$ 254,000	$ 127,000	$ 131,000
Other	$ 3,600	$ 3,600	$ 3,600	$ 3,600	$ 3,600	$ 3,600
Total Revenues	$ 6,448,600	$ 6,489,600	$ 6,933,600	$ 7,408,600	$ 7,710,600	$ 8,169,600
Expenditures (see attached)	$ 6,303,660	$ 9,343,525	$ 6,470,000	$ 7,308,000	$ 7,968,000	$ 8,296,000
Net revenues over (under) expenditures before transfers	$ 144,940	$ (2,853,925)	$ 463,600	$ 100,600	$ (257,400)	$ (126,400)
Net Transfers In (Out)	$ -	$ -	$ -	$ -	$ -	$ -
Net Increase (Decrease) in Fund Balance	$ 144,940	$ (2,853,925)	$ 463,600	$ 100,600	$ (257,400)	$ (126,400)
Opening Fund Balance	$ 6,514,960	$ 6,659,900	$ 3,805,975	$ 4,269,575	$ 4,370,175	$ 4,112,775
Ending Fund Balance	$ 6,659,900	$ 3,805,975	$ 4,269,575	$ 4,370,175	$ 4,112,775	$ 3,986,375

City of Foster City, California

Wastewater Collection System Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2014

	Approved	Five Year Financial Plan				
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Department Expenses						
Employee Services	$ 1,490,800	$ 1,514,990	$ 1,560,000	$ 1,654,000	$ 1,704,000	$ 1,755,000
Supplies and other	$ 2,735,000	$ 2,950,150	$ 3,134,000	$ 3,330,000	$ 3,540,000	$ 3,765,000
Capital Outlay	$ 563,323	$ 3,305,000	$ 155,000	$ 655,000	$ 1,005,000	$ 1,005,000
Total department expenses	$ 4,789,123	$ 7,770,140	$ 4,849,000	$ 5,639,000	$ 6,249,000	$ 6,525,000
Interdepartmental charges (credits)	$ 814,990	$ 854,389	$ 880,000	$ 906,000	$ 933,000	$ 961,000
Reallocation	$ 699,547	$ 718,996	$ 741,000	$ 763,000	$ 786,000	$ 810,000
Total	$ 6,303,660	$ 9,343,525	$ 6,470,000	$ 7,308,000	$ 7,968,000	$ 8,296,000
Anticipated Expenditure Savings	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	$ 6,303,660	$ 9,343,525	$ 6,470,000	$ 7,308,000	$ 7,968,000	$ 8,296,000

City of Foster City, California

Shuttle Funds

Five Year Financial Plan for the Years Ended June 30, 2014

	Approved	Five Year Financial Plan				
Revenues by Source:	**2008-2009**	**2009-2010**	**2010-2011**	**2011-2012**	**2012-2013**	**2013-2014**
Sales & service charges	$ -					
Connection fees	$ -					
Vehicle, equipment rental and other user charges	$ -					
Interest and rentals	$ -					
Property Taxes	$ -					
Other	$ 100,000	$ 156,500	$ 161,200	$ 166,050	$ 171,050	$ 176,200
Total Revenues	$ 100,000	$ 156,500	$ 161,200	$ 166,050	$ 171,050	$ 176,200
Expenditures (see attached)	$ 200,000	$ 313,000	$ 322,400	$ 332,100	$ 342,100	$ 352,400
Net revenues over (under) expenditures before transfers	$ (100,000)	$ (156,500)	$ (161,200)	$ (166,050)	$ (171,050)	$ (176,200)
Net Transfers In (Out)	$ 100,000	$ 156,500	$ 161,200	$ 166,050	$ 171,050	$ 176,200
Net Increase (Decrease) in Fund Balance	$ -	$ -	$ -	$ -	$ -	$ -
Opening Fund Balance	$ -	$ -	$ -	$ -	$ -	$ -
Ending Fund Balance	$ -	$ -	$ -	$ -	$ -	$ -

City of Foster City, California

Shuttle Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2014

	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Department Expenses						
Employee Services	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Supplies and other	**$ 200,000**	**$ 313,000**	**$ 322,400**	**$ 332,100**	**$ 342,100**	**$ 352,400**
Capital Outlay	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Total department expenses	**$ 200,000**	**$ 313,000**	**$ 322,400**	**$ 332,100**	**$ 342,100**	**$ 352,400**
Interdepartmental charges (credits)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Reallocation	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Total	**$ 200,000**	**$ 313,000**	**$ 322,400**	**$ 332,100**	**$ 342,100**	**$ 352,400**
Anticipated Expenditure Savings	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	**$ 200,000**	**$ 313,000**	**$ 322,400**	**$ 332,100**	**$ 342,100**	**$ 352,400**

City of Foster City, California

Internal Service Funds

Five Year Financial Plan for the Years Ended June 30, 2014

	Approved	Five Year Financial Plan					
Revenues by Source:	**2008-2009**	**2009-2010**	**2010-2011**	**2011-2012**	**2012-2013**	**2013-2014**	
Sales & service charges	$ -	$ -	$ -	$ -	$ -	$ -	
Connection fees	$ -	$ -	$ -	$ -	$ -	$ -	
Vehicle, equipment rental and other user charges	$ 5,898,501	$ 6,148,010	$ 6,244,000	$ 6,416,000	$ 6,595,000	$ 6,778,000	
Interest and rentals	$ 775,000	$ 402,000	$ 462,000	$ 475,000	$ 489,000	$ 503,000	
Other	$ 70,000	$ 14,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	
Total Revenues	$ 6,743,501	$ 6,564,010	$ 6,726,000	$ 6,911,000	$ 7,104,000	$ 7,301,000	
Expenditures (see attached)	$ 5,919,657	$ 5,191,885	$ 5,362,969	$ 5,651,384	$ 5,767,843	$ 5,958,573	
Net revenues over (under) expenditures before transfers	$ 823,844	$ 1,372,125	$ 1,363,031	$ 1,259,616	$ 1,336,157	$ 1,342,427	
Net Transfers In (Out)	$ -	$ -	$ -	$ -	$ -	$ -	
Net Increase (Decrease) in Fund Balance	$ 823,844	$ 1,372,125	$ 1,363,031	$ 1,259,616	$ 1,336,157	$ 1,342,427	
Opening Fund Balance	$ 16,313,456	$ 17,137,300	$ 18,509,425	$ 19,872,456	$ 21,132,072	$ 22,468,229	
Ending Fund Balance	$ 17,137,300	$ 18,509,425	$ 19,872,456	$ 21,132,072	$ 22,468,229	$ 23,810,656	

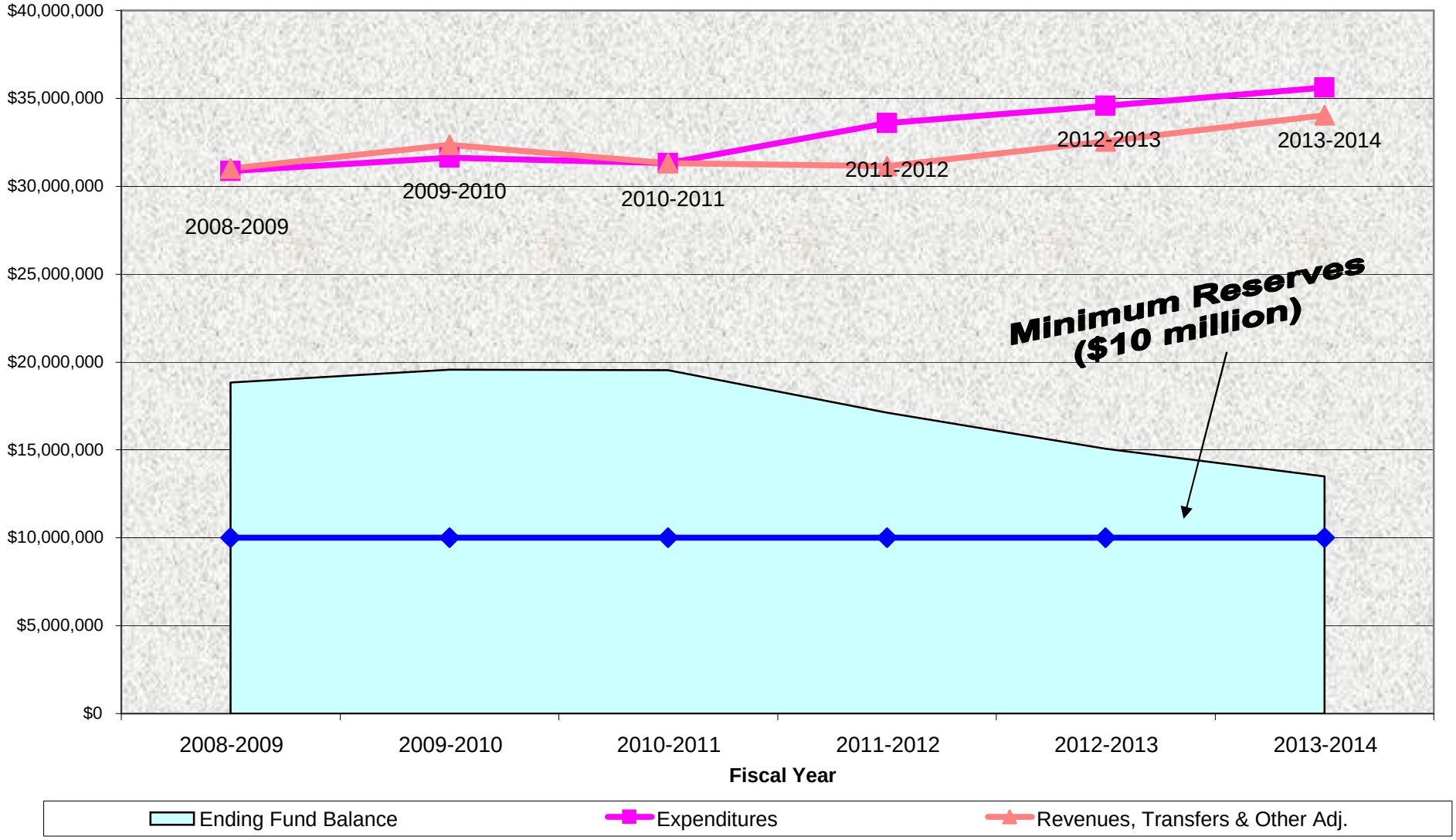
City of Foster City, California

Internal Service Funds Expenditures Detail

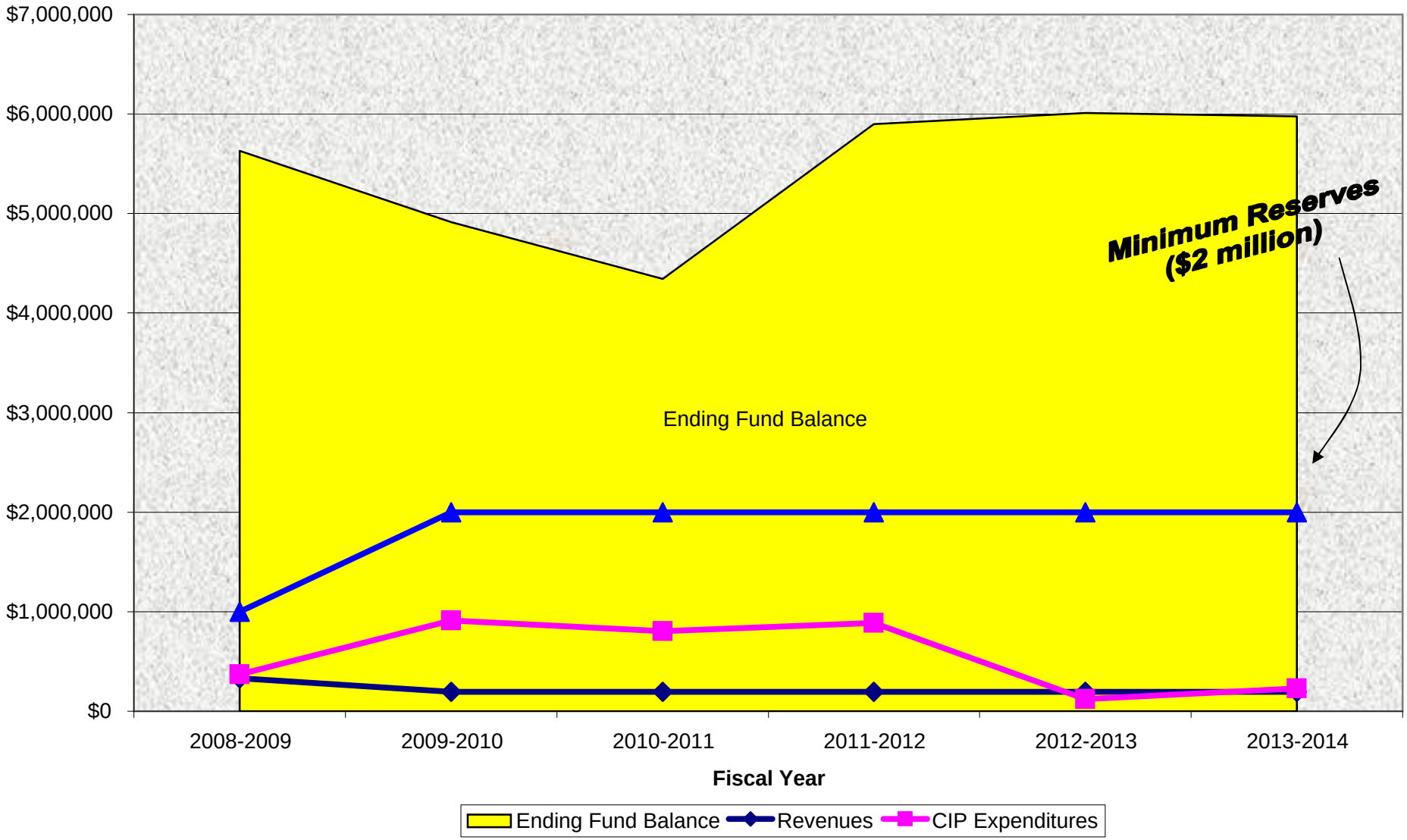
Five Year Financial Plan for the Years Ended June 30, 2014

	Approved	Five Year Financial Plan				
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Department Expenses						
Employee Services	$ 1,511,160	$ 1,532,760	$ 1,594,070	$ 1,769,418	$ 1,769,418	$ 1,840,195
Supplies and other	$ 2,110,924	$ 2,202,924	$ 2,269,012	$ 2,337,082	$ 2,407,194	$ 2,479,410
Capital Outlay	$ 2,174,744	$ 1,316,296	$ 1,355,785	$ 1,396,459	$ 1,438,353	$ 1,481,504
Total department expenses	$ 5,796,828	$ 5,051,980	$ 5,218,867	$ 5,502,959	$ 5,614,965	$ 5,801,109
Interdepartmental charges (credits)	$ 122,829	$ 139,905	$ 144,102	$ 148,425	$ 152,878	$ 157,464
Reallocation	$ -	$ -	$ -	$ -	$ -	$ -
Total	$ 5,919,657	$ 5,191,885	$ 5,362,969	$ 5,651,384	$ 5,767,843	$ 5,958,573
Anticipated Expenditure Savings	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	$ 5,919,657	$ 5,191,885	$ 5,362,969	$ 5,651,384	$ 5,767,843	$ 5,958,573

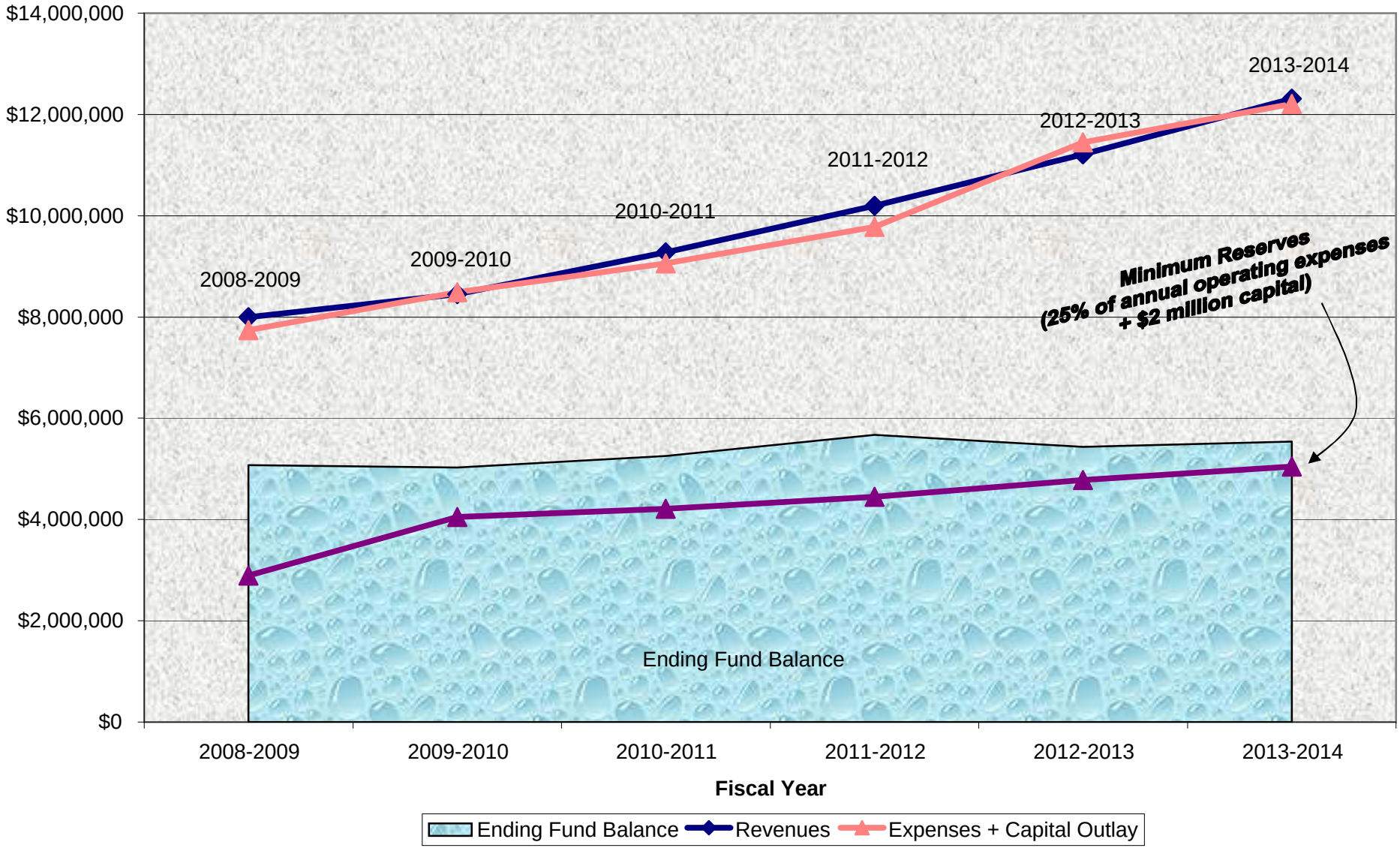
City of Foster City General Fund
(Forecast Based on Budgeted Revenues / Expenditures)



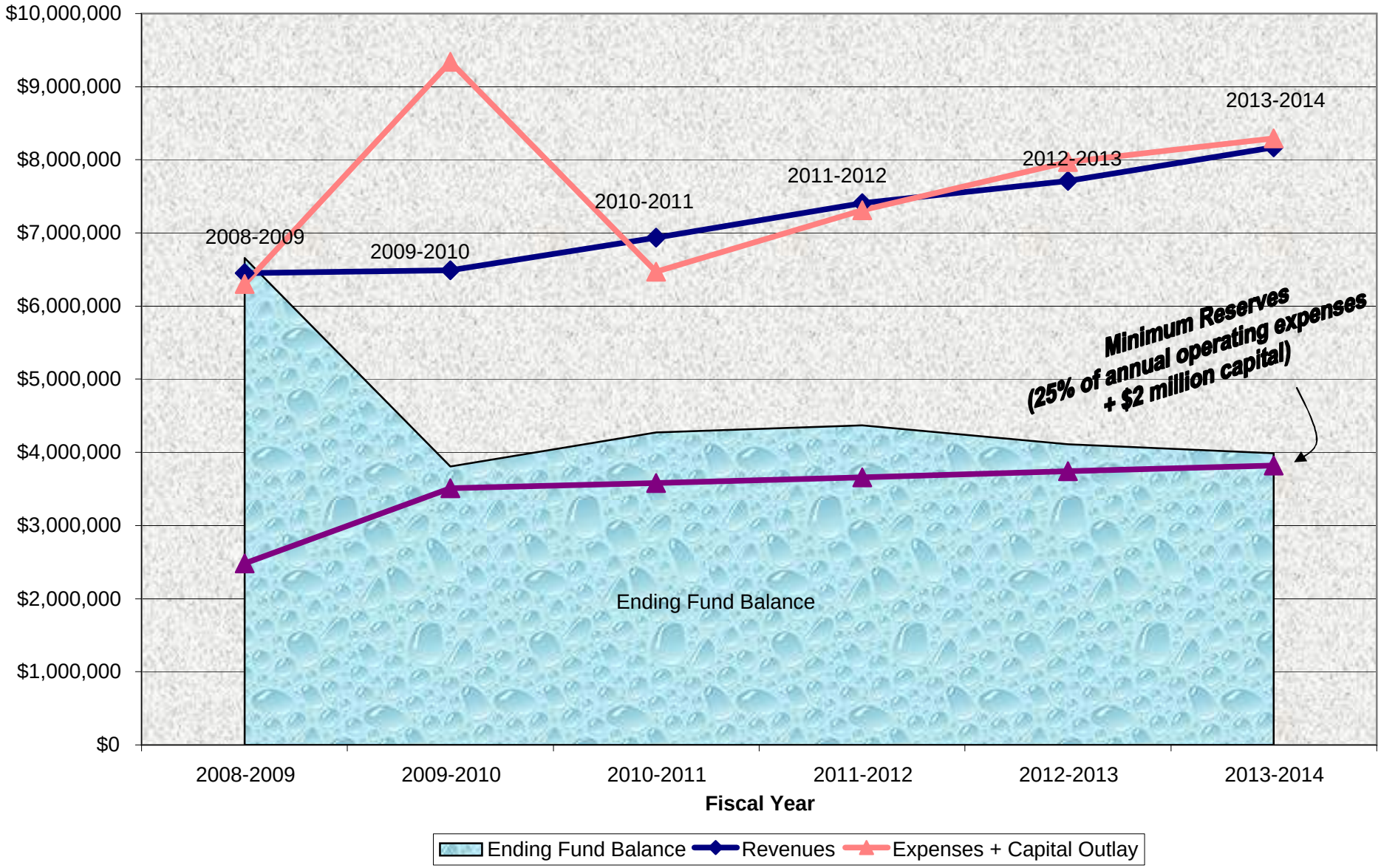
City of Foster City Capital Improvements Fund



City of Foster City Water Funds



City of Foster City Wastewater Funds



CITY OF FOSTER CITY / EMID

Summary of Resources and Requirements by Funds

For the Fiscal Year Ended June 30, 2010

Fund		Available July 1, 2009	Estimated Revenues	Loan Principal Payment from CDA	Transfers In	Transfers Out	Total Available	Operating Expenditures	Capital Expenditures	Total Requirements	Available June 30, 2010
General Funds											
001	General - City	**$ 18,838,500**	$ 11,725,400	$ 7,034,538	$ -	$ 757,124	**$ 36,841,314**	$ 17,274,741	$ -	**$ 17,274,741**	**$ 19,566,573**
002	General - District	**$ -**	$ 12,446,000	$ -	$ -	$ -	**$ 12,446,000**	$ 12,446,000	$ -	**$ 12,446,000**	**$ -**
003	Special Recreation	**$ -**	$ 1,311,000	$ -	$ 600,624	$ -	**$ 1,911,624**	$ 1,911,624	$ -	**$ 1,911,624**	**$ -**
Subtotal General Funds		**$ 18,838,500**	$ 25,482,400	$ 7,034,538	$ 600,624	$ 757,124	**$ 51,198,938**	$ 31,632,365	$ -	**$ 31,632,365**	**$ 19,566,573**
Special Revenue Funds											
101	Traffic Safety	**$ 17,000**	$ 103,000	$ -	$ -	$ -	**$ 120,000**	$ 103,000	$ -	**$ 103,000**	**$ 17,000**
102	Measure A	**$ 1,726,400**	$ 460,000	$ -	$ -	$ -	**$ 2,186,400**	$ -	$ 290,000	**$ 290,000**	**$ 1,896,400**
103	Gas Tax	**$ 1,200**	$ 542,000	$ -	$ -	$ -	**$ 543,200**	$ 542,000	$ -	**$ 542,000**	**$ 1,200**
104	Park In-Lieu Fees	**$ -**	$ -	$ -	$ -	$ -	**$ -**	$ -	$ -	**$ -**	**$ -**
108	SLESF/COPS Grant	**$ -**	$ 100,000	$ -	$ -	$ -	**$ 100,000**	$ 100,000	$ -	**$ 100,000**	**$ -**
112	CLEEP Grant	**$ 26,900**	$ -	$ -	$ -	$ -	**$ 26,900**	$ -	$ -	**$ -**	**$ 26,900**
114	CalOpps.org	**$ 158,000**	$ 110,000	$ -	$ -	$ -	**$ 268,000**	$ 94,056	$ -	**$ 94,056**	**$ 173,944**
115	Prop 42 Transportation	**$ 290,000**	$ 286,000	$ -	$ -	$ -	**$ 576,000**	$ -	$ 535,000	**$ 535,000**	**$ 41,000**
116	Foster City Foundation	**$ 291,400**	$ 8,000	$ -	$ -	$ -	**$ 299,400**	$ -	$ -	**$ -**	**$ 299,400**
117	American Recovery & Reinvestment Act 2009	**$ -**	$ 440,000	$ -	$ -	$ -	**$ 440,000**	$ -	$ 440,000	**$ 440,000**	**$ -**
Subtotal Special Revenue Funds		**$ 2,510,900**	$ 2,049,000	$ -	$ -	$ -	**$ 4,559,900**	$ 839,056	$ 1,265,000	**$ 2,104,056**	**$ 2,455,844**
Assessment Districts											
219	Vintage Park 89 Redemption	**$ 438,741**	$ -	$ -	$ 8,750	$ -	**$ 447,491**	$ 447,491	$ -	**$ 447,491**	**$ -**
220	Vintage Park 89 Reserve	**$ 8,750**	$ -	$ -	$ -	$ 8,750	**$ -**	$ -	$ -	**$ -**	**$ -**
Subtotal Assessment Districts		**$ 447,491**	$ -	$ -	$ 8,750	$ 8,750	**$ 447,491**	$ 447,491	$ -	**$ 447,491**	**$ -**
Capital Projects Fund											
301	Capital Investment - City	**$ 5,628,400**	$ 195,000	$ -	$ -	$ -	**$ 5,823,400**	$ -	$ 910,000	**$ 910,000**	**$ 4,913,400**

(Continued on next page)

CITY OF FOSTER CITY / EMID

Summary of Resources and Requirements by Funds

For the Fiscal Year Ended June 30, 2010

(Continued from previous page)

Fund		Available July 1, 2009	Estimated Revenues	Loan Principal Payment from CDA	Transfers In	Transfers Out	Total Available	Operating Expenditures	Capital Expenditures	Total Requirements	Available June 30, 2010
Enterprise Funds											
Water Funds											
401	Water Revenue	**$ -**	$ 8,447,000	$ -	$ -	$ 254,181	**$ 8,192,819**	$ 8,192,819	$ -	**$ 8,192,819**	**$ -**
402	Water Reserve	**$ 1,959,700**	$ -	$ -	$ 90,300	$ -	**$ 2,050,000**	$ -	$ -	**$ -**	**$ 2,050,000**
403	Water Rate Balancing Fund	**$ 782,000**	$ -	$ -	$ -	$ 693,000	**$ 89,000**	$ -	$ -	**$ -**	**$ 89,000**
405	Capital Investment - Water	**$ 2,334,300**	$ -	$ -	$ 856,881	$ -	**$ 3,191,181**	$ -	$ 300,000	**$ 300,000**	**$ 2,891,181**
Subtotal Water Funds		**$ 5,076,000**	$ 8,447,000	$ -	$ 947,181	$ 947,181	**$ 13,523,000**	$ 8,192,819	$ 300,000	**$ 8,492,819**	**$ 5,030,181**
Wastewater Funds											
451	Wastewater Revenue	**$ -**	$ 6,486,000	$ -	$ -	$ 442,475	**$ 6,043,525**	$ 6,043,525	$ -	**$ 6,043,525**	**$ -**
452	Wastewater Reserve	**$ 1,579,000**	$ -	$ -	$ -	$ 69,000	**$ 1,510,000**	$ -	$ -	**$ -**	**$ 1,510,000**
455	Capital Investment - Wastewater	**$ 5,080,900**	$ -	$ -	$ 515,075	$ -	**$ 5,595,975**	$ -	$ 3,300,000	**$ 3,300,000**	**$ 2,295,975**
456	Wastewater Expansion	**$ -**	$ 3,600	$ -	$ -	$ 3,600	**$ -**	$ -	$ -	**$ -**	**$ -**
Subtotal Wastewater Funds		**$ 6,659,900**	$ 6,489,600	$ -	$ 515,075	$ 515,075	**$ 13,149,500**	$ 6,043,525	$ 3,300,000	**$ 9,343,525**	**$ 3,805,975**
Shuttle Fund											
499	Shuttle	**$ -**	$ 156,500	$ -	$ 156,500	$ -	**$ 313,000**	$ 313,000	$ -	**$ 313,000**	**$ -**
Subtotal Enterprise Funds		**$ 11,735,900**	$ 15,093,100	$ -	$ 1,618,756	$ 1,462,256	**$ 26,985,500**	$ 14,549,344	$ 3,600,000	**$ 18,149,344**	**$ 8,836,156**
Internal Service Funds											
501	Vehicle Replacement	**$ 3,540,900**	$ 1,499,878	$ -	$ -	$ -	**$ 5,040,778**	$ 1,139,217	$ -	**$ 1,139,217**	**$ 3,901,561**
502	Equipment Replacement	**$ 7,579,000**	$ 1,375,269	$ -	$ -	$ -	**$ 8,954,269**	$ 877,196	$ -	**$ 877,196**	**$ 8,077,073**
503	Self-Insurance	**$ 1,003,900**	$ 328,000	$ -	$ -	$ -	**$ 1,331,900**	$ 276,000	$ -	**$ 276,000**	**$ 1,055,900**
504	Information Technology	**$ 2,382,900**	$ 1,600,258	$ -	$ -	$ -	**$ 3,983,158**	$ 1,319,840	$ -	**$ 1,319,840**	**$ 2,663,318**
505	Building Maintenance	**$ 1,730,600**	$ 1,613,605	$ -	$ -	$ -	**$ 3,344,205**	$ 1,479,632	$ -	**$ 1,479,632**	**$ 1,864,573**
507	Longevity Recognition Benefits	**$ 900,000**	$ 147,000	$ -	$ -	$ -	**$ 1,047,000**	$ 100,000	$ -	**$ 100,000**	**$ 947,000**
Subtotal Internal Service Funds		**$ 17,137,300**	$ 6,564,010	$ -	$ -	$ -	**$ 23,701,310**	$ 5,191,885	$ -	**$ 5,191,885**	**$ 18,509,425**
Total All Funds		**$ 56,298,491**	**$ 49,383,510**	**$ 7,034,538**	**$ 2,228,130**	**$ 2,228,130**	**$ 112,716,539**	**$ 52,660,141**	**$ 5,775,000**	**$ 58,435,141**	**$ 54,281,398**

City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Year Ended, June 30, 2010

	2008-2009 Approved	2008-2009 Projected	2009-2010 Budget
General Fund			
City			
Sales taxes	$ 4,900,000	$ 4,100,000	$ 3,690,000
Transient occupancy taxes	$ 1,500,000	$ 1,550,000	$ 1,395,000
Franchise taxes	$ 1,127,000	$ 1,080,000	$ 1,112,000
Real property transfer	$ 260,000	$ 170,000	$ 100,000
Licenses and permits	$ 1,204,000	$ 1,067,000	$ 1,030,000
Motor vehicle in-lieu	$ 2,450,000	$ 2,450,000	$ 2,450,000
Charges for current services	$ 361,000	$ 300,000	$ 271,000
Fines and forfeitures	$ 53,000	$ 45,000	$ 45,000
Interest and rentals	$ 490,000	$ 305,000	$ 305,000
Interest on Loan from Community Development Agency	$ 1,164,000	$ 1,164,000	$ 815,000
Other	$ 400,000	$ 841,500	$ 512,400
General Fund (City) Subtotal	$ 13,909,000	$ 13,072,500	$ 11,725,400
District			
Property Taxes	$ 11,275,000	$ 11,524,000	$ 11,544,000
Intergovernmental	$ 107,000	$ 100,000	$ 100,000
Interest and rentals	$ 876,000	$ 794,000	$ 802,000
General Fund (District) Subtotal	$ 12,258,000	$ 12,418,000	$ 12,446,000
Special Recreation			
Program Revenues	$ 1,092,000	$ 1,100,000	$ 1,122,000
Rents and Concessions	$ 185,000	$ 185,000	$ 189,000
Interest	$ -	$ -	$ -
General Fund (Special Recreation) Subtotal	$ 1,277,000	$ 1,285,000	$ 1,311,000
total general fund	$ 27,444,000	$ 26,775,500	$ 25,482,400

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City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Year Ended, June 30, 2010

(Continued from previous page)

	2008-2009 Approved	2008-2009 Projected	2009-2010 Budget
Special Revenue Fund			
Traffic Safety			
Vehicle Code Fines	$ 120,000	$ 101,000	$ 103,000
Interest	$ -	$ -	$ -
Traffic Safety Subtotal	$ 120,000	$ 101,000	$ 103,000
Measure A			
Sales Tax	$ 485,000	$ 470,000	$ 423,000
Interest	$ 50,000	$ 37,000	$ 37,000
Measure A Subtotal	$ 535,000	$ 507,000	$ 460,000
Gas Tax			
Gas Tax	$ 564,000	$ 512,000	$ 537,000
Interest	$ 37,000	$ 14,000	$ 5,000
Gax Tax Subtotal	$ 601,000	$ 526,000	$ 542,000
SLESF/COPS Grant			
Grant	$ -	$ 100,000	$ 100,000
Interest	$ -	$ -	$ -
SLESF/COPS Subtotal	$ -	$ 100,000	$ 100,000
CalOpps.org			
Fees for Services	$ 134,000	$ 105,000	$ 103,000
Interest	$ 9,000	$ 5,000	$ 7,000
CalOpps.org Subtotal	$ 143,000	$ 110,000	$ 110,000
Prop 42 Transportation Funds			
Intergovernmental	$ 290,000	$ 261,000	$ 286,000
Interest	$ -	$ -	$ -
Prop 42 Transportation Subtotal	$ 290,000	$ 261,000	$ 286,000
Foster City Foundation			
Grants	$ 38,000	$ 246,000	$ 8,000
CalOpps.org Subtotal	$ 38,000	$ 246,000	$ 8,000
American Recovery & Reinvestment Act 2009			
Grants	$ -	$ -	$ 440,000
CalOpps.org Subtotal	$ -	$ -	$ 440,000
total special revenue	$ 1,727,000	$ 1,851,000	$ 2,049,000

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City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Year Ended, June 30, 2010

(Continued from previous page)

	2008-2009 Approved	2008-2009 Projected	2009-2010 Budget
Assessment District Fund			
219 Vintage Park (1989)			
Taxes	$ 190,000	$ 190,000	$ -
Interest	$ 12,000	$ 12,000	$ -
Vintage Park Subtotal	$ 202,000	$ 202,000	$ -
total assessment district	$ 202,000	$ 202,000	$ -
Capital Projects Fund			
City/EMID			
Intergovernmental	$ -	$ 477,000	$ -
Investment	$ 300,000	$ 185,000	$ 185,000
Other	$ 30,000	$ 33,000	$ 10,000
total capital projects	$ 330,000	$ 695,000	$ 195,000

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City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Year Ended, June 30, 2010

(Continued from previous page)

	2008-2009 Approved	2008-2009 Projected	2009-2010 Budget
Enterprise Fund			
Water			
User Charges	$ 7,609,000	$ 7,180,000	$ 8,294,000
Connection Fees	$ 33,000	$ 1,000	$ 5,000
Interest & rentals	$ 357,000	$ 148,000	$ 148,000
	$ 7,999,000	$ 7,329,000	$ 8,447,000
Sewer			
User Charges	$ 5,837,000	$ 5,837,000	$ 6,246,000
Connection Fees	$ 44,000	$ -	$ -
Interest & rentals	$ 564,000	$ 240,000	$ 240,000
	$ 6,445,000	$ 6,077,000	$ 6,486,000
Sewer Expansion			
Other	$ 3,600	$ 3,900	$ 3,600
	$ 3,600	$ 3,900	$ 3,600
Shuttle			
Grant	$ 100,000	$ 115,000	$ 156,500
	$ 100,000	$ 115,000	$ 156,500
total enterprise funds	$ 14,547,600	$ 13,524,900	$ 15,093,100

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City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Year Ended, June 30, 2010

(Continued from previous page)

	2008-2009 Approved	2008-2009 Revised	2009-2010 Budget
Internal Service Funds			
Vehicle Replacement			
Vehicle Replacement Charges	$ 1,300,845	$ 1,300,845	$ 1,403,878
Sales of Retired Vehicle	$ 70,000	$ 45,000	$ 14,000
Interest	$ 165,000	$ 80,000	$ 82,000
	$ 1,535,845	$ 1,425,845	$ 1,499,878
Equipment Replacement			
Equipment Rental	$ 1,328,985	$ 1,328,985	$ 1,186,269
Interest	$ 300,000	$ 185,000	$ 189,000
	$ 1,628,985	$ 1,513,985	$ 1,375,269
Self Insurance			
Insurance Charges	$ 188,000	$ 188,000	$ 310,000
Interest	$ 45,000	$ 24,000	$ 18,000
	$ 233,000	$ 212,000	$ 328,000
Information Technology			
User Charges	$ 1,530,846	$ 1,530,846	$ 1,534,258
Interest	$ 100,000	$ 65,000	$ 66,000
	$ 1,630,846	$ 1,595,846	$ 1,600,258
Building Maintenance			
User Charges	$ 1,463,825	$ 1,463,825	$ 1,566,605
Interest	$ 75,000	$ 46,000	$ 47,000
	$ 1,538,825	$ 1,509,825	$ 1,613,605
Longevity Recognition Benefits			
Employer Contributions	$ 86,000	$ 86,000	$ 147,000
Interest	$ 90,000	$ (400,000)	$ -
	$ 176,000	$ (314,000)	$ 147,000
total internal service	$ 6,743,501	$ 5,943,501	$ 6,564,010
TOTAL REVENUE ALL FUNDS	**$ 50,994,101**	**$ 48,991,901**	**$ 49,383,510**

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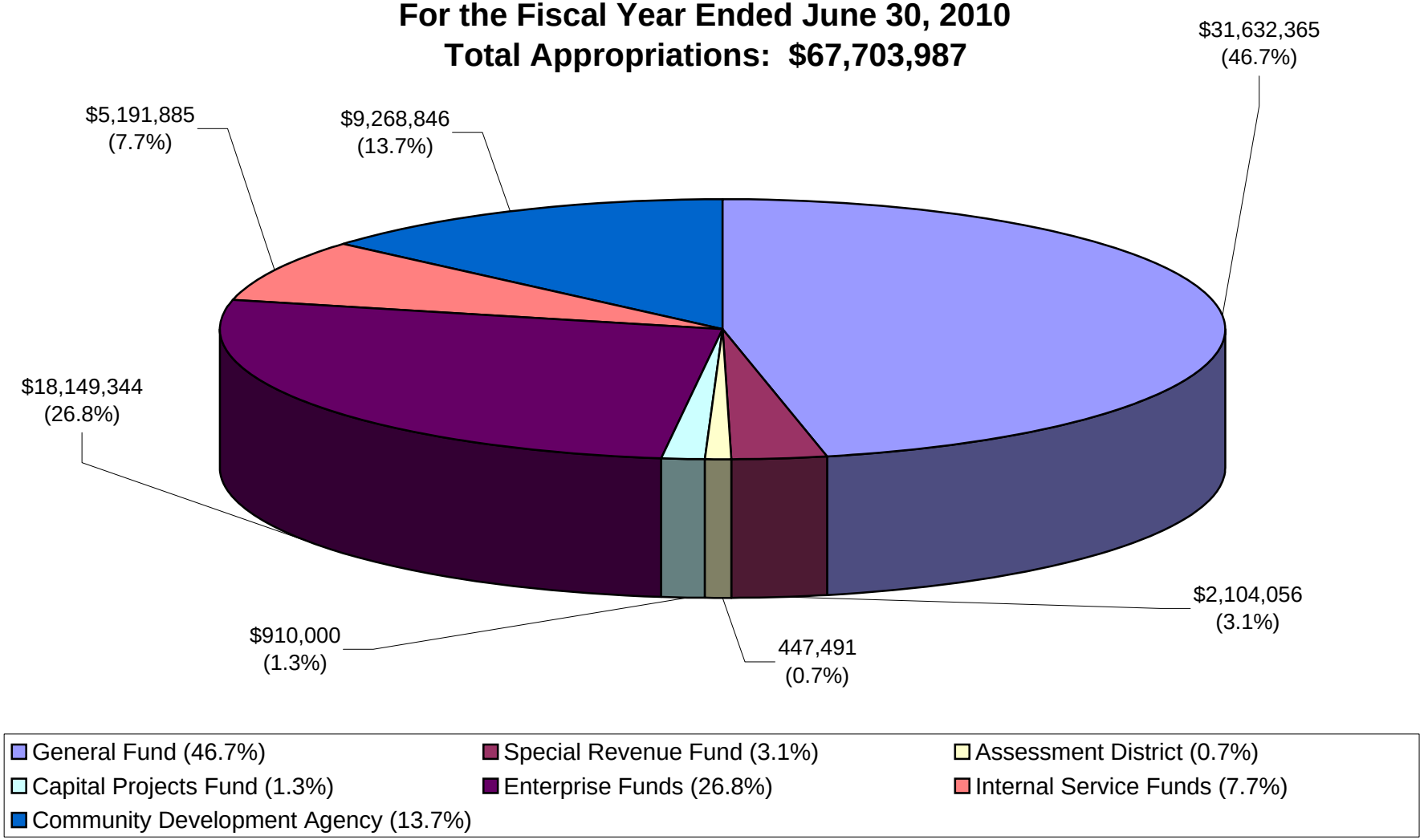
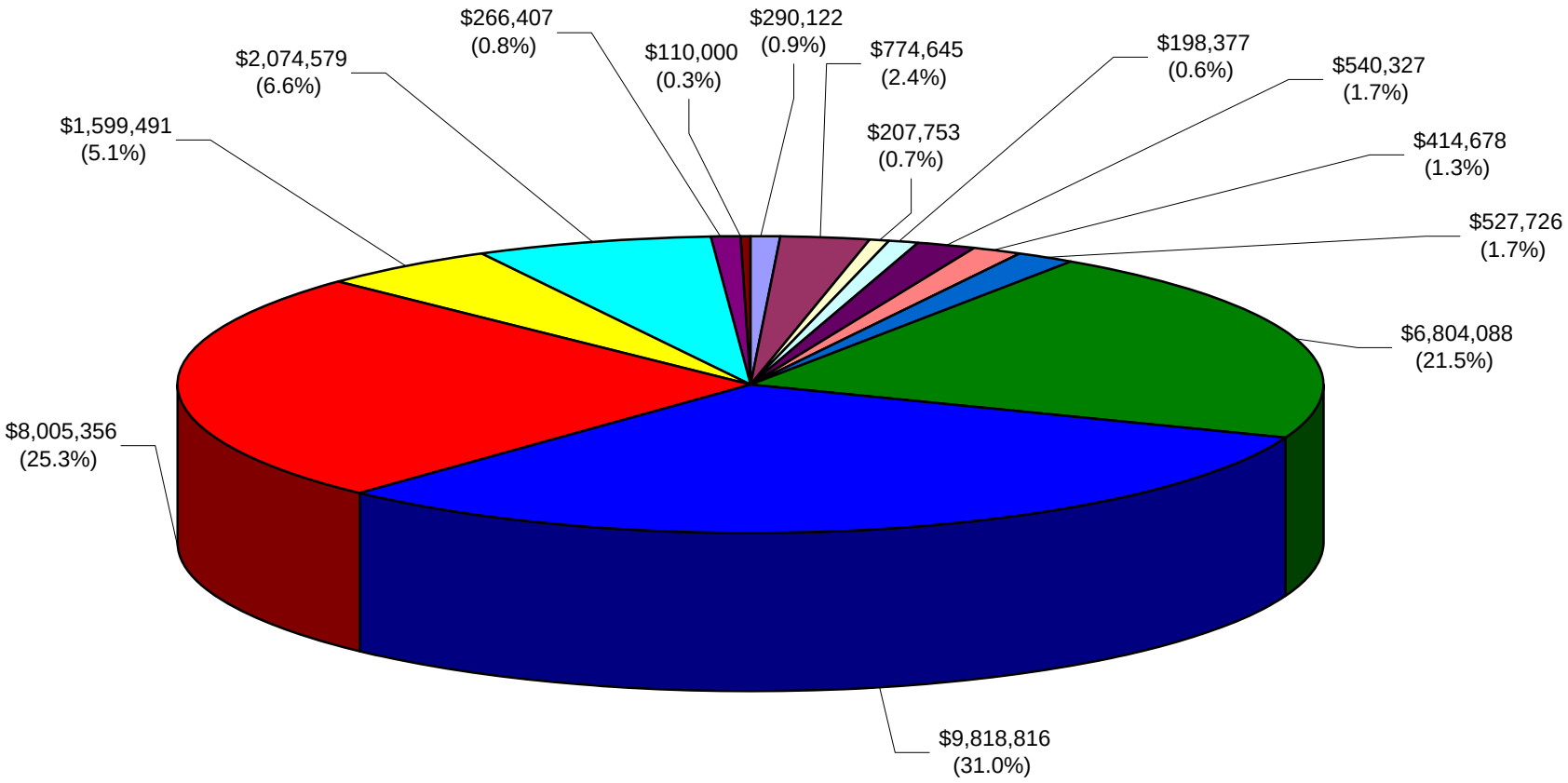
City of Foster City / Estero Municipal Improvement District / Community Development Agency
Appropriations by Fund
For the Fiscal Year Ended June 30, 2010
Total Appropriations: $67,703,987



City of Foster City
General Fund Operating Expenditures by Department
For the Fiscal Year Ended June 30, 2010
Total General Fund Operating Expenditures: $31,632,365



Council/Board (0.9%)	City/District Manager (2.4%)	City Clerk (0.7%)	City Attorney (0.6%)
Adminstrative Services (1.7%)	Human Resources (1.3%)	Financial Services (1.7%)	Parks & Recreation (21.5%)
Police (31.0%)	Fire (25.3%)	Community Development (5.1%)	Public Works (6.6%)
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, 2010

	2008-2009 APPROVED	2008-2009 REVISED	2009-2010 REQUESTED
COUNCIL/BOARD	$ 285,043	$ 285,043	$ 290,122
CITY/DISTRICT MANAGER	$ 670,802	$ 679,802	$ 774,645
CITY CLERK	$ 168,610	$ 168,610	$ 207,753
CITY ATTORNEY	$ 197,807	$ 197,807	$ 198,377
ADMINSTRATIVE SERVICES	$ 543,642	$ 543,642	$ 540,327
HUMAN RESOURCES	$ 412,992	$ 412,992	$ 414,678
FINANCIAL SERVICES	$ 531,154	$ 531,154	$ 527,726
PARKS & RECREATION	$ 6,620,928	$ 6,620,928	$ 6,804,088
POLICE	$ 9,601,040	$ 9,601,040	$ 9,818,816
FIRE	$ 7,884,417	$ 7,884,417	$ 8,005,356
COMMUNITY DEVELOPMENT	$ 1,634,783	$ 1,634,783	$ 1,599,491
PUBLIC WORKS	$ 1,968,762	$ 1,968,762	$ 2,074,579
LIBRARY SERVICES	$ 253,204	$ 253,204	$ 266,407
PROPERTY TAX ADMINISTRATION	$ 102,000	$ 102,000	$ 110,000
TOTAL GENERAL FUND APPROPRIATIONS	**$ 30,875,184**	**$ 30,884,184**	**$ 31,632,365**

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, 2010

	2008-2009 APPROVED	2008-2009 REVISED	2009-2010 REQUESTED
GENERAL FUND	$ 30,875,184	$ 30,884,184	$ 31,632,365
TRAFFIC SAFETY	$ 120,000	$ 120,000	$ 103,000
MEASURE A	$ -	$ -	$ 290,000
GAS TAX	$ 1,371,000	$ 1,371,000	$ 542,000
PARK IN-LIEU FEES	$ -	$ -	$ -
SLESF/COPS GRANT	$ -	$ -	$ 100,000
CALOPPS.ORG FUND	$ 130,713	$ 174,713	$ 94,056
PROPOSITION 42 TRANSPORTATION	$ -	$ -	$ 535,000
FOSTER CITY FOUNDATION	$ -	$ -	$ -
AMERICAN RECOVERY & REINVESTMENT ACT 2009	$ -	$ -	$ 440,000
ASSESSMENT DISTRICT	$ 439,103	$ 439,103	$ 447,491
CAPITAL PROJECTS FUND	$ 370,000	$ 370,000	$ 910,000
WATER	$ 7,741,791	$ 7,769,791	$ 8,492,819
SEWER	$ 6,303,660	$ 6,303,660	$ 9,343,525
SHUTTLE	$ 200,000	$ 305,000	$ 313,000
VEHICLE REPLACEMENT	$ 1,319,590	$ 1,330,372	$ 1,139,217
EQUIPMENT REPLACEMENT	$ 1,486,344	$ 1,486,344	$ 877,196
SELF-INSURANCE	$ 211,500	$ 211,500	$ 276,000
INFORMATION TECHNOLOGY	$ 1,459,240	$ 1,459,240	$ 1,319,840
BUILDING MAINTENANCE	$ 1,356,983	$ 1,356,983	$ 1,479,632
LONGEVITY RECOGNITION BENEFITS	$ 86,000	$ 86,000	$ 100,000
CDA	$ 8,343,533	$ 8,343,533	$ 9,268,846
TOTAL FOR CITY / EMID / CDA	**$ 61,814,641**	**$ 62,011,423**	**$ 67,703,987**

City of Foster City, California / Estero Municipal Improvement District
and Foster City Community Development Agency
Summary of Operating Expenditures and Capital Expenditures by Type
Annual Operating Budget Appropriations for the Year Ending June 30, 2010

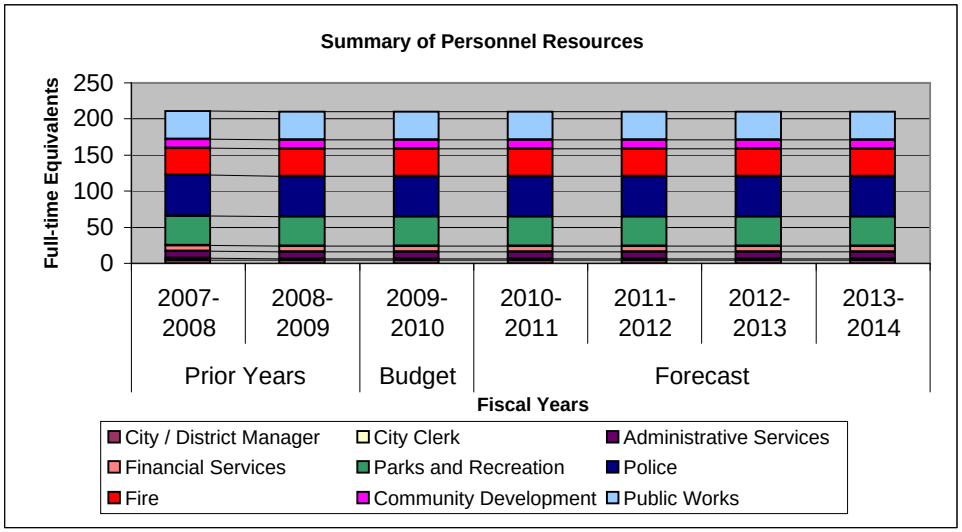
	2008-2009 APPROVED	2008-2009 REVISED	2009-2010 REQUESTED
EMPLOYEE SERVICES	$ 30,932,412	$ 30,960,412	$ 31,532,217
SERVICES AND SUPPLIES	$ 21,701,825	$ 21,870,607	$ 23,719,754
CAPITAL OUTLAY	$ 2,364,267	$ 2,364,267	$ 1,335,496
INTERNAL SERVICES	$ 5,918,583	$ 5,918,583	$ 6,168,702
REALLOCATIONS	$ (822,446)	$ (822,446)	$ (827,182)
TOTAL OPERATING EXPENDITURES	**$ 60,094,641**	**$ 60,291,423**	**$ 61,928,987**
CAPITAL EXPENDITURES	$ 1,720,000	$ 1,720,000	$ 5,775,000
TOTAL CITY / EMID / CDA EXPENDITURES	**$ 61,814,641**	**$ 62,011,423**	**$ 67,703,987**

City of Foster City / Estero Municipal Improvement District

Personnel Summary

For the Fiscal Years Ended June 30, 2008 to 2014

Department	Prior Years		Budget	Forecast			
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
City / District Manager	4	4	4	4	4	4	4
City Clerk	3	2	2	2	2	2	2
Administrative Services	10	10	10	10	10	10	10
Human Resources	3	3	3	3	3	3	3
Financial Services	8	8	8	8	8	8	8
Parks and Recreation	41	41	41	41	41	41	41
Police	56	56	56	56	56	56	56
Fire	38	38	38	38	38	38	38
Community Development	12	12	12	12	12	12	12
Public Works	39	39	39	39	39	39	39
Totals	**214**	**213**	**213**	**213**	**213**	**213**	**213**



City of Foster City/Estero Municipal Improvement District
Summary of Bonds Payable
Fiscal Year 2009-2010

	Total Bonds Authorized	Bonds Issued as of June 30, 2009	Outstanding Balance June 30, 2009	Principal Payable FY 2009-2010	Interest Payable FY 2009-2010	Fiscal Agent Other Fees FY 2009-2010	Administration Fees FY 2009-2010	Total Debt Service FY 2009-2010
Special Assessment Bonds:								
1989 Vintage Park Improvement Bonds	$ 11,462,073	$ 11,462,073	$ 415,000	$ 415,000	$ 15,148	$ 3,800	$ 13,543	$ 447,491

TABLE C
CAPITAL IMPROVEMENT PROJECT (CIP) PLAN (FISCAL YEAR 2009-2010)

					Funding Sources					
PROJECT NAME	**Funding Source***	**Total Project Cost**	**Prior Years' Funding**	**FY 2009-2010 Funding**	**City Capital Investment**	**Measure A**	**ARRA**	**Proposition 42**	**Water Capital Investment**	**Sewer Capital Investment**
SEWER PROJECTS										
(NEW CIP) SANITARY SEWER LIFT STATION IMPROVEMENTS PROJECT	CS	$ 3,450,000	$ 150,000	$3,300,000	$ -	$ -	$ -	$ -	$ -	$3,300,000
TOTAL SEWER PROJECTS	**1**	**$ 3,450,000**	**$ 150,000**	**$3,300,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$3,300,000**
WATER PROJECTS										
(NEW CIP) WATER VALVE REPLACEMENT (2009-2010)	CW	$ 300,000	$ -	$ 300,000	$ -	$ -	$ -	$ -	$ 300,000	$ -
TOTAL WATER PROJECTS	**1**	**$ 300,000**	**$ -**	**$ 300,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 300,000**	**$ -**
STREETS/TRAFFIC PROJECTS										
(CIP 606) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2009-2010)	MA, ARRA	$ 730,000	$ -	$ 730,000	$ -	$290,000	$440,000	$ -	$ -	$ -
(CIP 762) FOLLOW-UP ON BI-ANNUAL CALTRANS BRIDGE INSPECTIONS (2009-2010)	MA	$ 765,000	$ 230,000	$ 535,000	$ -	$ -	$ -	$ 535,000	$ -	$ -
TOTAL STREETS/TRAFFIC PROJECTS	**2**	**$ 1,495,000**	**$ 230,000**	**$1,265,000**	**$ -**	**$290,000**	**$440,000**	**$ 535,000**	**$ -**	**$ -**
STORMWATER/LAGOON PROJECTS										
NONE				$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL STORMWATER/LAGOON PROJECTS	**0**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
PARKS PROJECTS										
(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2009-2010)	CC	$ 210,000	$ -	$ 210,000	$ 210,000	$ -	$ -	$ -	$ -	$ -
(CIP 607) LEVEE PEDWAY IMPROVEMENTS AND REPAIR (2009-2010 to 2011-2012)	CC	$ 950,000	$ 250,000	$ 700,000	$ 700,000	$ -	$ -	$ -	$ -	$ -
TOTAL PARKS PROJECTS	**2**	**$ 1,160,000**	**$ 250,000**	**$ 910,000**	**$ 910,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
BUILDING PROJECTS										
NONE		$ -	$ -	$ -						
TOTAL BUILDING PROJECTS	**0**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	
GRAND TOTAL	**6**	**$ 6,405,000**	**$ 630,000**	**$5,775,000**	**$ 910,000**	**$290,000**	**$440,000**	**$ 535,000**	**$ 300,000**	**$3,300,000**

* 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 2009-2010

	#	Fund		003 General Fund - Special Recreation	219 Metro Center 89 Redemption	402 Water Reserve	405 Capital Investment - Water	455 Capital Investment - Wastewater Collection System	499 Shuttle	Totals
Transfers Out	1	001	General Fund - City	600,624	-	-	-	-	156,500	757,124
	2	220	Vintage Park 89 Reserve	-	8,750	-	-	-	-	8,750
	3	401	Water Revenue	-	-	90,300	163,881	-	-	254,181
	4	403	Water Rate Balancing Fund	-	-	-	693,000	-		693,000
	5	451	Wastewater Collection System Revenue	-	-	-	-	442,475	-	442,475
	6	452	Wastewater Collection System Reserve	-	-	-	-	69,000	-	69,000
	7	456	Wastewater Collection System Expansion	-	-	-	-	3,600	-	3,600
			Totals	600,624	8,750	90,300	856,881	515,075	156,500	2,228,130
										2,228,130

Footnotes:

1 Transfer to subsidize Special Recreation fund activities and Shuttle Operations.
2 Transfer from bond reserves to bond redemption to make the final payment on the Vintage Park 89 bonds.
3 Transfer excess Water System revenues over expenditures to reserve funds equal to 25% of annual operating expenditures, with remaining funds transferred to fund future Capital Improvement Projects.
4 Transfer funds from the Water Rate Balancing Fund in accordance with the 10-year Water Rate Smoothing model adopted by the District Board in FY 2006-2007.
5 Transfer excess of Wastewater Collection System revenues over expenditures to reserve funds equal to 25% of annual operating expenditures, with remaining surplus func transferred to the Wastewater Collection System Capital Investment Fund.
6 Transfer excess Wastewater Collection System reserve funds to fund future Capital Improvement Projects after 25% reserve levels have been met.
7 Transfer Wastewater Collection System expansion revenue to Wastewater Collection System Capital Investment Fund to fund future capital projects.

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Council / Board

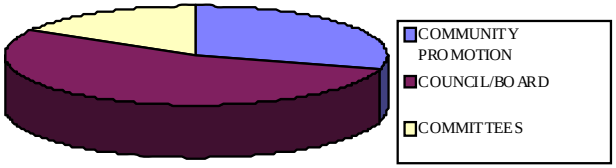
MISSION STATEMENT

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.

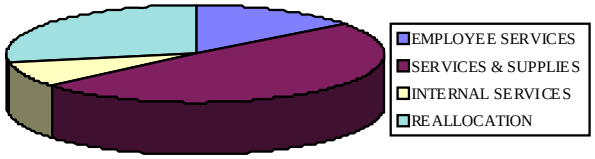
PROPOSED BUDGET EXPENDITURE DISTRIBUTION

Total Department Budget*: $ 290,122*

Expenditure by Division



Expenditure by Type



DEPARTMENT PERSONNEL SUMMARY

Position	07-08	08-09	09-10	10-11	11-12	12-13	13-14
Council Members	5	5	5	5	5	5	5
TOTALS	5	5	5	5	5	5	5

CURRENT ACCOMPLISHMENTS

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 – IN PROGRESS

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 -- COMPLETED

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. Complete Bid Process for the Permanent Teen Center and Related Facilities and Award Contract for Construction Services -- COMPLETED

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 -- COMPLETED

C. Monitor and Maintain the Integrity of the Levees that Protect Foster City -- 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), Including Conducting a City-wide Traffic Impact Study -- IN PROGRESS

Private Development Projects

A. Continue to Process Land Use Approvals for the Pilgrim/Triton Redevelopment Project -- IN PROGRESS

B. Continue to Process Land Use Approvals for the Chess/Hatch Redevelopment Project -- IN PROGRESS

Other Projects

A. Pursue Reliable and Uninterruptible Alternative Sources of Water -- IN PROGRESS

B. Continue to Provide the Citizen Emergency Response Team (CERT) Training -- COMPLETED

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 -- IN PROGRESS

D. Explore "Green" Policies, Programs and Practices for City Operations and Community-Wide Efforts to Reduce Greenhouse Gas Emissions Within Foster City -- COMPLETED

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 -- COMPLETED

The following projects and issues were identified as priorities by the City Council for **Calendar Year *2009*.** (Council's highest priorities in **bold**)

Civic Center Master Plan

A. Certify EIR, Approve Legal Agreements and Process Land Use Approvals for the Mixed-Use Development on an 11-Acre Portion of the 15-Acre Site Adjacent to the Government Center

B. 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. Maintain the City/District's Infrastructure and Physical Assets

B. Monitor and Maintain the Integrity of the Levees that Protect Foster City

C. Complete Construction and Dedicate the Permanent Teen Center and Related Facilities

D. Award Contract for Construction Services for a Synthetic Turf Soccer Field at Catamaran Park and at Sea Cloud Park, Complete Construction and Dedicate Fields

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 Completing the City-wide Traffic Impact Study

B. Update the Housing Element of the Foster City General Plan

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

C. Continue to Process Land Use Approvals for the Gilead Sciences Redevelopment Project

D. Continue to Process Land Use Approvals for the North Peninsula Jewish Campus Cultural Arts Center

E. Continue to Process Land Use Approvals for the Charter Square Shopping Center Redevelopment Project

Economic/Budget Projects

A. Monitor National, State and Local Economic Conditions including the Federal and State Budgets; Support or Oppose Federal and State Budget Proposals as Appropriate; and Evaluate Economic, Federal and State Budget Impacts on the City/District/CDA Finances

Environmental Related Projects

A. Actively Pursue Reliable and Uninterruptible Alternative Sources of Water

B. Prepare and Commence Implementation of a Community-wide Environmental Sustainability Action Plan and a City Operations Environmental Sustainability Action Plan, Including Compliance with AB 32 and SB 375

C. Prepare and Commence Implementation of a Transportation Plan for Foster City

Other Projects

A. Continue the Open Dialogue with the San Mateo-Foster City School District and Closely Monitor Their Response to the Issue of Increasing School Enrollment and School Overcrowding

PROPOSED SERVICE LEVELS

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

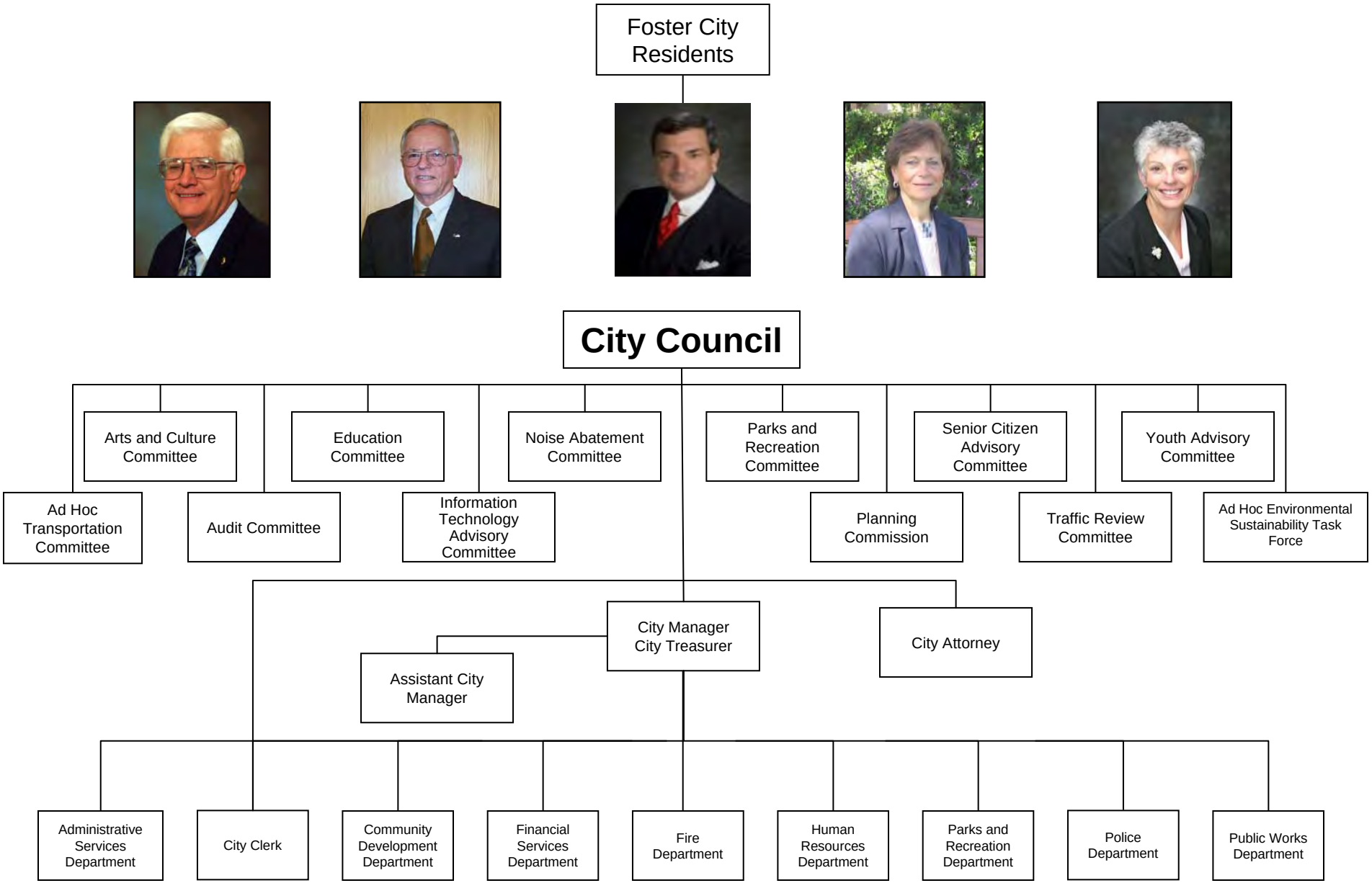
CHANGES IN RESOURCES REQUIRED

- No change in resources required.

CHANGES IN BUDGET

- City Council member salaries have been increased by 5% starting in December 2009 when the new City Council is seated based upon Council direction.
- Council/Board Administration Supplies and Services budget increased due to an increase in the annual dues for LAFCO.
- Funding of non-profit social services agencies increased by $4,000.
- Community Promotion budget increased by over $7,000 due primarily to the increased cost of fireworks ($1,250) and an increase to the funding of the Foster City Chamber of Commerce ($5,000). The $500 budget for the Employee Bi-Annual Art Exhibit was added because FY 2008-09 is the off-year when the Art Exhibit is not held and FY 2009-2010 is when the Art Exhibit is held.
- Arts and Culture Committee budget decreased by $9,760 from $23,060 to $13,300 due to the transfer of the Classical Concerts Program, Pacific Island Festival Program, and Youth in Art Program to the Parks and Recreation Budget.
- Audit Committee budget increased from $150 to $200 to cover additional supplies.
- 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 budget increased from $500 to $1,000 due to the mailing and copying cost of sending out an informational flyer to the remainder of the Foster City residents who did not receive it in FY 2008-2009.
- 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.
- Ad Hoc Environmental Sustainability Task Force budget was added to FY 2009-2010 budget in the amount of $650.
- Ad Hoc Transportation Committee budget was added to FY 2009-2010 in the amount of $450.

Foster City Organization Chart



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

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
AD HOC ENVIRONMENTAL SUSTAINABILITY TASKFORCE	-	-	650
AD HOC TRANSPORTATION COMMITTEE	-	-	450
ARTS COMMITTEE – SPC EVENTS	$ 23,060	$ 23,060	$ 13,300
AUDIT COMMITTEE	150	150	200
COMMUNITY PROMOTION	78,255	78,255	85,420
COUNCIL/BOARD	150,528	150,528	156,552
EDUCATION COMMITTEE	450	450	450
NOISE ABATEMENT COMMITTEE	500	500	1,000
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
TOTAL FOR COUNCIL/BOARD	**$ 285,043**	**$ 285,043**	**$ 290,122**

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

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ 90,700	$ 90,700	$ 92,050
SERVICES AND SUPPLIES	313,175	313,175	316,010
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	403,875	403,875	408,060
INTERNAL SERVICES	55,816	55,816	57,576
Subtotal (Total Department Expenses before Reallocations)	459,691	459,691	465,636
REALLOCATIONS	(174,648)	(174,648)	(175,514)
TOTAL FOR COUNCIL/BOARD	**$ 285,043**	**$ 285,043**	**$ 290,122**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2008-2009	Requested 2009-2010
001-1010-413-4115	COUNCILMEMBER COMPENSATION	$32,310.00	$33,660.00
	Subtotal	**$32,310.00**	**$33,660.00**
001-1010-413-4120	FRINGE BENEFITS	$42,000.00	$42,000.00
	Subtotal	**$42,000.00**	**$42,000.00**
	Employee Services Total	**$74,310.00**	**$75,660.00**

Internal Services		Approved 2008-2009	Requested 2009-2010
001-1010-413-4569	BUILDING MAINTENANCE	$16,528.00	$17,049.00
001-1010-413-4569	BUILDING MAINTENANCE (87% Cncl Chambers)	$39,288.00	$40,527.00
	Subtotal	**$55,816.00**	**$57,576.00**
	Internal Services Total	**$55,816.00**	**$57,576.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-1010-413-4241	COPY EXPENSE -- COUNCIL/BOARD ADMINISTRATION	$75.00	$75.00
	Subtotal	**$75.00**	**$75.00**
001-1010-413-4242	POSTAGE EXPENSE	$300.00	$300.00
	Subtotal	**$300.00**	**$300.00**
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	$500.00
001-1010-413-4243	GENERAL OFFICE SUPPLIES	$2,780.00	$2,780.00
001-1010-413-4243	PLAQUES	$440.00	$440.00

	Subtotal	**$8,000.00**	**$7,500.00**
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	**$106,820.00**	**$106,820.00**
001-1010-413-4253	AIRPORT COMMUNITY ROUNDTABLE	$1,500.00	$1,500.00
001-1010-413-4253	ASSOCIATION OF BAY AREA GOVERNMENTS	$5,569.00	$5,776.00
001-1010-413-4253	C/CAG ADMINISTRATIVE COSTS	$10,324.00	$10,324.00
001-1010-413-4253	LAFCO ASSESSMENT	$2,776.00	$2,849.00
001-1010-413-4253	LCC ANNUAL DUES	$11,736.00	$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	**$44,355.00**	**$44,635.00**
001-1010-413-4254	MISCELLANEOUS BUSINESS MEETINGS	$15,000.00	$15,000.00
	Subtotal	**$15,000.00**	**$15,000.00**
001-1010-413-4260	N/P -- CALL PRIMROSE CENTER	$500.00	$1,000.00
001-1010-413-4260	N/P -- CENTER FOR INDEPENDENCE OF THE DISABLED	$500.00	$1,000.00
001-1010-413-4260	N/P -- JOBS FOR YOUTH SAN MATEO COUNTY	$500.00	$0.00
001-1010-413-4260	N/P -- LEGAL AID SOCIETY OF SMC	$1,000.00	$2,000.00
001-1010-413-4260	N/P -- MISSION HOSPICE, INC. OF SAN MATEO COUNTY	$3,000.00	$3,500.00
001-1010-413-4260	N/P -- PARCA	$2,000.00	$2,000.00
001-1010-413-4260	N/P -- SAMARITAN HOUSE	$8,000.00	$9,000.00
001-1010-413-4260	N/P -- SECOND HARVEST FOOD BANK	$1,000.00	$2,000.00
001-1010-413-4260	N/P -- SHELTER NETWORK OF SAN MATEO COUNTY	$2,500.00	$2,500.00
001-1010-413-4260	N/P -- YOUTH & FAMILY ENRICHMENT SERVICES	$1,500.00	$1,500.00
	Subtotal	**$20,500.00**	**$24,500.00**
	Services and Supplies Total	**$195,050.00**	**$198,830.00**

Reallocation

	Approved	Requested

		2008-2009	2009-2010
001-1010-413-4495	ALLOCATION OF CDA EXPENSES 312 (HEART)	($12,100.00)	($12,100.00)
	Subtotal	**($12,100.00)**	**($12,100.00)**
001-1010-413-4496	ALLOCATION TO WATER (excludes N/P, C/CAG, HEART)	($27,864.00)	($28,297.00)
	Subtotal	**($27,864.00)**	**($28,297.00)**
001-1010-413-4497	ALLOCATION TO SEWER (excludes N/P, C/CAG, HEART)	($27,864.00)	($28,297.00)
	Subtotal	**($27,864.00)**	**($28,297.00)**
001-1010-413-4498	REALLOCATION TO GAS TAX FUNDS	($106,820.00)	($106,820.00)
	Subtotal	**($106,820.00)**	**($106,820.00)**
	Reallocation Total	**($174,648.00)**	**($175,514.00)**
	COUNCIL/BOARD Total	**$150,528.00**	**$156,552.00**

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

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-1020-413-4241	CLASSICAL CONCERTS	$200.00	$0.00
001-1020-413-4241	PACIFIC ISLAND FESTIVAL	$400.00	$0.00
001-1020-413-4241	PHOTO CONTEST	$25.00	$0.00
001-1020-413-4241	RESOURCE SUPPORT	$100.00	$100.00
001-1020-413-4241	WRITERS CONTEST	$170.00	$170.00
	Subtotal	**$895.00**	**$270.00**
001-1020-413-4242	ART GALLERY - EXHIBITS	$300.00	$0.00
001-1020-413-4242	CLASSICAL CONCERTS	$10.00	$0.00
001-1020-413-4242	PACIFIC ISLAND FESTIVAL	$70.00	$0.00
001-1020-413-4242	PHOTO CONTEST	$25.00	$0.00

001-1020-413-4242	RESOURCE SUPPORT		$100.00	$100.00
001-1020-413-4242	WRITERS CONTEST		$120.00	$120.00
		Subtotal	**$625.00**	**$220.00**
001-1020-413-4243	ART GALLERY - RECEPTIONS/GALLERY SUPPLIES		$3,600.00	$3,600.00
001-1020-413-4243	CLASSICAL CONCERTS		$400.00	$0.00
001-1020-413-4243	PACIFIC ISLAND FESTIVAL		$530.00	$0.00
001-1020-413-4243	PHOTO CONTEST		$555.00	$555.00
001-1020-413-4243	PUBLIC ART		$0.00	$500.00
001-1020-413-4243	RESOURCE SUPPORT		$500.00	$500.00
001-1020-413-4243	WRITERS CONTEST		$800.00	$800.00
001-1020-413-4243	YOUTH IN ART PROG. (FASHION SHOW, CRAFT FESTIVALS)		$1,550.00	$0.00
		Subtotal	**$7,935.00**	**$5,955.00**
001-1020-413-4249	ART GALLERY		$1,800.00	$2,000.00
001-1020-413-4249	CLASSICAL CONCERTS		$200.00	$0.00
001-1020-413-4249	WRITING CONTEST		$600.00	$600.00
001-1020-413-4249	YOUTH IN ART PROG. (FASHION SHOW, CRAFT FESTIVALS)		$500.00	$0.00
		Subtotal	**$3,100.00**	**$2,600.00**
001-1020-413-4251	ART GALLERY		$400.00	$500.00
001-1020-413-4251	CLASSICAL CONCERTS		$3,100.00	$0.00
001-1020-413-4251	PACIFIC ISLAND FESTIVAL		$2,100.00	$0.00
001-1020-413-4251	PHOTO CONTEST (AWARDS)		$725.00	$775.00
001-1020-413-4251	PUBLIC ARTS (SCULPTURE CONTEST)		$2,000.00	$1,500.00
001-1020-413-4251	WRITERS CONTEST - AWARDS & JUDGING		$680.00	$680.00
001-1020-413-4251	YOUTH IN ART PROGRAM		$500.00	$0.00
		Subtotal	**$9,505.00**	**$3,455.00**
001-1020-413-4265	ART GALLERY		$500.00	$500.00
001-1020-413-4265	CLASSICAL CONCERTS - PIANO		$200.00	$0.00
001-1020-413-4265	RESOURCE SUPPORT		$300.00	$300.00
		Subtotal	**$1,000.00**	**$800.00**

Services and Supplies Total	**$23,060.00**	**$13,300.00**
ARTS COMMITTEE-SPC EVENTS Total	**$23,060.00**	**$13,300.00**

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

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-1022-413-4243	MISCELLANEOUS SUPPLIES -- AUDIT COMMITTEE	$150.00	$200.00
	Subtotal	**$150.00**	**$200.00**
	Services and Supplies Total	**$150.00**	**$200.00**
	AUDIT COMMITTEE Total	**$150.00**	**$200.00**

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

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-1024-413-4241	COPY EXPENSE -- EDUCATION COMMITTEE	$100.00	$100.00
	Subtotal	**$100.00**	**$100.00**
001-1024-413-4242	POSTAGE EXPENSE	$100.00	$100.00
	Subtotal	**$100.00**	**$100.00**
001-1024-413-4243	MISCELLANEOUS SUPPLIES	$250.00	$250.00
	Subtotal	**$250.00**	**$250.00**
	Services and Supplies Total	**$450.00**	**$450.00**

EDUCATION COMMITTEE Total	**$450.00**	**$450.00**

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

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-1025-413-4241	COPY EXPENSE -- NOISE ABATEMENT COMMITTEE	$250.00	$250.00
	Subtotal	**$250.00**	**$250.00**
001-1025-413-4242	POSTAGE EXPENSE	$150.00	$150.00
	Subtotal	**$150.00**	**$150.00**
001-1025-413-4243	MISCELLANEOUS SUPPLIES	$100.00	$600.00
	Subtotal	**$100.00**	**$600.00**
	Services and Supplies Total	**$500.00**	**$1,000.00**
	NOISE ABATEMENT COMMITTEE Total	**$500.00**	**$1,000.00**

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

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-1026-413-4242	POSTAGE EXPENSE	$250.00	$250.00
	Subtotal	**$250.00**	**$250.00**
001-1026-413-4251	CONTRACTUAL SERVICES	$250.00	$250.00
	Subtotal	**$250.00**	**$250.00**
001-1026-413-4253	MEMBERSHIPS, DUES & SUBSCRIPTIONS	$2,750.00	$2,750.00

	Subtotal	**$2,750.00**	**$2,750.00**
001-1026-413-4254	TRAINING	$250.00	$250.00
	Subtotal	**$250.00**	**$250.00**
	Services and Supplies Total	**$3,500.00**	**$3,500.00**
	PARKS & REC COMMITTEE Total	**$3,500.00**	**$3,500.00**

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

Employee Services		Approved 2008-2009	Requested 2009-2010
001-1027-413-4115	PLANNING COMMISSIONER FEES	$16,140.00	$16,140.00
	Subtotal	**$16,140.00**	**$16,140.00**
001-1027-413-4120	FRINGE BENEFITS	$250.00	$250.00
	Subtotal	**$250.00**	**$250.00**
	Employee Services Total	**$16,390.00**	**$16,390.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-1027-413-4243	MISCELLANEOUS SUPPLIES -- PLANNING COMMISSION	$200.00	$200.00
	Subtotal	**$200.00**	**$200.00**
001-1027-413-4254	PLANNING COMMISSIONER INSTITUTE	$2,100.00	$2,100.00
	Subtotal	**$2,100.00**	**$2,100.00**
	Services and Supplies Total	**$2,300.00**	**$2,300.00**
	PLANNING COMMISSION Total	**$18,690.00**	**$18,690.00**

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

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-1028-413-4241	COPY EXPENSE -- YOUTH ADVISORY COMMITTEE	$20.00	$20.00
	Subtotal	**$20.00**	**$20.00**
001-1028-413-4242	POSTAGE EXPENSE	$200.00	$200.00
	Subtotal	**$200.00**	**$200.00**
001-1028-413-4243	MISCELLANEOUS SUPPLIES	$2,500.00	$2,500.00
	Subtotal	**$2,500.00**	**$2,500.00**
001-1028-413-4251	CONTRACTUAL SERVICES	$1,000.00	$1,000.00
	Subtotal	**$1,000.00**	**$1,000.00**
001-1028-413-4254	TRAVEL AND TRAINING	$2,100.00	$2,100.00
	Subtotal	**$2,100.00**	**$2,100.00**
	Services and Supplies Total	**$5,820.00**	**$5,820.00**
	YOUTH ADVISORY COMMITTEE Total	**$5,820.00**	**$5,820.00**

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

Services and Supplies		Approved 2008-2009	Requested 2009-2010
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	UTILITY BILL INSERTS--ARTS & WINE/OKTOBER RIB FEST	$500.00	$500.00
	Subtotal	**$2,200.00**	**$2,200.00**

001-1030-413-4251	FOSTER CITY CHAMBER OF COMMERCE	$20,000.00	$25,000.00
001-1030-413-4251	FOURTH OF JULY ADDITIONAL SERVICES	$20,000.00	$20,000.00
001-1030-413-4251	FOURTH OF JULY FIREWORKS	$16,000.00	$17,250.00
001-1030-413-4251	PENINSULA CONFLICT RESOLUTION CENTER	$10,555.00	$10,970.00
	Subtotal	**$66,555.00**	**$73,220.00**
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	$0.00	$500.00
001-1030-413-4254	FOSTER CITY HONORS LIST PLAQUES AND RECEPTION	$1,000.00	$1,000.00
	Subtotal	**$4,000.00**	**$4,500.00**
001-1030-413-4260	N/P -- FOSTER CITY HISTORICAL SOCIETY	$4,000.00	$4,000.00
001-1030-413-4260	N/P -- JOINT VENTURE SILICON VALLEY	$500.00	$500.00
001-1030-413-4260	N/P -- SUSTAINABLE SAN MATEO COUNTY	$1,000.00	$1,000.00
	Subtotal	**$5,500.00**	**$5,500.00**
	Services and Supplies Total	**$78,255.00**	**$85,420.00**
	COMMUNITY PROMOTION Total	**$78,255.00**	**$85,420.00**

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

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-1031-413-4241	COPY EXPENSE -- INFORMATION TECHNOLOGY COMMITTEE	$20.00	$20.00
	Subtotal	**$20.00**	**$20.00**
001-1031-413-4242	POSTAGE EXPENSE	$20.00	$20.00
	Subtotal	**$20.00**	**$20.00**
001-1031-413-4243	GENERAL OFFICE SUPPLIES	$100.00	$100.00

001-1031-413-4243	IDENTITY THEFT SYMPOSIUM	$1,000.00	$1,000.00
	Subtotal	**$1,100.00**	**$1,100.00**
	Services and Supplies Total	**$1,140.00**	**$1,140.00**
	TECHNOLOGY COMMITTEE Total	**$1,140.00**	**$1,140.00**

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

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-1032-413-4241	MISCELLANEOUS COPY EXPENSE	$100.00	$200.00
001-1032-413-4241	SENIOR SPECIAL EVENTS/PROGRAMS	$100.00	$0.00
	Subtotal	**$200.00**	**$200.00**
001-1032-413-4242	MISCELLANEOUS POSTAGE	$100.00	$200.00
001-1032-413-4242	SENIOR SPECIAL EVENTS/PROGRAMS	$500.00	$0.00
	Subtotal	**$600.00**	**$200.00**
001-1032-413-4243	GENERAL OFFICE SUPPLIES	$100.00	$1,350.00
001-1032-413-4243	SENIOR SPECIAL EVENTS/PROGRAMS	$650.00	$0.00
	Subtotal	**$750.00**	**$1,350.00**
001-1032-413-4249	ADVERTISING	$0.00	$350.00
001-1032-413-4249	SENIOR SPECIAL EVENTS/PROGRAMS	$350.00	$0.00
	Subtotal	**$350.00**	**$350.00**
001-1032-413-4251	CONTRACTUAL SERVICES	$0.00	$500.00
001-1032-413-4251	SENIOR SPECIAL EVENTS/PROGRAMS	$500.00	$0.00
	Subtotal	**$500.00**	**$500.00**
001-1032-413-4253	MEMBERSHIPS, DUES AND SUBSCRIPTIONS	$50.00	$50.00
	Subtotal	**$50.00**	**$50.00**

001-1032-413-4254	TRAVEL, CONFERENCES AND MEETINGS	$500.00	$300.00
	Subtotal	**$500.00**	**$300.00**
	Services and Supplies Total	**$2,950.00**	**$2,950.00**
	SENIOR CITIZEN COMMITTEE Total	**$2,950.00**	**$2,950.00**

COUNCIL/BOARD - AD HOC ENVIRONMENTAL SUSTAINABILITY TASKFORCE

001-1034-413

Account: GENERAL FUND

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-1034-413-4241	Copies	$0.00	$100.00
	Subtotal	**$0.00**	**$100.00**
001-1034-413-4242	Postage	$0.00	$50.00
	Subtotal	**$0.00**	**$50.00**
001-1034-413-4243	Meeting Supplies	$0.00	$250.00
	Subtotal	**$0.00**	**$250.00**
001-1034-413-4254	Workshops and Meetings	$0.00	$250.00
	Subtotal	**$0.00**	**$250.00**
	Services and Supplies Total	**$0.00**	**$650.00**
	AD HOC ENVIRONMENTAL SUSTAINABILITY TASKFORCE Total	**$0.00**	**$650.00**

COUNCIL/BOARD - AD HOC TRANSPORTATION COMMITTEE

Account: 001-1035-413 GENERAL FUND

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-1035-413-4241	Copies	$0.00	$150.00
	Subtotal	**$0.00**	**$150.00**
001-1035-413-4242	Postage	$0.00	$50.00
	Subtotal	**$0.00**	**$50.00**
001-1035-413-4243	Meeting Supplies	$0.00	$250.00
	Subtotal	**$0.00**	**$250.00**
	Services and Supplies Total	**$0.00**	**$450.00**
	AD HOC TRANSPORTATION COMMITTEE Total	**$0.00**	**$450.00**

City/District Manager

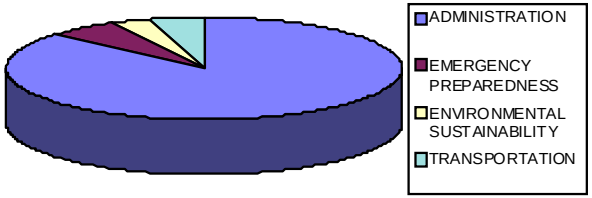
MISSION STATEMENT

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.

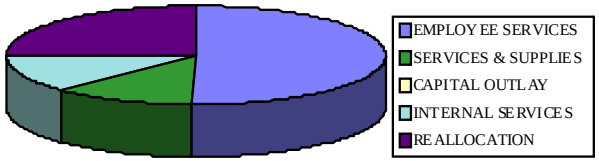
PROPOSED BUDGET EXPENDITURE DISTRIBUTION

Total Department Budget: *$ 774,645*

Expenditure by Division



Expenditure by Type



DEPARTMENT PERSONNEL SUMMARY

Position	07-08	08-09	09-10	10-11	11-12	12-13	13-14
Full-Time Employees							
CITY MANAGER	1	1	1	1	1	1	1
ASSISTANT CITY MANAGER	1	1	1	1	1	1	1
EXEC.ASST.TO THE CITY MANAGER	1	1	1	1	1	1	1
MANAGEMENT ANALYST	1	1	1	1	1	1	1
Total Full-Time Employees	4	4	4	4	4	4	4
Part-Time Employees							
SUSTAINABILITY INTERN	0	0.5	0.5	0	0	0	0
TRANSPORTATION INTERN	0	0.5	0.5	0	0	0	0
Total Part-Time Employees	0	1	1	0	0	0	0
TOTAL EMPLOYEES	4	5	5	4	4	4	4

CURRENT ACCOMPLISHMENTS

Some of the accomplishments for Fiscal Year 2008-2009 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 2009.
- **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 significant outreach campaigns regarding FEMA flood map changes and major land development projects.
- **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. Sponsored several employee training opportunities on a variety of risk management topics through the ABAG PLAN.
- **Shuttle Management.** In 2008-2009, the management of the City's shuttle program was moved from the Community Development Department to the City Manager's Department. Shuttle management includes close cooperation between the City Manager's Department and the Peninsula Traffic Congestion Relief Alliance which provides daily oversight for the program on behalf of the City. The Shuttle Program includes the Connections Shuttle (Red and Blue Lines) for the community and Employer Shuttles (North Foster City and Lincoln Centre routes) for commuters. City staff helps promote commute alternatives through information on public transit and ride-matching to employees, the public and businesses.
- **Redevelopment.** Provided oversight of the private redevelopment process for the Gilead Sciences, Pilgrim-Triton, and Chess-Hatch areas. Provided support to Community Development Agency for further affordable housing initiatives.
- **15-Acre Parcel.** Negotiated revised business terms and assessed impact of banking and credit crisis on project financing and development timetable, and provided oversight for the Environmental Impact Report process.

- **Emergency Preparedness.** Supported the Fire Department focus on increasing levels of emergency preparedness training, documentation and awareness. Actively participated in Silver Dragon III Exercise in March 2009. Provided policy support to the Fire Department Citizen Emergency Response Team (CERT) program. Actively participated in San Mateo County Public Information Network, a new group dedicated to developing emergency public information capacity countywide.
- **Capital Projects.** Provided oversight for all City/District capital improvement projects, including construction of 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.
- **Sustainability.** Coordinated the City's sustainability ("green") initiatives, responded to resident requests, maintained and updated a webpage that summarizes current green policies and practices and coordinated the work of the Council's Environmental Sustainability Task Force and Transportation Committee. Completed data collection 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.
- **School Capacity Issues.** Provided staff support to Council subcommittee working jointly with San Mateo – Foster City Elementary School District school trustee subcommittee and its staff to address increasing enrollments in Foster City schools.
- **Budget.** Prepared a five-year financial plan for Fiscal Year 2009-2010 to Fiscal Year 2013-2014 and the annual budget for Fiscal Year 2009-2010.

PROPOSED SERVICE LEVELS

The City Manager's Department proposed budget includes the two part-time intern positions that were approved by the City Council in last year's budget to support the continued work of the Environmental Sustainability Task Force, the Transportation Committee and related efforts. Two new programs were created to track these expenditures.

CHANGES IN RESOURCES REQUIRED

<u>Personnel</u>

- No changes in staffing; however, the Environmental Sustainability Intern was funded in FY 2008-2009 with a one-time CalOpps Grant.

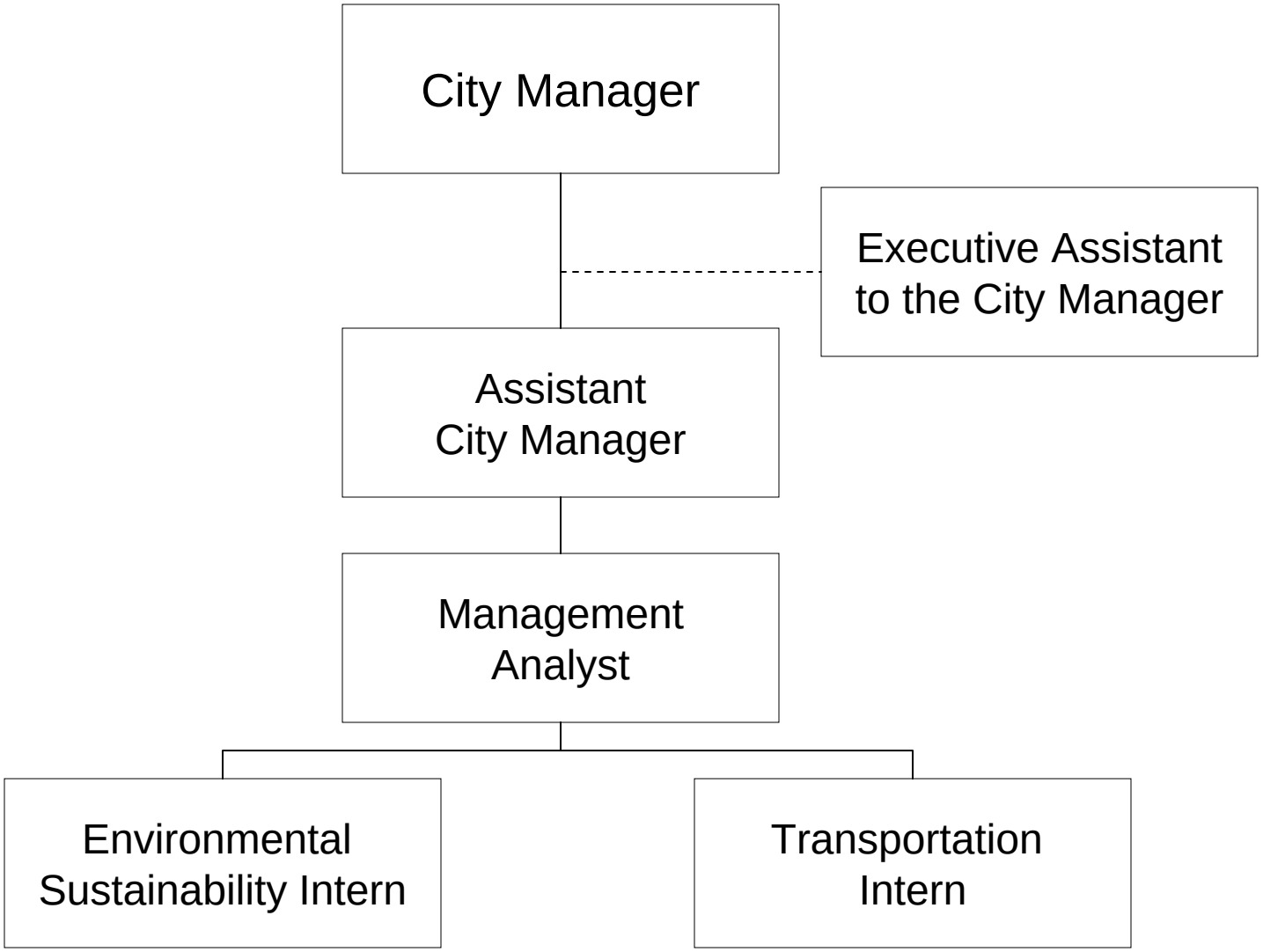
<u>Services and Supplies</u>

- $10,000 was added to fund Environmental Sustainability Initiatives
- $10,000 was added to fund Transportation Initiatives

<u>Capital Outlay</u>

- No changes

City Manager's Office



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

	2008-2009		2009-2010
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	$ 600,823	$ 600,823	$ 668,651
EMERGENCY PREPAREDNESS	$ 44,979	$ 44,979	$ 45,374
ENVIRONMENTAL SUSTAINABILITY	$ -	$ -	$ 25,620
TRANSPORTATION	25,000	25,000	35,000
TOTAL FOR CITY / DISTRICT MANAGER	**$ 670,802**	**$ 670,802**	**$ 774,645**

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

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ 740,400	$ 740,400	$ 777,500
SERVICES AND SUPPLIES	165,683	165,683	185,994
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	906,083	906,083	963,494
INTERNAL SERVICES	136,383	136,383	195,283
Subtotal (Total Department Expenses before Reallocations)	1,042,466	1,042,466	1,158,777
REALLOCATIONS	(371,664)	(371,664)	(384,132)
TOTAL FOR CITY / DISTRICT MANAGER	**$ 670,802**	**$ 670,802**	**$ 774,645**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2008-2009	Requested 2009-2010
001-0110-413-4110	PERMANENT SALARIES	$554,100.00	$555,700.00
	Subtotal	**$554,100.00**	**$555,700.00**
001-0110-413-4120	FRINGE BENEFITS	$161,300.00	$161,800.00
	Subtotal	**$161,300.00**	**$161,800.00**
	Employee Services Total	**$715,400.00**	**$717,500.00**

Internal Services		Approved 2008-2009	Requested 2009-2010
001-0110-413-4544	VEHICLE REPLACEMENT	$11,690.00	$12,196.00
	Subtotal	**$11,690.00**	**$12,196.00**
001-0110-413-4557	INFORMATION TECHNOLOGY SERVICES	$15,326.00	$14,873.00
	Subtotal	**$15,326.00**	**$14,873.00**
001-0110-413-4562	SELF-INSURANCE	$80,000.00	$138,000.00
	Subtotal	**$80,000.00**	**$138,000.00**
001-0110-413-4569	BUILDING MAINTENANCE	$20,859.00	$21,517.00
	Subtotal	**$20,859.00**	**$21,517.00**
	Internal Services Total	**$127,875.00**	**$186,586.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-0110-413-4241	COPY EXPENSE	$1,500.00	$1,500.00
	Subtotal	**$1,500.00**	**$1,500.00**
001-0110-413-4242	POSTAGE	$150.00	$150.00
	Subtotal	**$150.00**	**$150.00**

001-0110-413-4243	GENERAL OFFICE SUPPLIES	$2,000.00	$2,000.00
	Subtotal	**$2,000.00**	**$2,000.00**
001-0110-413-4246	MAINT-FACILITY & EQUIP.	$100.00	$100.00
	Subtotal	**$100.00**	**$100.00**
001-0110-413-4251	ANIMAL CONTROL CONTRACT W/COUNTY	$91,628.00	$100,001.00
001-0110-413-4251	CONTRACTUAL, PROF., & SPEC. SVC.	$2,000.00	$2,000.00
	Subtotal	**$93,628.00**	**$102,001.00**
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	$250.00
	Subtotal	**$4,320.00**	**$4,470.00**
001-0110-413-4254	ICMA CONFERENCE (1)	$2,000.00	$3,000.00
001-0110-413-4254	LOCC ANNUAL CONFERENCE (2)	$3,000.00	$1,200.00
001-0110-413-4254	LOCC CM DEPARTMENT MEETING (2)	$2,000.00	$2,650.00
001-0110-413-4254	MISCELLANEOUS	$1,000.00	$1,000.00
001-0110-413-4254	SAN MATEO CO. CITY MANAGERS' ASSOCIATION	$200.00	$200.00
	Subtotal	**$8,200.00**	**$8,050.00**
	Services and Supplies Total	**$109,898.00**	**$118,271.00**

Reallocation		Approved 2008-2009	Requested 2009-2010
001-0110-413-4495	ALLOCATION OF CDA EXPENSES 311	($29,466.00)	($29,600.00)
001-0110-413-4495	ALLOCATION OF CDA EXPENSES 312	($29,466.00)	($29,600.00)
001-0110-413-4495	ALLOCATION OF CDA EXPENSES 317	($5,894.00)	($5,920.00)
001-0110-413-4495	ALLOCATION OF CDA EXPENSES 318	($23,573.00)	($23,680.00)

001-0110-413-4495	ALLOCATION OF CDA EXPENSES 319	($5,894.00)	($5,920.00)
001-0110-413-4495	ALLOCATION OF CDA EXPENSES 320	($23,573.00)	($23,680.00)
	Subtotal	**($117,866.00)**	**($118,400.00)**
001-0110-413-4496	ALLOCATION TO EXP. TO WATER	($117,242.00)	($117,653.00)
	Subtotal	**($117,242.00)**	**($117,653.00)**
001-0110-413-4497	ALLOCATION TO EXP. TO SEWER	($117,242.00)	($117,653.00)
	Subtotal	**($117,242.00)**	**($117,653.00)**
	Reallocation Total	**($352,350.00)**	**($353,706.00)**
	ADMINISTRATION Total	**$600,823.00**	**$668,651.00**

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

Internal Services		Approved 2008-2009	Requested 2009-2010
001-0120-413-4544	VEHICLE REPLACEMENT	$8,508.00	$8,697.00
	Subtotal	**$8,508.00**	**$8,697.00**
	Internal Services Total	**$8,508.00**	**$8,697.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-0120-413-4240	COMMUNITY OUTREACH - EMERGENCY PREPAREDNESS	$4,750.00	$4,750.00
	Subtotal	**$4,750.00**	**$4,750.00**
001-0120-413-4241	COMMUNITY OUTREACH - EMERGENCY PREPAREDNESS	$2,250.00	$2,250.00
	Subtotal	**$2,250.00**	**$2,250.00**
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	**$3,000.00**	**$3,000.00**
001-0120-413-4251	OES / EMERGENCY SERVICES JPA	$43,285.00	$43,623.00

	Subtotal	**$43,285.00**	**$43,623.00**
001-0120-413-4255	TRAINING	$2,500.00	$2,500.00
	Subtotal	**$2,500.00**	**$2,500.00**
	Services and Supplies Total	**$55,785.00**	**$56,123.00**

Reallocation		Approved 2008-2009	Requested 2009-2010
001-0120-413-4496	ALLOCATION TO WATER	($9,657.00)	($9,723.00)
	Subtotal	**($9,657.00)**	**($9,723.00)**
001-0120-413-4497	ALLOCATION TO SEWER	($9,657.00)	($9,723.00)
	Subtotal	**($9,657.00)**	**($9,723.00)**
	Reallocation Total	**($19,314.00)**	**($19,446.00)**
	EMERGENCY PREPAREDNESS Total	**$44,979.00**	**$45,374.00**

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

Employee Services		Approved 2008-2009	Requested 2009-2010
001-0130-413-4111	REALLOCATION TO CALOPPS FUND	($25,000.00)	$0.00
001-0130-413-4111	SUSTAINABILITY INTERN	$25,000.00	$25,000.00
	Subtotal	**$0.00**	**$25,000.00**
	Employee Services Total	**$0.00**	**$25,000.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-0130-413-4251	ENVIRONMENTAL SUSTAINABILITY INITIATIVES	$0.00	$10,000.00
	Subtotal	**$0.00**	**$10,000.00**
001-0130-413-4253	ICLEI	$0.00	$600.00
001-0130-413-4253	SUSTAINABLE SILICON VALLEY	$0.00	$1,000.00

	Subtotal	**$0.00**	**$1,600.00**
	Services and Supplies Total	**$0.00**	**$11,600.00**

Reallocation		Approved 2008-2009	Requested 2009-2010
001-0130-413-4496	ALLOCATION TO EXP. TO WATER	$0.00	($5,490.00)
	Subtotal	**$0.00**	**($5,490.00)**
001-0130-413-4497	ALLOCATION TO EXP. TO SEWER	$0.00	($5,490.00)
	Subtotal	**$0.00**	**($5,490.00)**
	Reallocation Total	**$0.00**	**($10,980.00)**
	ENVIRONMENTAL SUSTAINABILITY Total	**$0.00**	**$25,620.00**

CITY/DISTRICT MANAGER - TRANSPORTATION Account: 001-0140-413 GENERAL FUND

Employee Services		Approved 2008-2009	Requested 2009-2010
001-0140-413-4111	TRANSPORTATION INTERN	$25,000.00	$25,000.00
	Subtotal	**$25,000.00**	**$25,000.00**
	Employee Services Total	**$25,000.00**	**$25,000.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-0140-413-4251	TRANSPORTATION INITIATIVES	$0.00	$10,000.00
	Subtotal	**$0.00**	**$10,000.00**
	Services and Supplies Total	**$0.00**	**$10,000.00**
	TRANSPORTATION Total	**$25,000.00**	**$35,000.00**

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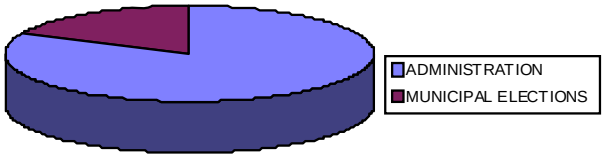
MISSION STATEMENT

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.

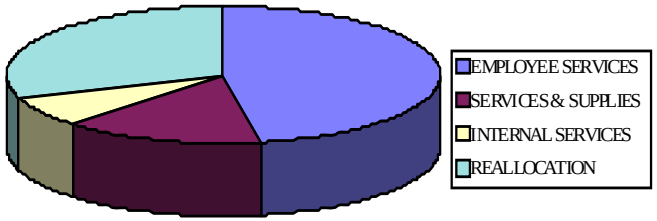
PROPOSED BUDGET EXPENDITURE DISTRIBUTION

Total Department Budget*: $ 207,753*

Expenditure by Division



Expenditure by Type



DEPARTMENT PERSONNEL SUMMARY

Position	07-08	08-09	09-10	10-11	11-12	12-13	13-14
CITY CLERK	1.0	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	1.0
OFFICE ASSISTANT II	1.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL EMPLOYEES	3.0	2.0	2.0	2.0	2.0	2.0	2.0

CURRENT ACCOMPLISHMENTS

The City Clerk Department has accomplished many significant objectives during this fiscal year including:

- Planned, set-up, organized, prepared agendas, attended, recorded, and prepared minutes for 21 meetings of the Community Development Agency and 25 meetings of the City Council/EMID Board of Directors
- Processed 2 Community Development Agency Resolutions, 59 City Resolutions, 26 EMID Resolutions, 1 EMID Ordinance, and 39 Minute Orders
- Prepared 11 Council Proclamations, 10 Mayoral Proclamations, 101 Committee Member Awards of Appreciation, 102 CERT Member Certificates of Recognition, 1 Certificate of Commendation, 8 Certificates of Recognition, and 1 Commendation for Heroic Community Service
- Performed 150 notarizations
- Legally noticed 5 Public Hearings and 15 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
- Implemented an updated City-wide Records Retention Schedule, assisted other departments in implementing the Schedule and launched a “Free the Files Day”
- 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 five volunteers to assist in the daily operation of the department
- Passport Acceptance Agency processed 600 passport applications through May 2009 generating nearly $15,000 in revenue

- Continue to evaluate and implement Sire Agenda Plus

PROPOSED SERVICE LEVELS

Service levels will be maintained and include:

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

CHANGES IN RESOURCES REQUIRED

<u>Employee Services</u>

- None

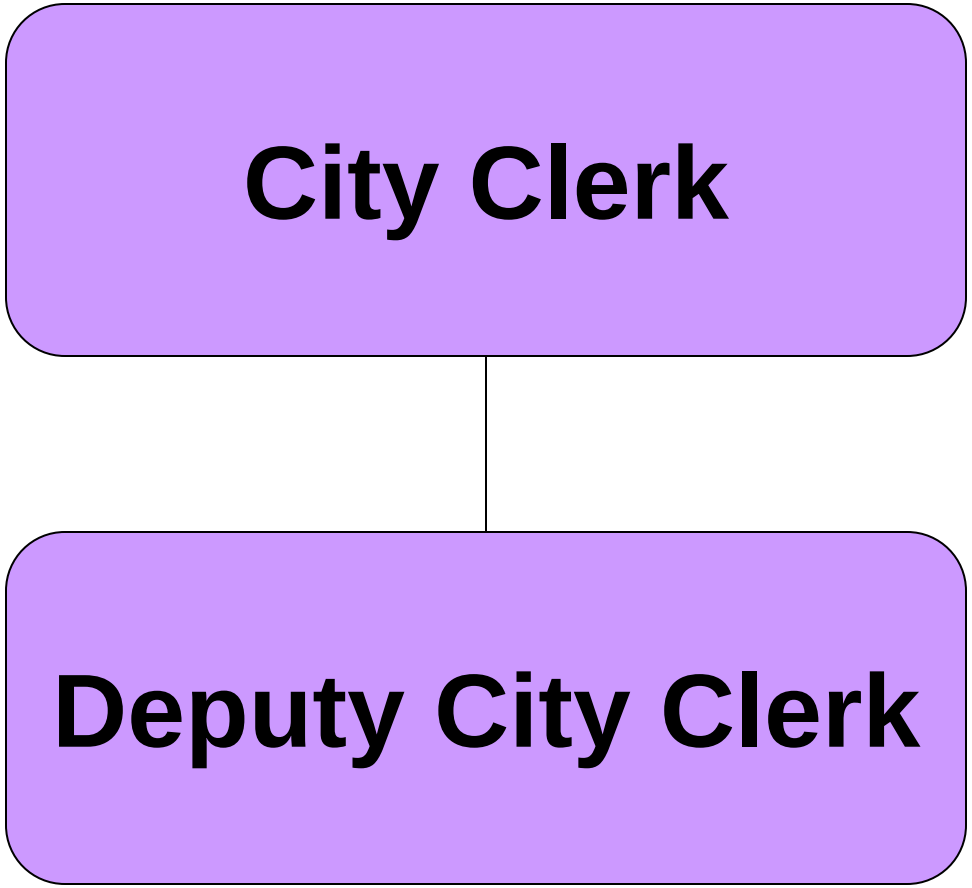
<u>Services and Supplies</u>

- Costs associated with the Council / Board elections in November 2009 are included in the budget which total $54,620. This includes the addition of a ballot measure proposing a 3-term (12 year) limit for Council / Board members based upon Council direction.

<u>Capital Outlay</u>

- None

City Clerk’s Office



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

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
ADMINISTRATION	$ 168,610	$ 168,610	$ 169,499
MUNICIPAL ELECTIONS	-	-	38,254
TOTAL FOR CITY CLERK	**$ 168,610**	**$ 168,610**	**$ 207,753**

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

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ 248,800	$ 248,800	$ 250,000
SERVICES AND SUPPLIES	24,515	24,515	78,925
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	273,315	273,315	328,925
INTERNAL SERVICES	38,623	38,623	39,262
Subtotal (Total Department Expenses before Reallocations)	311,938	311,938	368,187
REALLOCATIONS	(143,328)	(143,328)	(160,434)
TOTAL FOR CITY CLERK	**$ 168,610**	**$ 168,610**	**$ 207,753**

DETAIL LINE ITEM REPORT

CITY CLERK - ADMINISTRATION Account: 001-0210-411 GENERAL FUND

Employee Services		Approved 2008-2009	Requested 2009-2010
001-0210-411-4110	PERMANENT SALARIES	$191,400.00	$191,900.00
	Subtotal	**$191,400.00**	**$191,900.00**
001-0210-411-4120	FRINGE BENEFITS	$57,400.00	$57,900.00
	Subtotal	**$57,400.00**	**$57,900.00**
	Employee Services Total	**$248,800.00**	**$249,800.00**

Internal Services		Approved 2008-2009	Requested 2009-2010
001-0210-411-4557	INFORMATION TECHNOLOGY SERVICES	$17,597.00	$17,573.00
	Subtotal	**$17,597.00**	**$17,573.00**
001-0210-411-4569	BUILDING MAINTENANCE	$21,026.00	$21,689.00
	Subtotal	**$21,026.00**	**$21,689.00**
	Internal Services Total	**$38,623.00**	**$39,262.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-0210-411-4241	CLERK ADMIN - COPY EXPENSE/AGENDA PACKETS	$8,200.00	$8,200.00
	Subtotal	**$8,200.00**	**$8,200.00**
001-0210-411-4242	POSTAGE EXPENSE	$1,300.00	$1,300.00
	Subtotal	**$1,300.00**	**$1,300.00**
001-0210-411-4243	GENERAL OFFICE SUPPLIES	$3,000.00	$3,000.00
	Subtotal	**$3,000.00**	**$3,000.00**
001-0210-411-4249	LEGAL ADVERTISING	$1,000.00	$1,000.00
	Subtotal	**$1,000.00**	**$1,000.00**

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	$2,200.00
001-0210-411-4251	STATE OF CALIFORNIA STATUTE CODE BOOK UPDATES	$2,000.00	$2,500.00
	Subtotal	**$6,700.00**	**$6,700.00**
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 (1)	$80.00	$40.00
	Subtotal	**$415.00**	**$375.00**
001-0210-411-4254	CITY CLERK RELATED BUSINESS MEETINGS/LUNCHEONS	$400.00	$400.00
001-0210-411-4254	IIMC CONFERENCE	$2,000.00	$1,500.00
001-0210-411-4254	NNA TRAINING & DUES PACKAGE (DEPUTY)	$0.00	$500.00
001-0210-411-4254	SIRE ROUNDTABLE TABLE 2009	$1,500.00	$1,500.00
	Subtotal	**$3,900.00**	**$3,900.00**
	Services and Supplies Total	**$24,515.00**	**$24,475.00**

Reallocation		Approved 2008-2009	Requested 2009-2010
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 311	($12,436.00)	($12,495.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 312	($12,436.00)	($12,495.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 317	($2,488.00)	($2,499.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 318	($9,949.00)	($9,994.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 319	($2,488.00)	($2,499.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 320	($9,949.00)	($9,994.00)
	Subtotal	**($49,746.00)**	**($49,976.00)**
001-0210-411-4496	ALLOCATION OF EXPENSES TO WATER	($46,791.00)	($47,031.00)
	Subtotal	**($46,791.00)**	**($47,031.00)**
001-0210-411-4497	ALLOCATION OF EXPENSES TO SEWER	($46,791.00)	($47,031.00)
	Subtotal	**($46,791.00)**	**($47,031.00)**
	Reallocation Total	**($143,328.00)**	**($144,038.00)**

ADMINISTRATION Total	**$168,610.00**	**$169,499.00**

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

Employee Services		Approved 2008-2009	Requested 2009-2010
001-0220-414-4112	OVERTIME	$0.00	$200.00
	Subtotal	**$0.00**	**$200.00**
	Employee Services Total	**$0.00**	**$200.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-0220-414-4241	MUNICIPAL ELECTIONS - COPY EXPENSE	$0.00	$150.00
	Subtotal	**$0.00**	**$150.00**
001-0220-414-4242	POSTAGE EXPENSE	$0.00	$250.00
	Subtotal	**$0.00**	**$250.00**
001-0220-414-4243	GENERAL OFFICE SUPPLIES	$0.00	$300.00
	Subtotal	**$0.00**	**$300.00**
001-0220-414-4249	LEGAL ADVERTISING	$0.00	$2,000.00
	Subtotal	**$0.00**	**$2,000.00**
001-0220-414-4251	CONTRACTUAL SERVICES - TRANSLATION LEGAL NOTICES	$0.00	$550.00
001-0220-414-4251	COUNTY ELECTION SERVICES - BALLOT MEASURE	$0.00	$10,000.00
001-0220-414-4251	COUNTY ELECTION SERVICES - COUNCIL/BOARD ELECTION	$0.00	$40,000.00
	Subtotal	**$0.00**	**$50,550.00**
001-0220-414-4254	NEW LAW SEMINAR (CITY CLERK)	$0.00	$1,200.00
	Subtotal	**$0.00**	**$1,200.00**
	Services and Supplies Total	**$0.00**	**$54,450.00**

Reallocation		Approved 2008-2009	Requested 2009-2010
001-0220-414-4496	ALLOCATION OF EXPENSES TO WATER	$0.00	($8,198.00)
	Subtotal	**$0.00**	**($8,198.00)**
001-0220-414-4497	ALLOCATION OF EXPENSES TO SEWER	$0.00	($8,198.00)
	Subtotal	**$0.00**	**($8,198.00)**
	Reallocation Total	**$0.00**	**($16,396.00)**
	MUNICIPAL ELECTIONS Total	**$0.00**	**$38,254.00**

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: *$198,377*

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 2008-2009 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
- 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 2008-09, 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.

PROPOSED SERVICE LEVELS

The contract with the City Attorney is a three year agreement. FY 2009-2010 is year three 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 service in FY 2009-2010 will be similar to FY 2008-2009. Many of the issues requiring legal assistance in FY 2008-2009 are expected to be on-going in FY 2009-2010. Therefore, the FY 2009-2010 budget is essentially the same as the FY 2008-2009 budget including funds for the City Attorney's retainer, non-retainer activities and for specialized legal assistance.

CHANGES IN RESOURCES REQUIRED

Services and Supplies

Retainer – Increase by same percentage granted to management employees.

Non-Retainer Services – Increase hourly rate by same percentage granted to management employees.

Other Attorney Services – No change; remains at $10,000.

League of CA Cities Meetings – No change; remains at $1,500.

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

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	282,581	282,581	283,395
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	282,581	282,581	283,395
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	282,581	282,581	283,395
REALLOCATIONS	(84,774)	(84,774)	(85,018)
TOTAL FOR CITY ATTORNEY	**$ 197,807**	**$ 197,807**	**$ 198,377**

DETAIL LINE ITEM REPORT

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

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-0310-412-4251	NON-RETAINER SERVICES	$165,000.00	$165,495.00
001-0310-412-4251	OTHER ATTORNEY SERVICES	$10,000.00	$10,000.00
001-0310-412-4251	RETAINER	$106,081.00	$106,400.00
	Subtotal	**$281,081.00**	**$281,895.00**
001-0310-412-4254	LEAGUE OF CALIFORNIA CITIES MEETINGS	$1,500.00	$1,500.00
	Subtotal	**$1,500.00**	**$1,500.00**
	Services and Supplies Total	**$282,581.00**	**$283,395.00**

Reallocation		Approved 2008-2009	Requested 2009-2010
001-0310-412-4496	ALLOCATION TO EXP. TO WATER	($42,387.00)	($42,509.00)
	Subtotal	**($42,387.00)**	**($42,509.00)**
001-0310-412-4497	ALLOCATION TO EXP. TO SEWER	($42,387.00)	($42,509.00)
	Subtotal	**($42,387.00)**	**($42,509.00)**
	Reallocation Total	**($84,774.00)**	**($85,018.00)**
	CITY ATTORNEY Total	**$197,807.00**	**$198,377.00**

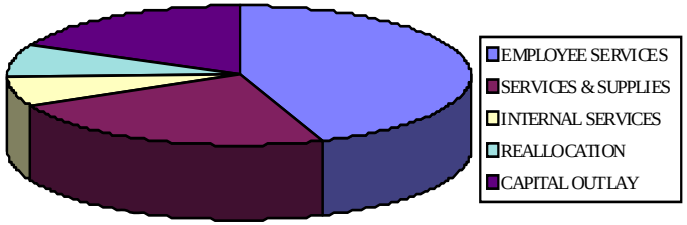
MISSION STATEMENT

The Administrative Services Department assists all operating departments and provides services to the community through its three operating divisions: Administration, FCTV, and the Information Technology Divisions. The department provides technical oversight and support of the use of technology, provides original shows and live broadcasts through FCTV, administers the contract for cablecasting services for Peninsula TV, oversees deployment of the City's web site, 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.

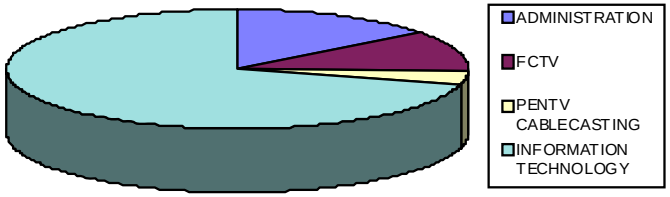
PROPOSED BUDGET EXPENDITURE DISTRIBUTION

Total Department Budget: *$1,860,167*
($540,327 General Fund; $ 1,319,840 Information Technology Internal Services Fund)

Expenditure by Type



Expenditure by Division



DEPARTMENT PERSONNEL SUMMARY

Position	07-08	08-09	09-10	10-11	11-12	12-13	13-14
ADMINISTRATIVE SERV.DIRECTOR	1.0	1.0	1.0	1.0	1.0	1.0	1.0
MANAGEMENT ASSISTANT	1.0	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
VIDEO PRODUCER	1.0	1.0	1.0	1.0	1.0	1.0	1.0
VIDEO PROD. TECHNICIAN	0.0	0.0	0.0	0.0	0.0	0.0	0.0
VIDEO TECHNICIAN	2.0	2.0	2.0	2.0	2.0	2.0	2.0
VIDEO OPERATOR	0.0	0.0	0.0	0.0	0.0	0.0	0.0
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
TOTAL EMPLOYEES	10.0	10.0	10.0	10.0	10.0	10.0	10.0

* - Note: 40% of 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
  - Administrative support for the Human Resources Department
  - Passport Acceptance services in cooperation with the City Clerk's Office
  - Building security and HVAC system administration for Government Center facilities
- FCTV & PenTV Cablecasting Services -- FCTV is the City's award-winning Government Access Channel serving Foster City over the web (at fostercitytelevision.com) and via Comcast cable (ch. 27) and AT&T UVerse (ch. 99). The division also provides cablecasting services to Peninsula TV, serving 13 agencies in San Mateo County.
- Information Technology -- Provides support for the City's information and telecommunications systems. The Information Technology Division is an Internal Services 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 2008-2009 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
- Coordinated specification, purchase and implementation of new copiers for various operating departments
- Provided leadership and support in annual budget development, preparation and analysis, including monitoring impacts of the recession on local revenues, developing water and wastewater tiered-rate models, analysis of water supply assurance requirements, and developing a long-term CIP funding strategy and analysis

Telecommunications Issues

- Monitored implementation of competitive video and broadband services provided by AT&T and Comcast

- Retrofitted cable and over-the-air reception in City facilities due to digital cable conversion of Comcast's system and the FCC's digital TV transition
- Managed and monitored usage of 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, and a partnership with the City of San Mateo for inter-jurisdictional connectivity
- Oversaw the termination of wifi services provided by MetroFi
- Continued participation in San Mateo County Telecommunications Authority (SAMCAT), including membership on the Peninsula TV Executive Board and facilitation of strategic planning sessions for the future of PenTV.

Building Security / HVAC System Administration

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

FCTV

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

- ***FCTV Newsbrief*** – a weekly 2-minute news highlight of events and issues in Foster City

- ***City Council RECAP*** – an overview of key issues covered at recent City Council meetings.
- ***FC Café*** – An interview Talk Show featuring notable newsmakers, celebrities and non-profits.
- ***City Snapshots*** – in-depth coverage of local popular City and Committee events (Safe Streets, Earth Day, Writer's Contest, Senior Social)
- ***Smart Moves***—quick tips on safety and city codes
- ***How Things Work*** – educational show on how various municipal and related services are provided
- ***Chamber of Commerce Annual Meeting: Recession Proofing Your Business*** – Presentations by Mayor Kiramis, Parks & Recreation Director Kevin Miller, and professional consultants on how local businesses can survive difficult financial times.
- ***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
- ***FEMA Update***: A presentation on the San Mateo levee developments and how it affects Foster City.

In addition, the station launched a revamped web site by year-end offering rich video content and providing new and more robust video-on-demand features including Podcasts subscriptions. Also, an updated Newsletter for listserve recipients, releases of the weekly schedule and access to recently harvested programming via direct links to the fresh material.

PenTV Cablecasting Services

Since November 2003, Foster City has been cablecasting Peninsula TV, San Mateo County's Community Channel, to 13 agencies in the County over Comcast, AT&T and Astound. 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*** – Migrated printing of Building Permits, Accounts Payable Checks, Payroll Checks, and AR Invoices to laser printing, eliminating costs associated with pre-printed forms and dot matrix printing; managed the annual Disaster Recovery Site testing with Financial Services, Community Development and Human Resources; assisted Community Development in automating notifications to eliminate redundant paperwork and processes
- ***Document Management System –*** Provided assistance to the City Clerk Department to implement agenda automation utilizing Agenda Plus
- ***Email Archiving and Digital Records Management*** Implemented an e-mail archiving tool to be in compliance with records retention to retain all e-mails for two years. Implemented a SharePoint solution to provide departments a collaborative environment to share documents and better communicate on-line while organizing their data in a consistent manner
- ***E-mail Access*** – Implemented e-mail solution for City Council members to comply with new Electronic Communication Policy. Reduced on going communication and software costs by using Blackberry devices for specific staff for calendar, contacts and e-mail access
- ***Comcast Fiber iNet*** – Activated the fiber connection provided by Comcast to connect the Corporation Yard to the City's network for both data and phones, eliminating on-going communication costs. Activated the County iNet connection to allow the live broadcast of Election Night 2008 from the Elections Department building on Tower Road in San Mateo
- ***CALOPPS Upgrade*** – Completed an extensive redesign and upgrade of this job applicant tracking website in conjunction with Human Resources personnel to meet the requirements of the 66 participating agencies
- ***Automation and Enhancements*** – Assisted various departments in automating manual processes into Intranet based systems including: Employee Driver Training, Squirrel Control Program Tracking through GIS, Park Tools inventory software modifications, Encroachment Permit Tracking through GIS, Cell Phone Personal Usage tracking, Police Officer productivity reporting, and Police crime mapping. Continued to support the on-going requirements of the meter reading project
- ***Network Redundancy*** - Implemented a redundant server/storage solution for Internet based servers to provide a more reliable solution. Implemented a redundant link for Internet Service to minimize downtime. Implemented an upgrade to the geographical-redundant servers and introduced Tier 2 storage that reduced the server inventory and, therefore, equipment replacement costs
- ***Network and Other Software Upgrades*** – Deployed a new back up server which eliminated redundant tape hardware. Replaced UPS and FAX in the PD and City Hall data centers. Managed the Teen Center

data and telecommunication wiring project. Implemented free wi-fi access in Council Chambers to replace the MetroFi connection. Completed software upgrades to Police and HR vendor-supported applications.

PROPOSED SERVICE LEVELS

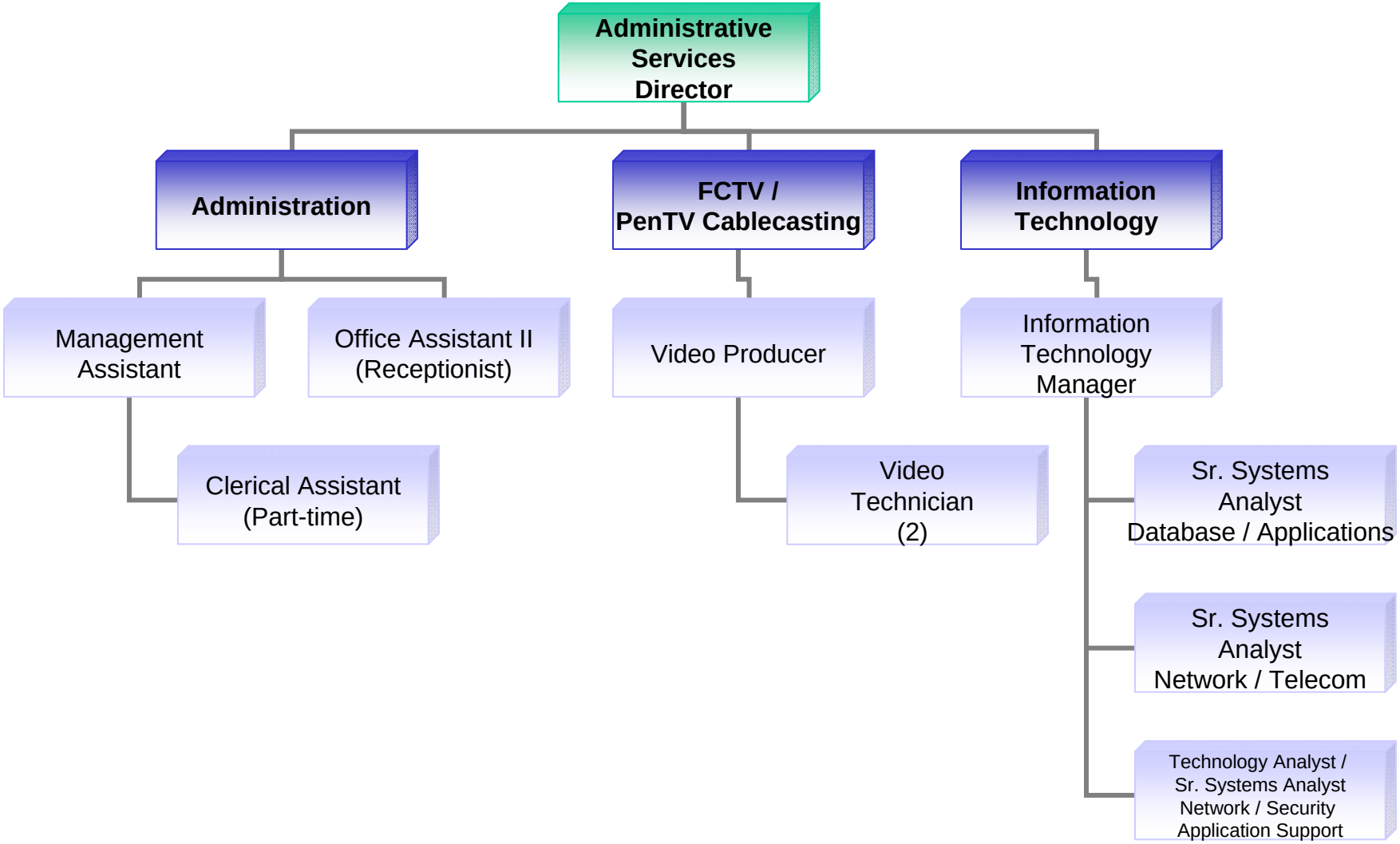
No significant changes in service levels are being recommended.

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



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

	2008-2009		2009-2010
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	$ 257,483	$ 257,483	$ 266,683
FCTV	214,659	214,659	210,744
PENTV CABLECASTING	71,500	71,500	62,900
TOTAL FOR ADMINISTRATIVE SERVICES	**$ 543,642**	**$ 543,642**	**$ 540,327**

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

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ 522,850	$ 522,850	$ 520,850
SERVICES AND SUPPLIES	71,275	71,275	70,775
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	594,125	594,125	591,625
INTERNAL SERVICES	151,865	151,865	153,314
Subtotal (Total Department Expenses before Reallocations)	745,990	745,990	744,939
REALLOCATIONS	(202,348)	(202,348)	(204,612)
TOTAL FOR ADMINISTRATIVE SERVICES	**$ 543,642**	**$ 543,642**	**$ 540,327**

DETAIL LINE ITEM REPORT

ADMINISTRATIVE SERVICES - ADMINISTRATION Account: 001-0410-415 GENERAL FUND

Employee Services		Approved 2008-2009	Requested 2009-2010
001-0410-415-4110	PERMANENT SALARIES	$169,400.00	$176,600.00
	Subtotal	**$169,400.00**	**$176,600.00**
001-0410-415-4111	PART TIME COVERAGE FOR RECEPTIONIST LEAVES, ETC	$4,500.00	$4,800.00
001-0410-415-4111	PART-TIME ADMINISTRATIVE INTERN	$11,500.00	$11,000.00
	Subtotal	**$16,000.00**	**$15,800.00**
001-0410-415-4120	FRINGE BENEFITS	$52,500.00	$55,000.00
001-0410-415-4120	PART-TIME ADMINISTRATIVE INTERN	$250.00	$250.00
	Subtotal	**$52,750.00**	**$55,250.00**
	Employee Services Total	**$238,150.00**	**$247,650.00**

Internal Services		Approved 2008-2009	Requested 2009-2010
001-0410-415-4556	EQUIPMENT REPLACEMENT	$675.00	$675.00
	Subtotal	**$675.00**	**$675.00**
001-0410-415-4557	INFORMATION TECHNOLOGY SERVICES	$66,692.00	$70,030.00
	Subtotal	**$66,692.00**	**$70,030.00**
001-0410-415-4569	BUILDING MAINTENANCE	$25,491.00	$26,295.00
	Subtotal	**$25,491.00**	**$26,295.00**
	Internal Services Total	**$92,858.00**	**$97,000.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-0410-415-4241	COPIES FOR ADMINISTRATION ACTIVITIES	$1,000.00	$500.00
	Subtotal	**$1,000.00**	**$500.00**

001-0410-415-4242	POSTAGE FOR ADMINISTRATION		$500.00	$500.00
		Subtotal	**$500.00**	**$500.00**
001-0410-415-4243	MISC. ADMINISTRATION SUPPLIES		$2,000.00	$2,500.00
		Subtotal	**$2,000.00**	**$2,500.00**
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	$2,500.00
		Subtotal	**$28,500.00**	**$27,000.00**
001-0410-415-4253	COMCAST DIGITAL RECEIVER BOXES		$0.00	$1,000.00
001-0410-415-4253	CSMFO MEMBERSHIP		$125.00	$125.00
001-0410-415-4253	NATOA MEMBERSHIP		$1,000.00	$1,000.00
001-0410-415-4253	ONLINE SURVEY SUBSCRIPTION		$300.00	$300.00
001-0410-415-4253	SCAN-NATOA		$50.00	$50.00
		Subtotal	**$1,475.00**	**$2,475.00**
001-0410-415-4254	CSMFO Conference		$650.00	$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-NATOA ANNUAL CONFERENCE		$500.00	$500.00
		Subtotal	**$3,350.00**	**$3,350.00**
		Services and Supplies Total	**$36,825.00**	**$36,325.00**

Reallocation			Approved 2008-2009	Requested 2009-2010
001-0410-415-4496	ALLOCATION OF EXPENSES TO WATER		($55,175.00)	($57,146.00)
		Subtotal	**($55,175.00)**	**($57,146.00)**
001-0410-415-4497	ALLOCATION OF EXPENSES TO SEWER		($55,175.00)	($57,146.00)
		Subtotal	**($55,175.00)**	**($57,146.00)**
		Reallocation Total	**($110,350.00)**	**($114,292.00)**

ADMINISTRATION Total	**$257,483.00**	**$266,683.00**

ADMINISTRATIVE SERVICES - FCTV Account: 001-0440-415 GENERAL FUND

Employee Services		Approved 2008-2009	Requested 2009-2010
001-0440-415-4110	PERMANENT SALARIES	$163,100.00	$160,700.00
	Subtotal	**$163,100.00**	**$160,700.00**
001-0440-415-4120	FRINGE BENEFITS	$50,600.00	$50,100.00
	Subtotal	**$50,600.00**	**$50,100.00**
	Employee Services Total	**$213,700.00**	**$210,800.00**

Internal Services		Approved 2008-2009	Requested 2009-2010
001-0440-415-4556	EQUIPMENT REPLACEMENT CHARGES	$53,353.00	$50,481.00
	Subtotal	**$53,353.00**	**$50,481.00**
001-0440-415-4569	BUILDING MAINTENANCE (13% Cncl Chambers)	$5,654.00	$5,833.00
	Subtotal	**$5,654.00**	**$5,833.00**
	Internal Services Total	**$59,007.00**	**$56,314.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-0440-415-4242	POSTAGE	$200.00	$200.00
	Subtotal	**$200.00**	**$200.00**
001-0440-415-4243	FCTV PRODUCTION SUPPLIES / SOFTWARE LICENSES	$2,000.00	$2,000.00
001-0440-415-4243	SUPPLIES FOR FCTV CHANNEL 27	$3,500.00	$3,500.00
	Subtotal	**$5,500.00**	**$5,500.00**
001-0440-415-4246	EQUIPMENT MAINTENANCE -- COUNCIL CHAMBERS	$6,000.00	$5,000.00

001-0440-415-4246	MAINTENANCE ON FCTV EQUIPMENT	$4,000.00	$4,250.00
	Subtotal	**$10,000.00**	**$9,250.00**
001-0440-415-4247	VIDEO EQUIPMENT / LIGHTING RENTAL	$750.00	$1,500.00
	Subtotal	**$750.00**	**$1,500.00**
001-0440-415-4251	FCTV MARKETING / ADVERTISING	$6,500.00	$6,000.00
001-0440-415-4251	INDEPENDENT CONTRACT WORK	$2,000.00	$2,000.00
	Subtotal	**$8,500.00**	**$8,000.00**
001-0440-415-4253	FCTV MISC MEMBERSHIPS / PUBLICATIONS	$600.00	$600.00
001-0440-415-4253	FCTV PROGRAM LICENSING	$2,000.00	$2,000.00
001-0440-415-4253	ONLINE VIDEO HOSTING / WEBSITE SOLUTIONS	$0.00	$500.00
	Subtotal	**$2,600.00**	**$3,100.00**
001-0440-415-4254	FCTV-RELATED TRAINING	$1,000.00	$1,000.00
001-0440-415-4254	NAB CONFERENCE (3)	$3,000.00	$3,000.00
001-0440-415-4254	NATOA CONFERENCE (1)	$2,000.00	$2,000.00
001-0440-415-4254	SCAN-NATOA CONFERENCE (1)	$400.00	$400.00
	Subtotal	**$6,400.00**	**$6,400.00**
	Services and Supplies Total	**$33,950.00**	**$33,950.00**

Reallocation		Approved 2008-2009	Requested 2009-2010
001-0440-415-4496	ALLOCATION OF EXPENSES TO WATER	($45,999.00)	($45,160.00)
	Subtotal	**($45,999.00)**	**($45,160.00)**
001-0440-415-4497	ALLOCATION OF EXPENSES TO SEWER	($45,999.00)	($45,160.00)
	Subtotal	**($45,999.00)**	**($45,160.00)**
	Reallocation Total	**($91,998.00)**	**($90,320.00)**
	FCTV Total	**$214,659.00**	**$210,744.00**

ADMINISTRATIVE SERVICES - PENTV CABLECASTING Account: 001-0441-415 GENERAL FUND

Employee Services		Approved 2008-2009	Requested 2009-2010
001-0441-415-4110	PERMANENT SALARIES	$54,200.00	$47,600.00
	Subtotal	**$54,200.00**	**$47,600.00**
001-0441-415-4120	FRINGE BENEFITS	$16,800.00	$14,800.00
	Subtotal	**$16,800.00**	**$14,800.00**
	Employee Services Total	**$71,000.00**	**$62,400.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-0441-415-4243	SUPPLIES	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
	Services and Supplies Total	**$500.00**	**$500.00**
	PENTV CABLECASTING Total	**$71,500.00**	**$62,900.00**

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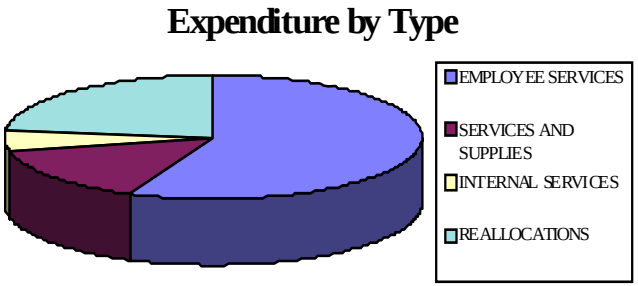
Human Resources

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 employee disciplinary and employment liability issues.

PROPOSED BUDGET EXPENDITURE DISTRIBUTION

Total Department Budget: *$ 414,678*



DEPARTMENT PERSONNEL SUMMARY

Position	07-08	08-09	09-10	10-11	11-12	12-13	13-14
HUMAN RESOURCES DIRECTOR	1.0	1.0	1.0	1.0	1.0	1.0	1.0
HUMAN RESOURCES ANALYST	0.0	2.0	2.0	2.0	2.0	2.0	2.0
HUMAN RESOURCES TECHNICIAN	2.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL EMPLOYEES *	3.0	3.0	3.0	3.0	3.0	3.0	3.0

* - 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 2008-2009. 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 $100,000 annually. The ongoing cost to operate CalOpps is approximately $80,000. It is estimated that CalOpps will grow - producing additional revenue. CalOpps is focusing on replenishing its reserves to aid in 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 includes 67 public agencies and continues to gain interest from many others. During this fiscal year the upgrade of CalOpps to Version III was completed. This new version included many enhancements requested by participating members which will enable the system to be even more user friendly. There were significant enhancements on the applicant interface as well which will generate more interest and provide greater support for marketing and recruitment efforts to attract qualified applicants to public employment.

- The VEBA is in the seventh 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. Changes implemented during this fiscal year 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.

Other key accomplishments for Human Resources during fiscal year 2008-2009 include:

Recruitment

- Conducted 12 recruitments, resulting in 14 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. Revised flex benefit form to reflect City's dedicated health contribution amount and mandatory VEBA participation.
- Managed internal coordination for mandatory and elective retirement plans and handled administration of various benefits plans, including workers' compensation and deferred compensation plans.
- Assisted with various employee retirements and provided benefit transitions.

Organizational Development

- Continued to offer management and supervisory training through the Employee Relations Consortium. Training included: Preventing Workplace Harassment, Current Developments in Workers Compensation; Managing Overlapping Leave Laws and the Discipline Process; Supervisory Skills for the First Line Supervisor/Manager; Managing the Marginal Employee; Privacy Issues In Our Technological World; Public Sector Employment Law Update; Legal Issues for Negotiators; Embracing Diversity; Annual Audit of your Personnel Rules.
- 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.
- Provided Safety Training program workshops 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.
- Meet quarterly with third party administrator to go over claim files.
- Instituted a customer satisfaction survey for all employees filing a workers' compensation claim to aid in the City's ability to serve its employees.

Labor - Management Relationships

- Conducted contract negotiations with the FCPOA and IAFF labor groups.
- 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. Some of the critical issues facing local agencies that she is working on include:

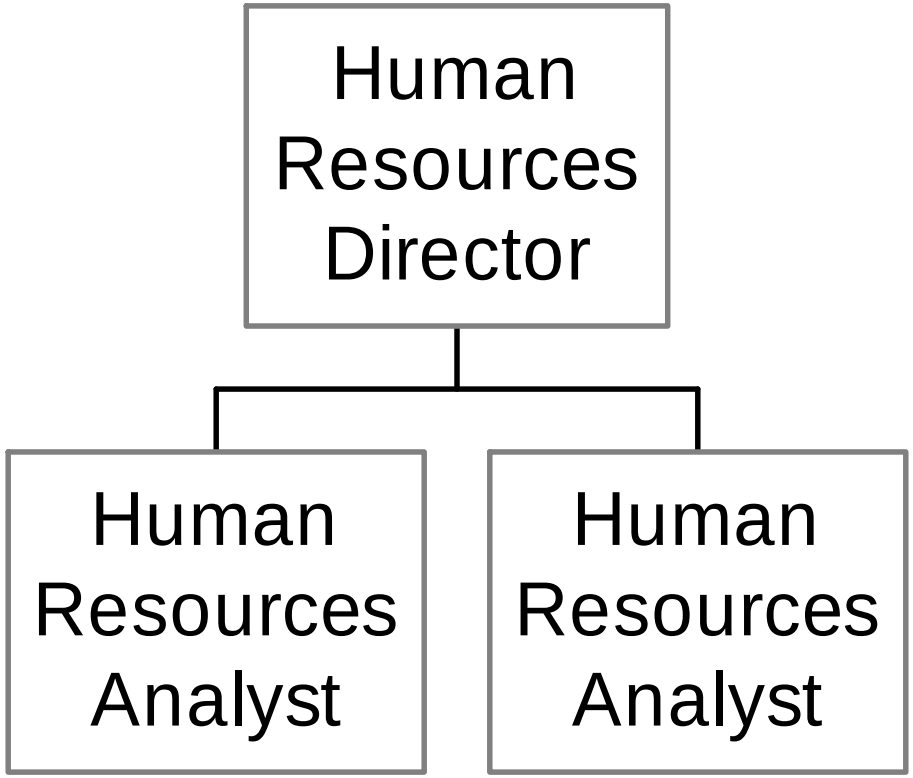
- the impact of employee costs in the labor market; and
- preparing the next generation of public sector employees – she is on a multi-county next generation committee which is actively working toward informing and attracting staff from a variety of sources, including college, private sector, and secondary schools; she has greatly aided the Committee's Regional Internship Program.

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.

Human Resources Department



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

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ 432,500	$ 432,500	$ 434,300
SERVICES AND SUPPLIES	113,205	113,205	113,205
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	545,705	545,705	547,505
INTERNAL SERVICES	44,285	44,285	44,891
Subtotal (Total Department Expenses before Reallocations)	589,990	589,990	592,396
REALLOCATIONS	(176,998)	(176,998)	(177,718)
TOTAL FOR HUMAN RESOURCES	**$ 412,992**	**$ 412,992**	**$ 414,678**

DETAIL LINE ITEM REPORT

HUMAN RESOURCES - ADMINISTRATION Account: 001-1210-415 GENERAL FUND

Employee Services		Approved 2008-2009	Requested 2009-2010
001-1210-415-4110	PERMANENT SALARIES	$329,900.00	$330,900.00
	Subtotal	**$329,900.00**	**$330,900.00**
001-1210-415-4120	FRINGE BENEFITS	$102,600.00	$103,400.00
	Subtotal	**$102,600.00**	**$103,400.00**
	Employee Services Total	**$432,500.00**	**$434,300.00**

Internal Services		Approved 2008-2009	Requested 2009-2010
001-1210-415-4557	INFORMATION TECHNOLOGY SERVICES	$26,082.00	$26,114.00
	Subtotal	**$26,082.00**	**$26,114.00**
001-1210-415-4569	BUILDING MAINTENANCE	$18,203.00	$18,777.00
	Subtotal	**$18,203.00**	**$18,777.00**
	Internal Services Total	**$44,285.00**	**$44,891.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
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	**$4,800.00**	**$4,800.00**
001-1210-415-4241	COPIES FOR H.R.- RECRUITMENT,BENEFITS,TRAINING,ETC	$2,500.00	$2,500.00
	Subtotal	**$2,500.00**	**$2,500.00**
001-1210-415-4242	POSTAGE FOR HUMAN RESOURCES MAILINGS	$1,500.00	$1,500.00
	Subtotal	**$1,500.00**	**$1,500.00**

001-1210-415-4243	OFFICE SUPPLIES AND MATERIALS	$2,500.00	$2,500.00
	Subtotal	**$2,500.00**	**$2,500.00**
001-1210-415-4249	INTERVIEWING/ASSESSMENT CENTER EXPENSES	$3,000.00	$3,000.00
001-1210-415-4249	RECRUITMENT ADVERTISING	$2,500.00	$2,500.00
001-1210-415-4249	RECRUITMENT EXPENSES	$3,125.00	$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	$3,000.00	$3,000.00
	Subtotal	**$14,125.00**	**$14,125.00**
001-1210-415-4251	CLASS B LIC.EXAM & RENEWAL FEES/RESPIRATORY EXAMS	$4,000.00	$4,000.00
001-1210-415-4251	D.O.T. ALCOHOL/DRUG TESTING PROGRAM COMPLIANCE	$8,000.00	$8,000.00
001-1210-415-4251	EMPLOYEE RELATIONS SERV.-COMP/CLASS SURVEY SERVICE	$8,000.00	$8,500.00
001-1210-415-4251	LEGAL SERVICES	$10,000.00	$20,000.00
001-1210-415-4251	OSHA BLOODBORNE PATHOGENS RULE COMPLIANCE	$14,000.00	$3,500.00
001-1210-415-4251	SPECIALIZED MEDICAL EXAMS (FFD, ETC.)	$5,000.00	$5,000.00
	Subtotal	**$49,000.00**	**$49,000.00**
001-1210-415-4253	CA.PUBLIC EMPLOYEE RELATIONS ASSN. (CALPELRA)	$300.00	$300.00
001-1210-415-4253	FLSA ONLINE SUBSCRIPTION	$400.00	$0.00
001-1210-415-4253	NCC-IPMA MEMBERSHIP	$80.00	$80.00
001-1210-415-4253	ONLINE SURVEY TOOLS	$300.00	$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
001-1210-415-4253	SHRM Membership	$0.00	$400.00
	Subtotal	**$1,780.00**	**$1,780.00**
001-1210-415-4254	CONSORTIUM & REGIONAL MEETINGS	$1,250.00	$1,250.00
001-1210-415-4254	LEAGUE OF CA.CITIES - EMPL REL INST / ANNUAL CONF	$2,750.00	$2,750.00
001-1210-415-4254	MANAGEMENT MTGS / EXEC RETREAT / MISC CITY MTGS	$750.00	$750.00
001-1210-415-4254	NORCAL PERSONNEL MGRS. CONF./ROUNDTABLE	$1,750.00	$1,750.00
	Subtotal	**$6,500.00**	**$6,500.00**
001-1210-415-4255	CITYWIDE TRAINING & STAFF DEVELOPMENT	$29,000.00	$29,000.00

001-1210-415-4255	SAFETY TRAINING	$1,500.00	$1,500.00
	Subtotal	**$30,500.00**	**$30,500.00**
	Services and Supplies Total	**$113,205.00**	**$113,205.00**

Reallocation		Approved 2008-2009	Requested 2009-2010
001-1210-415-4496	ALLOCATION OF EXPENSES TO WATER	($88,499.00)	($88,859.00)
	Subtotal	**($88,499.00)**	**($88,859.00)**
001-1210-415-4497	ALLOCATION OF EXPENSES TO SEWER	($88,499.00)	($88,859.00)
	Subtotal	**($88,499.00)**	**($88,859.00)**
	Reallocation Total	**($176,998.00)**	**($177,718.00)**
	ADMINISTRATION Total	**$412,992.00**	**$414,678.00**

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Financial Services Department

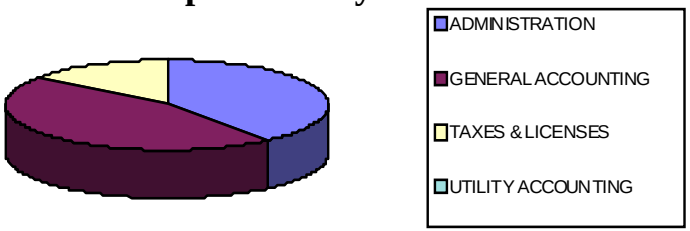
MISSION STATEMENT

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.

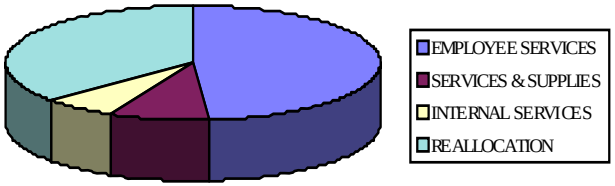
PROPOSED BUDGET EXPENDITURE DISTRIBUTION

Total Department Budget*: $ 527,726*

Expenditure by Division



Expenditure by Type



DEPARTMENT PERSONNEL SUMMARY

Position	07-08	08-09	09-10	10-11	11-12	12-13	13-14
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	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL EMPLOYEES	9.0	8.0	8.0	8.0	8.0	8.0	8.0

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.

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 fourteenth 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.
- 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 Vintage Park Assessment District Bonds and Community Development Agency 2001 Tax Allocation Refunding Bonds.
- 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 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 cross training and desk function rotation in general accounting services area.
- 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

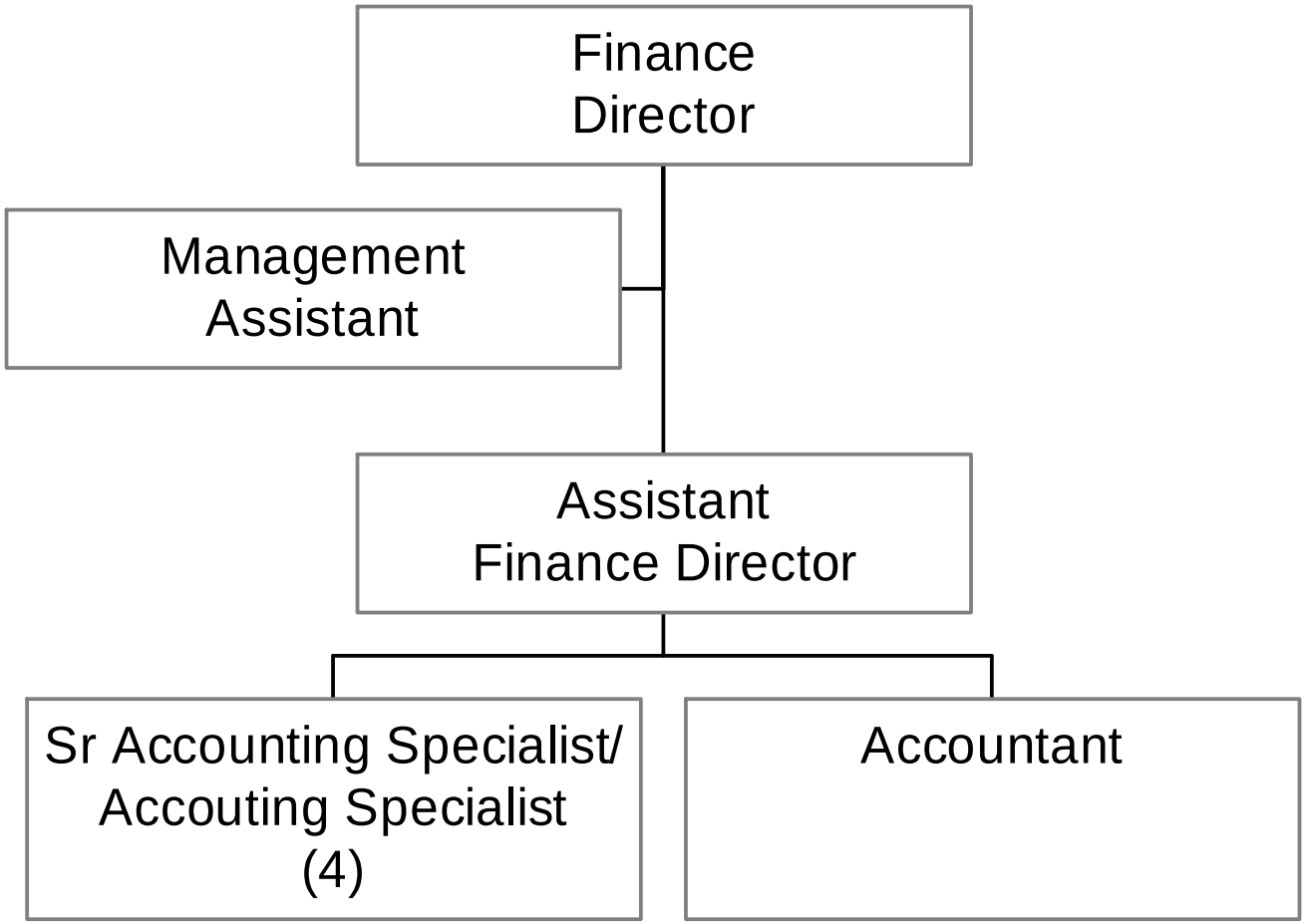
Taxes and Licenses

- Business Licensing
- Tax Reporting
- Customer Services

CHANGES IN RESOURCES REQUIRED

- None

Financial Services Department



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

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
ADMINISTRATION	$ 207,630	$ 207,630	$ 207,163
GENERAL ACCOUNTING	246,156	246,156	242,815
TAXES & LICENSES	77,368	77,368	77,748
UTILITY ACCOUNTING	-	-	-
TOTAL FOR FINANCIAL SERVICES	**$ 531,154**	**$ 531,154**	**$ 527,726**

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

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ 935,750	$ 935,750	$ 939,550
SERVICES AND SUPPLIES	163,576	163,576	168,551
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	1,099,326	1,099,326	1,108,101
INTERNAL SERVICES	123,746	123,746	122,489
Subtotal (Total Department Expenses before Reallocations)	1,223,072	1,223,072	1,230,590
REALLOCATIONS	(691,918)	(691,918)	(702,864)
TOTAL FOR FINANCIAL SERVICES	**$ 531,154**	**$ 531,154**	**$ 527,726**

DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - ADMINISTRATION Account: 001-1110-415 GENERAL FUND

Employee Services		Approved 2008-2009	Requested 2009-2010
001-1110-415-4110*	PERMANENT SALARIES	$237,100.00	$237,800.00
	Subtotal	**$237,100.00**	**$237,800.00**
001-1110-415-4120	FRINGE BENEFITS	$68,800.00	$69,300.00
	Subtotal	**$68,800.00**	**$69,300.00**
	Employee Services Total	**$305,900.00**	**$307,100.00**

Internal Services		Approved 2008-2009	Requested 2009-2010
001-1110-415-4544	VEHICLE REPLACEMENT	$11,359.00	$8,697.00
	Subtotal	**$11,359.00**	**$8,697.00**
001-1110-415-4557	INFORMATION TECHNOLOGY SERVICES	$10,070.00	$10,030.00
	Subtotal	**$10,070.00**	**$10,030.00**
001-1110-415-4558	LONGEVITY RECOGNITION BENEFITS FUND	$1,335.00	$2,548.00
	Subtotal	**$1,335.00**	**$2,548.00**
001-1110-415-4569	BUILDING MAINTENANCE	$5,363.00	$5,532.00
	Subtotal	**$5,363.00**	**$5,532.00**
	Internal Services Total	**$28,127.00**	**$26,807.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
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	**$6,950.00**	**$6,950.00**

001-1110-415-4242	POSTAGE FOR LETTERS, PACKAGES, ETC.		$1,200.00	$1,200.00
		Subtotal	**$1,200.00**	**$1,200.00**
001-1110-415-4243	OFFICE SUPPLIES		$1,650.00	$1,650.00
		Subtotal	**$1,650.00**	**$1,650.00**
001-1110-415-4249	NEWSPAPER NOTICES		$300.00	$300.00
		Subtotal	**$300.00**	**$300.00**
001-1110-415-4251	ANNUAL MAINTENANCE INVESTMENT SOFTWARE		$2,450.00	$2,450.00
001-1110-415-4251	AUDIT FEES		$56,701.00	$56,676.00
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	**$63,551.00**	**$63,526.00**
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	**$840.00**	**$840.00**
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	**$4,550.00**	**$4,550.00**
		Services and Supplies Total	**$79,041.00**	**$79,016.00**

Reallocation		Approved 2008-2009	Requested 2009-2010
001-1110-415-4495	ALLOCATION OF CDA EXPENSES 311	($13,586.00)	($13,647.00)
001-1110-415-4495	ALLOCATION OF CDA EXPENSES 312	($13,586.00)	($13,647.00)
001-1110-415-4495	ALLOCATION OF CDA EXPENSES 317	($5,435.00)	($5,459.00)
001-1110-415-4495	ALLOCATION OF CDA EXPENSES 318	($21,737.00)	($21,836.00)

001-1110-415-4495	ALLOCATION OF CDA EXPENSES 319	($5,435.00)	($5,459.00)
001-1110-415-4495	ALLOCATION OF CDA EXPENSES 320	($21,737.00)	($21,836.00)
	Subtotal	**($81,516.00)**	**($81,884.00)**
001-1110-415-4496	ALLOCATION OF EXPENSES TO WATER	($61,961.00)	($61,938.00)
	Subtotal	**($61,961.00)**	**($61,938.00)**
001-1110-415-4497	ALLOCATION OF EXPENSE TO SEWER	($61,961.00)	($61,938.00)
	Subtotal	**($61,961.00)**	**($61,938.00)**
	Reallocation Total	**($205,438.00)**	**($205,760.00)**
	ADMINISTRATION Total	**$207,630.00**	**$207,163.00**

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

Employee Services		Approved 2008-2009	Requested 2009-2010
001-1120-415-4110	PERMANENT SALARIES	$344,000.00	$345,000.00
	Subtotal	**$344,000.00**	**$345,000.00**
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	**$5,000.00**	**$5,000.00**
001-1120-415-4120	FRINGE BENEFITS	$99,800.00	$100,600.00
	Subtotal	**$99,800.00**	**$100,600.00**
	Employee Services Total	**$448,800.00**	**$450,600.00**

Internal Services		Approved 2008-2009	Requested 2009-2010
001-1120-415-4557	INFORMATION TECHNOLOGY SERVICES	$37,763.00	$37,612.00
	Subtotal	**$37,763.00**	**$37,612.00**

001-1120-415-4569	BUILDING MAINTENANCE	$10,726.00	$11,064.00
	Subtotal	**$10,726.00**	**$11,064.00**
	Internal Services Total	**$48,489.00**	**$48,676.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-1120-415-4241	COPIES FOR CORRESPONDENCE, COMPUTER REPORTS, ETC.	$4,500.00	$4,500.00
	Subtotal	**$4,500.00**	**$4,500.00**
001-1120-415-4242	POSTAGE FOR CORRESPONDENCE	$2,000.00	$2,000.00
	Subtotal	**$2,000.00**	**$2,000.00**
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	**$6,185.00**	**$6,185.00**
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	**$1,050.00**	**$1,050.00**
001-1120-415-4251	ACCOUNTING FOR ARBITRAGE	$6,000.00	$0.00
	Subtotal	**$6,000.00**	**$0.00**
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	**$400.00**	**$400.00**
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	**$1,800.00**	**$1,800.00**
	Services and Supplies Total	**$21,935.00**	**$15,935.00**

Reallocation		Approved 2008-2009	Requested 2009-2010
001-1120-415-4495	ALLOCATION OF CDA EXPENSES 311	($19,550.00)	($19,639.00)
001-1120-415-4495	ALLOCATION OF CDA EXPENSES 312	($19,550.00)	($19,639.00)
001-1120-415-4495	ALLOCATION OF CDA EXPENSES 317	($7,820.00)	($7,855.00)
001-1120-415-4495	ALLOCATION OF CDA EXPENSES 318	($31,280.00)	($31,422.00)
001-1120-415-4495	ALLOCATION OF CDA EXPENSES 319	($7,820.00)	($7,855.00)
001-1120-415-4495	ALLOCATION OF CDA EXPENSES 320	($31,280.00)	($31,422.00)
	Subtotal	**($117,300.00)**	**($117,832.00)**
001-1120-415-4496	ALLOCATION OF EXPENSES TO WATER	($77,884.00)	($77,282.00)
	Subtotal	**($77,884.00)**	**($77,282.00)**
001-1120-415-4497	ALLOCATION OF EXPENSES TO SEWER	($77,884.00)	($77,282.00)
	Subtotal	**($77,884.00)**	**($77,282.00)**
	Reallocation Total	**($273,068.00)**	**($272,396.00)**
	GENERAL ACCOUNTING Total	**$246,156.00**	**$242,815.00**

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

Employee Services		Approved 2008-2009	Requested 2009-2010
001-1130-415-4110	PERMANENT SALARIES	$67,200.00	$67,400.00
	Subtotal	**$67,200.00**	**$67,400.00**
001-1130-415-4112	OVERTIME-UT BILLINGS	$3,000.00	$3,000.00

	Subtotal	**$3,000.00**	**$3,000.00**
001-1130-415-4120	FRINGE BENEFITS	$19,500.00	$19,700.00
	Subtotal	**$19,500.00**	**$19,700.00**
	Employee Services Total	**$89,700.00**	**$90,100.00**

Internal Services		Approved 2008-2009	Requested 2009-2010
001-1130-415-4556	EQUIPMENT REPLACEMENT	$320.00	$0.00
	Subtotal	**$320.00**	**$0.00**
001-1130-415-4557	INFORMATION TECHNOLOGY SERVICES	$29,371.00	$29,254.00
	Subtotal	**$29,371.00**	**$29,254.00**
001-1130-415-4569	BUILDING MAINTENANCE	$5,363.00	$5,532.00
	Subtotal	**$5,363.00**	**$5,532.00**
	Internal Services Total	**$35,054.00**	**$34,786.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-1130-415-4241	COPIES FOR UTILITY BILLS, LETTERS & ETC.	$1,000.00	$1,000.00
	Subtotal	**$1,000.00**	**$1,000.00**
001-1130-415-4242	POSTAGE FOR UTILITY BILLS, LETTERS & ETC.	$24,750.00	$24,750.00
	Subtotal	**$24,750.00**	**$24,750.00**
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	**$10,350.00**	**$10,350.00**
001-1130-415-4246	ENDORSE & ENCODE MACHINE, LETTER OPENER	$2,200.00	$2,200.00

	Subtotal	**$2,200.00**	**$2,200.00**
001-1130-415-4251	BANK DRAFT FEES	$9,000.00	$11,000.00
001-1130-415-4251	BANK FEES & CREDIT CARD FEES	$0.00	$6,000.00
001-1130-415-4251	UTILITY BILL STUFFING AND MAILING SERVICES	$8,000.00	$11,000.00
	Subtotal	**$17,000.00**	**$28,000.00**
001-1130-415-4253	REVERSE TELEPHONE DIRECTORY	$200.00	$200.00
	Subtotal	**$200.00**	**$200.00**
	Services and Supplies Total	**$55,500.00**	**$66,500.00**

Reallocation		Approved 2008-2009	Requested 2009-2010
001-1130-415-4496	ALLOCATION OF EXPENSES TO WATER	($126,177.00)	($133,970.00)
	Subtotal	**($126,177.00)**	**($133,970.00)**
001-1130-415-4497	ALLOCATION OF EXPENSES TO SEWER	($54,077.00)	($57,416.00)
	Subtotal	**($54,077.00)**	**($57,416.00)**
	Reallocation Total	**($180,254.00)**	**($191,386.00)**
	UTILITY ACCOUNTING Total	**$0.00**	**$0.00**

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

Employee Services		Approved 2008-2009	Requested 2009-2010
001-1140-415-4110	PERMANENT SALARIES	$70,600.00	$70,800.00
	Subtotal	**$70,600.00**	**$70,800.00**
001-1140-415-4112	OVERTIME	$250.00	$250.00
	Subtotal	**$250.00**	**$250.00**
001-1140-415-4120	FRINGE	$20,500.00	$20,700.00

	Subtotal	**$20,500.00**	**$20,700.00**
	Employee Services Total	**$91,350.00**	**$91,750.00**

Internal Services		Approved 2008-2009	Requested 2009-2010
001-1140-415-4557	INFORMATION TECHNOLOGY SERVICES	$6,713.00	$6,687.00
	Subtotal	**$6,713.00**	**$6,687.00**
001-1140-415-4569	BUILDING MAINTENANCE	$5,363.00	$5,533.00
	Subtotal	**$5,363.00**	**$5,533.00**
	Internal Services Total	**$12,076.00**	**$12,220.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-1140-415-4241	COPIES FOR LETTERS, BUSINESS LICENSES, ETC.	$300.00	$300.00
	Subtotal	**$300.00**	**$300.00**
001-1140-415-4242	POSTAGE FOR LETTERS, BUSINESS LICENSES, ETC.	$2,300.00	$2,300.00
	Subtotal	**$2,300.00**	**$2,300.00**
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	**$2,700.00**	**$2,700.00**
001-1140-415-4251	MRC SALES TAX AUDIT	$1,500.00	$1,500.00
	Subtotal	**$1,500.00**	**$1,500.00**
001-1140-415-4253	CALIFORNIA MUNICIPAL BUSINESS LICENSE ASSOCIATION	$100.00	$100.00
	Subtotal	**$100.00**	**$100.00**
001-1140-415-4254	MISCELLANEOUS MEETINGS	$200.00	$200.00
	Subtotal	**$200.00**	**$200.00**
	Services and Supplies Total	**$7,100.00**	**$7,100.00**

Reallocation		Approved 2008-2009	Requested 2009-2010
001-1140-415-4496	ALLOCATION OF EXPENSES TO WATER	($16,579.00)	($16,661.00)
	Subtotal	**($16,579.00)**	**($16,661.00)**
001-1140-415-4497	ALLOCATION OF EXPENSES TO SEWER	($16,579.00)	($16,661.00)
	Subtotal	**($16,579.00)**	**($16,661.00)**
	Reallocation Total	**($33,158.00)**	**($33,322.00)**
	TAXES & LICENSES Total	**$77,368.00**	**$77,748.00**

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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:

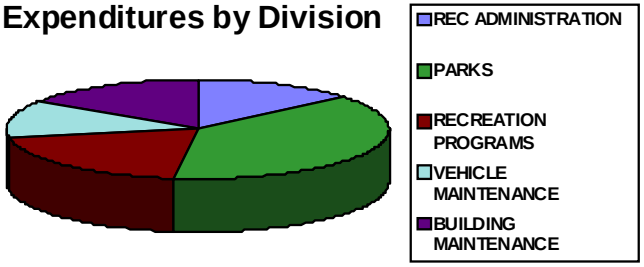
- Strengthen community image and sense of place.
- Support economic development.
- Contribute to safety and security in the community.
- Promote health and wellness.
- Foster human development.
- Increase cultural diversity.
- Protect environmental resources.
- Facilitate community problem solving.
-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

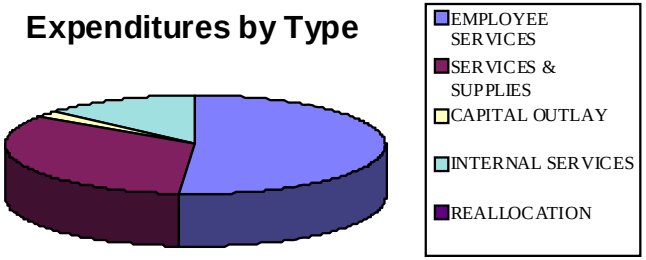
PROPOSED BUDGET EXPENDITURE DISTRIBUTION

Total Department Budget*: $ 9,422,937 ($6,804,088 General Fund; $2,618,849 Internal Services Fund [Vehicle Maintenance and Building Maintenance])*

Expenditures by Division



Expenditures by Type



DEPARTMENT PERSONNEL SUMMARY

Position	07-08	08-09	09-10	10-11	11-12	12-13	13-14
Full-Time Employees							
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 I/II	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
Part-Time Employees							
RECREATION LEADER III (6)	3.0	3.0	3.2	3.2	3.2	3.2	3.2
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	23.2	23.2	23.2	23.2	23.2
TOTAL EMPLOYEES	64.0	64.0	64.2	64.2	64.2	64.2	64.2

CURRENT ACCOMPLISHMENTS

RECREATION DIVISION

CLASSES and ACTIVITY GUIDE

- New classes offered to the community:
  - International Dance
  - Intermediate Rock Drums
  - Personal Awareness/Self-Defense
  - Kid's Carpentry
  - Custom Framing
  - College Admission & Funding Secrets
  - PLAYS: Parents Leads Active Youth in Sports
  - Fitness Boot Camp
- Online registration has increased to approximately 42% of all registrations.
- Five thousand-seventy people participated in six hundred-thirty programs.

TEEN PROGRAM

- One hundred-sixty students participated in the 2008 Summer Middle School Madness day camp program.
- One hundred-thirty 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 $1,100 for the Foster City Youth and Teen Foundation through their annual Spaghetti Feed.
- Seven Middle School Dances were held at Brewer Island Elementary School, each with 300 teens in attendance.
- Twenty-three members and two members-at-large served on YAC, providing 3,335 volunteer hours hosting 12 events.

SENIOR PROGRAM

- The Foster City Senior Express Bus provided approximately 1,000 rides to Foster City seniors and provided 34 bus rentals to third-party renters with 714 participants.
- There were 24 Senior Trips with 480 participants.
- Expanded the "Resource Binder" of referral information for seniors.
- Held low-cost or free special events for seniors that included a 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 (4th 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
  - Polynesian 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 $176,314 total annual rent paid to the City.
- Generated approximately $170,000 through facility and park rentals.

SPORTS

- Bocce Ball Leagues generated over $2,000 in revenue.
- Twenty-six basketball teams registered to participate in the 2008/2009 basketball leagues.
- 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 2008/2009. 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.
- Seventy-seven Softball teams registered to participate in the 2008/2009 softball season.

SPONSORSHIPS & DONATIONS

- Staff actively developed and maintained relationships with community organizations which raised approximately $2,500 in financial and in-kind sponsorships to support community events.
- Teen staff raised approximately $28,000 for the Youth and Teen Foundation through corporate and private donations as well as fundraising events. Fundraising events included the YAC Spaghetti Feed, High School Dodgeball Tournament, Golden State Warriors Game, Family Bowl at Bel-Mateo, and Glow Ball Golf Tournament.

YOUTH PROGRAM

- Approximately 800 children attended Summer Camps Outback, WayOutback, and Koala which generated over $12,000 in revenue.
- 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.
- Counselor in Training Program (CIT) successfully ran with 16 participants, serving over 2,880 hours of volunteer service throughout the year.
- Winter Camp continues to be a success providing camp for over 50 children.
- Spring Camp continues to be a success providing camp for over 50 children.
- Continued to improve upon 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 4 Board through staff serving as the District 4 President and staff serving on Awards

and Citations Committee, Health and Wellness Committee, and Mentorship Committee.

- 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.
- Met with staff from the PJCC to further develop and strengthen the relationship and plan for cooperative programming such as program marketing, philanthropic community drives, and a Family Health and Fitness Day.
- 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: Arts & 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

- Completed Dog Park renovation and site improvements which included new synthetic turf, drainage, seating, gates, and signage.
- Installed Catamaran Basketball Court lighting.
- Helped in the development of the scope of work for the levee-pedway maintenance project.
- Updated a water conservation policy that includes best management practices for water use.
- Started the installation of synthetic soccer fields at Sea Cloud and Catamaran Parks.
- Installed and rerouted main irrigation lines for the landscaping component of the new Teen Center.
- Updated the field user policy and ordinance change for the City athletic fields.
- Extended off-leash hours at Sea Cloud Park.
- Painted and sealed park bathroom floors at Leo Ryan, Farragut, Erkenbrack, Boat, and Port Royal Parks.
- Henry's Goose Control continued service to ten parks and two school sites: Audubon and Bowditch
- Continued to support the Project Bay Cat (P.B.C.) program in Foster City with the Homeless Cat Network (H.C.N.) program.
- Recycled bulletin boards installed at Catamaran and Sea Cloud Parks.
- Designed and installed Sports Information Bulletin Boards at all sports fields.

- Oversight of Boy Scout projects to refurbish the wooden parks signs and bulletin boards on the Levee and at the Dog Park.
- Renovation of asphalt pathway with concrete mow-band at Sea Cloud Park by the playground.
- Installed 6 foot outfield fencing and concrete mow-band at Edgewater Park.
- Installed 1,100 linear feet of new fence fabric at Sea Cloud Park.
- Vertical bulkhead panels and horizontal tie-rods installed at Catamaran Park Boardwalk.

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:

- Contract classes and sports related programs for all ages.
- Enrichment classes at the local elementary schools.
- Senior programs such as Trips and Tours, Social Events, Low-cost Classes in partnership with the San Mateo Adult School, 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 including Movies in the Park, 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.
- Complete construction of the skate park component of new Teen Center (CIP 794).
- Grand opening of the new permanent teen center along with Teen programs such as the after-school drop-in program, skate park, Middle School Dances, and weekly Band Nights.
- Research and development of community-wide health and wellness initiative.
- Research and pursuit of supplemental grant funding.

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. The estimated use of all Foster City parks 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 with a focus on:

- Provide four Free Compost Giveaway Events.
- Install Memorial Benches and Plaques in parks and along the levee.
- Continue to monitor and eliminate tripping hazards throughout the Parks System.
- All sports fields, playing courts, and park restrooms, serviced and maintained daily.
- Special event support for the Polynesian Festival, Summer Concerts, Arts and Wine Festival, and Fourth of July Celebration.
- Contribute staff resources toward the completion of the landscaping at the new Teen Center.
- Research and pursuit of supplemental grant funding.

The Parks Division will continue to manage and oversee its Capital Improvement Project Programs which include:

- CIP 602 Synthetic Soccer Field Installations (S-3 at Sea Cloud Park and Catamaran Park)
- Levee Pedway
- Teen Center Landscape and Hardscape
- Park Infrastructure Improvements – Park Pathway Repair

CHANGES IN RESOURCES REQUIRED

Personnel

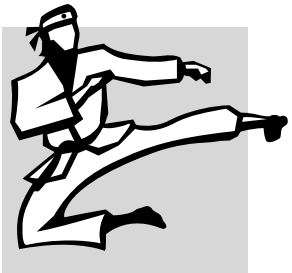
- Facility Operations – Increase of $3,000 in additional funding for Building Attendants based on increased rentals.
- Youth Camps – Increase of $15,160 in additional funding to fund anticipated enrollments in summer camps and other structural changes to the program.
- Teen Programs – Increase of $20,000 to cover the requirements of staffing the newly completed Teen Center, which may be partially offset by new revenues received as part of the rental program that is to be offered with the new facility.

Services and Supplies

- Parks Maintenance – Increase of $18,000 to fund water rate increases and miscellaneous office supplies.
- Adult Contracts – Decrease of $41,650 reflects a transfer of $30,000 to Youth Contract Classes and a $10,000 decrease in contractual services to better reflect anticipated actual costs
- Special Events – Increase of $17,350 to fund increased costs associated with the Summer Concert Series and the new Movies in the Park program. These costs will be offset by donations and sponsorship revenues.
- Youth Contract Classes – Increase of $31,650 reflects a transfer of $30,000 from Adult Contracts and a $1,650 increase in contractual services to better reflect anticipated actual costs.
- Seniors / Volunteers – Increase of $22,280 to fund increased costs anticipated from the Senior Express Bus, the Bus Rental Program, and to better reflect actual costs associated with Senior trips and tours.

Capital Outlay

- None requested

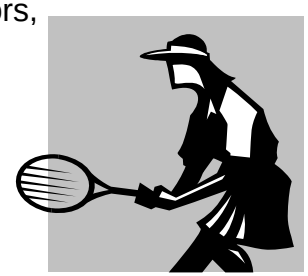


Parks and Recreation Department
Special Recreation Fund

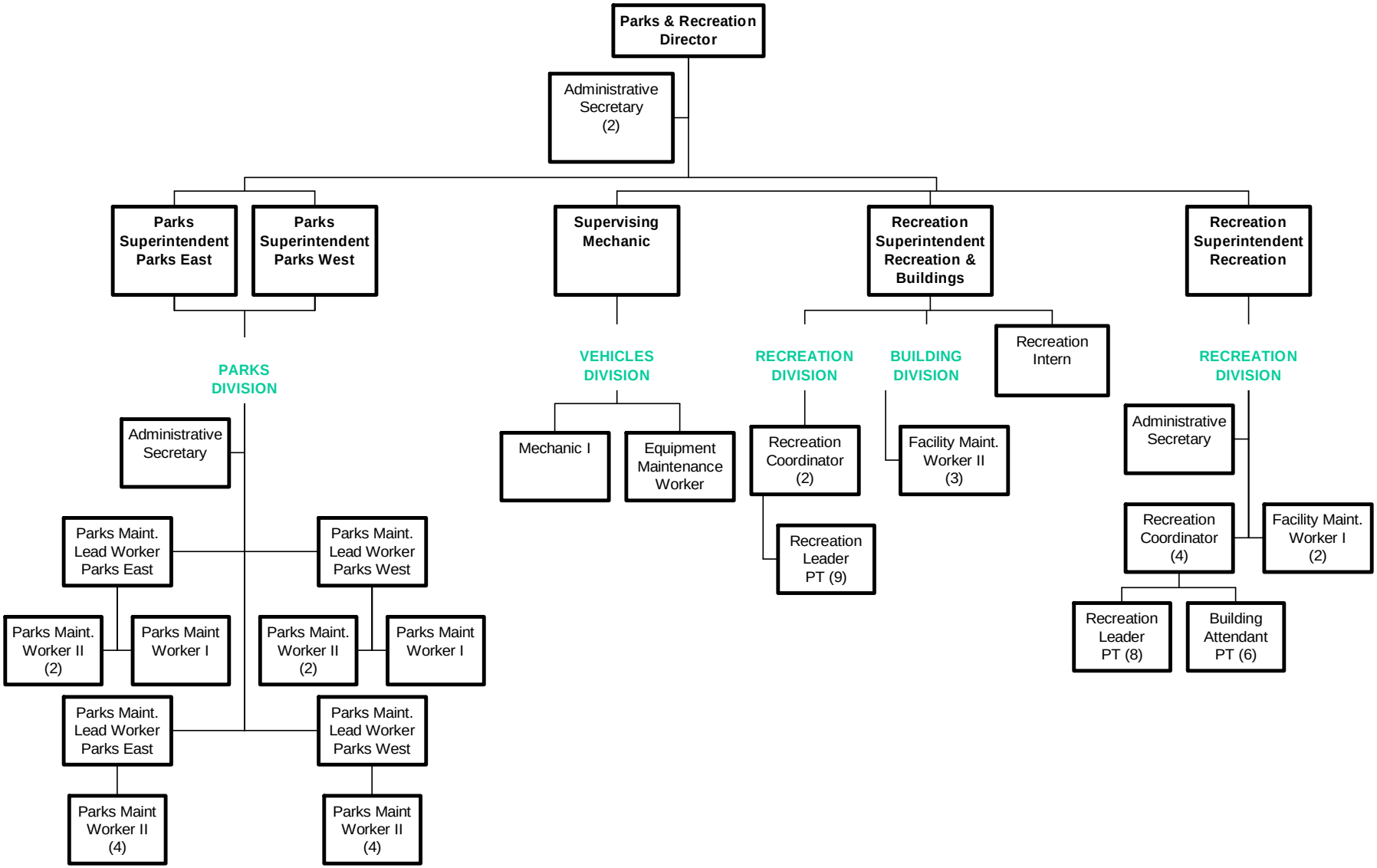
The Foster City Parks and Recreation Department firmly believes that the benefits to Parks and Recreation are endless and staff works daily to prove it. We know that participation in recreation activities can build self-esteem, reduce stress, and improve overall wellness for people of all ages. It has 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 2009/2010, 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 Social Events, Trips & Tours, and Senior Express 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. Movies in the Park, funded in full by community sponsorship, will be a new addition to the Family Fun Series. All special events in the Park will be promoted as smoke-free. 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

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
PARKS MAINTENANCE	$ 3,563,766	$ 3,563,766	$ 3,596,273
REC ADMINISTRATION	1,223,175	1,223,175	1,296,191
Subtotal - City General Fund Divisions	4,786,941	4,786,941	4,892,464
ADULT CONTRACTS	199,350	199,350	157,800
ADULT SPORTS	121,195	121,195	121,395
ADVERTISING	56,300	56,300	66,300
FACILITY OPERATIONS	452,484	452,484	453,831
SENIORS / VOLUNTEERS	155,350	155,350	177,830
SPECIAL EVENTS	39,062	39,062	56,412
TEEN PROGRAMS	228,750	228,750	249,350
YOUTH CAMPS	262,675	262,675	278,035
YOUTH CONTRACT CLASSES	213,150	213,150	244,900
YOUTH SPORTS	105,671	105,671	105,771
Subtotal - Special Recreation Fund	1,833,987	1,833,987	1,911,624
TOTAL FOR PARKS & RECREATION	**$ 6,620,928**	**$ 6,620,928**	**$ 6,804,088**

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

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ 3,904,134	$ 3,904,134	$ 3,929,294
SERVICES AND SUPPLIES	1,708,985	1,708,985	1,766,615
CAPITAL OUTLAY	16,200	16,200	4,200
Subtotal (Total Department-Controlled Expenses)	5,629,319	5,629,319	5,700,109
INTERNAL SERVICES	991,609	991,609	1,103,979
Subtotal (Total Department Expenses before Reallocations)	6,620,928	6,620,928	6,804,088
REALLOCATIONS	-	-	-
TOTAL FOR PARKS & RECREATION	**$ 6,620,928**	**$ 6,620,928**	**$ 6,804,088**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2008-2009	Requested 2009-2010
001-0510-451-4110	PERMANENT SALARIES	$460,200.00	$465,800.00
	Subtotal	**$460,200.00**	**$465,800.00**
001-0510-451-4112	OVERTIME	$5,000.00	$5,000.00
	Subtotal	**$5,000.00**	**$5,000.00**
001-0510-451-4120	FRINGE BENEFITS	$163,400.00	$165,400.00
	Subtotal	**$163,400.00**	**$165,400.00**
	Employee Services Total	**$628,600.00**	**$636,200.00**

Internal Services		Approved 2008-2009	Requested 2009-2010
001-0510-451-4544	VEHICLE REPLACEMENT - 4 Vehicles	$31,269.00	$32,674.00
	Subtotal	**$31,269.00**	**$32,674.00**
001-0510-451-4556	EQUIPMENT REPLACEMENT	$13,289.00	$13,478.00
	Subtotal	**$13,289.00**	**$13,478.00**
001-0510-451-4557	INFORMATION TECHNOLOGY SERVICES	$89,400.00	$88,135.00
	Subtotal	**$89,400.00**	**$88,135.00**
001-0510-451-4558	LONGEVITY RECOGNITION BENEFITS FUND	$389.00	$1,418.00
	Subtotal	**$389.00**	**$1,418.00**
001-0510-452-4569	BUILDING MAINTENANCE -- RC, Sr, TC, CC	$409,007.00	$473,065.00
	Subtotal	**$409,007.00**	**$473,065.00**
	Internal Services Total	**$543,354.00**	**$608,770.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010

001-0510-451-4241	COPY - LETTERS AND STAFF REPORTS		$3,000.00	$1,500.00
		Subtotal	**$3,000.00**	**$1,500.00**
001-0510-451-4242	POSTAGE, LETTERS, FACILITY AND PLAYFIELD PERMITS		$6,000.00	$4,000.00
		Subtotal	**$6,000.00**	**$4,000.00**
001-0510-451-4243	GENERAL OFFICE SUPPLIES		$10,000.00	$11,500.00
		Subtotal	**$10,000.00**	**$11,500.00**
001-0510-451-4246	SUPPLIES & EQUIPMENT		$4,500.00	$6,250.00
001-0510-451-4246	YOUTH SUMMIT		$3,516.00	$3,516.00
		Subtotal	**$8,016.00**	**$9,766.00**
001-0510-451-4249	MARKETING		$2,400.00	$2,400.00
		Subtotal	**$2,400.00**	**$2,400.00**
001-0510-451-4251	MANDATED FINGERPRINTING		$1,000.00	$1,000.00
		Subtotal	**$1,000.00**	**$1,000.00**
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	LEISURE SERVICES ASSOCIATION		$45.00	$45.00
001-0510-451-4253	LERN MEMBERSHIP		$350.00	$350.00
001-0510-451-4253	NATIONAL LEGISLATIVE BULLETIN		$150.00	$150.00
001-0510-451-4253	NATIONAL RECREATION & PARKS SOCIETY - AGENCY		$725.00	$725.00
001-0510-451-4253	NRPA NET		$50.00	$50.00
001-0510-451-4253	SAN FRANCISCO CHRONICLE		$150.00	$400.00
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	**$3,355.00**	**$3,605.00**
001-0510-451-4254	ANNUAL DEPARTMENT RETREAT - JANUARY		$1,200.00	$1,200.00
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	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**
	Services and Supplies Total	**$51,221.00**	**$51,221.00**
	REC ADMINISTRATION Total	**$1,223,175.00**	**$1,296,191.00**

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

Capital Outlay		Approved 2008-2009	Requested 2009-2010
001-0520-452-4385	PORTABLE PRESSURE WASHER	$12,000.00	$0.00
	Subtotal	**$12,000.00**	**$0.00**
	Capital Outlay Total	**$12,000.00**	**$0.00**

Employee Services		Approved 2008-2009	Requested 2009-2010
001-0520-452-4110	ON-CALL AND OTHER STAND-BY PAYS	$5,000.00	$5,000.00
001-0520-452-4110	PERMANENT SALARIES	$1,573,300.00	$1,556,400.00
	Subtotal	**$1,578,300.00**	**$1,561,400.00**
001-0520-452-4112	4TH OF JULY OVERTIME -- PARKS CREWS	$3,200.00	$3,200.00
001-0520-452-4112	OVERTIME	$38,300.00	$38,300.00
	Subtotal	**$41,500.00**	**$41,500.00**
001-0520-452-4120	FRINGE BENEFITS	$558,500.00	$552,500.00

	Subtotal	**$558,500.00**	**$552,500.00**
	Employee Services Total	**$2,178,300.00**	**$2,155,400.00**

Internal Services		Approved 2008-2009	Requested 2009-2010
001-0520-452-4544	VEHICLE REPLACEMENT	$195,883.00	$244,497.00
	Subtotal	**$195,883.00**	**$244,497.00**
001-0520-452-4556	EQUIPMENT REPLACEMENT	$146,328.00	$142,188.00
	Subtotal	**$146,328.00**	**$142,188.00**
001-0520-452-4558	LONGEVITY RECOGNITION BENEFITS FUND	$1,048.00	$2,929.00
	Subtotal	**$1,048.00**	**$2,929.00**
001-0520-452-4569	BUILDING MAINTENANCE (Corp Yard)	$94,792.00	$97,844.00
	Subtotal	**$94,792.00**	**$97,844.00**
	Internal Services Total	**$438,051.00**	**$487,458.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-0520-452-4240*	SPECIAL SUPPLIES - BOOTS, PANTS, UNIFORMS	$6,300.00	$6,300.00
	Subtotal	**$6,300.00**	**$6,300.00**
001-0520-452-4241	COPY EXPENSE	$650.00	$650.00
	Subtotal	**$650.00**	**$650.00**
001-0520-452-4242	POSTAGE EXPENSE	$525.00	$525.00
	Subtotal	**$525.00**	**$525.00**
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	$3,500.00
	Subtotal	**$5,190.00**	**$7,190.00**
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	**$15,100.00**	**$15,100.00**

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*	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	SEA CLOUD PARK MAINTENANCE SUPPLIES	$15,000.00	$15,000.00
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	**$247,200.00**	**$247,200.00**
001-0520-452-4247	RENTAL OF SPECIAL EQUIPMENT	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
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	$374,000.00	$390,000.00
	Subtotal	**$405,250.00**	**$421,250.00**
001-0520-452-4251	CANADIAN GEESE CONTROL - PARKS	$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 - MEDIANS & CUL-DE-SACS	$35,000.00	$35,000.00
001-0520-452-4251*	TREE MAINTENANCE - PARKS	$38,600.00	$38,600.00
	Subtotal	**$249,680.00**	**$249,680.00**
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	**$2,120.00**	**$2,120.00**
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 SUPERINTENDENT PROFESSIONAL TRAINING	$1,500.00	$1,500.00
	Subtotal	**$2,900.00**	**$2,900.00**
	Services and Supplies Total	**$935,415.00**	**$953,415.00**
	PARKS MAINTENANCE Total	**$3,563,766.00**	**$3,596,273.00**

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

Capital Outlay		Approved 2008-2009	Requested 2009-2010
003-0525-451-4385	TABLES & CHAIRS - RECREATION / COMMUNITY CENTER	$4,200.00	$4,200.00
	Subtotal	**$4,200.00**	**$4,200.00**
	Capital Outlay Total	**$4,200.00**	**$4,200.00**

Employee Services	Approved 2008-2009	Requested 2009-2010

003-0525-451-4110	PERMANENT SALARIES	$209,200.00	$209,800.00
	Subtotal	**$209,200.00**	**$209,800.00**
003-0525-451-4111	PART TIME SALARIES	$69,000.00	$72,000.00
	Subtotal	**$69,000.00**	**$72,000.00**
003-0525-451-4112	OVERTIME	$3,000.00	$3,000.00
	Subtotal	**$3,000.00**	**$3,000.00**
003-0525-451-4120	FRINGE BENEFITS (F/T Salaries)	$74,300.00	$74,500.00
003-0525-451-4120	FRINGE BENEFITS (P/T Salaries)	$1,380.00	$1,380.00
	Subtotal	**$75,680.00**	**$75,880.00**
	Employee Services Total	**$356,880.00**	**$360,680.00**

Internal Services		Approved 2008-2009	Requested 2009-2010
003-0525-451-4556	EQUIPMENT REPLACEMENT CHARGES	$10,204.00	$7,751.00
	Subtotal	**$10,204.00**	**$7,751.00**
	Internal Services Total	**$10,204.00**	**$7,751.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
003-0525-451-4242	POSTAGE	$200.00	$200.00
	Subtotal	**$200.00**	**$200.00**
003-0525-451-4243	SUPPLIES	$9,000.00	$9,000.00
	Subtotal	**$9,000.00**	**$9,000.00**
003-0525-451-4246	SM/FC SCHOOL JOINT-USE FACILITIES	$58,000.00	$58,000.00
	Subtotal	**$58,000.00**	**$58,000.00**
003-0525-451-4247	RENTAL	$4,000.00	$4,000.00
	Subtotal	**$4,000.00**	**$4,000.00**
003-0525-451-4265	CREDIT CARD ACCEPTANCE FEES	$10,000.00	$10,000.00
	Subtotal	**$10,000.00**	**$10,000.00**
	Services and Supplies Total	**$81,200.00**	**$81,200.00**

FACILITY OPERATIONS Total	**$452,484.00**	**$453,831.00**

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

Employee Services		Approved 2008-2009	Requested 2009-2010
003-0530-451-4110	FULL-TIME SALARIES	$37,500.00	$37,600.00
	Subtotal	**$37,500.00**	**$37,600.00**
003-0530-451-4111	EMPLOYEE SERVICES\HOURLY PART-TIME	$18,018.00	$18,018.00
	Subtotal	**$18,018.00**	**$18,018.00**
003-0530-451-4112	Overtime	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
003-0530-451-4120	FRINGE BENEFITS (F/T Salaries)	$13,300.00	$13,400.00
003-0530-451-4120	FRINGE BENEFITS (P/T Salaries)	$360.00	$360.00
	Subtotal	**$13,660.00**	**$13,760.00**
	Employee Services Total	**$69,678.00**	**$69,878.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
003-0530-451-4242	POSTAGE MAILINGS	$148.00	$148.00
	Subtotal	**$148.00**	**$148.00**
003-0530-451-4243	SUPPLIES	$12,272.00	$12,272.00
	Subtotal	**$12,272.00**	**$12,272.00**
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	**$37,833.00**	**$37,833.00**
003-0530-451-4252	MEMBERSHIP	$1,264.00	$1,264.00

Subtotal	**$1,264.00**	**$1,264.00**
Services and Supplies Total	**$51,517.00**	**$51,517.00**
ADULT SPORTS Total	**$121,195.00**	**$121,395.00**

PARKS & RECREATION - YOUTH SPORTS Account: 003-0533-451 SPECIAL RECREATION

Employee Services		Approved 2008-2009	Requested 2009-2010
003-0533-451-4110	FULL-TIME SALARIES	$37,500.00	$37,600.00
	Subtotal	**$37,500.00**	**$37,600.00**
003-0533-451-4120	FRINGE BENEFITS	$13,400.00	$13,400.00
	Subtotal	**$13,400.00**	**$13,400.00**
	Employee Services Total	**$50,900.00**	**$51,000.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
003-0533-451-4242	POSTAGE	$50.00	$50.00
	Subtotal	**$50.00**	**$50.00**
003-0533-451-4243	SUPPLIES	$2,000.00	$500.00
	Subtotal	**$2,000.00**	**$500.00**
003-0533-451-4251	CONTRACTUAL SERVICES	$52,721.00	$54,221.00
	Subtotal	**$52,721.00**	**$54,221.00**
	Services and Supplies Total	**$54,771.00**	**$54,771.00**
	YOUTH SPORTS Total	**$105,671.00**	**$105,771.00**

Employee Services		Approved 2008-2009	Requested 2009-2010
003-0534-451-4110	PERMANENT SALARIES	$75,000.00	$75,200.00
	Subtotal	**$75,000.00**	**$75,200.00**
003-0534-451-4111	PART TIME SALARIES	$70,300.00	$85,460.00
	Subtotal	**$70,300.00**	**$85,460.00**
003-0534-451-4112	OVERTIME	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
003-0534-451-4120	FRINGE BENEFITS (F/T Salaries)	$26,700.00	$26,700.00
003-0534-451-4120	FRINGE BENEFITS (P/T Salaries)	$1,400.00	$1,400.00
	Subtotal	**$28,100.00**	**$28,100.00**
	Employee Services Total	**$173,900.00**	**$189,260.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
003-0534-451-4242	POSTAGE	$280.00	$280.00
	Subtotal	**$280.00**	**$280.00**
003-0534-451-4243	SUPPLIES	$6,550.00	$6,550.00
	Subtotal	**$6,550.00**	**$6,550.00**
003-0534-451-4251	CONTRACTUAL SERVICES	$81,945.00	$81,945.00
	Subtotal	**$81,945.00**	**$81,945.00**
	Services and Supplies Total	**$88,775.00**	**$88,775.00**
	YOUTH CAMPS Total	**$262,675.00**	**$278,035.00**

Employee Services		Approved 2008-2009	Requested 2009-2010
003-0535-451-4110	FULL-TIME SALARIES	$37,500.00	$37,600.00
	Subtotal	**$37,500.00**	**$37,600.00**
003-0535-451-4111	EMPLOYEE SERVICES / PART-TIME	$3,000.00	$3,000.00
	Subtotal	**$3,000.00**	**$3,000.00**
003-0535-451-4112	OVERTIME	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
003-0535-451-4120	FRINGE BENEFITS (F/T SALARIES)	$13,400.00	$13,400.00
003-0535-451-4120	FRINGE BENEFITS (P/T Salaries)	$150.00	$150.00
	Subtotal	**$13,550.00**	**$13,550.00**
	Employee Services Total	**$54,550.00**	**$54,650.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
003-0535-451-4242	POSTAGE	$550.00	$550.00
	Subtotal	**$550.00**	**$550.00**
003-0535-451-4243	SUPPLIES	$1,600.00	$1,600.00
	Subtotal	**$1,600.00**	**$1,600.00**
003-0535-451-4246	MAINTENANCE	$1,000.00	$1,000.00
	Subtotal	**$1,000.00**	**$1,000.00**
003-0535-451-4251	CONTRACTUAL SERVICES	$141,650.00	$100,000.00
	Subtotal	**$141,650.00**	**$100,000.00**
	Services and Supplies Total	**$144,800.00**	**$103,150.00**
	ADULT CONTRACTS Total	**$199,350.00**	**$157,800.00**

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

Employee Services		Approved 2008-2009	Requested 2009-2010
003-0537-451-4111	PART TIME SALARIES	$3,649.00	$3,649.00
	Subtotal	**$3,649.00**	**$3,649.00**
003-0537-451-4112	OVERTIME	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
003-0537-451-4120	FRINGE BENEFITS (P/T Salaries)	$73.00	$73.00
	Subtotal	**$73.00**	**$73.00**
	Employee Services Total	**$4,222.00**	**$4,222.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
003-0537-451-4242	POSTAGE	$500.00	$570.00
	Subtotal	**$500.00**	**$570.00**
003-0537-451-4243	SUPPLIES	$8,740.00	$10,720.00
	Subtotal	**$8,740.00**	**$10,720.00**
003-0537-451-4249	PUBLICITY	$4,000.00	$4,900.00
	Subtotal	**$4,000.00**	**$4,900.00**
003-0537-451-4251	CONTRACTUAL SERVICES	$21,600.00	$36,000.00
	Subtotal	**$21,600.00**	**$36,000.00**
	Services and Supplies Total	**$34,840.00**	**$52,190.00**
	SPECIAL EVENTS Total	**$39,062.00**	**$56,412.00**

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

Employee Services		Approved 2008-2009	Requested 2009-2010
003-0538-451-4110	FULL-TIME SALARIES	$37,500.00	$37,600.00
	Subtotal	**$37,500.00**	**$37,600.00**
003-0538-451-4120	FRINGE BENEFITS (F/T SALARIES)	$13,400.00	$13,400.00
	Subtotal	**$13,400.00**	**$13,400.00**
	Employee Services Total	**$50,900.00**	**$51,000.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
003-0538-451-4243	SUPPLIES	$1,250.00	$1,250.00
	Subtotal	**$1,250.00**	**$1,250.00**
003-0538-451-4251	CONTRACTUAL SERVICES	$161,000.00	$192,650.00
	Subtotal	**$161,000.00**	**$192,650.00**
	Services and Supplies Total	**$162,250.00**	**$193,900.00**
	YOUTH CONTRACT CLASSES Total	**$213,150.00**	**$244,900.00**

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

Services and Supplies		Approved 2008-2009	Requested 2009-2010
003-0539-451-4242	POSTAGE	$9,000.00	$9,000.00
	Subtotal	**$9,000.00**	**$9,000.00**
003-0539-451-4243	SUPPLIES	$10,300.00	$10,300.00
	Subtotal	**$10,300.00**	**$10,300.00**
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	$41,500.00
	Subtotal	**$31,500.00**	**$41,500.00**
	Services and Supplies Total	**$56,300.00**	**$66,300.00**
	ADVERTISING Total	**$56,300.00**	**$66,300.00**

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

Employee Services		Approved 2008-2009	Requested 2009-2010
003-0540-451-4110	PERMANENT SALARIES	$75,000.00	$75,200.00
	Subtotal	**$75,000.00**	**$75,200.00**
003-0540-451-4111	PART TIME SALARIES	$15,000.00	$15,000.00
	Subtotal	**$15,000.00**	**$15,000.00**
003-0540-451-4112	OVERTIME	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
003-0540-451-4120	FRINGE BENEFITS (F/T Salaries)	$26,700.00	$26,700.00
003-0540-451-4120	FRINGE BENEFITS (P/T Salaries)	$300.00	$300.00
	Subtotal	**$27,000.00**	**$27,000.00**
	Employee Services Total	**$117,500.00**	**$117,700.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
003-0540-451-4242	POSTAGE	$550.00	$550.00
	Subtotal	**$550.00**	**$550.00**
003-0540-451-4243	SENIOR PROGRAMS TRIPS & TOURS	$0.00	$4,300.00
003-0540-451-4243	SUPPLIES	$5,050.00	$5,050.00

	Subtotal	**$5,050.00**	**$9,350.00**
003-0540-451-4249	PUBLICITY	$200.00	$200.00
	Subtotal	**$200.00**	**$200.00**
003-0540-451-4251	SENIOR EXPRESS PROGRAM / BUS RENTAL PROGRAM	$32,050.00	$50,030.00
	Subtotal	**$32,050.00**	**$50,030.00**
	Services and Supplies Total	**$37,850.00**	**$60,130.00**
	SENIORS / VOLUNTEERS Total	**$155,350.00**	**$177,830.00**

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

Employee Services		Approved 2008-2009	Requested 2009-2010
003-0541-451-4110	RECREATION COORDINATOR	$75,000.00	$75,200.00
	Subtotal	**$75,000.00**	**$75,200.00**
003-0541-451-4111	PART TIME SALARIES	$80,804.00	$100,804.00
	Subtotal	**$80,804.00**	**$100,804.00**
003-0541-451-4112	OVERTIME	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
003-0541-451-4120	FRINGE BENEFITS (F/T SALARIES)	$26,700.00	$26,700.00
003-0541-451-4120	FRINGE BENEFITS (P/T SALARIES)	$1,620.00	$2,020.00
	Subtotal	**$28,320.00**	**$28,720.00**
	Employee Services Total	**$184,624.00**	**$205,224.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
003-0541-451-4242	POSTAGE	$550.00	$550.00
	Subtotal	**$550.00**	**$550.00**

003-0541-451-4243	SUPPLIES	$6,770.00	$6,770.00
	Subtotal	**$6,770.00**	**$6,770.00**
003-0541-451-4246	MAINTENANCE	$100.00	$100.00
	Subtotal	**$100.00**	**$100.00**
003-0541-451-4249	PUBLICITY	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
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	$2,000.00	$2,000.00
	Subtotal	**$36,206.00**	**$36,206.00**
	Services and Supplies Total	**$44,126.00**	**$44,126.00**
	TEEN PROGRAMS Total	**$228,750.00**	**$249,350.00**

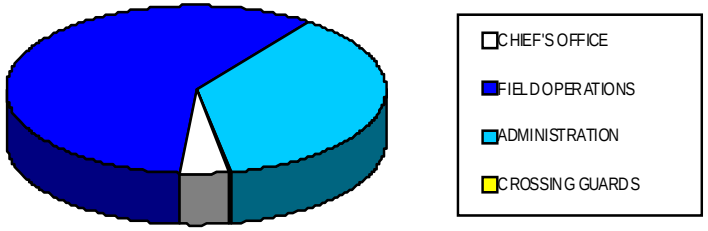
MISSION STATEMENT

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.

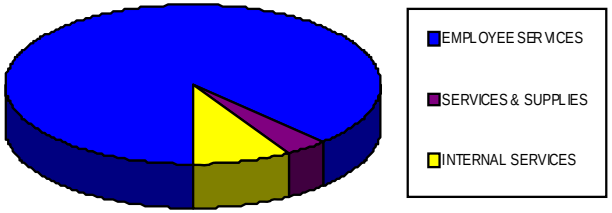
PROPOSED BUDGET EXPENDITURE DISTRIBUTION

Total Department Budget: *$9,918,816 ($9,818,816 General Fund; $100,000 SLESF/COPS Grant)*

Expenditure by Division



Expenditure by Type



DEPARTMENT PERSONNEL SUMMARY *(by year)*

Position	07-08	08-09	09-10	10-11	11-12	12-13	13-14
POLICE CHIEF	1	1	1	1	1	1	1
POLICE CAPTAIN	2	2	2	2	2	2	2
POLICE LIEUTENANT	2	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	20	20	20	20
SR. COMMUNITY SVS. OFFICER	4	4	4	4	4	4	4
COMM & RECORDS MGR	1	1	1	1	1	1	1
LEAD DISPATCHER	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
EXECUTIVE ASSISTANT	1	1	1	1	1	1	1
TOTAL EMPLOYEES	56	56	56	56	56	56	56

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 continued our participation in various activities related to emergency preparedness, including school district drills, countywide earthquake exercises, CERT/Public Health related exercises and other preparedness events.

- We've continued our participation at all levels (Command, Supervisory, Operator and Tactical Dispatching) in the San Mateo County North Central Regional SWAT Team.
- We have continued our participation in the County Gang Task Force. This is a cooperative effort by numerous agencies 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. It is widely held that this program has been primarily responsible for dramatically reducing gang violence throughout San Mateo County.
- The Department completed its upgrades to our 911 emergency telephone system. In addition to being able to receive most 911 calls directly from cell phones calling from within Foster City, our communication center can also identify the caller's location on our CAD/RMS mapping software.
- The Youth Services Bureau continued to present Gang Resistance Education and Training (G.R.E.A.T.) in the middle and elementary schools.

Over 600 students received this training during the year.

- The Department participated in and hosted several traffic and pedestrian safety enforcement operations in Foster City and other parts of San Mateo County.
- The Department worked closely with other City departments to analyze and/or implement several significant traffic calming and control measures on "high traffic volume" residential streets
- The Department was again guided by use of the strategic planning process. At the end of 2008 we were able to confirm that we accomplished the majority of our goals. Remaining goals and new initiatives are contained in the 2009 Strategic Plan.
- For the fifth consecutive year, a member of Department Management Team coordinated the "Law Enforcement Day" for the Chamber of Commerce Leadership Program.
- Once again 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. In addition, following the promotion of one inside and one outside candidate to the rank of lieutenant, we are in the process of fully integrating those positions back into our daily Patrol operations.
- A Department Captain is currently enrolled in the 18 month Command College management program and will graduate in September 2009.
- Another of the Department's sergeants graduated from 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.
- Several members of the Department completed undergraduate and/or graduate level college degree programs.
- The Department has fully integrated the 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 continues to maximize training and minimize liability by utilizing cost effective and highly interactive electronic daily training bulletins developed by the Lexipol risk management firm.
- For the first time in several years the Department achieved "full staffing" with all budgeted positions being filled with qualified and committed law enforcement professionals.

PROPOSED SERVICE LEVELS

The proposed budget maintains existing staffing within the Police Department. The overall safety of the citizens in our community and the protection of their property 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 creative patrol strategies and 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.
- Investigative cases will be prioritized and lower solvability cases may be delayed or suspended.
- The Canine Program will be limited to one team.

CHANGES IN RESOURCES REQUIRED

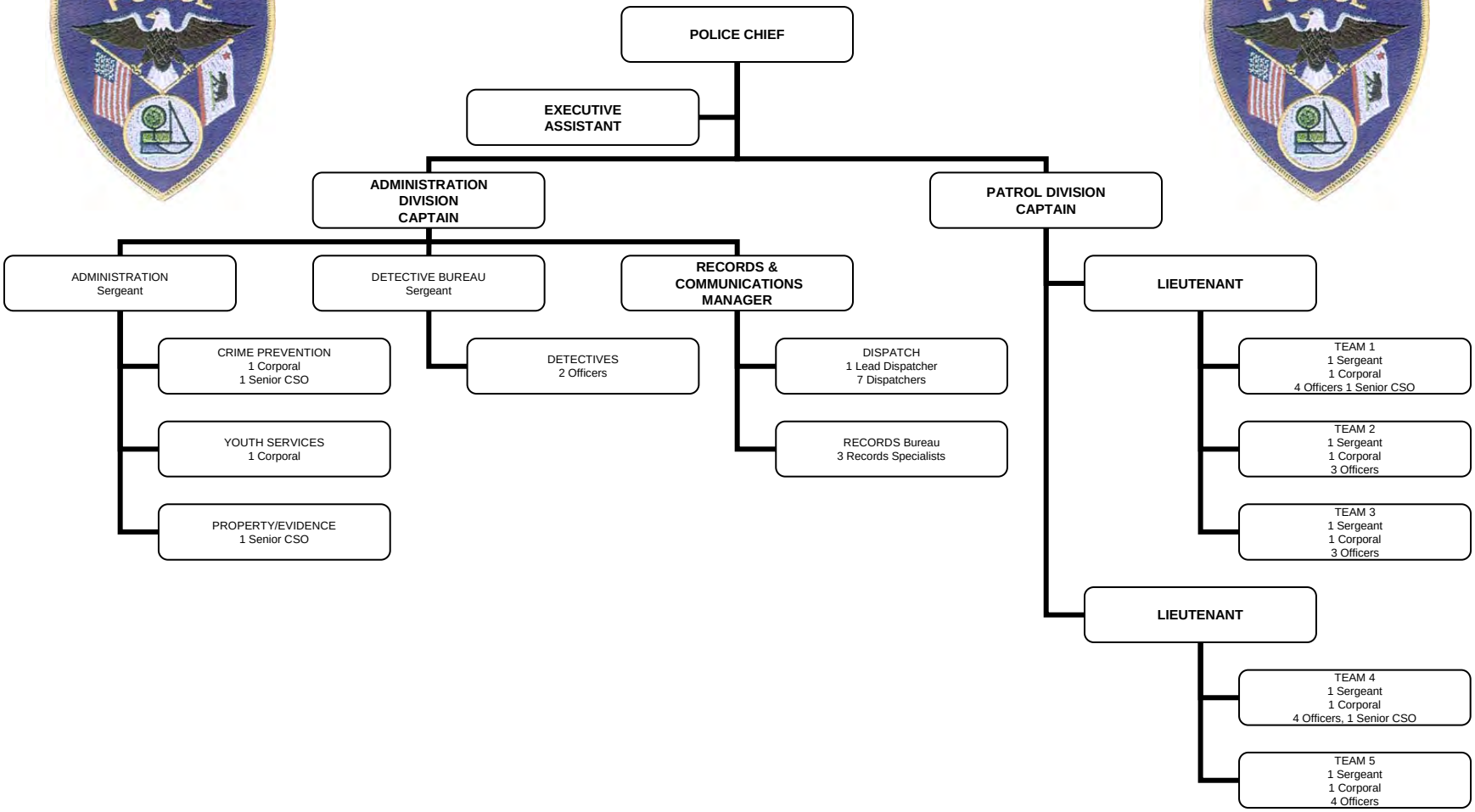
Employee Services

- 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. These funds have been the subject of intense debate during the last few State budget cycles. Accordingly, when preparing the FY 2008-2009 Department budget, the City took a conservative approach and assumed that no funding would be provided and we included an additional $100,000 in personnel costs in the Police Department Operations Division. Subsequently, the State committed to fund the Grant program at a minimum of $100,000. The recently enacted State budget includes this same level of funding for FY 2009-2010, and therefore $100,000 of one officer's personnel costs is being funded from the SLESF Fund.

Services and Supplies

- The "Booking Fees" line item is subject to the same State Budget uncertainties as mentioned previously for the SLESF/COPS grant funding. A final determination regarding funding in this area will be dependent on the final State budget. This budget assumes that the State will not reimburse the counties for booking fees; therefore, the cities will need to pay for them.

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

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
ADMINISTRATIVE BUREAU	$ 3,580,977	$ 3,580,977	$ 3,636,519
CHIEF'S OFFICE	419,619	419,619	418,265
CROSSING GUARDS	20,000	20,000	21,600
FIELD OPERATIONS	5,580,444	5,580,444	5,742,432
TOTAL FOR POLICE	**$ 9,601,040**	**$ 9,601,040**	**$ 9,818,816**

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

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ 8,431,500	$ 8,431,500	$ 8,631,071
SERVICES AND SUPPLIES	333,443	333,443	339,878
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	8,764,943	8,764,943	8,970,949
INTERNAL SERVICES	836,097	836,097	847,867
Subtotal (Total Department Expenses before Reallocations)	9,601,040	9,601,040	9,818,816
REALLOCATIONS	-	-	-
TOTAL FOR POLICE	**$ 9,601,040**	**$ 9,601,040**	**$ 9,818,816**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2008-2009	Requested 2009-2010
001-0610-421-4110	PERMANENT SALARIES	$260,500.00	$261,300.00
	Subtotal	**$260,500.00**	**$261,300.00**
001-0610-421-4120	EMPLOYEE SERVICES/FRINGE BENEFITS	$123,400.00	$125,800.00
	Subtotal	**$123,400.00**	**$125,800.00**
	Employee Services Total	**$383,900.00**	**$387,100.00**

Internal Services		Approved 2008-2009	Requested 2009-2010
001-0610-421-4544	VEHICLE REPLACEMENT	$10,690.00	$11,133.00
	Subtotal	**$10,690.00**	**$11,133.00**
001-0610-421-4558	LONGEVITY RECOGNITION BENEFITS FUND	$689.00	$1,182.00
	Subtotal	**$689.00**	**$1,182.00**
	Internal Services Total	**$11,379.00**	**$12,315.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-0610-421-4243	GENERAL OFFICE SUPPLIES	$600.00	$600.00
	Subtotal	**$600.00**	**$600.00**
001-0610-421-4251*	LEGAL SERVICES	$4,000.00	$4,000.00
001-0610-421-4251*	PRE-EMPLOYMENT EXAMS	$13,000.00	$7,500.00
	Subtotal	**$17,000.00**	**$11,500.00**
001-0610-421-4253	CALIFORNIA POLICE CHIEFS' ASSOCIATION	$325.00	$325.00
001-0610-421-4253	CALIFORNIA POLICE OFFICERS' ASSOCIATION	$165.00	$175.00
001-0610-421-4253	INTERNATIONAL POLICE CHIEFS' ASSOCIATION	$100.00	$100.00
001-0610-421-4253	SAN MATEO COUNTY CHIEFS OF POLICE	$450.00	$450.00

	Subtotal	**$1,040.00**	**$1,050.00**
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	**$5,700.00**	**$5,700.00**
	Services and Supplies Total	**$24,340.00**	**$18,850.00**
	CHIEF'S OFFICE Total	**$419,619.00**	**$418,265.00**

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

Employee Services		Approved 2008-2009	Requested 2009-2010
001-0620-421-4110	PERMANENT SALARIES	$3,144,100.00	$3,243,300.00
001-0620-421-4110	REALLOCATION TO SLESF/COPS GRANT	$0.00	($100,000.00)
	Subtotal	**$3,144,100.00**	**$3,143,300.00**
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	**$140,000.00**	**$140,000.00**
001-0620-421-4117	HOLIDAY IN-LIEU PAY	$154,200.00	$145,300.00
	Subtotal	**$154,200.00**	**$145,300.00**
001-0620-421-4120	FRINGE BENEFITS	$1,783,800.00	$1,917,771.00
	Subtotal	**$1,783,800.00**	**$1,917,771.00**
	Employee Services Total	**$5,222,100.00**	**$5,346,371.00**

Internal Services		Approved 2008-2009	Requested 2009-2010

001-0620-421-4544	VEHICLE REPLACEMENT	$212,804.00	$224,841.00
	Subtotal	**$212,804.00**	**$224,841.00**
001-0620-421-4556	EQUIPMENT REPLACEMENT	$20,600.00	$13,609.00
	Subtotal	**$20,600.00**	**$13,609.00**
001-0620-421-4558	LONGEVITY RECOGNITION BENEFITS FUND	$36,489.00	$59,545.00
	Subtotal	**$36,489.00**	**$59,545.00**
	Internal Services Total	**$269,893.00**	**$297,995.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
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	$1,500.00
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	**$21,995.00**	**$22,495.00**
001-0620-421-4246	RADAR/PAS DEVICE REPAIR	$600.00	$600.00
001-0620-421-4246	VEHICLE FIRE EXTINGUISHERS	$250.00	$250.00
	Subtotal	**$850.00**	**$850.00**
001-0620-421-4251	BOOKING FEES	$20,000.00	$20,000.00
001-0620-421-4251	CANINE PROGRAM	$6,400.00	$7,500.00
001-0620-421-4251	COMMUNITY OVERCOMING RELATIONSHIP ABUSE	$4,261.00	$4,261.00
001-0620-421-4251*	CRITICAL REACH SUPPORT FEE	$350.00	$450.00
001-0620-421-4251	FIRST CHANCE FACILITY	$23,230.00	$31,005.00
001-0620-421-4251	RANGE FEES	$3,000.00	$3,000.00

	Subtotal	**$57,241.00**	**$66,216.00**
001-0620-421-4253	CALIFORNIA PEACE OFFICERS' ASSOCIATION (1CPT/2 LT)	$65.00	$195.00
001-0620-421-4253	CALIFORNIA POLICE CHIEFS' ASSN. ASSOCIATE MEMBER	$75.00	$85.00
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	**$565.00**	**$705.00**
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	**$7,800.00**	**$7,800.00**
	Services and Supplies Total	**$88,451.00**	**$98,066.00**
	FIELD OPERATIONS Total	**$5,580,444.00**	**$5,742,432.00**

POLICE - ADMINISTRATIVE BUREAU Account: 001-0630-421 GENERAL FUND

Employee Services		Approved 2008-2009	Requested 2009-2010
001-0630-421-4110	INVESTIGATOR ON-CALL PAY	$26,000.00	$26,000.00
001-0630-421-4110	PERMANENT SALARIES	$1,839,100.00	$1,853,700.00
	Subtotal	**$1,865,100.00**	**$1,879,700.00**
001-0630-421-4111	HOURLY AND PART TIME SALARY	$25,000.00	$25,000.00
	Subtotal	**$25,000.00**	**$25,000.00**
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	**$58,000.00**	**$58,000.00**
001-0630-421-4117	HOLIDAY IN-LIEU PAY SWORN PERSONNEL	$31,900.00	$33,100.00

001-0630-421-4117	HOLIDAY PREMIUM PAY DISPATCH	$30,000.00	$30,000.00
	Subtotal	**$61,900.00**	**$63,100.00**
001-0630-421-4120	FRINGE BENEFITS	$815,500.00	$871,800.00
	Subtotal	**$815,500.00**	**$871,800.00**
	Employee Services Total	**$2,825,500.00**	**$2,897,600.00**

Internal Services		Approved 2008-2009	Requested 2009-2010
001-0630-421-4544	VEHICLE REPLACEMENT	$56,865.00	$58,102.00
	Subtotal	**$56,865.00**	**$58,102.00**
001-0630-421-4556	EQUIPMENT REPLACEMENT	$25,185.00	$4,649.00
	Subtotal	**$25,185.00**	**$4,649.00**
001-0630-421-4557	INFORMATION TECHNOLOGY SERVICES	$347,706.00	$339,696.00
	Subtotal	**$347,706.00**	**$339,696.00**
001-0630-421-4558	LONGEVITY RECOGNITION BENEFITS FUND	$7,299.00	$13,666.00
	Subtotal	**$7,299.00**	**$13,666.00**
001-0630-421-4569	BUILDING MAINTENANCE	$117,770.00	$121,444.00
	Subtotal	**$117,770.00**	**$121,444.00**
	Internal Services Total	**$554,825.00**	**$537,557.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-0630-421-4240	BALLISTIC VEST REPLACEMENT	$3,600.00	$5,200.00
001-0630-421-4240*	FILM/PHOTO PROCESSING	$200.00	$200.00
001-0630-421-4240*	PENAL CODES/PUBLICATIONS	$975.00	$975.00
	Subtotal	**$4,775.00**	**$6,375.00**
001-0630-421-4242	POSTAGE	$2,200.00	$2,200.00
	Subtotal	**$2,200.00**	**$2,200.00**
001-0630-421-4243*	CITATIONS	$1,500.00	$1,500.00
001-0630-421-4243*	OFFICE SUPPLIES	$17,800.00	$17,800.00

001-0630-421-4243	PRINTING		$3,000.00	$2,500.00
		Subtotal	**$22,300.00**	**$21,800.00**
001-0630-421-4246	COMMUNICATIONS CENTER EQUIPMENT		$1,000.00	$1,000.00
001-0630-421-4246	FIXED RADIO EQUIP (TEA)		$19,824.00	$19,824.00
001-0630-421-4246	HAINES CROSS DIRECTORY		$650.00	$750.00
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	$3,000.00
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	**$37,474.00**	**$34,574.00**
001-0630-421-4249	ADVERTISING		$200.00	$200.00
001-0630-421-4249	COMMUNITY OUTREACH		$3,000.00	$4,500.00
		Subtotal	**$3,200.00**	**$4,700.00**
001-0630-421-4251	AT & T LANGUAGE LINE		$700.00	$700.00
001-0630-421-4251	COPWARE/LEXIPOL (SOFTWARE UPDATES)		$2,500.00	$3,500.00
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		$43,647.00	$43,647.00
		Subtotal	**$119,197.00**	**$120,197.00**
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	$85.00
001-0630-421-4253	CALIFORNIA ASSN OF PROPERTY & EVIDENCE OFFICERS		$35.00	$35.00
001-0630-421-4253	CALIFORNIA PEACE OFFICERS' ASSOCIATION (1 CPT/RCM)		$130.00	$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	**$506.00**	**$516.00**
001-0630-421-4254	CCUG CONFERENCE (1 RCM)	$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)	$2,500.00	$2,500.00
	Subtotal	**$7,500.00**	**$7,500.00**
001-0630-421-4265	ADMINISTRATIVE INVESTIGATIVE FUND	$3,500.00	$3,500.00
	Subtotal	**$3,500.00**	**$3,500.00**
	Services and Supplies Total	**$200,652.00**	**$201,362.00**
	ADMINISTRATIVE BUREAU Total	**$3,580,977.00**	**$3,636,519.00**

POLICE - CROSSING GUARDS Account: 001-0650-421 GENERAL FUND

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-0650-421-4251	CROSSING GUARDS	$20,000.00	$21,600.00
	Subtotal	**$20,000.00**	**$21,600.00**
	Services and Supplies Total	**$20,000.00**	**$21,600.00**
	CROSSING GUARDS Total	**$20,000.00**	**$21,600.00**

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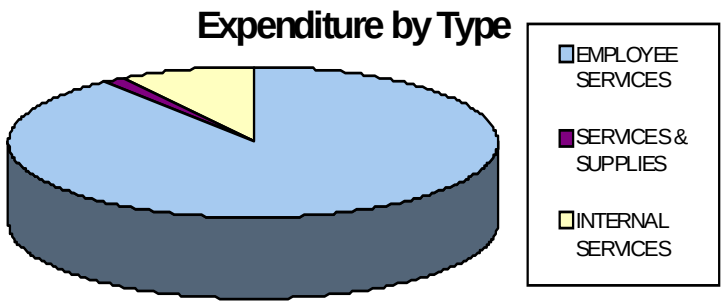
Foster City Fire Department

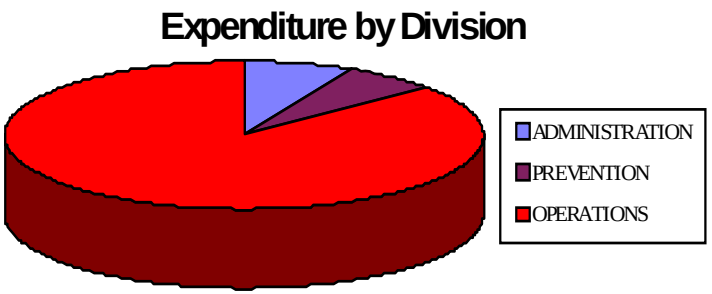
MISSION STATEMENT

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*: $8,005,356*



DEPARTMENT PERSONNEL SUMMARY

Position	07-08	08-09	09-10	10-11	11-12	12-13	13-14
FIRE CHIEF	**1.0**	1.0	1.0	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	21.0	21.0	21.0	21.0
EXECUTIVE ASSISTANT	**1.0**	1.0	1.0	1.0	1.0	1.0	1.0
ADMINISTRATIVE SECRETARY	**1.0**	1.0	1.0	1.0	1.0	1.0	1.0
TOTAL EMPLOYEES	**38.0**	**38.0**	**38.0**	**38.0**	**38.0**	**38.0**	**38.0**

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

CURRENT ACCOMPLISHMENTS

- In 2008, the Fire Department responded to 2088 calls for service, 1016 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 Fire Department held its annual Open House, in conjunction with the Police Department, in October of 2008, 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.

- 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 trained over 330 CERT members by the end of Fiscal Year 2008-2009.

- The Fire Department began a CERT continuing education program for residents who have already completed the basic course. Continuing education for members of our CERT community include: Incident Command, Fire Extinguisher, Fire Prevention, Terrorism and Weapons of Mass Destruction, Utilities, Search and

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

- 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 2009, the Foster City, Belmont-San Carlos, and Redwood City 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 called Silver Dragon III. CERT Members from Foster City and Belmont-San Carlos canvassed Foster City neighborhoods 3, 4, 5, and 6 and distributed emergency preparedness flyers to 3,582 homes in less than 3 hours.

- Chief Reaves continues to organize and schedule ongoing Incident Command System (ICS), and National Incident Management System (NIMS) training to meet federal and state law for newly hired employees or promoted employees on an annually basis.

- 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.

- In January of 2009, Chief Reaves' was confirmed as a Presidential Appointment to the League of California Cities' Employee Relations Committee. This committee is concerned with the many facets of human resource management, including employee and labor relations, retirement, and worker's compensation issues.

- The Administration Division continues to administer the Vehicle and Residential lockout program generating revenue for the City.

- 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.

- 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 is part of the State Fire Alarm Advisory Committee. The Advisory Board is a group of California Fire Marshals, Regulatory Agencies and Major Industry representatives. They advise the State Fire Marshal on fire alarm code enforcement or installation issues, make recommendations for code changes and provide interpretations for dissemination to contractors and code enforcement jurisdictions.

- The Bureau also continues to provide assistance to other San Mateo County jurisdictions for fire investigation and training.

- During FY 2008-2009 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 2009-2010.

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 2009-2010, 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.

- Continue to fund the part-time Community Emergency Preparedness intern at a cost of $25,000. This position will assist the Assistant Fire Marshal 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 09-10, however, on a continual basis we evaluate and adjust our current training programs to accommodate for new technologies and new training mandates in order to meet the city's needs.

CHANGES IN RESOURCES REQUIRED

Personnel

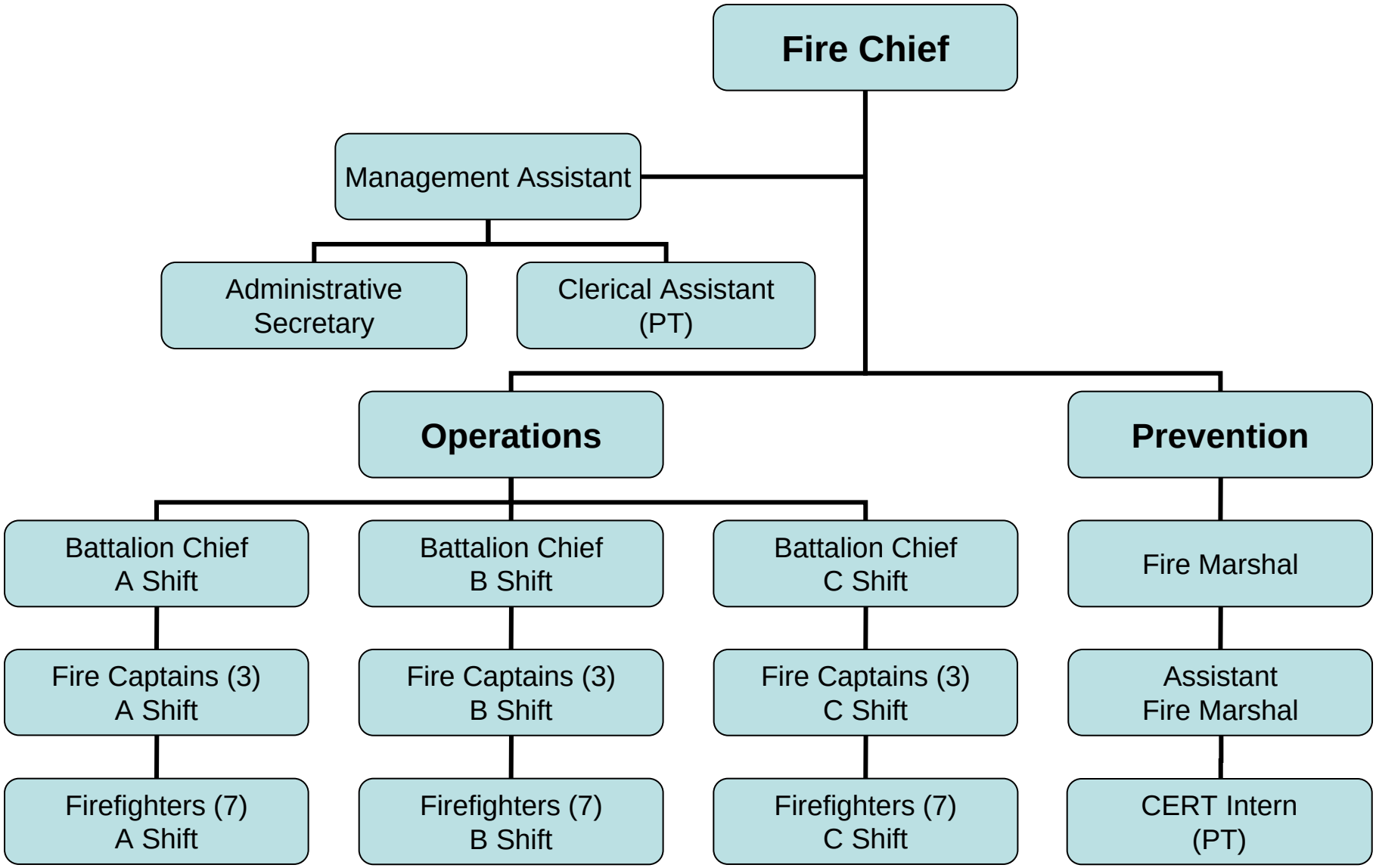
- None

Services and Supplies

- None

Fire Department

FY 09-10 Organizational Chart



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

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
ADMINISTRATION	$ 615,904	$ 615,904	$ 608,124
PREVENTION	482,368	482,368	478,128
TRAINING / OPERATIONS	6,786,145	6,786,145	6,919,104
TOTAL FOR FIRE	**$ 7,884,417**	**$ 7,884,417**	**$ 8,005,356**

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

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ 7,074,686	$ 7,074,686	$ 7,149,714
SERVICES AND SUPPLIES	143,142	143,142	143,142
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	7,217,828	7,217,828	7,292,856
INTERNAL SERVICES	666,589	666,589	712,500
Subtotal (Total Department Expenses before Reallocations)	7,884,417	7,884,417	8,005,356
REALLOCATIONS	-	-	-
TOTAL FOR FIRE	**$ 7,884,417**	**$ 7,884,417**	**$ 8,005,356**

DETAIL LINE ITEM REPORT

FIRE - ADMINISTRATION Account: 001-0710-422 GENERAL FUND

Employee Services		Approved 2008-2009	Requested 2009-2010
001-0710-422-4110	PERMANENT SALARIES	$336,713.00	$337,715.00
	Subtotal	**$336,713.00**	**$337,715.00**
001-0710-422-4111	CLERICAL ASSISTANT	$11,200.00	$11,200.00
	Subtotal	**$11,200.00**	**$11,200.00**
001-0710-422-4120	FRINGE	$151,152.00	$140,549.00
	Subtotal	**$151,152.00**	**$140,549.00**
	Employee Services Total	**$499,065.00**	**$489,464.00**

Internal Services		Approved 2008-2009	Requested 2009-2010
001-0710-422-4544	VEHICLE REPLACEMENT	$14,181.00	$14,525.00
	Subtotal	**$14,181.00**	**$14,525.00**
001-0710-422-4557	INFORMATION TECHNOLOGY SERVICES	$85,132.00	$80,870.00
	Subtotal	**$85,132.00**	**$80,870.00**
001-0710-422-4558	LONGEVITY RECOGNITION BENEFITS FUND	$2,126.00	$3,925.00
	Subtotal	**$2,126.00**	**$3,925.00**
	Internal Services Total	**$101,439.00**	**$99,320.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-0710-422-4240	OFFICE FURNITURE	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
001-0710-422-4241	PAPER/COPY SUPPLIES	$1,000.00	$2,000.00
	Subtotal	**$1,000.00**	**$2,000.00**

001-0710-422-4242	GENERAL POSTAGE		$500.00	$500.00
		Subtotal	**$500.00**	**$500.00**
001-0710-422-4243	GENERAL OFFICE SUPPLIES		$4,000.00	$4,740.00
		Subtotal	**$4,000.00**	**$4,740.00**
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	**$2,450.00**	**$2,450.00**
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	**$2,000.00**	**$2,000.00**
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	$600.00
		Subtotal	**$950.00**	**$1,150.00**
001-0710-422-4254	CONFERENCES AND MEETINGS		$1,250.00	$2,250.00
001-0710-422-4254	LEAGUE OF CALIFORNIA CITIES		$2,000.00	$2,500.00
001-0710-422-4254	MISCELLANEOUS		$750.00	$1,250.00
		Subtotal	**$4,000.00**	**$6,000.00**
		Services and Supplies Total	**$15,400.00**	**$19,340.00**
		ADMINISTRATION Total	**$615,904.00**	**$608,124.00**

FIRE - PREVENTION Account: 001-0720-422 GENERAL FUND

Employee Services	Approved 2008-2009	Requested 2009-2010

001-0720-422-4110	PERMANENT SALARIES	$286,511.00	$287,370.00
	Subtotal	**$286,511.00**	**$287,370.00**
001-0720-422-4111	COMMUNITY EMERGENCY PREPAREDNESS INTERN	$25,000.00	$25,000.00
	Subtotal	**$25,000.00**	**$25,000.00**
001-0720-422-4120	FRINGE	$151,573.00	$141,754.00
	Subtotal	**$151,573.00**	**$141,754.00**
	Employee Services Total	**$463,084.00**	**$454,124.00**

Internal Services		Approved 2008-2009	Requested 2009-2010
001-0720-422-4544	VEHICLE REPLACEMENT	$10,205.00	$12,132.00
	Subtotal	**$10,205.00**	**$12,132.00**
001-0720-422-4558	LONGEVITY RECOGNITION BENEFITS FUND	$2,814.00	$5,107.00
	Subtotal	**$2,814.00**	**$5,107.00**
	Internal Services Total	**$13,019.00**	**$17,239.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
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	$1,500.00	$1,750.00
	Subtotal	**$3,020.00**	**$3,270.00**
001-0720-422-4243	FIRE INSPECTION FORMS	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
001-0720-422-4253	CCAI MEMBERSHIP	$150.00	$150.00
001-0720-422-4253	IFCI	$75.00	$0.00
001-0720-422-4253	NATIONAL FIRE CODE UPDATES	$405.00	$845.00
001-0720-422-4253	NFPA	$115.00	$0.00
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	**$1,245.00**	**$1,495.00**
001-0720-422-4254	FP MEETINGS	$1,500.00	$1,500.00
	Subtotal	**$1,500.00**	**$1,500.00**
	Services and Supplies Total	**$6,265.00**	**$6,765.00**
	PREVENTION Total	**$482,368.00**	**$478,128.00**

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

Employee Services		Approved 2008-2009	Requested 2009-2010
001-0730-422-4110	PERMANENT SALARIES	$3,501,755.00	$3,601,332.00
	Subtotal	**$3,501,755.00**	**$3,601,332.00**
001-0730-422-4112	GENERAL OVERTIME	$250,900.00	$292,860.00
	Subtotal	**$250,900.00**	**$292,860.00**
001-0730-422-4116	FLSA	$52,572.00	$54,431.00
001-0730-422-4116	TRAINING OVERTIME	$45,000.00	$45,000.00
	Subtotal	**$97,572.00**	**$99,431.00**
001-0730-422-4117	HOLIDAY PAY	$158,215.00	$163,150.00
	Subtotal	**$158,215.00**	**$163,150.00**
001-0730-422-4120	FRINGE BENEFITS	$2,104,095.00	$2,049,353.00
	Subtotal	**$2,104,095.00**	**$2,049,353.00**
	Employee Services Total	**$6,112,537.00**	**$6,206,126.00**

Internal Services		Approved 2008-2009	Requested 2009-2010

001-0730-422-4544	VEHICLE REPLACEMENT (APPARATUS & ONE STAFF CAR)	$237,622.00	$251,692.00
	Subtotal	**$237,622.00**	**$251,692.00**
001-0730-422-4556	EQUIPMENT REPLACEMENT	$74,284.00	$81,201.00
	Subtotal	**$74,284.00**	**$81,201.00**
001-0730-422-4558	LONGEVITY RECOGNITION BENEFITS FUND	$29,803.00	$45,989.00
	Subtotal	**$29,803.00**	**$45,989.00**
001-0730-422-4569	BUILDING MAINTENANCE	$210,422.00	$217,059.00
	Subtotal	**$210,422.00**	**$217,059.00**
	Internal Services Total	**$552,131.00**	**$595,941.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
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	$1,500.00
001-0730-422-4240	HOSE	$1,200.00	$1,700.00
001-0730-422-4240	KITCHEN SUPPLIES	$500.00	$500.00
001-0730-422-4240	MATTRESSES & DAYROOM CHAIRS	$1,000.00	$1,500.00
001-0730-422-4240	NERT SUPPLIES	$1,000.00	$1,500.00
001-0730-422-4240	SAFETY UNIFORMS	$7,820.00	$7,820.00
001-0730-422-4240	SAFETY UNIFORMS	$20,340.00	$10,000.00
001-0730-422-4240	WILDLAND EQUIPMENT	$1,800.00	$1,800.00
	Subtotal	**$39,660.00**	**$31,320.00**
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	$1,700.00
	Subtotal	**$2,500.00**	**$3,500.00**
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	$4,000.00
		Subtotal	**$6,765.00**	**$9,265.00**
001-0730-422-4246	AIR CASCADE SYSTEM		$1,500.00	$1,500.00
001-0730-422-4246	AIR TESTING		$400.00	$400.00
001-0730-422-4246	BOAT MOTOR		$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	$1,500.00
001-0730-422-4246	EXTINGUISHERS		$450.00	$450.00
001-0730-422-4246	GAS MONITORING EQUIP. MAINT.		$620.00	$800.00
001-0730-422-4246	HAND TOOLS		$350.00	$350.00
001-0730-422-4246	LADDER TESTING		$1,000.00	$1,600.00
001-0730-422-4246	LADDERS		$300.00	$200.00
001-0730-422-4246	LIGHT EQUIPMENT		$100.00	$100.00
001-0730-422-4246	LINEN SERVICE		$1,800.00	$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	$700.00
001-0730-422-4246	SCBA EQUIP CALIBRATION		$1,150.00	$1,150.00
001-0730-422-4246	THERMAL IMAGING CAMERA MAINT.		$1,000.00	$500.00
001-0730-422-4246	TRAINING PROP		$100.00	$100.00

001-0730-422-4246	TURNOUT CLEANING & MAINT	$500.00	$1,000.00
001-0730-422-4246	VEHICLE MAINTENANCE	$2,000.00	$2,000.00
	Subtotal	**$23,920.00**	**$22,800.00**
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	$11,852.00	$11,852.00
001-0730-422-4251	JPA TEA CONTRACT	$3,400.00	$3,800.00
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	**$36,882.00**	**$37,282.00**
001-0730-422-4253	DEPARTMENT LIBRARY	$100.00	$100.00
001-0730-422-4253	SMCTO	$150.00	$270.00
	Subtotal	**$250.00**	**$370.00**
001-0730-422-4254	MUTUAL AID WILDLAND	$500.00	$1,500.00
	Subtotal	**$500.00**	**$1,500.00**
001-0730-422-4255	OPERATIONAL TRAINING	$11,000.00	$11,000.00
	Subtotal	**$11,000.00**	**$11,000.00**
	Services and Supplies Total	**$121,477.00**	**$117,037.00**
	TRAINING/OPERATIONS Total	**$6,786,145.00**	**$6,919,104.00**

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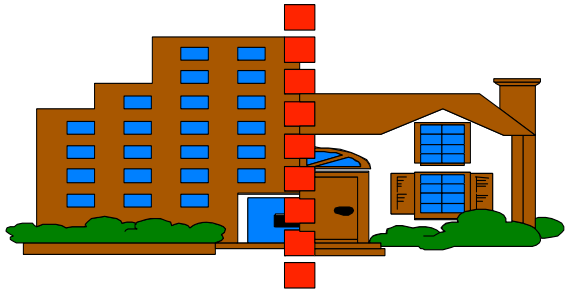
COMMUNITY DEVELOPMENT DEPARTMENT



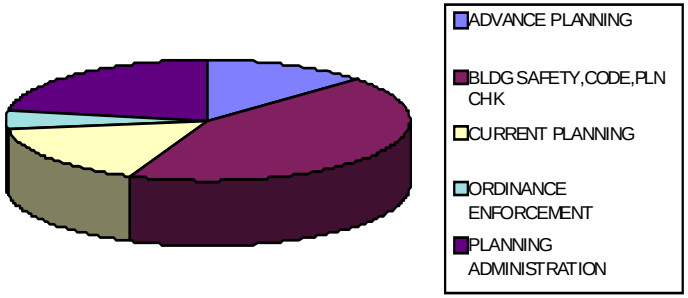
MISSION STATEMENT

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

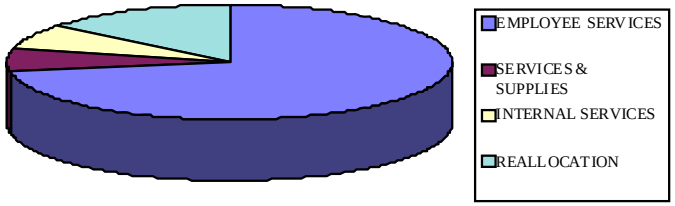
Total Department Budget: *$1,599,491*

Expenditure by Division



(CDA not shown in chart due to reallocation.)

Expenditure by Type



DEPARTMENT PERSONNEL SUMMARY

Position	07-08	08-09	09-10	10-11	11-12	12-13	13-14
Full-Time Employees							
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
MANAGEMENT ASSISTANT	1.0	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
Total Full-Time Employees	**12.0**	**12.0**	**12.0**	**12.0**	**12.0**	**12.0**	**12.0**
Part-Time Employees							
PLANNING INTERN	0.0	0.0	0.3	0.0	0.0	0.0	0.0
Total Part-Time Employees	**0.0**	**0.0**	**0.3**	**0.0**	**0.0**	**0.0**	**0.0**
TOTAL EMPLOYEES	12.0	12.0	12.3	12.0	12.0	12.0	12.0

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 International Building Code, the Foster City Municipal Code and all other applicable codes and regulations.

CURRENT ACCOMPLISHMENTS

The Department has accomplished many significant objectives during FY 08-09 including the following major items:

- **Code and Policy Amendments** – Several amendments to the Municipal Code or policies were prepared:

  - A new amendment to the Municipal Code was prepared at the Planning Commission's suggestion to allow staff to review solariums instead of the Planning Commission.

- **Development Plan Processing** – Review of several significant development projects occurred in FY 2008-09, some of which will continue into FY 09-10:

  - Pilgrim/Triton Master Plan for a mixed use development on ±20 acres, including the preparation and certification of an environmental impact report and review of General Plan Amendment and Rezoning were approved in 2008; The Specific Development Plan/Use Permit for 300 units in Phase I is under review in FY 08-09 and will continue into FY 09-10.
  - 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 increase the allowed square footage of the 17-building Gilead campus on ±40 acres from 629,154 sq. ft. to 1,200,480 sq. ft. in 17 buildings.
- Chess Drive Offices proposal for removal of 180,000 sq. ft. of office/warehouse buildings and construction of 800,000 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.
- The Admiralty renovation project.
- The Cultural Arts Center at the North Peninsula Jewish Campus.

- **Staff Training** – A new Senior Planner was recruited, hired and trained.

- **Planning Permit Processing** – During calendar year 2008, the Planning/Code Enforcement Division processed 338 permits, including the major categories of 161 Architectural Review permits, 13 Use Permits and 53 Sign Review permits compared to 408 permits, including the major categories of 184 Architectural Review permits, 6 Use Permits and 61 Sign Review Permits in 2007.

- **Building Permit Processing** - In calendar year 2008, the Building Inspection Division issued 2,051 permits and conducted 13,443 inspections, compared to 2,382 permits 14,281 inspections in 2007.

- **Code Enforcement** – During calendar year 2008, a total of 181 code enforcement cases were handled, including the major categories of 111 property maintenance cases, 20 sign cases, 10 boats on private properties and 9 building without permits, compared to 2007 totals of 206 code enforcement cases, including the major categories of 100 property maintenance cases, 28 sign cases, 20 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 with all but one expired by the end of 2008. A duplex was purchased and is being renovated as part of the Existing Units Purchase program for lease to very low- or low-income families. Staff continued 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 participated in the Ad Hoc Transportation Committee appointed by the City Council. Management of transportation programs, including shuttles, was transitioned to the City Manager's Office.

PROPOSED SERVICE LEVELS

The Community Development Department will continue to provide the required planning and building services with the same staffing for FY 2009-10 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

- Complete the review of the development applications for the Mirabella/Parkview Plaza proposal, as soon as the developer secures financing and proceeds with the applications.
- Review the first Specific Development Plan/Use Permit for Gilead Sciences Master Plan and/or a new proposal by Gilead for development of land recently purchased from EFI.
- Complete 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 Phase II within the Pilgrim/Triton development.
- Review and process Specific Development Plan/Use Permit application for the redevelopment of the Charter Square Shopping Center.
- Complete the review of 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 assessments associated with these revisions.
- Complete the revision of the Housing Element.
- 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

- Review and inspect tenant improvements to complete the occupancy of Parkside Towers.
- Review plans for the Pilgrim-Triton development.
- Provide inspection services for all other construction projects.
- Adopt and enforce all State and locally adopted codes regulating the construction, alteration and use of buildings.
- Enforcement of State energy regulations
- Enforcement of the Federal Americans with Disabilities Act.
- 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

- A new summer Planning Intern position is proposed to assist with current projects and the update of the General Plan. The three-month position would help with current and advance planning work. The cost for the 13-week position is $10,400. The position will be funded with salary savings carried over from FY 2008-09; therefore, there is no additional cost in FY 2009-10.

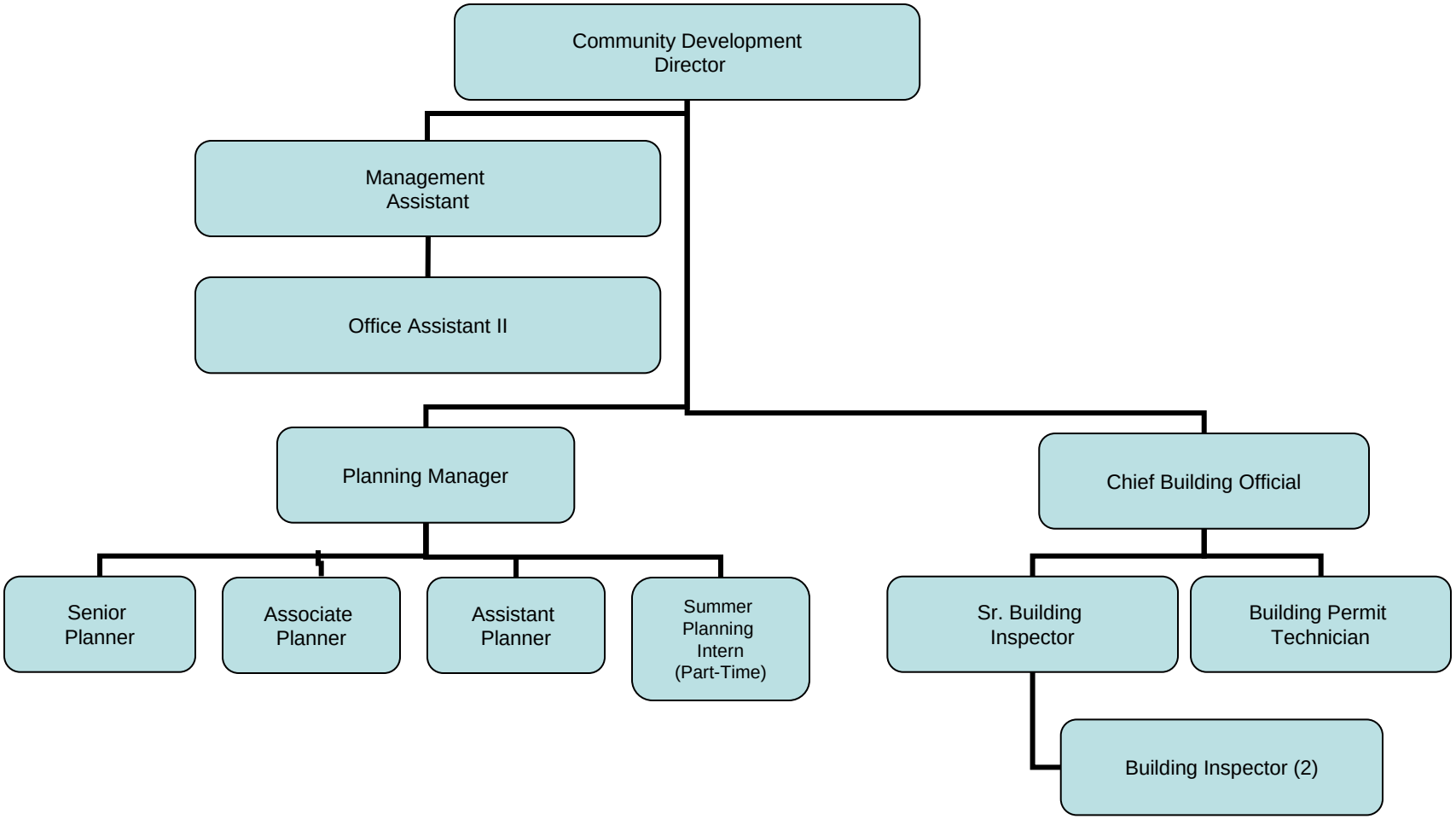
Services and Supplies

- Consultant services are proposed (as they were in 2006-07, 2007-08 and 2008-09) to assist with the preparation of 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.

Capital Outlay

- None.

Community Development Department



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

	2008-2009		2009-2010
	APPROVED	REVISED	REQUESTED
ADVANCE PLANNING	$ 221,598	$ 221,598	$ 211,388
BUILDING SAFETY, CODE, PLAN CHECK	664,242	664,242	689,860
CURRENT PLANNING	204,240	204,240	259,430
ORDINANCE ENFORCEMENT	80,008	80,008	83,336
PLANNING ADMINISTRATION	464,695	464,695	355,477
TOTAL FOR COMMUNITY DEVELOPMENT	**$ 1,634,783**	**$ 1,634,783**	**$ 1,599,491**

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

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ 1,545,400	$ 1,545,400	$ 1,608,100
SERVICES AND SUPPLIES	242,234	242,234	142,234
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	1,787,634	1,787,634	1,750,334
INTERNAL SERVICES	158,299	158,299	162,689
Subtotal (Total Department Expenses before Reallocations)	1,945,933	1,945,933	1,913,023
REALLOCATIONS	(311,150)	(311,150)	(313,532)
TOTAL FOR COMMUNITY DEVELOPMENT	**$ 1,634,783**	**$ 1,634,783**	**$ 1,599,491**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2008-2009	Requested 2009-2010
001-0810-419-4110	PERMANENT SALARIES	$246,600.00	$250,500.00
	Subtotal	**$246,600.00**	**$250,500.00**
001-0810-419-4120	FRINGE BENEFITS	$77,700.00	$79,300.00
	Subtotal	**$77,700.00**	**$79,300.00**
	Employee Services Total	**$324,300.00**	**$329,800.00**

Internal Services		Approved 2008-2009	Requested 2009-2010
001-0810-419-4544	VEHICLE REPLACEMENT	$33,428.00	$34,172.00
	Subtotal	**$33,428.00**	**$34,172.00**
001-0810-419-4557	INFORMATION TECHNOLOGY SERVICES	$52,207.00	$35,044.00
	Subtotal	**$52,207.00**	**$35,044.00**
001-0810-419-4558	LONGEVITY RECOGNITION BENEFITS FUND	$681.00	$2,481.00
	Subtotal	**$681.00**	**$2,481.00**
001-0810-419-4569	BUILDING MAINTENANCE	$11,621.00	$11,988.00
	Subtotal	**$11,621.00**	**$11,988.00**
	Internal Services Total	**$97,937.00**	**$83,685.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-0810-419-4241	COPY EXPENSE	$8,650.00	$8,650.00
	Subtotal	**$8,650.00**	**$8,650.00**
001-0810-419-4242	POSTAGE EXPENSE	$11,000.00	$11,000.00
	Subtotal	**$11,000.00**	**$11,000.00**

001-0810-419-4243	GENERAL OFFICE SUPPLIES	$9,000.00	$9,000.00
	Subtotal	**$9,000.00**	**$9,000.00**
001-0810-419-4246	MAINTENANCE-ONE TRANSCRIBER	$80.00	$80.00
001-0810-419-4246	MAINTENANCE-THREE TYPEWRITERS	$216.00	$216.00
	Subtotal	**$296.00**	**$296.00**
001-0810-419-4249	ADVERTISING	$20,000.00	$20,000.00
	Subtotal	**$20,000.00**	**$20,000.00**
001-0810-419-4251	CONSULTING ATTORNEY SERVICES	$100,000.00	$0.00
	Subtotal	**$100,000.00**	**$0.00**
001-0810-419-4253	AMERICAN PLANNING ASSOC. (2 MEMBERSHIPS)	$1,000.00	$1,000.00
001-0810-419-4253	SUBSCRIPTIONS/MAGAZINES	$200.00	$200.00
	Subtotal	**$1,200.00**	**$1,200.00**
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	**$5,500.00**	**$5,500.00**
	Services and Supplies Total	**$155,646.00**	**$55,646.00**

Reallocation		Approved 2008-2009	Requested 2009-2010
001-0810-463-4495	ALLOCATION OF CDA EXPENSES 311	($32,999.00)	($33,135.00)
001-0810-463-4495	ALLOCATION OF CDA EXPENSES 312	($32,999.00)	($33,135.00)
001-0810-463-4495	ALLOCATION OF CDA EXPENSES 317	($4,719.00)	($4,738.00)
001-0810-463-4495	ALLOCATION OF CDA EXPENSES 318	($18,876.00)	($18,954.00)
001-0810-463-4495	ALLOCATION OF CDA EXPENSES 319	($4,719.00)	($4,738.00)
001-0810-463-4495	ALLOCATION OF CDA EXPENSES 320	($18,876.00)	($18,954.00)
	Subtotal	**($113,188.00)**	**($113,654.00)**
	Reallocation Total	**($113,188.00)**	**($113,654.00)**

PLANNING ADMINISTRATION Total	**$464,695.00**	**$355,477.00**

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

Employee Services		Approved 2008-2009	Requested 2009-2010
001-0811-419-4110	PERMANENT SALARIES	$159,900.00	$152,400.00
	Subtotal	**$159,900.00**	**$152,400.00**
001-0811-419-4120	FRINGE BENEFITS	$50,400.00	$48,200.00
	Subtotal	**$50,400.00**	**$48,200.00**
	Employee Services Total	**$210,300.00**	**$200,600.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-0811-419-4241	COPY EXPENSE-PRINTING OF GP ELEMENTS	$5,000.00	$5,000.00
	Subtotal	**$5,000.00**	**$5,000.00**
001-0811-419-4251	GENERAL PLAN EIR	$50,000.00	$50,000.00
	Subtotal	**$50,000.00**	**$50,000.00**
	Services and Supplies Total	**$55,000.00**	**$55,000.00**

Reallocation		Approved 2008-2009	Requested 2009-2010
001-0811-419-4495	ALLOCATION OF CDA EXPENSES 311	($15,983.00)	($16,214.00)
001-0811-419-4495	ALLOCATION OF CDA EXPENSES 312	($15,983.00)	($16,214.00)
001-0811-419-4495	ALLOCATION OF CDA EXPENSES 317	($1,174.00)	($1,178.00)
001-0811-419-4495	ALLOCATION OF CDA EXPENSES 318	($4,694.00)	($4,714.00)
001-0811-419-4495	ALLOCATION OF CDA EXPENSES 319	($1,174.00)	($1,178.00)
001-0811-419-4495	ALLOCATION OF CDA EXPENSES 320	($4,694.00)	($4,714.00)
	Subtotal	**($43,702.00)**	**($44,212.00)**

Reallocation Total	**($43,702.00)**	**($44,212.00)**
ADVANCE PLANNING Total	**$221,598.00**	**$211,388.00**

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

Employee Services		Approved 2008-2009	Requested 2009-2010
001-0812-419-4110	PERMANENT SALARIES	$204,700.00	$246,900.00
	Subtotal	**$204,700.00**	**$246,900.00**
001-0812-419-4120	FRINGE BENEFITS	$64,500.00	$78,200.00
	Subtotal	**$64,500.00**	**$78,200.00**
	Employee Services Total	**$269,200.00**	**$325,100.00**

Reallocation		Approved 2008-2009	Requested 2009-2010
001-0812-419-4495	ALLOCATION OF CDA EXPENSES 311	($22,413.00)	($22,726.00)
001-0812-419-4495	ALLOCATION OF CDA EXPENSES 312	($22,413.00)	($22,726.00)
001-0812-419-4495	ALLOCATION OF CDA EXPENSES 317	($2,013.00)	($2,022.00)
001-0812-419-4495	ALLOCATION OF CDA EXPENSES 318	($8,054.00)	($8,087.00)
001-0812-419-4495	ALLOCATION OF CDA EXPENSES 319	($2,013.00)	($2,022.00)
001-0812-419-4495	ALLOCATION OF CDA EXPENSES 320	($8,054.00)	($8,087.00)
	Subtotal	**($64,960.00)**	**($65,670.00)**
	Reallocation Total	**($64,960.00)**	**($65,670.00)**
	CURRENT PLANNING Total	**$204,240.00**	**$259,430.00**

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

Employee Services		Approved 2008-2009	Requested 2009-2010
001-0813-419-4110	PERMANENT SALARIES	$68,400.00	$71,200.00
	Subtotal	**$68,400.00**	**$71,200.00**
001-0813-419-4120	FRINGE BENEFITS	$21,600.00	$22,500.00
	Subtotal	**$21,600.00**	**$22,500.00**
	Employee Services Total	**$90,000.00**	**$93,700.00**

Reallocation		Approved 2008-2009	Requested 2009-2010
001-0813-419-4495	ALLOCATION OF CDA EXPENSES 311	($3,865.00)	($4,046.00)
001-0813-419-4495	ALLOCATION OF CDA EXPENSES 312	($3,865.00)	($4,046.00)
001-0813-419-4495	ALLOCATION OF CDA EXPENSES 317	($226.00)	($227.00)
001-0813-419-4495	ALLOCATION OF CDA EXPENSES 318	($905.00)	($909.00)
001-0813-419-4495	ALLOCATION OF CDA EXPENSES 319	($226.00)	($227.00)
001-0813-419-4495	ALLOCATION OF CDA EXPENSES 320	($905.00)	($909.00)
	Subtotal	**($9,992.00)**	**($10,364.00)**
	Reallocation Total	**($9,992.00)**	**($10,364.00)**
	ORDINANCE ENFORCEMENT Total	**$80,008.00**	**$83,336.00**

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

Employee Services		Approved 2008-2009	Requested 2009-2010
001-0820-424-4110	PERMANENT SALARIES	$490,000.00	$495,000.00

	Subtotal	**$490,000.00**	**$495,000.00**
001-0820-424-4120	FRINGE BENEFIT -- BLDG INSP. CERT PAY	$7,200.00	$7,200.00
001-0820-424-4120	FRINGE BENEFITS	$154,400.00	$156,700.00
	Subtotal	**$161,600.00**	**$163,900.00**
	Employee Services Total	**$651,600.00**	**$658,900.00**

Internal Services		Approved 2008-2009	Requested 2009-2010
001-0820-424-4544	VEHICLE REPLACEMENT	$30,276.00	$30,908.00
	Subtotal	**$30,276.00**	**$30,908.00**
001-0820-424-4556	EQUIPMENT REPLACEMENT	$1,063.00	$1,063.00
	Subtotal	**$1,063.00**	**$1,063.00**
001-0820-424-4557	INFORMATION TECHNOLOGY SERVICES	$17,402.00	$35,045.00
	Subtotal	**$17,402.00**	**$35,045.00**
001-0820-424-4569	BUILDING MAINTENANCE	$11,621.00	$11,988.00
	Subtotal	**$11,621.00**	**$11,988.00**
	Internal Services Total	**$60,362.00**	**$79,004.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-0820-424-4241	COPY EXPENSE	$100.00	$100.00
	Subtotal	**$100.00**	**$100.00**
001-0820-424-4242	POSTAGE EXPENSE	$250.00	$250.00
	Subtotal	**$250.00**	**$250.00**
001-0820-424-4243*	GENERAL OFFICE SUPPLIES	$3,700.00	$3,700.00
	Subtotal	**$3,700.00**	**$3,700.00**
001-0820-424-4246	MAINTENANCE-MICROFICHE READER/PRINTER	$1,758.00	$1,758.00
	Subtotal	**$1,758.00**	**$1,758.00**
001-0820-424-4251	IMAGING - DOCUMENTS AND PLANS	$14,000.00	$14,000.00
	Subtotal	**$14,000.00**	**$14,000.00**

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	**$3,870.00**	**$3,870.00**
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	**$4,910.00**	**$4,910.00**
001-0820-424-4255	TRAINING FOR INSPECTORS	$3,000.00	$3,000.00
	Subtotal	**$3,000.00**	**$3,000.00**
	Services and Supplies Total	**$31,588.00**	**$31,588.00**

Reallocation		Approved 2008-2009	Requested 2009-2010
001-0820-424-4495	ALLOCATION OF CDA EXPENSES 311	($39,654.00)	($39,816.00)
001-0820-424-4495	ALLOCATION OF CDA EXPENSES 312	($39,654.00)	($39,816.00)
	Subtotal	**($79,308.00)**	**($79,632.00)**
	Reallocation Total	**($79,308.00)**	**($79,632.00)**
	BLDG SAFETY,CODE,PLN CHK Total	**$664,242.00**	**$689,860.00**

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PUBLIC WORKS DEPARTMENT

MISSION STATEMENT

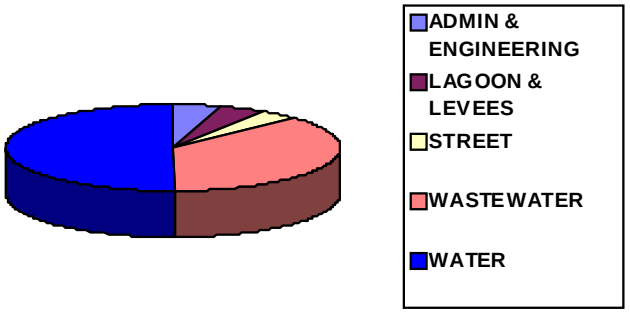
The Department of Public Works manages infrastructure construction, operations and maintenance programs for streets (including traffic signal system, street lighting and street sweeping), drainage, lagoon and levees, water and sewer. The emphasis continues to be on public safety, employee safety and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

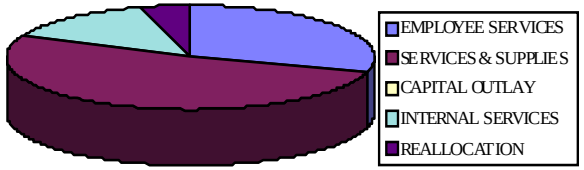
PROPOSED BUDGET EXPENDITURE DISTRIBUTION

Total Department Budget*: $16,310,923 ($2,074,579 General Fund; $8,192,819 Water Fund; $6,043,525 Wastewater Fund)*

Expenditure by Division



Expenditure by Type



DEPARTMENT PERSONNEL SUMMARY

Position	07-08	08-09	09-10	10-11	11-12	12-13	13-14
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	4	4	4	4	4	4	4
SENIOR ENG. TECH./ENG. TECH.	1	1	1	1	1	1	1
MANAGEMENT ASSISTANT	1	1	1	1	1	1	1
ADMINISTRATIVE SECRETARY	1	1	1	1	1	1	1
OFFICE ASSISTANT I/II	2	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	17	17	17	17	16	16
TOTAL EMPLOYEES	38	39	39	39	39	38	38

* 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 2,100 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 40 special requests / projects from other departments and divisions within the City.
- Re-striped 4 miles of streets
- Painted 7,000 linear feet of curb for parking restrictions.
- Installed 205 thermo-plastic traffic legends.
- Repaired 350 linear feet of curb and gutter and 1,500 square feet of roadway damaged by roots.
- Temporary 'Make Safe' repairs to 80 sidewalk locations.
- Painted 20,000 square feet of City structures to cover graffiti.
- Poured 55 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 12 storm drain frames and covers along with adjoining sidewalks.
- Placed 100 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.
- Contracted with a new street sweeping vendor resulting in the savings of $10,000.
- Setup and take down traffic control for Fourth of July celebration.
- Replaced 25 street signs.
- Surveyed 200 locations for sidewalk defects.
- Worked with Engineering to survey elevations for CIP 760 – Water Main Condition Survey and Improvements Project.
- Coordinated specifications with Vehicle Maintenance to purchase a replacement backhoe.

Lagoon and Levee:

- Maintenance of Lagoon Pump Station trash racks.

- Provided 200 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 in the vicinity of Baffin Court.
- Inspected the lagoon twice a week during the summer months checking for algae and widgeon grass.
- Continued quarterly inspections of the levee.
- Updated Levee Inspection Plan.
- Updated Lagoon Management Plan.
- Took 164 water samples at designated locations to comply with the NPDES Permit.
- Retrieved 10 abandoned boats from the lagoon.
- Continued to participate in the annual San Mateo County Fair public outreach for the NPDES Program.
- Tested the ability to increase drainage of the lagoon by manually opening the intake flap gates at low tide.
- Calibrated lagoon elevations.

Water Distribution:

- Continued implementation of a water meter change out program. Over 2,000 radio read water meters have been installed to-date. The majority of the Parks Department meters were replaced in FY 2008-2009.
- Integrated Meter Reader duties into everyday operations within water crew on a rotational basis.
- Coordinated software upgrades with Information Technology Division and Financial Services Division 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.
- Continued bench testing the water meters replaced during the meter change out program to determine the accuracy of the old meters.
- Supported Engineering with CIP 760 – Water Main Condition Survey and Improvements Phase 2.
- Maintain rigorous water distribution testing program to verify system parameters of the water supplied to customers within the distribution system. Almost 2,500 individual tests are taken to satisfy regulatory requirements and to ensure that our customers continue to receive the highest possible quality of water.

Collection System:

- Performed preventative maintenance on the District's 49 wastewater lift stations and experienced 15% less call outs on a year over year comparison
- Collaborated with the City of San Mateo in conducting the Fat, Oils, and Grease (FOG) inspection program to the District's food and industrial waste pretreatment establishments
- Conducted a Collection System Program - Strategic Planning Session to develop specific goals and objectives for 2009
- 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 a bi-weekly schedule, to monthly and bi-annual schedules while maintaining the same effectiveness of the program.

- Supported the (CIP 757) Sewer System Rehabilitation project. Several manholes were inspected to address the Manhole Rehabilitation portion of the project. The Manhole Rehabilitation is one of seven areas that require rehabilitation.
- 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.
- Using in-house staff, retrofitted the pumps and major piping modifications to Lift Station No. 9 at Shell Blvd. and Hillsdale Blvd with new 60 horsepower pumps, motors, and valves before any significant failures occurred.
- Using in-house staff, retrofitted the pumps and major piping modifications to Lift Station No. 37 at Balboa St. and Coronado Lane with new pumps, motors, and valves, after chronic failures occurred.
- Completed 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.
- Continued District specific technical training from vendors (ITT Flygt, Gorman Rupp, By-Pass Pumping, Etc…) at no cost to the District.
- Completed the research for the new CCTV camera equipment in order to retrofit the existing CCTV Unit.

General:

- Provided public tours of the District facilities to two local classroom 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.

<u>Administration & Engineering Division Accomplishments</u>

- Processed 81 encroachment permits, 12 transportation permits.
- Continued performing encroachment permit oversight and field inspection services during the construction of infrastructures for the Citywide AT&T Project Lightspeed Phase 2.
- Continued to provide engineering support services for the development of the 15-Acre site (Policy Calendar Item 1. <u>Civic Center Master Plan</u>).

- 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 selection of the Traffic Consulting firm for performance of a City-wide Traffic Impact Study and review input of the initial Report (Policy Calendar Item 3. Municipal Code Amendments / General Plan Amendments / Ordinance Update)
- Provided engineering review and input for the Pilgrim/Triton EIR document, the Gilead Master Plan EIR, the Mirabella Parkview Plaza EIR and review of the Chess/Hatch Redevelopment Project. Also, prepared and received EMID Board approval of a Water Supply Assessment for all four projects. (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 uninterruptible water source (Policy Calendar Item 6. Environmental Related 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 and a Water Supply Assurance prior to the August 24, 2011 contract termination. The proposed Water Supply Assurance of 5.9 MGD has been tentatively approved by the BAWSCA agencies.
- Worked with BAWSCA through the Technical Advisory Committee to address regional issues such as the implementation of a Voluntary Water Conservation Rationing 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.
- 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 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.
- As a member of the South Bayside Waste Management Authority, continued participating in the contractor selection process. On October 6, 2008 approved the selection of Norcal Waste Systems as the future contractor for the collection and transport of solid waste, plant materials, and recyclables beginning January 1, 2011.
- As a member of the South Bayside Waste Management Authority, participated in the development of the Master Plan Improvements to the existing transfer station and materials recovery facility to retrofit the existing facilities to increase processing capacity and enable the processing of single stream recyclable materials.

- Submitted the 2007 Annual report to the state for its review (March 20, 2009) using a newly adopted diversion measurement methodology per SB1016 (the Solid Waste Disposal Measurement Act). For the reporting years from 2007 on, compliance with the diversion goals established by the Act will be determined by comparing each jurisdiction's "per capita disposal rate" with the jurisdiction's "50% equivalent" per capita disposal rate. The City's targeted disposal rate is 3.7 lbs/person/day. For 2007, the City reported a disposal rate of 3.9 lbs/person/day. The City's per capita disposal target is among the lowest in the State at 3.7 lbs/person/day, and well below the 2007 average statewide per capita disposal rate of 5.8 lbs/person/day.

- Completed a solid waste disposal rate review that resulted in maintaining solid waste rates for all customers at current levels for the year 2009.

- Continued recycling awareness within the City by promoting weekend compost giveaways, promoting weekend e-waste collection events, and providing a permanent drop-off location for cell phone and battery collection at City Hall.

- Continue to support the Building Department to enforce the construction and demolition-recycling ordinance to capture and recycle construction debris from qualifying projects (program started May 8, 2006).

- Received $8,000 of grant funds through the Department of Conservation (DOC). Used DOC funds to support programs that promote the recycling of bottles and cans.

- Coordinated the purchase of recycling containers with the Parks Department for 2 dugouts and 8 tennis courts in 2 City parks which were reimbursed with grant funds from the Department of Conservation.

- Continue 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.

- Received $13,000 of grant funds to update the Pavement Management Program (PMP).

- The City wide overall Pavement Condition Index (PCI) was 83, which characterizes a pavement that shows only slight distress and requires mostly preventive maintenance.

- The City's PCI of 83 ranked 3rd in the 9 County Bay Area out of 109 Cities and first in San Mateo County.

- Participated in regional discussions aimed at enhancing funding for road maintenance.

- Installed traffic control cameras at seven (7) major intersections of which five (5) were reimbursed $125,000 with grant funds from AB 1546 fees.

- Completed and City Council adoption of the Regional Traffic Signal Timing Program Report funded by the Metropolitan Transportation Commission.
- Collaborated with the Administrative Services Department to study tiered residential water rates and flow based sewer rates.
- Assisted Administrative Services Department in preparation and adoption of the Water and Sewer Rate Study for Fiscal Year 2009-2010.
- 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.
- Participated in the two newly formed ad hoc committees for Transportation Committee and the Environmental Sustainability Task Force.
- 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.

PROPOSED SERVICE LEVEL CHANGES

Operations & Maintenance Division

- 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 3nd phase of the water meter change out program
- Continued corrosion control program by testing sacrificial anodes and impress current system
- Conduct inventory of all cross connection control devices
- Continue to participate in the Bay Area Clean Water Agencies (BACWA) monthly meeting to gain insight, stay apprised, and contribute to changing regulations. BACWA's 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 2010 Collection System goals and objectives.

- Develop a PW Maintenance Employee Technical Training Manual.
- Support the Standby Generator Replacement Project to change out six field generators and two portable generators.
- Continue to systematically replace pump starter contacts as a preventative means to avoid lift station failures. Using in-house staff.
- Retrofit Lift Station No. 22 at Shell Blvd and Catamaran St. with new more reliable Flygt Pumps. The pumps have reached their useful life and are showing significant signs of wear.

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 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

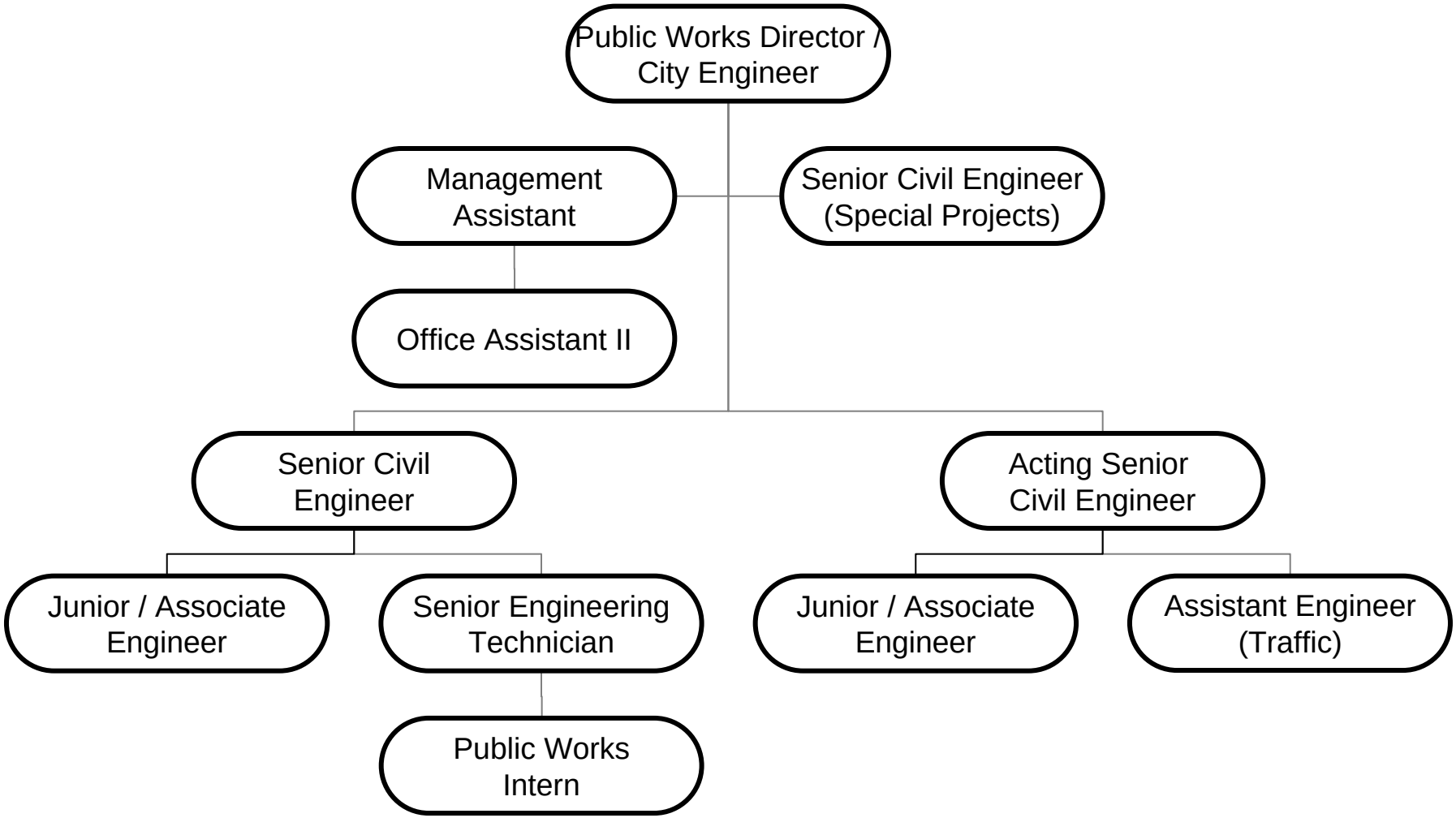
weekly meetings, staff reports, consultant and contractor payments and project filing.

In addition, the Department currently handles all of the development review and plan check in-house. With the staffing re-organization in 2005, 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.

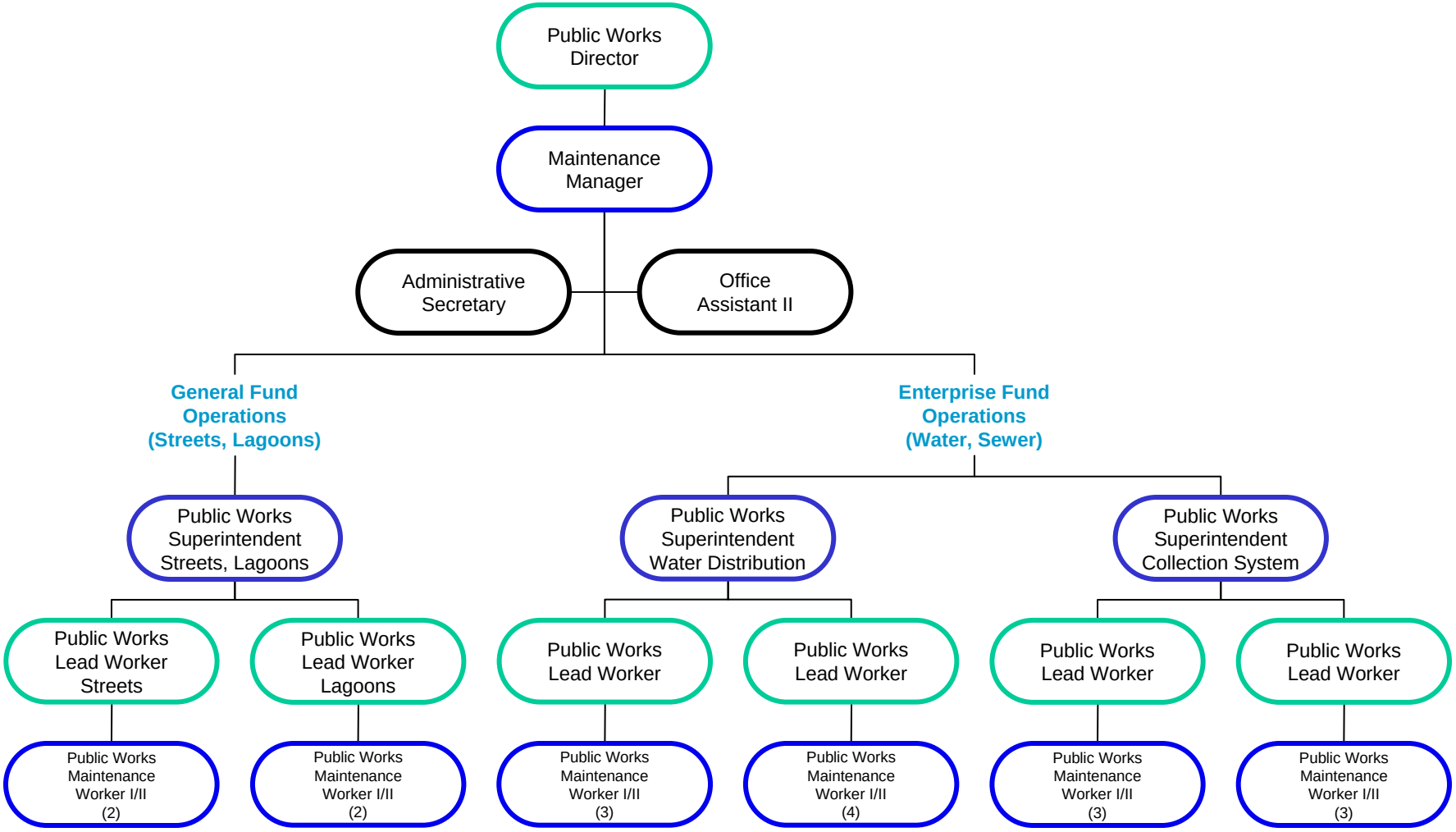
The Collection System Division's addition of a part-time Maintenance Worker during the summer months was very successful. The summer temporary worker helped the Collection System program obtain its goals and objectives from July through September when Vacation, Compensation Time and Discretionary Leaves are used most often by permanent employees.

Continuation of 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. Last year this proved to be of great value as the Division was able to maintain an aggressive preventative maintenance program that enabled the Division to receive less failures at the lift stations.

Public Works Department
Engineering Division



Public Works Department
Maintenance Division



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

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
ADMINISTRATION & ENGINEERING	$ 760,797	$ 760,797	$ 764,507
LAGOON & LEVEES	733,089	733,089	730,471
STREETS	474,876	474,876	579,601
TOTAL FOR PUBLIC WORKS -- General Fund Divisons	**$ 1,968,762**	**$ 1,968,762**	**$ 2,074,579**

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

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ 1,646,200	$ 1,646,200	$ 1,648,600
SERVICES AND SUPPLIES	751,250	751,250	799,150
CAPITAL OUTLAY	5,000	5,000	5,000
Subtotal (Total Department-Controlled Expenses)	2,402,450	2,402,450	2,452,750
INTERNAL SERVICES	444,124	444,124	404,733
Subtotal (Total Department Expenses before Reallocations)	2,846,574	2,846,574	2,857,483
REALLOCATIONS	(877,812)	(877,812)	(782,904)
TOTAL FOR PUBLIC WORKS -- General Fund Divisons	**$ 1,968,762**	**$ 1,968,762**	**$ 2,074,579**

DETAIL LINE ITEM REPORT

PUBLIC WORKS - ADMIN & ENGINEERING Account: 001-0910-431 GENERAL FUND

Capital Outlay		Approved 2008-2009	Requested 2009-2010
001-0910-431-4351	MONITORING / MITIGATION PLAN SEA CLOUD PARK Ph II	$10,000.00	$10,000.00
	Subtotal	**$10,000.00**	**$10,000.00**
	Capital Outlay Total	**$10,000.00**	**$10,000.00**

Employee Services		Approved 2008-2009	Requested 2009-2010
001-0910-431-4110	PERMANENT SALARY	$562,500.00	$564,200.00
	Subtotal	**$562,500.00**	**$564,200.00**
001-0910-431-4111	PUBLIC WORKS INTERNS	$12,000.00	$12,000.00
	Subtotal	**$12,000.00**	**$12,000.00**
001-0910-431-4120	FRINGE BENEFITS	$208,200.00	$210,500.00
	Subtotal	**$208,200.00**	**$210,500.00**
	Employee Services Total	**$782,700.00**	**$786,700.00**

Internal Services		Approved 2008-2009	Requested 2009-2010
001-0910-431-4544	VEHICLE REPLACEMENT - UNITS 2, 3, 4, 5	$47,889.00	$48,976.00
	Subtotal	**$47,889.00**	**$48,976.00**
001-0910-431-4557	INFORMATION TECHNOLOGY SERVICES	$69,422.00	$68,070.00
	Subtotal	**$69,422.00**	**$68,070.00**
001-0910-431-4569	BUILDING MAINTENANCE	$33,818.00	$34,885.00
	Subtotal	**$33,818.00**	**$34,885.00**
	Internal Services Total	**$151,129.00**	**$151,931.00**

Services and Supplies	Approved	Requested

		2008-2009	2009-2010
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	**$3,250.00**	**$3,250.00**
001-0910-431-4241	COPY EXPENSE	$4,000.00	$4,000.00
	Subtotal	**$4,000.00**	**$4,000.00**
001-0910-431-4242	POSTAGE EXPENSE	$3,000.00	$3,000.00
	Subtotal	**$3,000.00**	**$3,000.00**
001-0910-431-4243	MISC. OFFICE SUPPLIES	$5,000.00	$5,000.00
	Subtotal	**$5,000.00**	**$5,000.00**
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	**$5,050.00**	**$5,050.00**
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	**$28,500.00**	**$28,500.00**
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	**$3,000.00**	**$3,000.00**
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	**$8,800.00**	**$8,800.00**
	Services and Supplies Total	**$60,600.00**	**$60,600.00**

Reallocation		Approved 2008-2009	Requested 2009-2010
001-0910-431-4495	ALLOCATION OF CDA EXPENSES 311	($66,384.00)	($66,729.00)
001-0910-431-4495	ALLOCATION OF CDA EXPENSES 312	($66,384.00)	($66,729.00)
	Subtotal	**($132,768.00)**	**($133,458.00)**
001-0910-431-4496	ALLOCATION TO WATER	($55,432.00)	($55,633.00)
	Subtotal	**($55,432.00)**	**($55,633.00)**
001-0910-431-4497	ALLOCATION TO SEWER	($55,432.00)	($55,633.00)
	Subtotal	**($55,432.00)**	**($55,633.00)**
	Reallocation Total	**($243,632.00)**	**($244,724.00)**
	ADMIN & ENGINEERING Total	**$760,797.00**	**$764,507.00**

PUBLIC WORKS - LAGOON & LEVEES Account: 001-0920-431 GENERAL FUND

Capital Outlay		Approved 2008-2009	Requested 2009-2010
001-0920-431-4385	PORTABLE FIELD DATA UNITS	$5,000.00	$5,000.00
	Subtotal	**$5,000.00**	**$5,000.00**
	Capital Outlay Total	**$5,000.00**	**$5,000.00**

Employee Services		Approved 2008-2009	Requested 2009-2010
001-0920-431-4110	PERMANENT SALARIES	$312,300.00	$293,100.00

	Subtotal	**$312,300.00**	**$293,100.00**
001-0920-431-4112	OVERTIME	$5,000.00	$5,000.00
	Subtotal	**$5,000.00**	**$5,000.00**
001-0920-431-4120	FRINGE BENEFITS	$115,600.00	$109,400.00
	Subtotal	**$115,600.00**	**$109,400.00**
	Employee Services Total	**$432,900.00**	**$407,500.00**

Internal Services		Approved 2008-2009	Requested 2009-2010
001-0920-431-4544	VEHICLE REPLACEMENT - UNIT 12	$10,942.00	$11,190.00
	Subtotal	**$10,942.00**	**$11,190.00**
001-0920-431-4556	EQUIPMENT REPLACEMENT	$83,083.00	$59,373.00
001-0920-431-4556	EQUIPMENT REPLACEMENT POOLED RADIOS	$252.00	$252.00
	Subtotal	**$83,335.00**	**$59,625.00**
001-0920-431-4557	INFORMATION TECHNOLOGY SERVICES	$17,545.00	$17,872.00
	Subtotal	**$17,545.00**	**$17,872.00**
001-0920-431-4569	BUILDING MAINTENANCE	$28,517.00	$29,434.00
	Subtotal	**$28,517.00**	**$29,434.00**
	Internal Services Total	**$140,339.00**	**$118,121.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-0920-431-4240	BOOTS/UNIFORMS/SAFETY GEAR	$4,500.00	$4,500.00
001-0920-431-4240	LAGOON MANAGEMENT PRODUCTS	$85,000.00	$83,000.00
001-0920-431-4240	LAGOON MGMT PROD - USE OF EXISTING INVENTORY	($45,000.00)	$0.00
001-0920-431-4240	SMALL TOOLS	$1,000.00	$1,000.00
	Subtotal	**$45,500.00**	**$88,500.00**
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, INCL. RIP-RAP	$4,000.00	$9,000.00
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	$5,000.00
	Subtotal	**$28,000.00**	**$28,000.00**
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	$5,000.00
001-0920-431-4251	LAGOON PUMP ENGINE SERVICE	$5,000.00	$2,000.00
001-0920-431-4251	MOSQUITO ABATEMENT PROGRAM	$40,000.00	$42,000.00
001-0920-431-4251	NPDES PERMIT FEE	$25,000.00	$25,000.00
	Subtotal	**$78,000.00**	**$78,000.00**
001-0920-431-4253	VARIOUS WATERWAYS MANAGEMENT ASSOCIATIONS	$350.00	$350.00
	Subtotal	**$350.00**	**$350.00**
001-0920-431-4254	TRAVEL, CONFERENCES AND MEETINGS	$1,000.00	$1,000.00
	Subtotal	**$1,000.00**	**$1,000.00**
001-0920-431-4255	TRAINING AND CERTIFICATION	$2,000.00	$4,000.00
	Subtotal	**$2,000.00**	**$4,000.00**
	Services and Supplies Total	**$154,850.00**	**$199,850.00**
	LAGOON & LEVEES Total	**$733,089.00**	**$730,471.00**

PUBLIC WORKS - STREET Account: 001-0930-431 GENERAL FUND

Employee Services		Approved 2008-2009	Requested 2009-2010
001-0930-431-4110	PERMANENT SALARIES	$303,300.00	$320,000.00
	Subtotal	**$303,300.00**	**$320,000.00**
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	**$5,000.00**	**$5,000.00**
001-0930-431-4120	FRINGE BENEFITS	$112,300.00	$119,400.00
	Subtotal	**$112,300.00**	**$119,400.00**
	Employee Services Total	**$420,600.00**	**$444,400.00**

Internal Services		Approved 2008-2009	Requested 2009-2010
001-0930-431-4544	VEHICLE REPLACEMENT - UNITS # 13, 14, 15, 16	$44,408.00	$45,581.00
	Subtotal	**$44,408.00**	**$45,581.00**
001-0930-431-4556	EQUIPMENT REPLACEMENT	$60,908.00	$39,581.00
001-0930-431-4556	EQUIPMENT REPLACEMENT POOLED RADIOS	$252.00	$252.00
	Subtotal	**$61,160.00**	**$39,833.00**
001-0930-431-4557	INFORMATION TECHNOLOGY SERVICES	$17,546.00	$17,872.00
	Subtotal	**$17,546.00**	**$17,872.00**
001-0930-431-4558	LONGEVITY RECOGNITION BENEFITS FUND	$1,026.00	$1,960.00
	Subtotal	**$1,026.00**	**$1,960.00**
001-0930-431-4569	BUILDING MAINTENANCE	$28,516.00	$29,435.00
	Subtotal	**$28,516.00**	**$29,435.00**
	Internal Services Total	**$152,656.00**	**$134,681.00**

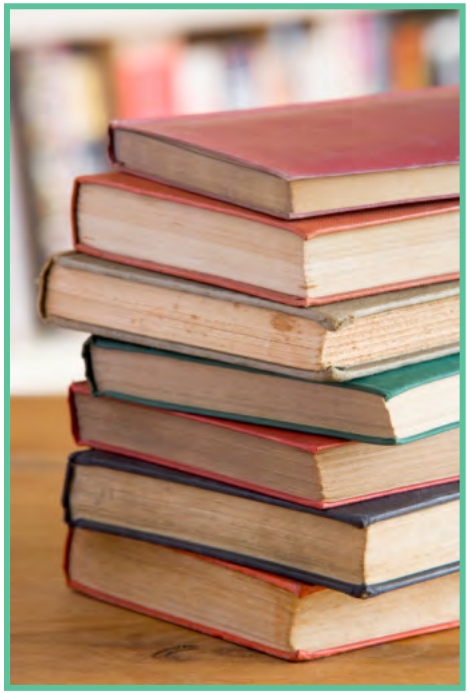
Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-0930-431-4240	BARRICADES AND ACCESSORIES	$1,500.00	$1,500.00
001-0930-431-4240	BOOTS/UNIFORMS/SAFETY GEAR	$5,700.00	$6,000.00
001-0930-431-4240	CONCRETE SAW BLADES	$1,500.00	$1,500.00
001-0930-431-4240	CRACK FILL MATERIAL	$2,000.00	$0.00
001-0930-431-4240	MATERIALS FOR TRAFFIC MARKINGS	$10,000.00	$12,500.00
001-0930-431-4240	MISC. SUPPLIES	$1,400.00	$1,500.00
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	$5,000.00
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	**$62,600.00**	**$61,000.00**
001-0930-431-4243	MISC. OFFICE SUPPLIES		$1,000.00	$1,000.00
		Subtotal	**$1,000.00**	**$1,000.00**
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	**$6,700.00**	**$6,700.00**
001-0930-431-4247	RENTAL EQUIPMENT		$1,000.00	$1,000.00
		Subtotal	**$1,000.00**	**$1,000.00**
001-0930-431-4248	ELEC. COST FOR 2100 STREET LTS./25 TRAFFIC SIGNALS		$210,000.00	$220,000.00
		Subtotal	**$210,000.00**	**$220,000.00**
001-0930-431-4251	CURB RAMP INSTALLATION / REPLACEMENT		$25,000.00	$25,000.00
001-0930-431-4251	MAINTENANCE AND REPAIR OF 2100 STREET LIGHTS		$59,000.00	$60,500.00
001-0930-431-4251	MAINTENANCE AND REPAIR OF 25 TRAFFIC SIGNALS		$52,000.00	$53,500.00
001-0930-431-4251	RECYCLE AND DISPOSAL OF HAZARDOUS WASTE		$15,000.00	$15,000.00
001-0930-431-4251	STREET SWEEPING		$99,500.00	$89,000.00
		Subtotal	**$250,500.00**	**$243,000.00**
001-0930-431-4253	VARIOUS STREET AND TRAFFIC ASSOCIATIONS		$1,000.00	$1,000.00
		Subtotal	**$1,000.00**	**$1,000.00**
001-0930-431-4254	TRAVEL, CONFERENCES AND MEETINGS		$2,000.00	$2,000.00
		Subtotal	**$2,000.00**	**$2,000.00**
001-0930-431-4255	TRAINING AND CERTIFICATION		$1,000.00	$3,000.00

	Subtotal	**$1,000.00**	**$3,000.00**
	Services and Supplies Total	**$535,800.00**	**$538,700.00**

Reallocation		Approved 2008-2009	Requested 2009-2010
001-0930-431-4498	REALLOCATION TO GAS TAX FUNDS	($514,180.00)	($435,180.00)
001-0930-431-4498	REALLOCATION TO TRAFFIC SAFETY FUND	($120,000.00)	($103,000.00)
	Subtotal	**($634,180.00)**	**($538,180.00)**
	Reallocation Total	**($634,180.00)**	**($538,180.00)**
	STREET Total	**$474,876.00**	**$579,601.00**

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

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	35,000	35,000	36,000
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	35,000	35,000	36,000
INTERNAL SERVICES	218,204	218,204	230,407
Subtotal (Total Department Expenses before Reallocations)	253,204	253,204	266,407
REALLOCATIONS	-	-	-
TOTAL FOR LIBRARY SERVICES	**$ 253,204**	**$ 253,204**	**$ 266,407**

DETAIL LINE ITEM REPORT

LIBRARY SERVICES - LIBRARY SERVICES Account: 001-1310-415 GENERAL FUND

Internal Services		Approved 2008-2009	Requested 2009-2010
001-1310-415-4569	BUILDING MAINTENANCE -- LIBRARY	$218,204.00	$230,407.00
	Subtotal	**$218,204.00**	**$230,407.00**
	Internal Services Total	**$218,204.00**	**$230,407.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-1310-415-4251	CITY LIBRARY SERVICES (3 ADD'L HOURS)	$35,000.00	$36,000.00
	Subtotal	**$35,000.00**	**$36,000.00**
	Services and Supplies Total	**$35,000.00**	**$36,000.00**
	LIBRARY SERVICES Total	**$253,204.00**	**$266,407.00**

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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

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	102,000	102,000	110,000
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	102,000	102,000	110,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	102,000	102,000	110,000
REALLOCATIONS	-	-	-
TOTAL FOR PROPERTY TAX ADMINISTRATION	**$ 102,000**	**$ 102,000**	**$ 110,000**

DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - GENERAL ACCOUNTING Account: 002-1120-415 GENERAL FUND-DISTRICT

Services and Supplies		Approved 2008-2009	Requested 2009-2010
002-1120-415-4251	PROPERTY TAX ADMINISTRATION FEE	$102,000.00	$110,000.00
	Subtotal	**$102,000.00**	**$110,000.00**
	Services and Supplies Total	**$102,000.00**	**$110,000.00**
	GENERAL ACCOUNTING Total	**$102,000.00**	**$110,000.00**

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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. 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

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	-
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	-
REALLOCATIONS	120,000	120,000	103,000
TOTAL FOR PUBLIC WORKS	**$ 120,000**	**$ 120,000**	**$ 103,000**

DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - GENERAL ACCOUNTING Account: 101-1120-415 TRAFFIC SAFETY

Reallocation		Approved 2008-2009	Requested 2009-2010
101-1120-415-4499	REALLOCATION FROM PW STREETS	$120,000.00	$103,000.00
	Subtotal	**$120,000.00**	**$103,000.00**
	Reallocation Total	**$120,000.00**	**$103,000.00**
	GENERAL ACCOUNTING Total	**$120,000.00**	**$103,000.00**

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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

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	-
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	-
REALLOCATIONS	621,000	621,000	542,000
TOTAL FOR PUBLIC WORKS	**$ 621,000**	**$ 621,000**	**$ 542,000**

DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - GENERAL ACCOUNTING Account: 103-1120-415 GAS TAX

Reallocation		Approved 2008-2009	Requested 2009-2010
103-1120-415-4499	REALLOCATION FROM COUNCIL/BOARD	$106,820.00	$106,820.00
103-1120-415-4499	REALLOCATION FROM PW STREETS	$514,180.00	$435,180.00
	Subtotal	**$621,000.00**	**$542,000.00**
	Reallocation Total	**$621,000.00**	**$542,000.00**
	GENERAL ACCOUNTING Total	**$621,000.00**	**$542,000.00**

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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. These funds have been the subject of intense debate during the last few State budget cycles. Accordingly, when preparing the FY 2008-2009 Department budget, the City took a conservative approach and assumed that no funding would be provided and we included an additional $100,000 in personnel costs in the Police Department Operations Division. While the 2008-2009 State budget included these funds, local agencies have yet to receive them. The 2009-2010 State budget includes full funding for this grant, and as such is once again being presented as funding up to $100,000 of one officer position.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
POLICE
SLESF / COPS GRANT
Annual Budget Appropriation for Fiscal Year

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ -	$ -	$ 100,000
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	100,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	100,000
REALLOCATIONS	-	-	-
TOTAL FOR SLESF / COPS GRANT	**$ -**	**$ -**	**$ 100,000**

DETAIL LINE ITEM REPORT

POLICE - FIELD OPERATIONS Account: 108-0620-421 SLESF/COPS GRANT

Employee Services		Approved 2008-2009	Requested 2009-2010
108-0620-421-4110	ALLOCATION FR GEN'L FUND (POLICE) FOR 1 OFFICER	$0.00	$100,000.00
	Subtotal	**$0.00**	**$100,000.00**
	Employee Services Total	**$0.00**	**$100,000.00**
	FIELD OPERATIONS Total	**$0.00**	**$100,000.00**

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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 an annual maintenance fee 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.

During this fiscal year the upgrade of CalOpps to Version III was completed. This new version included many enhancements requested by participating agencies which will enable the system to be even more user friendly. There were significant enhancements on the applicant interface as well which will generate more interest and provide greater support for marketing and recruitment efforts to attract qualified applicants to public employment.

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 Analyst time are charged to the fund on an annual basis.
- Internal Services Charges – Support and hardware / software replacement charges from the Information Technology Internal Services Fund are allocated to the fund.
- 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 expense charges are necessary to account for such expenses borne by the City for the CalOpps program.

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

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ 79,100	$ 79,100	$ 44,200
SERVICES AND SUPPLIES	42,500	42,500	27,500
CAPITAL OUTLAY	-	-	
Subtotal (Total Department-Controlled Expenses)	121,600	121,600	71,700
INTERNAL SERVICES	9,113	9,113	22,356
Subtotal (Total Department Expenses before Reallocations)	130,713	130,713	94,056
REALLOCATIONS	-	-	-
TOTAL FOR HUMAN RESOURCES	**$ 130,713**	**$ 130,713**	**$ 94,056**

DETAIL LINE ITEM REPORT

HUMAN RESOURCES - ADMINISTRATION Account: 114-1210-415 CALOPPS.ORG

Employee Services		Approved 2008-2009	Requested 2009-2010
114-1210-415-4110	PERMANENT SALARIES	$33,600.00	$33,700.00
	Subtotal	**$33,600.00**	**$33,700.00**
114-1210-415-4111	ALLOCATION GEN'L FUND (CITY MGR) FOR INTERN	$25,000.00	$0.00
114-1210-415-4111	INTERN SALARY FOR CALOPPS SPECIAL PROJECTS	$10,000.00	$0.00
	Subtotal	**$35,000.00**	**$0.00**
114-1210-415-4120	FRINGE BENEFITS	$10,500.00	$10,500.00
	Subtotal	**$10,500.00**	**$10,500.00**
	Employee Services Total	**$79,100.00**	**$44,200.00**

Internal Services		Approved 2008-2009	Requested 2009-2010
114-1210-415-4557	INFORMATION TECHNOLOGY SERVICES	$9,113.00	$22,356.00
	Subtotal	**$9,113.00**	**$22,356.00**
	Internal Services Total	**$9,113.00**	**$22,356.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
114-1210-415-4241	COPY EXPENSES	$2,500.00	$2,500.00
	Subtotal	**$2,500.00**	**$2,500.00**
114-1210-415-4249	MARKETING / TRADE SHOWS	$10,000.00	$20,000.00
	Subtotal	**$10,000.00**	**$20,000.00**
114-1210-415-4251	CONSULTING FEES -- DOCUMENTATION / TRAINING	$30,000.00	$5,000.00
	Subtotal	**$30,000.00**	**$5,000.00**
	Services and Supplies Total	**$42,500.00**	**$27,500.00**

ADMINISTRATION Total	**$130,713.00**	**$94,056.00**

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.

The Vintage Park Assessment District 89-1 obligation will be paid off by September 2, 2009. The Special District has enough funds reserved to meet the final debt obligation and the assessments to the property owners will be eliminated on their tax bill in FY 2009-2010.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
FINANCIAL SERVICES
ASSESSMENT DISTRICTS FUNDS (213-220)
Annual Budget Appropriation for Fiscal Year

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	439,103	439,103	447,491
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	439,103	439,103	447,491
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	439,103	439,103	447,491
REALLOCATIONS	-	-	-
TOTAL FOR ASSESSMENT DISTRICTS FUNDS (213-220)	**$ 439,103**	**$ 439,103**	**$ 447,491**

DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - ADMINISTRATION Account: 219-1110-415 VINTAGE 89-1 REDEMPTION

Services and Supplies		Approved 2008-2009	Requested 2009-2010
219-1110-415-4251	ADMINISTRATION FEE FY 08/09	$1,755.00	$8,543.00
219-1110-415-4251	MUNI FINANCIAL SERVICES VINTAGE 89-1	$5,000.00	$5,000.00
	Subtotal	**$6,755.00**	**$13,543.00**
219-1110-415-4270	PRINCIPAL DUE ON 9/2/09 VINTAGE 89-1	$385,000.00	$415,000.00
	Subtotal	**$385,000.00**	**$415,000.00**
219-1110-415-4271	INTEREST DUE ON 3/2/10 VINTAGE 89-1	$15,148.00	$0.00
219-1110-415-4271	INTEREST DUE ON 9/2/08 VINTAGE 89-1	$29,200.00	$15,148.00
	Subtotal	**$44,348.00**	**$15,148.00**
219-1110-415-4273	FISCAL AGENT FEE	$3,000.00	$3,800.00
	Subtotal	**$3,000.00**	**$3,800.00**
	Services and Supplies Total	**$439,103.00**	**$447,491.00**
	ADMINISTRATION Total	**$439,103.00**	**$447,491.00**

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Water Enterprise Fund

The Estero Municipal Improvement District (EMID) provides water utility services to customers in Foster City and the Mariner's Island area of the City of San Mateo (north of Highway 92 and East of Highway 101). Treated water is purchased exclusively from the San Francisco Water Department, a department of the San Francisco Public Utilities Commission. 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

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ 1,465,500	$ 1,465,500	$ 1,541,560
SERVICES AND SUPPLIES	4,319,642	4,319,642	4,900,278
CAPITAL OUTLAY	5,000	5,000	5,000
Subtotal (Total Department-Controlled Expenses)	5,790,142	5,790,142	6,446,838
INTERNAL SERVICES	980,002	980,002	950,431
Subtotal (Total Department Expenses before Reallocations)	6,770,144	6,770,144	7,397,269
REALLOCATIONS	771,647	771,647	795,550
TOTAL FOR WATER ENTERPRISE FUND	**$ 7,541,791**	**$ 7,541,791**	**$ 8,192,819**

DETAIL LINE ITEM REPORT

PUBLIC WORKS - WATER Account: 401-0960-461 WATER REVENUE

Capital Outlay		Approved 2008-2009	Requested 2009-2010
401-0960-461-4385	PORTABLE FIELD DATA UNITS	$5,000.00	$5,000.00
	Subtotal	**$5,000.00**	**$5,000.00**
	Capital Outlay Total	**$5,000.00**	**$5,000.00**

Employee Services		Approved 2008-2009	Requested 2009-2010
401-0960-461-4110	PERMANENT SALARIES	$1,053,600.00	$1,082,300.00
	Subtotal	**$1,053,600.00**	**$1,082,300.00**
401-0960-461-4111	PUBLIC WORKS INTERNS	$6,000.00	$6,000.00
	Subtotal	**$6,000.00**	**$6,000.00**
401-0960-461-4112	OVERTIME	$16,000.00	$16,000.00
	Subtotal	**$16,000.00**	**$16,000.00**
401-0960-461-4120	FRINGE BENEFITS	$389,900.00	$403,700.00
401-0960-461-4120	OPEB LIABILITY FUNDING	$0.00	$33,560.00
	Subtotal	**$389,900.00**	**$437,260.00**
	Employee Services Total	**$1,465,500.00**	**$1,541,560.00**

Internal Services		Approved 2008-2009	Requested 2009-2010
401-0960-461-4544	VEHICLE REPLACEMENT - UNITS 20,21,22,23,26,27,36	$99,863.00	$102,580.00
	Subtotal	**$99,863.00**	**$102,580.00**
401-0960-461-4556	EQUIPMENT REPLACEMENT	$551,659.00	$490,903.00
401-0960-461-4556	EQUIPMENT REPLACEMENT POOLED RADIOS	$252.00	$252.00
	Subtotal	**$551,911.00**	**$491,155.00**

401-0960-461-4557	INFORMATION TECHNOLOGY SERVICES	$229,972.00	$230,484.00
	Subtotal	**$229,972.00**	**$230,484.00**
401-0960-461-4558	LONGEVITY RECOGNITION BENEFITS FUND	$1,231.00	$2,352.00
	Subtotal	**$1,231.00**	**$2,352.00**
401-0960-461-4562	SELF INSURANCE FUND CHARGE	$40,000.00	$65,000.00
	Subtotal	**$40,000.00**	**$65,000.00**
401-0960-461-4569	BUILDING MAINTENANCE	$57,025.00	$58,860.00
	Subtotal	**$57,025.00**	**$58,860.00**
	Internal Services Total	**$980,002.00**	**$950,431.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
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	HYDRANT FITTINGS AND PARTS	$6,500.00	$5,500.00
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	SAFETY GEAR	$700.00	$1,500.00
401-0960-461-4240	SAW BLADES FOR ASPHALT/CONCRETE CUTTER	$1,300.00	$1,300.00
401-0960-461-4240	SMALL TOOLS	$500.00	$1,500.00
401-0960-461-4240	STAINLESS STEEL NUTS AND BOLTS	$2,000.00	$1,000.00
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	$0.00
401-0960-461-4240	WATER VALVES AND OPERATION NUTS	$3,500.00	$3,500.00
	Subtotal	**$77,900.00**	**$77,600.00**
401-0960-461-4241	PROP 218 NOTIFICATIONS FOR WATER/SEWER	$700.00	$700.00
	Subtotal	**$700.00**	**$700.00**

401-0960-461-4242	POSTAGE FOR ANNUAL WATER QUALITY REPORT	$0.00	$2,000.00
401-0960-461-4242	PROP 218 NOTIFICATIONS FOR WATER/SEWER	$1,800.00	$1,800.00
	Subtotal	**$1,800.00**	**$3,800.00**
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	**$2,400.00**	**$2,400.00**
401-0960-461-4246	AIR RELIEF VALVE REPAIR AND REPLACEMENT	$2,500.00	$1,000.00
401-0960-461-4246	ANNUAL WATER MODEL MAINTENANCE FEE	$800.00	$800.00
401-0960-461-4246	MAINTENANCE OF AUTOMATIC METER READING EQUIPMENT	$1,200.00	$3,200.00
401-0960-461-4246	MAINTENANCE OF COPY MACHINE (1/3)	$1,000.00	$1,000.00
401-0960-461-4246	MAINTENANCE OF PRESSURE REDUCING VALVES	$7,000.00	$5,000.00
401-0960-461-4246	MAINTENANCE REPAIR TO WATER PUMPS/ENGINES	$13,000.00	$10,000.00
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	$4,000.00
	Subtotal	**$30,000.00**	**$26,500.00**
401-0960-461-4247	RENTAL EQUIPMENT	$2,000.00	$2,000.00
	Subtotal	**$2,000.00**	**$2,000.00**
401-0960-461-4248	CA DEPARTMENT OF HEALTH SERVICES	$13,000.00	$13,000.00
401-0960-461-4248	ELECTRICITY FOR WATER PUMP PLANT	$20,000.00	$40,000.00
401-0960-461-4248	NATURAL GAS FOR WATER PUMP PLANT	$40,000.00	$20,000.00
401-0960-461-4248	SFPUC WATER PURCHASE	$3,956,642.00	$4,465,011.00
	Subtotal	**$4,029,642.00**	**$4,538,011.00**
401-0960-461-4251	ANNUAL WATER QUALITY REPORT - GRAPHICS	$3,000.00	$1,000.00
401-0960-461-4251	BACKFLOW PREVENTION FEES, SAN MATEO COUNTY	$15,000.00	$22,000.00
401-0960-461-4251	CATHODIC PROTECTION PROGRAM	$3,000.00	$3,000.00
401-0960-461-4251	CHLORINATE/INSPECT WATER TANKS	$5,000.00	$5,000.00
401-0960-461-4251	LANDSCAPE WATER AUDIT CONSULTANT	$0.00	$65,000.00
401-0960-461-4251	LEAD AND COPPER TESTING	$5,000.00	$4,000.00
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	$0.00
	Subtotal	**$87,200.00**	**$155,000.00**
401-0960-461-4253	AWWA DUES	$1,500.00	$1,500.00
401-0960-461-4253	BAWSCA DUES AND ASSESSMENT	$78,500.00	$84,767.00
	Subtotal	**$80,000.00**	**$86,267.00**
401-0960-461-4254	TRAVEL, CONFERENCES AND MEETINGS	$4,000.00	$4,000.00
	Subtotal	**$4,000.00**	**$4,000.00**
401-0960-461-4255	TRAINING AND CERTIFICATION	$4,000.00	$4,000.00
	Subtotal	**$4,000.00**	**$4,000.00**
	Services and Supplies Total	**$4,319,642.00**	**$4,900,278.00**

Reallocation		Approved 2008-2009	Requested 2009-2010
401-0960-461-4463	ADMINISTRATIVE SERVICES	$101,174.00	$102,306.00
401-0960-461-4463	DISTRICT BOARD	$27,864.00	$28,297.00
401-0960-461-4463	DISTRICT LEGAL COUNSEL	$42,387.00	$42,509.00
401-0960-461-4463	DISTRICT MANAGER	$126,899.00	$132,866.00
401-0960-461-4463	DISTRICT SECRETARY	$46,791.00	$55,229.00
401-0960-461-4463	FINANCIAL SERVICES	$282,601.00	$289,851.00
401-0960-461-4463	HUMAN RESOURCES	$88,499.00	$88,859.00
401-0960-461-4463	PW ENGINEERING	$55,432.00	$55,633.00
	Subtotal	**$771,647.00**	**$795,550.00**
	Reallocation Total	**$771,647.00**	**$795,550.00**
	WATER Total	**$7,541,791.00**	**$8,192,819.00**

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 wastewater rates are reviewed annually and updated accordingly.

Expenditures for the Wastewater Enterprise operations are accounted for in two funds:

- Wastewater Revenue (#451) – This fund accounts for the operating and maintenance expenses associated with providing wastewater collection and treatment.
- Wastewater Capital Investment Account (#455) – This fund accounts for the investment in wastewater collection system infrastructure.

For further information about the EMID Collection System (Wastewater) Enterprise Fund operations, please refer to the Public Works narrative included earlier in this Budget Document.

DEPARTMENT SUMMARY BY DIVISION
Estero Municipal Improvement District
PUBLIC WORKS
WASTEWATER COLLECTION SYSTEM FUND
Annual Budget Appropriation for Fiscal Year

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ 1,490,800	$ 1,490,800	$ 1,514,990
SERVICES AND SUPPLIES	2,735,000	2,735,000	2,950,150
CAPITAL OUTLAY	163,323	163,323	5,000
Subtotal (Total Department-Controlled Expenses)	4,389,123	4,389,123	4,470,140
INTERNAL SERVICES	814,990	814,990	854,389
Subtotal (Total Department Expenses before Reallocations)	5,204,113	5,204,113	5,324,529
REALLOCATIONS	699,547	699,547	718,996
TOTAL FOR WASTEWATER COLLECTION SYSTEM FUND	**$ 5,903,660**	**$ 5,903,660**	**$ 6,043,525**

DETAIL LINE ITEM REPORT

PUBLIC WORKS - WASTEWATER Account: 451-0970-432 WASTEWATER REVENUE

Capital Outlay		Approved 2008-2009	Requested 2009-2010
451-0970-432-4385	PORTABLE FIELD DATA UNITS	$5,000.00	$5,000.00
451-0970-432-4385	RETROFIT THE CCTV UNIT	$100,323.00	$0.00
451-0970-432-4385	SMALL HYDRO-FLUSH UNIT AND TRUCK RETROFIT	$58,000.00	$0.00
	Subtotal	**$163,323.00**	**$5,000.00**
	Capital Outlay Total	**$163,323.00**	**$5,000.00**

Employee Services		Approved 2008-2009	Requested 2009-2010
451-0970-432-4110	PERMANENT SALARIES	$1,046,100.00	$1,038,000.00
	Subtotal	**$1,046,100.00**	**$1,038,000.00**
451-0970-432-4111	PUBLIC WORKS INTERNS	$6,000.00	$6,000.00
451-0970-432-4111	SUMMER TEMPORARY WORKER	$14,400.00	$14,400.00
	Subtotal	**$20,400.00**	**$20,400.00**
451-0970-432-4112	OVERTIME	$16,000.00	$16,000.00
	Subtotal	**$16,000.00**	**$16,000.00**
451-0970-432-4113	STANDBY PAY	$21,200.00	$21,200.00
	Subtotal	**$21,200.00**	**$21,200.00**
451-0970-432-4120	FRINGE BENEFITS	$387,100.00	$387,200.00
451-0970-432-4120	OPEB LIABILITY FUNDING	$0.00	$32,190.00
	Subtotal	**$387,100.00**	**$419,390.00**
	Employee Services Total	**$1,490,800.00**	**$1,514,990.00**

Internal Services		Approved 2008-2009	Requested 2009-2010
451-0970-432-4544	VEHICLE REPLACEMENT - 11 Units	$196,734.00	$213,699.00

	Subtotal	**$196,734.00**	**$213,699.00**
451-0970-432-4556	EQUIPMENT REPLACEMENT	$287,026.00	$280,313.00
451-0970-432-4556	EQUIPMENT REPLACEMENT POOLED RADIOS	$252.00	$252.00
	Subtotal	**$287,278.00**	**$280,565.00**
451-0970-432-4557	INFORMATION TECHNOLOGY SERVICES	$233,272.00	$233,784.00
	Subtotal	**$233,272.00**	**$233,784.00**
451-0970-432-4558	LONGEVITY RECOGNITION BENEFITS FUND	$681.00	$2,481.00
	Subtotal	**$681.00**	**$2,481.00**
451-0970-432-4562	SELF INSURANCE FUND CHARGE	$40,000.00	$65,000.00
	Subtotal	**$40,000.00**	**$65,000.00**
451-0970-432-4569	BUILDING MAINTENANCE	$57,025.00	$58,860.00
	Subtotal	**$57,025.00**	**$58,860.00**
	Internal Services Total	**$814,990.00**	**$854,389.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
451-0970-432-4240	BOOTS / UNIFORMS	$6,400.00	$6,400.00
451-0970-432-4240	CABLE/HOSES	$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	$5,000.00
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	**$138,400.00**	**$131,400.00**

451-0970-432-4241	PROP 218 NOTIFICATIONS FOR WATER/SEWER		$700.00	$700.00
		Subtotal	**$700.00**	**$700.00**
451-0970-432-4242	PROP 218 NOTIFICATIONS FOR WATER/SEWER		$1,800.00	$1,800.00
		Subtotal	**$1,800.00**	**$1,800.00**
451-0970-432-4243	MISC. OFFICE SUPPLIES		$2,200.00	$2,200.00
		Subtotal	**$2,200.00**	**$2,200.00**
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	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	**$86,800.00**	**$86,800.00**
451-0970-432-4247	RENTAL EQUIPMENT		$1,000.00	$1,000.00
		Subtotal	**$1,000.00**	**$1,000.00**
451-0970-432-4248	ENERGY COSTS (ELECTRICITY)		$250,000.00	$225,000.00
451-0970-432-4248	MOBILE RADIO MAINTENANCE		$1,000.00	$1,000.00
		Subtotal	**$251,000.00**	**$226,000.00**
451-0970-432-4251	ALLOWANCE FOR MAJOR ELECTRICAL REPAIRS		$12,000.00	$12,000.00
451-0970-432-4251	ANNUAL SM WWTP CIP PROGRAM		$400,000.00	$500,000.00
451-0970-432-4251	BAY AREA AIR QUALITY CONTROL BOARD PERMIT FEES		$4,000.00	$7,000.00
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)		$1,760,000.00	$1,900,000.00
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	$4,500.00
451-0970-432-4251	SPECIAL STUDIES	$25,000.00	$25,000.00
451-0970-432-4251	STATE WATER RESOURCES CONTROL BOARD	$1,000.00	$1,500.00
451-0970-432-4251	UNDERGROUND SERVICES ALERT/MONEY TALK	$1,150.00	$0.00
451-0970-432-4251	UST COMPLIANCE -- LS #29	$750.00	$750.00
	Subtotal	**$2,242,400.00**	**$2,484,250.00**
451-0970-432-4253	MEMBERSHIP DUES AND SUBSCRIPTIONS	$1,700.00	$3,000.00
	Subtotal	**$1,700.00**	**$3,000.00**
451-0970-432-4254	TRAVEL, CONFERENCES, MEETINGS & TECHNICAL TRAINING	$4,000.00	$8,000.00
	Subtotal	**$4,000.00**	**$8,000.00**
451-0970-432-4255	TRAINING AND CERTIFICATION	$5,000.00	$5,000.00
	Subtotal	**$5,000.00**	**$5,000.00**
	Services and Supplies Total	**$2,735,000.00**	**$2,950,150.00**

Reallocation		Approved 2008-2009	Requested 2009-2010
451-0970-432-4463	ADMINISTRATIVE SERVICES	$101,174.00	$102,306.00
451-0970-432-4463	DISTRICT BOARD	$27,864.00	$28,297.00
451-0970-432-4463	DISTRICT LEGAL COUNSEL	$42,387.00	$42,509.00
451-0970-432-4463	DISTRICT MANAGER	$126,899.00	$132,866.00
451-0970-432-4463	DISTRICT SECRETARY	$46,791.00	$55,229.00
451-0970-432-4463	FINANCIAL SERVICES	$210,501.00	$213,297.00
451-0970-432-4463	HUMAN RESOURCES	$88,499.00	$88,859.00
451-0970-432-4463	PW ENGINEERING	$55,432.00	$55,633.00
	Subtotal	**$699,547.00**	**$718,996.00**
	Reallocation Total	**$699,547.00**	**$718,996.00**
	WASTEWATER Total	**$5,903,660.00**	**$6,043,525.00**

FOSTER CITY CONNECTIONS SHUTTLE

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 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, 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 decreased from 107 in 2007 to 100 in 2008 (-6.6%). The average daily ridership on the Red Line has increased from 197 in 2007 to 201 in 2008 (+12.1%). The total average daily ridership for both the Red and Blue Lines in 2008 was 301 and average cost per ride was $2.09.

At its March 17, 2008 City Council meeting, the Council established an Ad Hoc Connections Shuttle Committee, composed of members from each advisory committee and the Planning Commission to study the Connections Shuttle Red Line schedule and ridership issues and to report back within a six-month period. In June of 2008, the City Council expanded the committee's study to include evaluating and assessing general transportation issues affection Foster City, identifying funding for alternative transportation programs, and finding both long-term and short-term solutions to the issues identified. The committee presented its report and recommendations to the City Council in February 2009. Staff will bring a "Next Steps"

Implementation Plan, based upon the report and recommendations, to the City Council as part of the FY 2009-2010 budget process.

At the recommendation of the Ad Hoc Transportation Committee, the City approved the addition of a second bus to the Red Line route (and a corresponding budget increase) in order to solve service degradation, specifically in terms of on-time performance, due to the popularity and increased use of the shuttle. The proposed budget for FY 2009-10 includes the costs associated with the additional bus. In addition, an allowance has been included for fuel surcharges.

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 2009-10 including the second bus for the Red Line is $312,825, including $303,725 for contractual services and $9,100 in advertising and promotion. This compares to a 2008-09 amended budget of $305,000, including $295,900 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 2009-10 is $156,400.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
CITY MANAGER
FOSTER CITY CONNECTIONS SHUTTLE
Annual Budget Appropriation for Fiscal Year

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	200,000	200,000	313,000
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	200,000	200,000	313,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	200,000	200,000	313,000
REALLOCATIONS	-	-	-
TOTAL FOR FOSTER CITY CONNECTIONS SHUTTLE	**$ 200,000**	**$ 200,000**	**$ 313,000**

DETAIL LINE ITEM REPORT

CITY MANAGER - CONNECTIONS SHUTTLE PROGRAM Account: 499-0840-463 SHUTTLE FUND

Services and Supplies		Approved 2008-2009	Requested 2009-2010
499-0840-463-4249	ADVERTISING AND PROMOTIONS	$9,100.00	$9,100.00
	Subtotal	**$9,100.00**	**$9,100.00**
499-0840-463-4251	CONTRACTUAL SERVICES	$190,900.00	$303,900.00
	Subtotal	**$190,900.00**	**$303,900.00**
	Services and Supplies Total	**$200,000.00**	**$313,000.00**
	CONNECTIONS SHUTTLE PROGRAM Total	**$200,000.00**	**$313,000.00**

Vehicle Replacement Fund

The Mission of the Vehicle Replacement Fund, operated by the Vehicle Maintenance Division of the Parks and Recreation Department, is to provide management, maintenance, and inspection of all City/District vehicles and equipment. The Division continues to develop ongoing maintenance programs for City vehicles and works to develop a cost-effective inventory system. Providing an efficient and safe vehicle fleet is emphasized while the utilization of a biannual vehicle inspection program assists the Department in accomplishing this goal.

PROPOSED SERVICE LEVELS

The Vehicle Maintenance Division will supervise and conduct an ongoing maintenance program for City/District vehicles and Equipment, and will manage the vehicle replacement schedule and fund. The Division staff reflects 15% of time from the Director of Parks and Recreation, 15% of a Recreation Superintendent's time, and 100% from the Supervising Mechanic, one Mechanic I, and one Small Engine Mechanic.

CHANGES IN RESOURCES REQUIRED

Personnel

No change.

Services and Supplies

No changes

Capital Outlay

Existing vehicles scheduled for replacement are included in capital outlay. Eight 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 2009-2010.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
PARKS & RECREATION
VEHICLE MAINTENANCE FUND (#501)
Annual Budget Appropriation for Fiscal Year

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ 377,300	$ 377,300	$ 374,900
SERVICES AND SUPPLIES	483,435	483,435	483,435
CAPITAL OUTLAY	407,000	407,000	214,000
Subtotal (Total Department-Controlled Expenses)	1,267,735	1,267,735	1,072,335
INTERNAL SERVICES	51,855	51,855	66,882
Subtotal (Total Department Expenses before Reallocations)	1,319,590	1,319,590	1,139,217
REALLOCATIONS	-	-	-
TOTAL FOR VEHICLE MAINTENANCE FUND (#501)	**$ 1,319,590**	**$ 1,319,590**	**$ 1,139,217**

DETAIL LINE ITEM REPORT

PARKS & RECREATION - VEHICLE MAINTENANCE & REP Account: 501-0560-431 VEHICLE RENTAL FUND

Capital Outlay		Approved 2008-2009	Requested 2009-2010
501-0560-431-4384	VEHICLES TO BE REPLACED	$407,000.00	$214,000.00
	Subtotal	**$407,000.00**	**$214,000.00**
	Capital Outlay Total	**$407,000.00**	**$214,000.00**

Employee Services		Approved 2008-2009	Requested 2009-2010
501-0560-431-4110	PERMANENT SALARIES	$277,700.00	$275,900.00
	Subtotal	**$277,700.00**	**$275,900.00**
501-0560-431-4112	OVERTIME	$1,000.00	$1,000.00
	Subtotal	**$1,000.00**	**$1,000.00**
501-0560-431-4120	FRINGE BENEFITS	$98,600.00	$98,000.00
	Subtotal	**$98,600.00**	**$98,000.00**
	Employee Services Total	**$377,300.00**	**$374,900.00**

Internal Services		Approved 2008-2009	Requested 2009-2010
501-0560-431-4556	EQUIPMENT REPLACEMENT	$12,416.00	$13,418.00
	Subtotal	**$12,416.00**	**$13,418.00**
501-0560-431-4557	INFORMATION TECHNOLOGY SERVICES	$11,439.00	$11,464.00
	Subtotal	**$11,439.00**	**$11,464.00**
501-0560-431-4562	INSURANCE	$28,000.00	$42,000.00
	Subtotal	**$28,000.00**	**$42,000.00**
	Internal Services Total	**$51,855.00**	**$66,882.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
501-0560-431-4240	VEHICLE REPLACEMENT CONTINGENCY	$50,000.00	$50,000.00

		Subtotal	**$50,000.00**	**$50,000.00**
501-0560-431-4243*	BOOTS/UNIFORMS		$600.00	$600.00
501-0560-431-4243*	OFFICE & JANITORIAL SUPPLIES		$200.00	$200.00
501-0560-431-4243*	SMALL TOOLS		$400.00	$400.00
		Subtotal	**$1,200.00**	**$1,200.00**
501-0560-431-4246*	AUTO PARTS		$30,000.00	$30,000.00
501-0560-431-4246*	DIESEL FUEL		$42,356.00	$42,356.00
501-0560-431-4246*	FIRE APPARATUS - REPAIR/PM		$57,500.00	$57,500.00
501-0560-431-4246*	GASOLINE		$209,229.00	$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	**$406,585.00**	**$406,585.00**
501-0560-431-4247	RENTAL OF MISCELLANEOUS EQUIPMENT		$800.00	$800.00
		Subtotal	**$800.00**	**$800.00**
501-0560-431-4248	RADIO MAINTENANCE		$4,000.00	$4,000.00
		Subtotal	**$4,000.00**	**$4,000.00**
501-0560-431-4251*	BIENNIAL VEHICLE INSPECTION & SUPPLIES		$3,500.00	$3,500.00
501-0560-431-4251	FIRE VEHICLE PREVENTIVE MAINTENANCE		$15,600.00	$15,600.00
		Subtotal	**$19,100.00**	**$19,100.00**
501-0560-431-4253	MEMBERSHIP DUES & SUBSCRIPTION		$250.00	$250.00
		Subtotal	**$250.00**	**$250.00**
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	**$483,435.00**	**$483,435.00**
		VEHICLE MAINTENANCE & REP Total	**$1,319,590.00**	**$1,139,217.00**

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

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	1,486,344	1,486,344	877,196
Subtotal (Total Department-Controlled Expenses)	1,486,344	1,486,344	877,196
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	1,486,344	1,486,344	877,196
REALLOCATIONS	-	-	-
TOTAL FOR EQUIPMENT REPLACEMENT FUND (#502)	**$ 1,486,344**	**$ 1,486,344**	**$ 877,196**

DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - ADMINISTRATION Account: 502-1110-413 EQUIPMENT REPLACEMENT FD

Capital Outlay		Approved 2008-2009	Requested 2009-2010
502-1110-413-4385	EMERGENCY REPLACEMENT	$50,000.00	$50,000.00
502-1110-413-4385	EQUIPMENT REPLACEMENT -- GENERAL FUND	$255,075.00	$288,361.00
502-1110-413-4385	EQUIPMENT REPLACEMENT -- WASTEWATER COLLECTION FD	$725,055.00	$111,205.00
502-1110-413-4385	EQUIPMENT REPLACEMENT -- WATER FUND	$456,214.00	$427,630.00
	Subtotal	**$1,486,344.00**	**$877,196.00**
	Capital Outlay Total	**$1,486,344.00**	**$877,196.00**
	ADMINISTRATION Total	**$1,486,344.00**	**$877,196.00**

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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 $25,000,000 per claim. Any claim over $25,000,000 is the City's responsibility. The pool also jointly purchases all-risk (property) and public officials' bond insurance coverage for member agencies.

Expenditures in this fund represent the ABAG PLAN premium and an allowance for expenses that may be incurred below the $100,000 liability self-insured retention and property and vehicle damage deductibles. ABAG PLAN premiums are largely based on the member's payroll.

Revenues are derived from assessments to the City General Fund, vehicle replacement fund, water fund and sewer fund; interest earnings; and any rebates of the ABAG PLAN premiums based on positive experience and ABAG PLAN policy.

The Self-Insurance Fund is funded to a target reserve level of $1 million.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
CITY MANAGER
SELF-INSURANCE FUND (#503)
Annual Budget Appropriation for Fiscal Year

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	211,500	211,500	276,000
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	211,500	211,500	276,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	211,500	211,500	276,000
REALLOCATIONS	-	-	-
TOTAL FOR SELF-INSURANCE FUND (#503)	**$ 211,500**	**$ 211,500**	**$ 276,000**

DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - ADMINISTRATION Account: 503-1110-413 SELF INSURANCE FUND

Services and Supplies		Approved 2008-2009	Requested 2009-2010
503-1110-413-4251	CLAIM SETTLEMENTS, DEFENSE COSTS, OTHER EXPENSES	$34,000.00	$80,000.00
	Subtotal	**$34,000.00**	**$80,000.00**
503-1110-413-4262	ABAG PLAN PREMIUM	$142,500.00	$160,000.00
503-1110-413-4262	ALL RISK INSURANCE & PUBLIC OFFICIALS BOND	$35,000.00	$36,000.00
	Subtotal	**$177,500.00**	**$196,000.00**
	Services and Supplies Total	**$211,500.00**	**$276,000.00**
	ADMINISTRATION Total	**$211,500.00**	**$276,000.00**

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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 3rd party applications. Work with City departments to integrate new applications, systems or devices.
- Support and maintain network security, virus protection and network administration to protect the City's infrastructure.
- Maintain the City's data / voice communication systems and Internet presence.
- Provide staff training and support for maximum utilization of existing software applications and hardware.

CHANGES IN RESOURCES REQUIRED

None

<u>Capital Outlay</u>

The capital outlay requests in the Information Technology ISF funds are to replace existing equipment.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
ADMINISTRATIVE SERVICES
INFORMATION TECHNOLOGY FUND (#504)
Annual Budget Appropriation for Fiscal Year

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ 649,500	$ 649,500	$ 658,300
SERVICES AND SUPPLIES	537,240	537,240	537,240
CAPITAL OUTLAY	272,500	272,500	124,300
Subtotal (Total Department-Controlled Expenses)	1,459,240	1,459,240	1,319,840
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	1,459,240	1,459,240	1,319,840
REALLOCATIONS	-	-	-
TOTAL FOR INFORMATION TECHNOLOGY FUND (#504)	**$ 1,459,240**	**$ 1,459,240**	**$ 1,319,840**

DETAIL LINE ITEM REPORT

ADMINISTRATIVE SERVICES - SUPPORT SERVICES Account: 504-0430-419 COMMUNICATION & INFO SVC

Capital Outlay		Approved 2008-2009	Requested 2009-2010
504-0430-419-4388	ANNUAL SERVER REPLACEMENTS (2)	$48,000.00	$11,000.00
504-0430-419-4388	CITY FIREWALL SECURITY APPLIANCE	$20,000.00	$0.00
504-0430-419-4388	COPIER REPLACEMENTS (2)	$36,000.00	$19,100.00
504-0430-419-4388	IDENTIFICATION CARD KEY SYSTEM	$0.00	$14,000.00
504-0430-419-4388	LAPTOP REPLACEMENTS (Misc Dept 13 Total)	$12,500.00	$27,575.00
504-0430-419-4388	MISC DESKTOP	$128,000.00	$1,525.00
504-0430-419-4388	PROJECTORS (Teen Center/3rd Floor Conf Room)	$22,000.00	$6,500.00
504-0430-419-4388	REPLACE PERFORMANCE REVIEW SOFTWARE	$0.00	$15,000.00
504-0430-419-4388	REPLACEMENT PRINTERS (Misc Departments)	$6,000.00	$11,600.00
504-0430-419-4388	SCADA SOFTWARE SYSTEM	$0.00	$18,000.00
	Subtotal	**$272,500.00**	**$124,300.00**
	Capital Outlay Total	**$272,500.00**	**$124,300.00**

Employee Services		Approved 2008-2009	Requested 2009-2010
504-0430-419-4110	PERMANENT SALARIES	$495,800.00	$501,900.00
	Subtotal	**$495,800.00**	**$501,900.00**
504-0430-419-4120	FRINGE BENEFITS (F/T Salaries)	$153,700.00	$156,400.00
	Subtotal	**$153,700.00**	**$156,400.00**
	Employee Services Total	**$649,500.00**	**$658,300.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
504-0430-419-4240	CONTINGENCY / EMERGENCY EQUIPMENT REPLACEMENT	$50,000.00	$50,000.00

		Subtotal	**$50,000.00**	**$50,000.00**
504-0430-419-4241	COPIES		$300.00	$300.00
		Subtotal	**$300.00**	**$300.00**
504-0430-419-4242	POSTAGE FOR CORRESPONDENCE, PACKAGES, ETC.		$600.00	$500.00
		Subtotal	**$600.00**	**$500.00**
504-0430-419-4243	OFFICE SUPPLIES		$1,100.00	$1,000.00
		Subtotal	**$1,100.00**	**$1,000.00**
504-0430-419-4246	BPC		$400.00	$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		$12,000.00	$12,000.00
504-0430-419-4246	FIREWALL MAINTENANCE		$4,200.00	$4,200.00
504-0430-419-4246	GIS SOFTWARE MAINTENANCE		$14,000.00	$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		$4,000.00	$3,500.00
504-0430-419-4246	HTE SOFTWARE ANNUAL SUPPORT & UPGRADES		$65,000.00	$67,000.00
504-0430-419-4246	ISeries (515) SOFTWARE & HARDWARE MAINTENANCE		$5,000.00	$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		$47,000.00	$50,000.00
504-0430-419-4246	OTHER MISC MAINTENANCE AS REQUIRED		$32,000.00	$40,500.00
504-0430-419-4246	POLICE SOFTWARE MAINTENANCE (CAD/RMS, OTHERS)		$37,000.00	$38,600.00
504-0430-419-4246	PRINTER SUPPLY MAINTENANCE		$4,000.00	$3,000.00
504-0430-419-4246	PRINTER/SCANNER MAINTENANCE		$5,500.00	$5,500.00
504-0430-419-4246	SWITCH - ROUTER MAINTENANCE		$1,800.00	$3,000.00
504-0430-419-4246	TELEPHONE MAINTENANCE		$15,500.00	$15,500.00
504-0430-419-4246	VIRUS SOFTWARE MAINTENANCE		$7,000.00	$7,000.00
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	$0.00
		Subtotal	**$288,700.00**	**$302,500.00**
504-0430-419-4248	CELL PHONE (CINGULAR/VERIZON)		$35,000.00	$30,000.00

504-0430-419-4248	DATA ACCESS IN VEHICLES (PD,PWM & BLDG)	$13,800.00	$13,000.00
504-0430-419-4248	INTERNET SERVICE PROVIDER	$15,000.00	$22,000.00
504-0430-419-4248	LONG DISTANCE TELEPHONE SERVICES	$2,500.00	$2,250.00
504-0430-419-4248	PACBELL CENTREX TELEPHONE SERVICES	$70,000.00	$56,450.00
	Subtotal	**$136,300.00**	**$123,700.00**
504-0430-419-4253	IT - MEMBERSHIPS, DUES, SUBSCRIPTIONS	$740.00	$740.00
	Subtotal	**$740.00**	**$740.00**
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	$7,000.00
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	**$17,500.00**	**$16,500.00**
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	$9,000.00	$9,000.00
504-0430-419-4259	MISC DEPARTMENT PRINTER/SCANNER REPLACEMENTS	$3,000.00	$3,000.00
	Subtotal	**$42,000.00**	**$42,000.00**
	Services and Supplies Total	**$537,240.00**	**$537,240.00**
	SUPPORT SERVICES Total	**$1,459,240.00**	**$1,319,840.00**

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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, such as light bulbs
- Preventative Maintenance – within Industry Standards, such as inspecting fire extinguishers monthly
- Special Projects – such as painting a facility interior or exterior 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

- Installed new vertical blinds in the Wind and Port Rooms of the Community Center.
- Installed the floating holiday tree display in the lagoon.
- Installed new Corian countertops in the Library restrooms to replace worn countertops.
- Replaced old carpet in the Recreation Center hallway with hardwood-like commercial vinyl flooring.
- Reversed the doors at the City Hall fitness center entry from the restrooms to accommodate the new equipment.
- Purchased and installed Tennis Club shed at Edgewater Park.
- Replaced the carpet in the Wind Room with hardwood-like vinyl flooring. Installed new carpet and repainted the interior of the Community Center.
- Replaced all flushers in the Library restrooms with auto flushers.
- Fixed leaking roof areas in the Police Department and the Council Chambers (contractor).
- Fixed leaking window areas in the Library and Recreation Center (contractor).
- Re-built two motors at a discount for use in HVAC units.
- Purchased and installed new charbroiler in the Recreation Center large kitchen.
- Purchased new refrigerator to replace old one in the City Hall lunch room.
- Met with a solar power company to asses the possibility of using solar energy to power the Library/Community Center (Created a Report).

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, the project was split into two phases during FY 2008-2009. The first part of the project was completed in 2008/2009 fiscal year. The Community Center interior was painted and the flooring was replaced. The second phase of the project is scheduled for completion in FY 2009-2010. Other improvements to the Library include the automatic door replacement and book sorter in addition to the interior painting and flooring replacement.

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 2009-2010 includes the Airless Sprayer and the Key Machine.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
PARKS & RECREATION
BUILDING MAINTENANCE FUND (#505)
Annual Budget Appropriation for Fiscal Year

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ 398,360	$ 398,360	$ 399,560
SERVICES AND SUPPLIES	878,749	878,749	906,249
CAPITAL OUTLAY	8,900	8,900	100,800
Subtotal (Total Department-Controlled Expenses)	1,286,009	1,286,009	1,406,609
INTERNAL SERVICES	70,974	70,974	73,023
Subtotal (Total Department Expenses before Reallocations)	1,356,983	1,356,983	1,479,632
REALLOCATIONS	-	-	-
TOTAL FOR BUILDING MAINTENANCE FUND (#505)	**$ 1,356,983**	**$ 1,356,983**	**$ 1,479,632**

DETAIL LINE ITEM REPORT

PARKS & RECREATION - BUILDING MAINTENANCE Account: 505-0550-419 BUILDING MAINTENANCE

Capital Outlay		Approved 2008-2009	Requested 2009-2010
505-0550-419-4388	CAPITAL OUTLAY	$8,900.00	$74,800.00
505-0550-419-4388	LIBRARY IMPROVEMENTS	$0.00	$26,000.00
	Subtotal	**$8,900.00**	**$100,800.00**
	Capital Outlay Total	**$8,900.00**	**$100,800.00**

Employee Services		Approved 2008-2009	Requested 2009-2010
505-0550-419-4110	PERMANENT SALARIES	$292,400.00	$293,300.00
	Subtotal	**$292,400.00**	**$293,300.00**
505-0550-419-4112	Overtime	$2,160.00	$2,160.00
	Subtotal	**$2,160.00**	**$2,160.00**
505-0550-419-4120	FRINGE BENEFITS	$103,800.00	$104,100.00
	Subtotal	**$103,800.00**	**$104,100.00**
	Employee Services Total	**$398,360.00**	**$399,560.00**

Internal Services		Approved 2008-2009	Requested 2009-2010
505-0550-419-4544	VEHICLE REPLACEMENT UNIT 35, UNIT 3, UNIT 44	$36,228.00	$37,586.00
	Subtotal	**$36,228.00**	**$37,586.00**
505-0550-419-4556	EQUIPMENT REPLACEMENT	$7,667.00	$7,269.00
	Subtotal	**$7,667.00**	**$7,269.00**
505-0550-419-4557	INFORMATION TECHNOLOGY SERVICES	$26,690.00	$26,750.00
	Subtotal	**$26,690.00**	**$26,750.00**
505-0550-419-4558	LONGEVITY RECOGNITION BENEFITS FUND	$389.00	$1,418.00

	Subtotal	**$389.00**	**$1,418.00**
	Internal Services Total	**$70,974.00**	**$73,023.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
505-0550-419-4240	BUILDING CONTINGENCY	$50,000.00	$50,000.00
	Subtotal	**$50,000.00**	**$50,000.00**
505-0550-419-4243	DEPARTMENT SUPPLIES	$3,000.00	$3,000.00
	Subtotal	**$3,000.00**	**$3,000.00**
505-0550-419-4246	BLDG. MATERIAL - LUMBER, HARDWARE, PAINT, ETC.	$20,000.00	$20,000.00
505-0550-419-4246	CARPET/WINDOW MAINTENANCE	$14,000.00	$14,000.00
505-0550-419-4246	ELECTRICAL SUPPLIES AND REPAIRS	$5,000.00	$5,000.00
505-0550-419-4246	FIRE DEPARTMENT AUTOMATIC DOOR MAINTENANCE	$0.00	$7,500.00
505-0550-419-4246	GOVERNMENT CENTER FOUNTAIN MAINTENANCE	$5,100.00	$5,100.00
505-0550-419-4246	GOVERNMENT CENTER MAINTENANCE	$58,000.00	$58,000.00
505-0550-419-4246	HVAC REPAIR AND MAINTENANCE	$27,025.00	$27,025.00
505-0550-419-4246*	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	**$189,471.00**	**$196,971.00**
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	**$426,817.00**	**$426,817.00**
505-0550-419-4251	DISPOSAL OF HAZARDOUS MATERIALS	$4,600.00	$4,600.00
505-0550-419-4251	ELEVATOR MAINTENANCE CONTRACT	$5,750.00	$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 GENERATOR ARC FLASH TESTING	$0.00	$20,000.00
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	**$207,961.00**	**$227,961.00**
505-0550-419-4254	EFFECTIVE MAINTENANCE MANAGEMENT SEMINAR	$1,500.00	$1,500.00
	Subtotal	**$1,500.00**	**$1,500.00**
	Services and Supplies Total	**$878,749.00**	**$906,249.00**
	BUILDING MAINTENANCE Total	**$1,356,983.00**	**$1,479,632.00**

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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 2009-2010 will be $147,000. 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

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ 86,000	$ 86,000	$ 100,000
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	86,000	86,000	100,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	86,000	86,000	100,000
REALLOCATIONS	-	-	-
TOTAL FOR LONGEVITY RECOGNITION BENEFITS FUND (#507)	**$ 86,000**	**$ 86,000**	**$ 100,000**

DETAIL LINE ITEM REPORT

HUMAN RESOURCES - ADMINISTRATION Account: 507-1210-415 LONGEVITY RECOGNITION BENEFITS FUND

Employee Services		Approved 2008-2009	Requested 2009-2010
507-1210-415-4158	LONGEVITY RECOGNITION BENEFITS PAYMENTS	$86,000.00	$100,000.00
	Subtotal	**$86,000.00**	**$100,000.00**
	Employee Services Total	**$86,000.00**	**$100,000.00**
	ADMINISTRATION Total	**$86,000.00**	**$100,000.00**

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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.

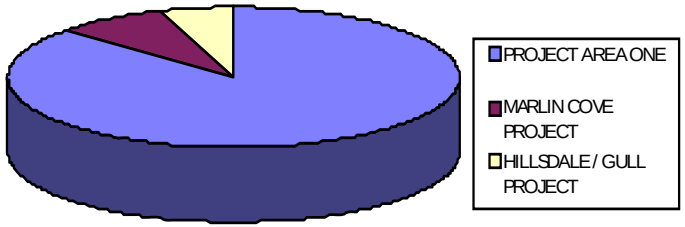
Project Area One has a revenue cap of $170 million. This cap is expected to be reached in FY 2010-11. After the cap is reached, Project Area One will no longer receive tax increment. Funds will be reserved in FY 2009-10 for any continuing financial obligations. The Project One Housing Fund will be able to continue for several years as the fund balance is used for affordable housing programs.

PROPOSED OPERATING EXPENDITURES DISTRIBUTION

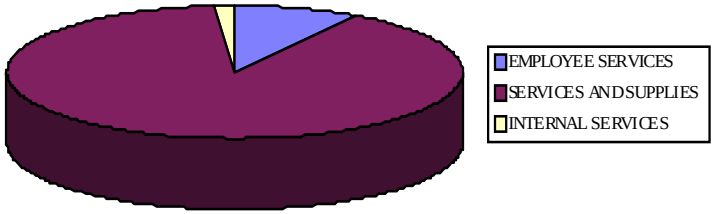
Total Agency Budget: *$9,268,846*

Project Area One	*$ 8,045,009*
Marlin Cove Project	*$ 724,086*
Hillsdale/Gull Project	*$ 499,751*

Expenditures by Project Area



Expenditure by Type



AGENCY PERSONNEL SUMMARY Project One

Position	08-09	09-10	10-11	11-12	12-13	13-14
CITY CLERK						
City Clerk	0.10	0.10	0.10	0.05	0.05	0.05
Deputy City Clerk	0.10	0.10	0.10	0.05	0.05	0.05
CITY/DISTRICT MANAGER						
City Manager	0.10	0.10	0.10	0.05	0.05	0.05
Assistant City Manager	0.10	0.10	0.10	0.05	0.05	0.05
Exec. Asst. to the City Mgr.	0.10	0.10	0.10	0.05	0.05	0.05
COMMUNITY DEVELOPMENT						
Community Development Dir.	0.20	0.20	0.20	0.10	0.10	0.10
Planning Manager	0.20	0.20	0.20	0.10	0.10	0.10
Chief Bldg. Official	0.10	0.10	0.10	0.05	0.05	0.05
Management Assistant	0.15	0.15	0.15	0.08	0.08	0.08
Building Inspector	0.50	0.50	0.50	0.25	0.25	0.25
Office Assistant II	0.25	0.25	0.25	0.13	0.13	0.13
FINANCIAL SERVICES						
Finance Director	0.10	0.10	0.10	0.05	0.05	0.05
Asst. Finance Director	0.10	0.10	0.10	0.05	0.05	0.05
Accountant	0.10	0.10	0.10	0.05	0.05	0.05
Executive Assistant	0.10	0.10	0.10	0.05	0.05	0.05
Accounting Specialist	0.10	0.10	0.10	0.05	0.05	0.05
PUBLIC WORKS						
Director of Public Works	0.10	0.10	0.10	-	-	-
Senior Civil Engineer	0.25	0.25	0.25	-	-	-
Jr/Assist.Engineer (2)	0.25	0.25	0.25	-	-	-
Sr. Engineering Tech.	0.10	0.10	0.10	-	-	-
Executive Assistant	0.10	0.10	0.10	-	-	-
Office Assistant II	0.15	0.15	0.15	-	-	-
Total Employees	**3.35**	**3.35**	**3.35**	**1.21**	**1.21**	**1.21**

AGENCY PERSONNEL SUMMARY Marlin Cove

Position	08-09	09-10	10-11	11-12	12-13	13-14
CITY CLERK						
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
CITY/DISTRICT MANAGER						
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
COMMUNITY DEVELOPMENT						
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
Management Assistant	0.05	0.05	0.05	0.05	0.05	0.05
Office Assistant II	0.10	0.10	0.10	0.10	0.10	0.10
FINANCIAL SERVICES						
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
Executive Assistant	0.10	0.10	0.10	0.10	0.10	0.10
Accounting Specialist	0.10	0.10	0.10	0.10	0.10	0.10
Total Employees	**1.05**	**1.05**	**1.05**	**1.05**	**1.05**	**1.05**

AGENCY PERSONNEL SUMMARY Hillsdale/Gull

Position	08-09	09-10	10-11	11-12	12-13	13-14
CITY CLERK						
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
CITY/DISTRICT MANAGER						
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
COMMUNITY DEVELOPMENT						
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
Management Assistant	0.05	0.05	0.05	0.05	0.05	0.05
Office Assistant II	0.10	0.10	0.10	0.10	0.10	0.10
FINANCIAL SERVICES						
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
Executive 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
Total Employees	1.05	1.05	1.05	1.05	1.05	1.05

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 2008-09 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. To-date, 29 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. One new loan was issued in FY 2008-09.

3. **Existing Unit Purchase Program — Ongoing Administration**
   The Agency purchased one single family home and one duplex in 1998, one townhouse in 2005, one condominium in 2006 and a duplex in 2008. 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 — Now Administered by City Manager's Department**
   The management of the Foster City Connections Shuttle and employer-funded shuttles was transferred to the City Manager's Department in 2008.

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, with only one remaining at the end of 2008.

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. The final note will be repaid in FY 2009-10.

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 2008-09.

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.

- New Senior Home Repair Program - A new housing program is proposed to offer assistance to very low-income senior households with minor home repairs. Each household would be eligible for up to $1,000 in repairs each year. A budget of $10,000 is proposed to allow assistance to 10 households per year. Examples of the type of work involved include: weather-stripping, repairs to stairs or handrails, broken windows, doors, other security improvements, smoke detectors, water heater replacement, plumbing repairs, gutter work, etc. The Agency would work with local service clubs to perform the work and/or solicit bids from contractors and select one or two to be available throughout the year to perform the needed repairs.

- New Housing Compliance Monitoring Software – a $4000 annual license fee is required for this software. See below for more information.

Capital Outlay

- New Housing Compliance Monitoring Software – Purchase of a license to use a web-based program to monitor compliance with affordable housing requirements is proposed. The program is already in use at Marlin Cove for monitoring compliance with housing bond requirements. Property managers would submit their required reports via the program. The program flags non-compliance issues for both the property managers and staff. As Agency staffing (and funding) is reduced, this would save staff time in the evaluation of annual reports and obtaining correction of problems, but more importantly, help property managers to correctly administer their affordable housing to avoid non-compliance issues. One-time set-up fee is $3500 with a $4000 annual license fee.

CDA Exhibit A

Community Development Agency
Summary of Resources and Requirements by Funds
For the Fiscal Year Ended June 30, 2010

Fund		Available July 1, 2009	Estimated Revenues	Transfers In	Transfers Out	Total Available	Operating Expenditures	Capital Expenditures	Loan Repayment to City	Total Requirements	Available June 30, 2010
256	Special Fund [1]	**$ 3,506,000**	$ 10,146,000	$ -	$ 13,652,000	**$ -**	$ -	$ -	$ -	**$ -**	**$ -**
257	2001Tax Allocation Refunding Bonds	**$ 2,833,000**	$ 54,000	$ 772,820	$ -	**$ 3,659,820**	$ 3,659,820	$ -	$ -	**$ 3,659,820**	**$ -**
311	General Fund - Project 1	**$ 578,000**	$ 12,000	$ 12,879,180	$ -	**$ 13,469,180**	$ 2,685,642	$ -	$ 7,849,538	**$ 10,535,180**	**$ 2,934,000**
312	Housing Fund - Project 1	**$ 14,665,000**	$ 4,330,000	$ -	$ 353,153	**$ 18,641,847**	$ 1,699,547	$ -	$ -	**$ 1,699,547**	**$ 16,942,300**
316	Project Redevelopment Fund -- CIP	**$ -**	$ -	$ -	$ -	**$ -**	$ -		$ -	**$ -**	**$ -**
	Total Project 1	**$ 21,582,000**	$ 14,542,000	$ 13,652,000	$ 14,005,153	**$ 35,770,847**	$ 8,045,009	$ -	$ 7,849,538	**$ 15,894,547**	**$ 19,876,300**
317	General Fund - Marlin Cove	**$ -**	$ 624,000	$ -	$ 350,888	**$ 273,112**	$ 217,198	$ -	$ -	**$ 217,198**	**$ 55,914**
318	Housing Fund - Marlin Cove	**$ -**	$ 156,000	$ 350,888	$ -	**$ 506,888**	$ 506,888	$ -	$ -	**$ 506,888**	**$ -**
	Total Marlin Cove	**$ -**	$ 780,000	$ 350,888	$ 350,888	**$ 780,000**	$ 724,086	$ -	$ -	**$ 724,086**	**$ 55,914**
319	General Fund - Hillsdale/Gull	**$ -**	$ 218,000	$ -	$ -	**$ 218,000**	$ 92,598	$ -	$ -	**$ 92,598**	**$ 125,402**
320	Housing Fund - Hillsdale/Gull	**$ -**	$ 54,000	$ 353,153	$ -	**$ 407,153**	$ 407,153	$ -	$ -	**$ 407,153**	**$ -**
	Total Hillsdale/Gull	**$ -**	$ 272,000	$ 353,153	$ -	**$ 625,153**	$ 499,751	$ -	$ -	**$ 499,751**	**$ 125,402**
	Totals - All Project Areas		$ 15,594,000				$ 9,268,846	$ -	$ 7,849,538 [2]		

[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 $7,034,538 in principal and $815,000 in interest. The interest payment is shown as a City General Fund revenue.

CDA Exhibit B

Community Development Agency

Revenue Report

For the Fiscal Year Ended June 30, 2010

Source		Budget Estimate 2008-2009		Budget Estimate 2009-2010
PROJECT AREA ONE				
Special Fund				
Property Taxes	$	9,629,000	$	10,146,000
Investment Earnings - Reserve	$	108,000	$	54,000
subtotal	$	9,737,000	$	10,200,000
Special Housing Fund				
Property Taxes	$	-	$	-
Investment Earnings - Reserve	$	-	$	-
subtotal	$	-	$	-
General Fund				
Investment Earnings	$	24,000	$	12,000
subtotal	$	24,000	$	12,000
Housing Fund				
Property Taxes	$	3,553,000	$	3,743,000
Investment Earnings	$	445,000	$	587,000
subtotal	$	3,998,000	$	4,330,000
TOTAL PROJECT AREA ONE	$	13,759,000	$	14,542,000

CDA Exhibit B

Community Development Agency

Revenue Report

For the Fiscal Year Ended June 30, 2010

Source		Budget Estimate 2008-2009		Budget Estimate 2009-2010
MARLIN COVE PROJECT AREA				
General Fund				
Property Taxes	$	616,000	$	623,000
Investment Earnings	$	1,000	$	1,000
subtotal	$	617,000	$	624,000
Housing Fund				
Property Taxes	$	154,000	$	156,000
Investment Earnings	$	-	$	-
subtotal	$	154,000	$	156,000
TOTAL MARLIN COVE	$	771,000	$	780,000
HILLSDALE/GULL PROJECT AREA				
General Fund				
Property Taxes	$	213,000	$	218,000
Investment Earnings	$	5,000	$	-
subtotal	$	218,000	$	218,000
Housing Fund				
Property Taxes	$	53,000	$	54,000
Investment Earnings	$	-	$	-
subtotal	$	53,000	$	54,000
TOTAL HILLSDALE/GULL PROJECT AREA	$	271,000	$	272,000

CDA CAPITAL IMPROVEMENT PROJECT (CIP) PLAN (FISCAL YEAR 2009-2010)

					Funding Sources
PROJECT NAME	Funding Source*	Total Project Cost	Prior Years' Funding	FY 2007/2008 Funding	CDA Project Redevelopment Fund

NONE

City of Foster City Community Development Agency
Summary of Bonds Payable
Fiscal Year 2009-2010

	Total Bonds Authorized	Bonds Issued as of June 30, 2009	Outstanding Balance June 30, 2009	Principal Payable FY 2009-2010	Interest Payable FY 2009-2010	Fiscal Agent/ Other Fees FY 2009-2010	Total Debt Service FY 2009-2010
Tax Allocation Bonds:							
2001 Foster City Community Development Agency Bonds	$ 27,010,000	$ 27,010,000	$ 3,560,000	$ 3,560,000	$ 78,320	$ 21,500	$ 3,659,820

City of Foster City Community Development Agency
Schedule of Fund Balance Transfers
Fiscal Year 2009-2010

			Transfers In				
	#	Fund	257 '2001 Tax Allocation Refunding Bonds	311 General Fund - Project 1	318 Housing Fund - Marlin Cove	320 Housing Fund - Hillsdale / Gull	Totals
Transfers Out	1	256 Special Fund	772,820	12,879,180	-	-	13,652,000
	2	312 Housing Fund - Project 1	-	-	-	353,153	353,153
	3	317 General Fund - Marlin Cove	-	-	350,888	-	350,888
		Totals	772,820	12,879,180	350,888	353,153	14,356,041

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

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	3,665,709	3,665,709	3,659,820
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	3,665,709	3,665,709	3,659,820
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	3,665,709	3,665,709	3,659,820
REALLOCATIONS	-	-	-
TOTAL FOR 2001 TAX ALLOCATION REFUNDING BONDS (#257)	**$ 3,665,709**	**$ 3,665,709**	**$ 3,659,820**

DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - SPECIAL FUND-PFA Account: 257-0833-463 2001 Tax Allocation Refunding Bonds

Services and Supplies			Approved 2008-2009	Requested 2009-2010
257-0833-463-4251	CONSULTANT TO MONITOR ARBITRAGE		$3,500.00	$3,500.00
		Subtotal	**$3,500.00**	**$3,500.00**
257-0833-463-4270	PRINCIPAL DUE 9/1/09		$3,415,000.00	$3,560,000.00
		Subtotal	**$3,415,000.00**	**$3,560,000.00**
257-0833-463-4271	INTEREST DUE 3/1/10		$78,320.00	$0.00
257-0833-463-4271	INTEREST DUE 9/1/09		$150,889.00	$78,320.00
		Subtotal	**$229,209.00**	**$78,320.00**
257-0833-463-4273	FISCAL AGENT FEES		$18,000.00	$18,000.00
		Subtotal	**$18,000.00**	**$18,000.00**
		Services and Supplies Total	**$3,665,709.00**	**$3,659,820.00**
		SPECIAL FUND-PFA Total	**$3,665,709.00**	**$3,659,820.00**

DEPARTMENT SUMMARY BY DIVISION
Foster City Community Development Agency
COMMUNITY DEVELOPMENT
PROJECT AREA ONE - GENERAL FUND (#311)
Annual Budget Appropriation for Fiscal Year

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ 257,634	$ 257,634	$ 259,347
SERVICES AND SUPPLIES	1,408,005	1,408,005	2,299,664
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	1,665,639	1,665,639	2,559,011
INTERNAL SERVICES	126,009	126,009	126,631
Subtotal (Total Department Expenses before Reallocations)	1,791,648	1,791,648	2,685,642
REALLOCATIONS	-	-	-
TOTAL FOR PROJECT AREA ONE - GENERAL FUND (#311)	**$ 1,791,648**	**$ 1,791,648**	**$ 2,685,642**

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DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - COMMUNITY DEVELOPMENT Account: 311-0831-463 CDA-GENERAL

Employee Services		Approved 2008-2009	Requested 2009-2010
311-0831-463-4110	PERMANENT SALARIES	$193,534.00	$194,734.00
	Subtotal	**$193,534.00**	**$194,734.00**
311-0831-463-4115	COUNCIL/DIRECTOR & COMM FEES	$1,300.00	$1,300.00
	Subtotal	**$1,300.00**	**$1,300.00**
311-0831-463-4120	FRINGE BENEFITS	$62,800.00	$63,313.00
	Subtotal	**$62,800.00**	**$63,313.00**
	Employee Services Total	**$257,634.00**	**$259,347.00**

Internal Services		Approved 2008-2009	Requested 2009-2010
311-0831-463-4557	INFORMATION TECHNOLOGY SERVICES	$114,386.00	$114,642.00
	Subtotal	**$114,386.00**	**$114,642.00**
311-0831-463-4569	BUILDING MAINTENANCE	$11,623.00	$11,989.00
	Subtotal	**$11,623.00**	**$11,989.00**
	Internal Services Total	**$126,009.00**	**$126,631.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
311-0831-463-4241	COPY EXPENSE	$2,200.00	$2,200.00
	Subtotal	**$2,200.00**	**$2,200.00**
311-0831-463-4242	POSTAGE EXPENSE	$1,000.00	$1,000.00
	Subtotal	**$1,000.00**	**$1,000.00**
311-0831-463-4243	GENERAL OFFICE SUPPLIES	$1,000.00	$1,000.00
	Subtotal	**$1,000.00**	**$1,000.00**

311-0831-463-4249	ADVERTISING	$1,000.00	$1,000.00
	Subtotal	**$1,000.00**	**$1,000.00**
311-0831-463-4251	AUDIT FEES	$1,465.00	$1,400.00
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	$162,000.00	$171,000.00
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	**$260,465.00**	**$269,400.00**
311-0831-463-4253	CALIFORNIA REDEVELOPMENT ASSOCIATION	$7,840.00	$8,564.00
	Subtotal	**$7,840.00**	**$8,564.00**
311-0831-463-4254	CRA CONFERENCE & SEMINARS & ECON.DEV.CONFERENCES	$1,500.00	$1,500.00
	Subtotal	**$1,500.00**	**$1,500.00**
311-0831-463-4265	AB 1290 TAX SHARING PAYMENT	$622,000.00	$695,000.00
311-0831-463-4265	COSTCO NOTE 1	$64,000.00	$864,000.00
311-0831-463-4265	SAN MATEO UNION HIGH SCHOOL DISTRICT PER AGREEMENT	$447,000.00	$456,000.00
	Subtotal	**$1,133,000.00**	**$2,015,000.00**
	Services and Supplies Total	**$1,408,005.00**	**$2,299,664.00**
	COMMUNITY DEVELOPMENT Total	**$1,791,648.00**	**$2,685,642.00**

DEPARTMENT SUMMARY BY DIVISION
Foster City Community Development Agency
COMMUNITY DEVELOPMENT
PROJECT AREA ONE - HOUSING FUND (#312)
Annual Budget Appropriation for Fiscal Year

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ 256,334	$ 256,334	$ 258,047
SERVICES AND SUPPLIES	1,415,065	1,415,065	1,441,500
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	1,671,399	1,671,399	1,699,547
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	1,671,399	1,671,399	1,699,547
REALLOCATIONS	-	-	-
TOTAL FOR PROJECT AREA ONE - HOUSING FUND (#312)	**$ 1,671,399**	**$ 1,671,399**	**$ 1,699,547**

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DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - HOUSING Account: 312-0832-463 CDA-HOUSING

Employee Services		Approved 2008-2009	Requested 2009-2010
312-0832-463-4110	PERMANENT SALARIES	$193,534.00	$194,734.00
	Subtotal	**$193,534.00**	**$194,734.00**
312-0832-463-4120	FRINGE BENEFITS	$62,800.00	$63,313.00
	Subtotal	**$62,800.00**	**$63,313.00**
	Employee Services Total	**$256,334.00**	**$258,047.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
312-0832-463-4251	AUDIT FEE	$1,465.00	$1,400.00
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	**$62,465.00**	**$62,400.00**
312-0832-463-4253	SAN MATEO COUNTY HEART DUES	$12,100.00	$12,100.00
	Subtotal	**$12,100.00**	**$12,100.00**
312-0832-463-4254	TRAVEL, CONFERENCE, MEETINGS	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
312-0832-463-4265	EXISTING UNIT PURCHASE PROGRAM	$1,036,000.00	$1,042,000.00
312-0832-463-4265	FIRST TIME HOMEBUYERS PROGRAM	$100,000.00	$100,000.00
312-0832-463-4265	FOSTER'S LANDING AFFORDABLE HOUSING SUBSIDY	$144,000.00	$147,000.00
312-0832-463-4265	HOUSING COMPLIANCE MONITORING SOFTWARE	$0.00	$7,500.00
312-0832-463-4265	REHABILITATION LOAN PROGRAM	$60,000.00	$60,000.00
312-0832-463-4265	SENIOR HOME REPAIR PROGRAM	$0.00	$10,000.00
	Subtotal	**$1,340,000.00**	**$1,366,500.00**
	Services and Supplies Total	**$1,415,065.00**	**$1,441,500.00**

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HOUSING Total	**$1,671,399.00**	**$1,699,547.00**

DEPARTMENT SUMMARY BY DIVISION
Foster City Community Development Agency
COMMUNITY DEVELOPMENT
MARLIN COVE PROJECT AREA - GENERAL FUND (#317)
Annual Budget Appropriation for Fiscal Year

	2008-2009		2009-2010
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEES SERVICES	$ 29,766	$ 29,766	$ 29,898
SERVICES AND SUPPLIES	184,365	184,365	187,300
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	214,131	214,131	217,198
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	214,131	214,131	217,198
REALLOCATIONS	-	-	-
TOTAL FOR MARLIN COVE PROJECT AREA - GENERAL FUND (#317)	**$ 214,131**	**$ 214,131**	**$ 217,198**

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DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - COMMUNITY DEVELOPMENT Account: 317-0831-463 MARLIN COVE GENERAL

Employee Services		Approved 2008-2009	Requested 2009-2010
317-0831-463-4110	PERMANENT SALARIES	$22,909.00	$22,992.00
	Subtotal	**$22,909.00**	**$22,992.00**
317-0831-463-4120	FRINGE BENEFITS	$6,857.00	$6,906.00
	Subtotal	**$6,857.00**	**$6,906.00**
	Employee Services Total	**$29,766.00**	**$29,898.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
317-0831-463-4241	COPY EXPENSE	$400.00	$400.00
	Subtotal	**$400.00**	**$400.00**
317-0831-463-4242	POSTAGE EXPENSE	$200.00	$200.00
	Subtotal	**$200.00**	**$200.00**
317-0831-463-4243	GENERAL OFFICE SUPPLIES	$200.00	$200.00
	Subtotal	**$200.00**	**$200.00**
317-0831-463-4251	AB 1290 TAX SHARING PAYMENT	$154,000.00	$156,000.00
317-0831-463-4251	AUDIT FEES	$1,465.00	$1,400.00
317-0831-463-4251	COUNTY PROPERTY TAX ADMINISTRATION FEE	$15,000.00	$16,000.00
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	**$183,065.00**	**$186,000.00**
317-0831-463-4254	CRA CONFERENCE & SEMINARS & ECON.DEV.CONFERENCES	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
	Services and Supplies Total	**$184,365.00**	**$187,300.00**

COMMUNITY DEVELOPMENT Total	**$214,131.00**	**$217,198.00**

DEPARTMENT SUMMARY BY DIVISION
Foster City Community Development Agency
COMMUNITY DEVELOPMENT
MARLIN COVE PROJECT AREA - HOUSING FUND (#318)
Annual Budget Appropriation for Fiscal Year

	2008-2009		2009-2010
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	$ 119,066	$ 119,066	$ 119,594
SERVICES AND SUPPLIES	384,359	384,359	387,294
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	503,425	503,425	506,888
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	503,425	503,425	506,888
REALLOCATIONS	-	-	-
TOTAL FOR MARLIN COVE PROJECT AREA - HOUSING FUND (#318)	**$ 503,425**	**$ 503,425**	**$ 506,888**

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DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - HOUSING Account: 318-0832-463 MARLIN COVE HOUSING

Employee Services		Approved 2008-2009	Requested 2009-2010
318-0832-463-4110	PERMANENT SALARIES	$91,638.00	$91,969.00
	Subtotal	**$91,638.00**	**$91,969.00**
318-0832-463-4120	FRINGE BENEFITS	$27,428.00	$27,625.00
	Subtotal	**$27,428.00**	**$27,625.00**
	Employee Services Total	**$119,066.00**	**$119,594.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
318-0832-463-4241	COPY EXPENSE	$1,600.00	$1,600.00
	Subtotal	**$1,600.00**	**$1,600.00**
318-0832-463-4242	POSTAGE EXPENSE	$800.00	$800.00
	Subtotal	**$800.00**	**$800.00**
318-0832-463-4243	GENERAL OFFICE SUPPLIES	$800.00	$800.00
	Subtotal	**$800.00**	**$800.00**
318-0832-463-4251	AUDIT FEES	$1,465.00	$1,400.00
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	**$45,865.00**	**$45,800.00**
318-0832-463-4254	TRAVEL, CONFERENCE, MEETINGS	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
318-0832-463-4265	AFFORDABLE HOUSING SUBSIDY	$184,000.00	$186,000.00
318-0832-463-4265	DEVELOPER GRANT PAYMENT	$109,794.00	$109,794.00
318-0832-463-4265	UTILITY SUBSIDY	$41,000.00	$42,000.00

Subtotal	**$334,794.00**	**$337,794.00**
Services and Supplies Total	**$384,359.00**	**$387,294.00**
HOUSING Total	**$503,425.00**	**$506,888.00**

DEPARTMENT SUMMARY BY DIVISION
Foster City Community Development Agency
COMMUNITY DEVELOPMENT
HILLSDALE / GULL PROJECT AREA - GENERAL FUND (#319)
Annual Budget Appropriation for Fiscal Year

	2008-2009		2009-2010
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	$ 31,066	$ 31,066	$ 31,198
SERVICES AND SUPPLIES	59,465	59,465	61,400
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	90,531	90,531	92,598
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	90,531	90,531	92,598
REALLOCATIONS	-	-	-
TOTAL FOR HILLSDALE / GULL PROJECT AREA - GENERAL FUND (#319)	**$ 90,531**	**$ 90,531**	**$ 92,598**

DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - COMMUNITY DEVELOPMENT Account: 319-0831-463 HILLSDALE/GULL GENERAL

Employee Services		Approved 2008-2009	Requested 2009-2010
319-0831-463-4110	PERMANENT SALARIES	$22,909.00	$22,992.00
	Subtotal	**$22,909.00**	**$22,992.00**
319-0831-463-4115	COUNCIL/DIRECTOR & COMM FEES	$1,300.00	$1,300.00
	Subtotal	**$1,300.00**	**$1,300.00**
319-0831-463-4120	FRINGE BENEFITS	$6,857.00	$6,906.00
	Subtotal	**$6,857.00**	**$6,906.00**
	Employee Services Total	**$31,066.00**	**$31,198.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
319-0831-463-4251	AB1290 TAX SHARING PAYMENT	$53,000.00	$54,000.00
319-0831-463-4251	AUDIT FEE	$1,465.00	$1,400.00
319-0831-463-4251	COUNTY PROPERTY TAX ADMINISTRATION FEE	$5,000.00	$6,000.00
	Subtotal	**$59,465.00**	**$61,400.00**
	Services and Supplies Total	**$59,465.00**	**$61,400.00**
	COMMUNITY DEVELOPMENT Total	**$90,531.00**	**$92,598.00**

DEPARTMENT SUMMARY BY DIVISION
Foster City Community Development Agency
COMMUNITY DEVELOPMENT
HILLSDALE / GULL PROJECT AREA - HOUSING FUND (#320)
Annual Budget Appropriation for Fiscal Year

	2008-2009		2009-2010
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	$ 119,066	$ 119,066	$ 119,594
SERVICES AND SUPPLIES	287,624	287,624	287,559
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	406,690	406,690	407,153
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	406,690	406,690	407,153
REALLOCATIONS	-	-	-
TOTAL FOR HILLSDALE / GULL PROJECT AREA - HOUSING FUND (#320)	**$ 406,690**	**$ 406,690**	**$ 407,153**

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DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - HOUSING Account: 320-0832-463 HILLSDALE/GULL HOUSING

Employee Services		Approved 2008-2009	Requested 2009-2010
320-0832-463-4110	PERMANENT SALARIES	$91,638.00	$91,969.00
	Subtotal	**$91,638.00**	**$91,969.00**
320-0832-463-4120	FRINGE BENEFITS	$27,428.00	$27,625.00
	Subtotal	**$27,428.00**	**$27,625.00**
	Employee Services Total	**$119,066.00**	**$119,594.00**

Services and Supplies		Approved 2008-2009	Requested 2009-2010
320-0832-463-4241	COPY EXPENSE	$2,000.00	$2,000.00
	Subtotal	**$2,000.00**	**$2,000.00**
320-0832-463-4242	POSTAGE EXPENSE	$1,000.00	$1,000.00
	Subtotal	**$1,000.00**	**$1,000.00**
320-0832-463-4243	GENERAL OFFICE SUPPLIES	$1,000.00	$1,000.00
	Subtotal	**$1,000.00**	**$1,000.00**
320-0832-463-4251	AUDIT FEES	$1,465.00	$1,400.00
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	**$49,465.00**	**$49,400.00**
320-0832-463-4254	TRAVEL, CONFERENCE, MEETINGS	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
320-0832-463-4265	DEVELOPER GRANT PAYMENT	$233,659.00	$233,659.00
	Subtotal	**$233,659.00**	**$233,659.00**
	Services and Supplies Total	**$287,624.00**	**$287,559.00**

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HOUSING Total	**$406,690.00**	**$407,153.00**

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 to be managed during Fiscal Year 2009-2010:

Ongoing Projects:

- **Synthetic Turf and Park Improvements – Catamaran and Sea Cloud S-3 (CIP 602)** – This CIP project scope of work includes the installation of a synthetic surface soccer field, two lane walking track, basketball court lighting, and park site furniture at Catamaran Park; the installation of a synthetic surface soccer field, park site furniture and hardscape improvements at Sea Cloud Park. A contract was awarded to Top Grade Construction on January 20, 2009 in the amount of $1,943,885 for construction of the improvements. Work is scheduled to begin in March of 2009 with anticipated completion in September 2009. Total project costs for construction, contingency, design and site improvements are estimated to be well within the $2,700,000 budgeted for this project.

- **Sanitary Sewer Lift Station Improvements (CIP 603) –** This project continues the District's program of maintaining sanitary sewer lift stations and addressing preventative maintenance and upgrades to prolong the useful life of the lift stations. Since this program was implemented in FY 1999-00, 17 of the District's 49 lift stations have been completed. The most recent project

was completed in December 2007 and included five (5) lift stations. Lift Station improvements generally include items of work such as: repairing interior wet wells; installing new pumps, motors, and valves; replacing electrical and telemetry control systems; installing by-pass piping and connections; and replacing corroded components with non-corrosive stainless steel materials.

Funding of $150,000 has been approved to date. Additional funding of $300,000 is proposed in FY 2009-10, followed by $2,850,000 in FY 2010-11. It is anticipated that the Request for Proposals (RFP) for design services will be issued in Summer 2009, followed by an award for engineering services in Summer 2009. Design is expected to take approximately 8 months with construction anticipated in Fall 2010.

- **Residential Street Resurfacing & Repair (CIP 604)** – This biennial project is part of the City's ongoing program to maintain the public street system. The project focuses on streets in residential areas of the City. The Public Works Department uses the Pavement Management Program (PMP) database and program analysis to evaluate the condition of the City street network and to help identify street maintenance priorities. The program also helps determine the most cost effective treatment to extend the life of a section of roadway. A list of candidate residential streets for resurfacing and slurry seal work was compiled and presented to the City Council for the upcoming summer project. Bids were opened for the project on March 5, 2009. Construction is scheduled for Summer 2009. Project award is scheduled for the April 6, 2009 City Council meeting.

- **Park Infrastructure Improvements (CIP 605)** – This CIP project has two components. The first component is the dog park where contracts have been awarded in the amount of $120,000 to complete the following improvements at the dog park:

  - Installation of new synthetic turf to the big dog and little dog areas
  - Upgrades to the lighting
  - Improved drainage, specifically around the drinking fountains
  - Addition of picnic table
  - Improve gate entrances
  - New signage with clear and concise rules and regulations

This work began in February 2009 and was completed by mid - March 2009.

The second component of this project includes repairs to park pathways and walkways at the following sites: Arcturus Park, Boothbay Park, Edgewater Park, Erckenbrack Park, Farragut Park, Gull Park, Ketch Park, Kildeer Park, Marlin Park, Port Royal Park, Recreation Center, Shad Park, Sunfish Park, and Turnstone Park. The scope of work is being developed by Parks Maintenance staff, and it is anticipated that plans and specifications will be completed by May of 2009 with the award of a contract for construction in July of 2009. The anticipated construction timeline for these repairs is July to October 2009. The approximate budget is $250,000.

- **Arterial and Collector Overlay Project (CIP 606)** – Council gave approval in March 2009 for the City to advance fund this $730,000 project for purposes of applying for funds from the American Recovery and Reinvestment Act of 2009. The City has applied for those funds, of which $420,000 in Federal Funds is expected to be received. Construction will begin in FY 2009-2010.

- **Levee / Pedway Improvement and Repair (CIP 607) –** This project was split off of CIP 798 because the Tennis / Basketball Court Resurfacing component of that project was completed. The Levee / Pedway Improvement and Repair portion is an ongoing project. This project addresses deficiencies in the eight-mile long levee pedway system that surrounds the City and consists of the following:
    - 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 repairs 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. In addition, 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.

  The preliminary construction cost estimate to perform repairs and preventive maintenance on the entire levee is approximately $1.5 to $2 million. A plan developed by staff includes completion of the boundary survey around the entire facility to clearly identify encroachments of structures, trees, and landscaping into the City's easement and property areas, and a three-phase approach to construction of the improvements in a clockwise direction starting at East Third Avenue / Foster City Blvd and ending at the southern end of Shell Cove near East Hillsdale Blvd and the San Mateo Slough.

- **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 construction duration of 730 days. Contract change orders executed as of November 2008 revised the contract construction duration from 730 calendar days to 799 calendar days and the contract amount to $26,201,455. Based on the contractor's progress of the work, construction completion is approximately 20 months beyond the contractual completion date. As of

early March 2009, the contractor has considered his work complete. This project will be closed in FY 2009-2010 when all punch list items and other open items are resolved.

- **Sewer System Rehabilitation (CIP 757) –** (Mains, Manholes and Force Mains) This project provides for the design and rehabilitation of various sewer lines based on assessment 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 District. The information has been compiled and evaluated to identify sources of inflow and infiltration, pipe deficiencies, and other trouble areas where repair work is required.

  In Summer 2008, Staff prepared contract documents for the first phase of this project which called for the rehabilitation of severely deteriorated sanitary sewer manholes. Bids were received for this project in October 2008. However, the two bids received for this work were significantly higher than the Engineer's Estimate and were rejected. Staff is presently redesigning the work to refine the scope of repair work in each manhole and to include additional acceptable rehabilitation products to lower the repair costs and generate a more competitive bid environment. Additional manholes are also being evaluated for inclusion in the project. The re-bidding of the first phase of work is planned for Summer 2009.

- **Water Main Condition Survey (CIP 760)** – A construction contract in the amount of $419,800, for the project was awarded on October 6, 2008 to West Valley Construction Company, Inc. The project consists of 24-inch valve replacements, installation of cathodic protection test stations, standardization of air release valves, and various other improvements to the 24-inch transmission main that would provide access to inspect and monitor the condition of the pipeline. Notice to Proceed was effective on December 1, 2008 with construction duration of 149 days. The main component of work, involving the shutdown of the transmission main, is scheduled for the week of March 23, 2009. Based on the contractor's progress, construction completion is anticipated by May 2009.

- **Follow Up on Bi-annual 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. was retained to review and evaluate the Caltrans reports (for 1999, 2001, 2003, 2005 and 2007) and to prepare a Technical Memorandum outlining their recommendations and conclusions.

  CSG's Technical Memorandums completed in 2004 and 2008 concluded that the bridges appear to be in generally good condition with no significant structural problems. The Technical Memorandums, 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 only bid received on this project

was significantly higher than the Engineer's Estimate and was rejected. To generate more competitive bidding, it is now planned to combine all repairs into a single larger project to be completed in the Summer of 2010.

- **Lagoon Pump Station Improvements (CIP 792)** – CIP 792 was merged with CIP 789 Outfall Gate Replacement. This project will remove existing corroded trash racks and its support structure at the Lagoon Pump Station. The new trash racks will be fabricated out of light weight material that is non-corrosive. The trash racks are installed in front of the pump bays to prevent large debris from damaging the pumps when the pumps are running. The project also includes structural concrete repairs as necessary. The Request for Proposal (RFP) was issued and at the meeting on August 4, 2008, the City Council awarded the engineering design services to Winzler & Kelly. The Technical Memorandum (TM) summarizing the findings from the condition assessment has been completed. The TM also included recommended design and construction method. The consultant has been directed to prepare the contract documents for construction. Construction is anticipated in July 2009.

- **Foster Center Teen Center and Recreational Facilities (CIP 794) –** Based on an effective Notice to Proceed date of April 9, 2008, the construction completion for the Teen Center is expected by May 4, 2009. After going through a request for proposal (RFP) process, an agreement in the amount of $24,500 was executed with Wormhoudt, Inc. for design of the skate park component of the Teen Center facilities. The budget for CIP 794 has sufficient funds for the construction of the Teen Center as well as for associated improvements and purchases. Construction of the skate park and landscaping is anticipated to be complete by October 2009.

Projects Completed:

- CIP 736 – Rehabilitation of City-Owned Lagoon Structures
- CIP 798 – Park Infrastructure Improvements

Projects Closed Out:

- CIP 601 – Park Infrastructure Improvements
- CIP 799 – Arterial and Collector Overlay Project

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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 2009-2010 TO 2013-2014)

Category	NO.	PROJECT NAME	Funding Source*	TOTAL - Not Including Prior Years	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
		WASTEWATER COLLECTION SYSTEM PROJECTS							
A	1	(CIP 603) SANITARY SEWER LIFT STATION IMPROVEMENTS PROJECT	CS	**$3,300,000**	$3,300,000				
A	2	(NEW CIP) SEWER SYSTEM REHABILITATION – FORCE MAINS, GRAVITY MAINS & MANHOLES	CS	**$800,000**		$150,000	$650,000		
		TOTAL WASTEWATER COLLECTION SYSTEM PROJECTS	**2**	**$4,100,000**	**$3,300,000**	**$150,000**	**$650,000**	**$0**	**$0**
		WATER PROJECTS							
A	3	(NEW CIP) WATER VALVE REPLACEMENT (2009-2010)	CW	**$300,000**	$300,000				
A	4	(NEW CIP) WATER MAIN CONDITION SURVEY (2010-2011)	CW	**$200,000**		$200,000			
A	5	(NEW CIP) WATER VALVE REPLACEMENT (2012-2013)	CW	**$330,000**				$330,000	
		TOTAL WATER PROJECTS	**3**	**$830,000**	**$300,000**	**$200,000**	**$0**	**$330,000**	**$0**
		STREETS/TRAFFIC PROJECTS							
A	6	(CIP 606) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2009-2010)	MA, ARRA	**$730,000**	$730,000				
A	7	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2010-2011)	MA	**$825,000**		$825,000			
A	8	(NEW CIP) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2011-2012)	MA	**$865,000**			$865,000		
A	9	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2012-2013)	MA, P1B	**$900,000**				$900,000	
A	10	(NEW CIP) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2013-2014)	MA	**$950,000**					$950,000
B	11	(CIP 762) FOLLOW-UP ON BI-ANNUAL CALTRANS BRIDGE INSPECTIONS (2009-2010)	P42	**$535,000**	$535,000				
		TOTAL STREETS/TRAFFIC PROJECTS	**6**	**$4,805,000**	**$1,265,000**	**$825,000**	**$865,000**	**$900,000**	**$950,000**
		STORMWATER/LAGOON PROJECTS							
		NONE		**$0**					
		TOTAL STORMWATER/LAGOON PROJECTS	**0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
		PARKS PROJECTS							
C	12	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2009-2010)	CC	**$210,000**	$210,000				
C	13	(CIP 607) LEVEE PEDWAY IMPROVEMENTS AND REPAIR (2009-2010 to 2011-2012)	CC, MA	**$1,900,000**	$700,000	$615,000	$585,000		
C	14	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2010-2011)	CC	**$190,000**		$190,000			
C	15	(NEW CIP) SEA CLOUD S-4 – SYNTHETIC TURF PARK IMPROVEMENTS (2011-2012)	PIL	**$1,515,000**			$1,515,000		
C	16	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2011-2012)	CC	**$300,000**			$300,000		
C	17	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2012-2013)	CC	**$120,000**				$120,000	
C	18	(NEW CIP) CATAMARAN PARK WOODEN BULKHEAD PRESERVATION (2013-2014)	CC	**$120,000**					$120,000
C	19	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2013-2014)	CC	**$110,000**					$110,000
C	20	(NEW CIP) LEVEE PARK ("DESTINATION PARK") PARK IMPROVEMENTS (2013-2014)	PIL	**$450,000**					$450,000
		TOTAL PARKS PROJECTS	**9**	**$4,915,000**	**$910,000**	**$805,000**	**$2,400,000**	**$120,000**	**$680,000**
		BUILDING PROJECTS							
		NONE		**$0**					
		TOTAL BUILDING PROJECTS	**0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
		GRAND TOTAL	**20**	**$14,650,000**	**$5,775,000**	**$1,980,000**	**$3,915,000**	**$1,350,000**	**$1,630,000**

* 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, ARRA = American Recovery and Reinvestment Act of 2009 (i.e. Federal Stimulus Package)

TABLE A

FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FY 2009-2010 TO FY 2013-2014)

Project No.	PROJECT DESCRIPTION		TOTAL
	CATEGORY A PROJECTS		
1	(CIP 603) SANITARY SEWER LIFT STATION IMPROVEMENTS PROJECT	$3,300,000	
2	(NEW CIP) SEWER SYSTEM REHABILITATION – FORCE MAINS, GRAVITY MAINS & MANHOLES	$800,000	
3	(NEW CIP) WATER VALVE REPLACEMENT (2009-2010)	$300,000	
4	(NEW CIP) WATER MAIN CONDITION SURVEY (2010-2011)	$200,000	
5	(NEW CIP) WATER VALVE REPLACEMENT (2012-2013)	$330,000	
6	(CIP 606) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2009-2010)	$730,000	
7	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2010-2011)	$825,000	
8	(NEW CIP) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2011-2012)	$865,000	
9	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2012-2013)	$900,000	
10	(NEW CIP) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2013-2014)	$950,000	
		Subtotal for Category A Projects	**$9,200,000**
	CATEGORY B PROJECTS		
11	(CIP 762) FOLLOW-UP ON BI-ANNUAL CALTRANS BRIDGE INSPECTIONS (2009-2010)	$535,000	
		Subtotal for Category B Projects	**$535,000**
	CATEGORY C PROJECTS		
12	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2009-2010)	$210,000	
13	(CIP 607) LEVEE PEDWAY IMPROVEMENTS AND REPAIR (2009-2010 to 2011-2012)	$1,900,000	
14	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2010-2011)	$190,000	
15	(NEW CIP) SEA CLOUD S-4 – SYNTHETIC TURF PARK IMPROVEMENTS (2011-2012)	$1,515,000	
16	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2011-2012)	$300,000	
17	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2012-2013)	$120,000	
18	(NEW CIP) CATAMARAN PARK WOODEN BULKHEAD PRESERVATION (2013-2014)	$120,000	
19	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2013-2014)	$110,000	
20	(NEW CIP) LEVEE PARK ("DESTINATION PARK") PARK IMPROVEMENTS (2013-2014)	$450,000	
		Subtotal for Category C Projects	**$4,915,000**
	GRAND TOTAL		**$14,650,000**

TABLE B
FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FY 2009-2010 TO FY 2013-2014)

No.	DESCRIPTION	CIP - CITY*	Foster City Foundation	MEASURE A	GAS TAX	ARRA 2009	PARK-IN-LIEU FEES		PROP 42 TRANS.	PROP 1B TRANS.	CIP WATER	CIP SEWER	TOTAL	No.
	Funds Available for CIP Projects	$5,440,412 (1)	$150,000	$1,727,000	$0	$0	$0		$290,000	$0	$2,403,833	$5,179,951	$15,191,196	
	Revenue Projections (2)	$975,000	$114,000	$2,378,000	$0	$440,000	$4,057,900		$1,644,000	$459,000	$2,069,000	$3,437,000	$15,573,900	
	Fund Transfers	$2,400,000 (3)	($190,000) (4)				($2,210,000)						$0	
	Total Available	$8,815,412	$74,000	$4,105,000	$0	$440,000	$1,847,900		$1,934,000	$459,000	$4,472,833	$8,616,951	$30,765,096	
	CATEGORY A PROJECTS													
1	(CIP 603) SANITARY SEWER LIFT STATION IMPROVEMENTS PROJECT											$3,300,000	$3,300,000	1
2	(NEW CIP) SEWER SYSTEM REHABILITATION – FORCE MAINS, GRAVITY MAINS & MANHOLES											$800,000	$800,000	2
3	(NEW CIP) WATER VALVE REPLACEMENT (2009-2010)										$300,000		$300,000	3
4	(NEW CIP) WATER MAIN CONDITION SURVEY (2010-2011)										$200,000		$200,000	4
5	(NEW CIP) WATER VALVE REPLACEMENT (2012-2013)										$330,000		$330,000	5
6	(CIP 606) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2009-2010)			$290,000		$440,000							$730,000	6
7	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2010-2011)			$825,000									$825,000	7
8	(NEW CIP) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2011-2012)			$865,000									$865,000	8
9	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2012-2013)			$441,000						$459,000			$900,000	9
10	(NEW CIP) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2013-2014)			$950,000									$950,000	10
	SUB TOTAL OF CATEGORY A PROJECTS	**$0**	**$0**	**$3,371,000**	**$0**	**$440,000**	**$0**		**$0**	**$459,000**	**$830,000**	**$4,100,000**	**$9,200,000**	
	FUNDS AVAIL. (LESS CATEGORY A PROJECTS)	**$8,815,412**	**$74,000**	**$734,000**	**$0**	**$0**	**$1,847,900**		**$1,934,000**	**$0**	**$3,642,833**	**$4,516,951**	**$21,565,096**	
	CATEGORY B PROJECTS													
11	(CIP 762) FOLLOW-UP ON BI-ANNUAL CALTRANS BRIDGE INSPECTIONS (2009-2010)								$535,000				$535,000	
	SUB TOTAL OF CATEGORY B PROJECTS	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**		**$535,000**	**$0**	**$0**	**$0**	**$535,000**	
	FUNDS AVAIL. (LESS CATEGORY A AND B PROJECTS)	**$8,815,412**	**$74,000**	**$734,000**	**$0**	**$0**	**$1,847,900**		**$1,399,000**	**$0**	**$3,642,833**	**$4,516,951**	**$21,030,096**	
	CATEGORY C PROJECTS													
12	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2009-2010)	$210,000											$210,000	12
13	(CIP 607) LEVEE PEDWAY IMPROVEMENTS AND REPAIR (2009-2010 to 2011-2012)	$1,900,000											$1,900,000	13
14	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2010-2011)	$190,000											$190,000	14
15	(NEW CIP) SEA CLOUD S-4 – SYNTHETIC TURF PARK IMPROVEMENTS (2011-2012)						$1,515,000	(5)					$1,515,000	15
16	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2011-2012)	$300,000											$300,000	16
17	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2012-2013)	$120,000											$120,000	17
18	(NEW CIP) CATAMARAN PARK WOODEN BULKHEAD PRESERVATION (2013-2014)	$120,000											$120,000	18
19	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2013-2014)	$110,000											$110,000	19
20	(NEW CIP) LEVEE PARK ("DESTINATION PARK") PARK IMPROVEMENTS (2013-2014)						$450,000	(5)					$450,000	
	SUB TOTAL OF CATEGORY C PROJECTS	**$2,950,000**	**$0**	**$0**	**$0**	**$0**	**$1,965,000**		**$0**	**$0**	**$0**	**$0**	**$4,915,000**	
	FUNDS AVAIL. (LESS CATEGORY A, B, AND C PROJECTS)	**$5,865,412**	**$74,000**	**$734,000**	**$0**	**$0**	**($117,100)**		**$1,399,000**	**$0**	**$3,642,833**	**$4,516,951**	**$16,115,096**	

(1) Funds Available include $2.0M Emerg. Reserve for CIP City

(2) Includes Interest Earnings.

(3) Transfers include $190,000 from the Foster City Foundation (see #4 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) The funding and timing of these projects will be based upon availability of Park-In-Lieu fees from development after reimbursement of costs associated with the Synthetic Turf Park Improvements at Catamaran and Sea Cloud (S-3) Parks (CIP 602)

TABLE C
CAPITAL IMPROVEMENT PROJECT (CIP) PLAN (FISCAL YEAR 2009-2010)

					Funding Sources				
PROJECT NAME	**Funding Source***	**Total Project Cost**	**Prior Years' Funding**	**FY 2009-2010 Funding**	**City Capital Investment**	**Measure A**	**ARRA**	**Prop 42**	**Sewer Capital Investment**
SEWER PROJECTS									
(CIP 603) SANITARY SEWER LIFT STATION IMPROVEMENTS PROJECT	CS	$ 3,450,000	$ 150,000	$ 3,300,000	$ -	$ -	$ -	$ -	$ 3,300,000
TOTAL SEWER PROJECTS	**1**	**$ 3,450,000**	**$ 150,000**	**$ 3,300,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 3,300,000**
WATER PROJECTS									
(NEW CIP) WATER VALVE REPLACEMENT (2009-2010)	CW	$ 300,000	$ -	$ 300,000	$ -	$ -	$ -	$ -	$ 300,000
TOTAL WATER PROJECTS	**1**	**$ 300,000**	**$ -**	**$ 300,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 300,000**
STREETS/TRAFFIC PROJECTS									
(CIP 606) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2009-2010)	MA, ARRA	$ 730,000	**$ -**	$ 730,000	$ -	$ 290,000	$ 440,000	$ -	$ -
(CIP 762) FOLLOW-UP ON BI-ANNUAL CALTRANS BRIDGE INSPECTIONS (2009-2010)	MA	$ 765,000	$ 230,000	$ 535,000	$ -	$ -	$ -	$ 535,000	$ -
TOTAL STREETS/TRAFFIC PROJECTS	**2**	**$ 1,495,000**	**$ 230,000**	**$ 1,265,000**	**$ -**	**$ 290,000**	**$ 440,000**	**$ 535,000**	**$ -**
STORMWATER/LAGOON PROJECTS									
NONE									
TOTAL STORMWATER/LAGOON PROJECTS	**0**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
PARKS PROJECTS									
(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2009-2010)	CC	$ 210,000	**$ -**	$ 210,000	$ 210,000	$ -	$ -	$ -	$ -
(CIP 607) LEVEE PEDWAY IMPROVEMENTS AND REPAIR (2009-2010 to 2011-2012)	CC	$ 950,000	$ 250,000	$ 700,000	$ 700,000	$ -	$ -	$ -	$ -
TOTAL PARKS PROJECTS	**2**	**$ 1,160,000**	**$ 250,000**	**$ 910,000**	**$ 910,000**	**$ -**	**$ -**	**$ -**	**$ -**
BUILDING PROJECTS									
NONE									
TOTAL BUILDING PROJECTS	**0**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	
GRAND TOTAL	**6**	**$ 6,405,000**	**$ 630,000**	**$ 5,775,000**	**$ 910,000**	**$ 290,000**	**$ 440,000**	**$ 535,000**	**$ 3,600,000**

* CC=CIP City, MA = Measure A; ARRA = American Recovery and Reinvestment Act of 2009 (aka Federal Stimulus Package) CS=CIP Sewer, CW=CIP Water

TABLE D
ACTIVE AND PROPOSED CIP'S THROUGH FY 2013-2014

ACTIVE PROJECT	DESCRIPTION	FY AUTH	PRIOR YEARS BUDGET AND ADJUSTMENT	CURRENT YEAR BUDGET AND ADJUSTMENT (2008-2009)		TOTAL APPROVED BUDGET AND ADJUSTMENT	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	ESTIMATED TOTAL PROJECT BUDGET
301-602	SYNTHETIC TURF AND PARK IMPROVEMENTS - CATAMARAN AND SEA CLOUD S-3	07/08	$ 2,700,000	$ -		$ 2,700,000	$ -	$ -	$ -	$ -	$ -	$ 2,700,000
455-603	SANITARY SEWER LIFT STATION IMPROVEMENTS	08/09	$ -	$ 150,000		$ 150,000	$ 3,300,000	$ -	$ -	$ -	$ -	$ 3,450,000
301-604	RESIDENTIAL STREET RESURFACING AND REPAIR	08/09	$ -	$ 750,000		$ 750,000	$ -	$ -	$ -	$ -	$ -	$ 750,000
301-605	PARK INFRASTRUCTURE IMPROVEMENTS	08/09	$ -	$ 370,000		$ 370,000	$ -	$ -	$ -	$ -	$ -	$ 370,000
301-606	(CIP 606) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2009-2010)	08/09	$ -	$ -		$ -	$ 730,000	$ -	$ -	$ -	$ -	$ 730,000
301-607	(CIP 607) LEVEE PEDWAY IMPROVEMENTS AND REPAIR (2009-2010 to 2011-2012)	06/07	$ 250,000	$ -		$ 250,000	$ 700,000	$ 615,000	$ 585,000	$ -	$ -	$ 2,150,000
455-730	WWTP EXPANSION PHASE II - SOLIDS HANDLING FACILITY	98/99	$ 9,381,000	$ 250,000		$ 9,631,000	$ -	$ -	$ -	$ -	$ -	$ 9,631,000
455-757	SEWER SYSTEM REHABILITATION	00/01	$ 630,000	$ -		$ 630,000	$ -	$ -	$ -	$ -	$ -	$ 630,000
405-760	WATER MAIN CONDITION SURVEY	00/01	$ 650,000	$ 200,000		$ 850,000	$ -	$ -	$ -	$ -	$ -	$ 850,000
301-762	FOLLOW-UP ON BI-ANNUAL CALTRANS BRIDGE INSPECTIONS	00/01	$ 230,000	$ -		$ 230,000	$ 535,000	$ -	$ -	$ -	$ -	$ 765,000
301-792	LAGOON PUMP STATION IMPROVEMENTS	05/06	$ 300,000	$ -		$ 300,000	$ -	$ -	$ -	$ -	$ -	$ 300,000
301-794	FOSTER CITY TEEN CENTER AND REC. FACILITIES	05/06	$ 6,146,500	$ -		$ 6,146,500	$ -	$ -	$ -	$ -	$ -	$ 6,146,500
NEW CIP	(NEW CIP) SEWER SYSTEM REHABILITATION – FORCE MAINS, 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) WATER MAIN CONDITION SURVEY (2010-2011)	10/11	$ -	$ -		$ -	$ -	$ 200,000	$ -	$ -	$ -	$ 200,000
NEW CIP	(NEW CIP) WATER VALVE REPLACEMENT (2012-2013)	12/13	$ -	$ -		$ -	$ -	$ -	$ -	$ 330,000	$ -	$ 330,000
NEW CIP	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2010-2011)	10/11	$ -	$ -		$ -	$ -	$ 825,000	$ -	$ -	$ -	$ 825,000
NEW CIP	(NEW CIP) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2011-2012)	10/11	$ -	$ -		$ -	$ -	$ -	$ 865,000	$ -	$ -	$ 865,000
NEW CIP	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2012-2013)	11/12	$ -	$ -		$ -	$ -	$ -	$ -	$ 900,000	$ -	$ 900,000
NEW CIP	(NEW CIP) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2013-2014)	12/13	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ 950,000	$ 950,000
NEW CIP	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2009-2010)	09/10	$ -	$ -		$ -	$ 210,000	$ -	$ -	$ -	$ -	$ 210,000
NEW CIP	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2010-2011)	10/11	$ -	$ -		$ -	$ -	$ 190,000	$ -	$ -	$ -	$ 190,000
NEW CIP	(NEW CIP) SEA CLOUD S-4 – SYNTHETIC TURF PARK IMPROVEMENTS (2011-2012)	11/12	$ -	$ -		$ -	$ -	$ -	$ 1,515,000	$ -	$ -	$ 1,515,000
NEW CIP	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2011-2012)	11/12	$ -	$ -		$ -	$ -	$ -	$ 300,000	$ -	$ -	$ 300,000
NEW CIP	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2012-2013)	12/13	$ -	$ -		$ -	$ -	$ -	$ -	$ 120,000	$ -	$ 120,000
NEW CIP	(NEW CIP) CATAMARAN PARK WOODEN BULKHEAD PRESERVATION (2013-2014)	13/14	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ 120,000	$ 120,000
NEW CIP	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2013-2014)	13/14	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ 110,000	$ 110,000
NEW CIP	(NEW CIP) LEVEE PARK ("DESTINATION PARK") PARK IMPROVEMENTS (2013-2014)	13/14	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ 450,000	$ 450,000
							$ -	$ -	$ -	$ -	$ -	
	TOTAL		**$ 20,287,500**	**$ 1,720,000**		**$ 22,007,500**	**$ 5,775,000**	**$ 1,980,000**	**$ 3,915,000**	**$ 1,350,000**	**$ 1,630,000**	**$ 36,657,500**

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CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SANITARY SEWER LIFT STATION IMPROVEMENTS PROJECT

	Funding Sources			
Funding		**CIP Sewer**		**Total**
2009-2010		3,300,000		3,300,000
2010-2011		-		-
2011-2012		-		-
2012-2013		-		-
2013-2014		-		-
Total	**-**	**3,300,000**	**-**	**3,300,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2009-2010		2,650,000	0%	-	2,650,000
2010-2011		-	5%	-	-
2011-2012		-	10%	-	-
2012-2013		-	15%	-	-
2013-2014		-	20%	-	-
Subtotal		2,650,000		-	2,650,000
Contingency	25%	662,500		-	662,500
Totals		**3,312,500**		**-**	**3,312,500**

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

This project is part of a multi-phase program to rehabilitate the sewer system lift stations. Repair 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 the rehabilitation of five (5) lift stations. A Lift Station Priority List will be developed for use in selecting the next group of stations for rehabilitation.

Lift Station improvements generally include items of work such as: repairing interior wet wells; installing new pumps, motors, and valves; replacing electrical control cabinets and components; installing by-pass piping and connections; removing corroded components with non-corrosive materials; replacing existing lift station square manhole covers with round and lighter manhole covers; and installing control monitoring equipment.

Funding in the amount of $150,000 was approved in FY 2008-2009. Funding in the amount of $3,300,000 for design and construction is proposed for FY 2009-2010. This project is part of the District's program for maintaining sanitary sewer lift stations and addressing preventative maintenance and upgrades to extend the useful life of the lift stations. The program provides 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	Spring / Summer 2010
Project Closeout of Phase III	Early 2011

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SEWER SYSTEM REHABILITATION – FORCE MAINS, GRAVITY MAINS & MANHOLES

Funding	Funding Sources: CIP Sewer	Total
2009-2010	-	-
2010-2011	150,000	150,000
2011-2012	650,000	650,000
2012-2013	-	-
2013-2014	-	-
Total	**800,000**	**800,000**

Expenditures		Expenditure Categories: Estimated Project Cost	Inflation %	Inflation Escalation	Total
2009-2010		-		-	-
2010-2011		117,000	5%	5,900	122,900
2011-2012		470,000	10%	47,000	517,000
2012-2013			15%	-	-
2013-2014		-	20%	-	-
Subtotal		587,000		52,900	639,900
Contingency	25%	146,800		13,200	160,000
Totals		**733,800**		**66,100**	**799,900**

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

This project is part of a multi-phase program, to assess the condition and perform repairs to the sanitary collection system. Public Works Maintenance staff has now completed the television inspection of the gravity collection mains throughout the District. 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 identified.

Video recording of the system will continue to be collected and project reports prepared to identify repair and rehabilitation projects to extend the useful life of the sewer mains and manholes throughout the District's collection system. Problem areas to be evaluated and addressed by this project include:

- Areas of the gravity collection system where differential settlement has caused grade variations or sags within the pipelines. These sags exacerbate the deposition of grease and debris resulting in the need for 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 and issued in 2010.

ESTIMATED PROJECT SCHEDULE:

Preliminary Design and Compiling of Repair/Rehabilitation Locations	FY 2010-2011
Project Design	FY 2011-2012
Construction	Summer/Fall 2012

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WATER VALVE REPLACEMENT (2010-2011)

Funding	Funding Sources: CIP Water	Total
2009-2010	300,000	300,000
2010-2011	-	-
2011-2012	-	-
2012-2013	-	-
2013-2014	-	-
Total	**300,000**	**300,000**

Expenditures		Estimated Project Cost	Inflation %	Inflation Escalation	Total
2009-2010		228,500		-	228,500
2010-2011		-	5%	-	-
2011-2012		-	10%	-	-
2012-2013		-	15%	-	-
2013-2014		-	20%	-	-
Subtotal		228,500		-	228,500
Contingency	25%	57,100		-	57,100
Totals		**285,600**		**-**	**285,600**

PROJECT PRIORITY CATEGORY: A

PROJECT 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 will be added based on examination of the system and identifying the need for installing additional isolation valves.

This on-going program helps keep the water distribution system in good condition providing for 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 to put together a project sizeable enough to attract competitive bids.

Design (In-house)	FY 2009-2010
Construction	Summer/Winter 2010

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WATER MAIN CONDITION SURVEY (2010-2011)

Funding	Funding Sources: CIP Water	Total
2009-2010	-	-
2010-2011	200,000	200,000
2011-2012	-	-
2012-2013	-	-
2013-2014	-	-
Total	**200,000**	**200,000**

Expenditures		Expenditure Categories: Design and CM	Construction	Inflation %	Inflation Escalation	Total
2009-2010		-	-		-	-
2010-2011		180,000	-	5%	-	180,000
2011-2012		-		10%	-	-
2012-2013		-	-	15%	-	-
2013-2014		-	-	20%	-	-
Subtotal		180,000	-		-	180,000
Contingency						
Design	10%	18,000	-		-	18,000
Construct.	25%	-	-		-	-
Totals		**198,000**	**-**		**-**	**198,000**

PROJECT PRIORITY CATEGORY: A

PROJECT 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 completed under CIP 760.

Phase II improvements include replacing existing gate valves, replacing and standardizing air release valves, and installing cathodic protection test stations to monitor the main as the system ages. Phase II improvements also include 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 construction and is anticipated to be completed by May 2009.

Initial surveys indicate that the transmission main is in good condition. Nevertheless, it is prudent to continue monitoring the main, particularly after the completion of any significant construction on the line. A budget of $200,000 is proposed in FY 2010-2011 to provide for subsequent investigations and assessment work following the completion of Phase II improvements under 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. Future inspection of the interior of the pipelines can be performed by inserting television cameras through the access points being constructed along the pipeline as part of the Phase II work.

Based on the results of the survey, any additional construction costs would be presented at that time.

ESTIMATED PROJECT SCHEDULE:

Investigation and Condition Assessment FY 2010-2011

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

WATER VALVE REPLACEMENT (2012-2013)

Funding	Funding Sources: CIP Water	Total
2009-2010	-	-
2010-2011	-	-
2011-2012	-	-
2012-2013	330,000	330,000
2013-2014	-	-
Total	**330,000**	**330,000**

Expenditures		Expenditure Categories: Estimated Project Cost	Inflation %	Inflation Escalation	Total
2009-2010		-		-	-
2010-2011		-	5%	-	-
2011-2012		-	10%	-	-
2012-2013		228,500	15%	34,300	262,800
2013-2014		-	20%	-	-
Subtotal		228,500		34,300	262,800
Contingency	25%	57,100		8,600	65,700
Totals		**285,600**		**42,900**	**328,500**

PROJECT PRIORITY CATEGORY: A

PROJECT 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 will be added based on examination of the system and identifying the need for installing additional isolation valves.

This on-going program helps keep the water distribution system in good condition providing for 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)	FY 2011-2012
Construction	Summer/Winter 2012

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

ARTERIAL AND COLLECTOR OVERLAY PROJECT (2009-2010)

	Funding Sources		
Funding	**Measure A**	**ARRA**	**Total**
2009-2010	290,000	440,000	730,000
2010-2011	-	-	-
2011-2012	-	-	-
2012-2013	-	-	-
2013-2014	-	-	-
Total	**290,000**	**440,000**	**730,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2009-2010		584,000		-	584,000
2010-2011		-	5%	-	-
2011-2012			10%	-	-
2012-2013			15%	-	-
2013-2014		-	20%	-	-
Subtotal		584,000		-	584,000
Contingency	25%	146,000		-	146,000
Totals		**730,000**		**-**	**730,000**

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. 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 and Gas Tax funds.

Approximately $440,000 in federal funding will be available in FY 2008-2009 as part of the American Recovery and Reinvestment Act (ARRA) of 2009. This funding will be used to complete the resurfacing of Foster City Boulevard from Foster City Boulevard Bridge by Marlin Cove Shopping Center to Beach Park Boulevard. Construction of this project is planned for Summer 2009 to make use of the federal economic stimulus funding. The $730,000 budget will cover the initial cost of construction while reimbursement requests are submitted for the ARRA funding.

ESTIMATED PROJECT SCHEDULE:

Project Design – In-house	FY 2008-2009
Construction	Summer 2009

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

RESIDENTIAL STREET RESURFACING AND REPAIR (2010-2011)

	Funding Sources	
Funding	**Measure A**	**Total**
2009-2010	-	-
2010-2011	825,000	825,000
2011-2012	-	-
2012-2013	-	-
2013-2014	-	-
Total	**825,000**	**825,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2009-2010		-		-	-
2010-2011		630,000	5%	31,500	661,500
2011-2012			10%	-	-
2012-2013			15%	-	-
2013-2014		-	20%	-	-
Subtotal		630,000		31,500	661,500
Contingency	25%	157,500		7,900	165,400
Totals		**787,500**		**39,400**	**826,900**

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

This project is part of the City's ongoing maintenance program for the public street system. To implement the street maintenance and rehabilitation program in the most cost-effective manner, a Pavement Management Program (PMP) analysis program is utilized. A re-inspection of selected streets was completed in December 2008 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 within 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 certain 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 will be provided by Measure A funds.

ESTIMATED PROJECT SCHEDULE:

Street Resurfacing & Repair

Project Design – In-house	FY 2010-2011
Construction	Summer 2011

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

ARTERIAL AND COLLECTOR OVERLAY PROJECT (2011-2012)

	Funding Sources	
Funding	**Measure A**	**Total**
2009-2010	-	-
2010-2011	-	-
2011-2012	865,000	865,000
2012-2013	-	-
2013-2014	-	-
Total	**865,000**	**865,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2009-2010		-		-	-
2010-2011		-	5%	-	-
2011-2012		630,000	10%	63,000	693,000
2012-2013			15%	-	-
2013-2014		-	20%	-	-
Subtotal		630,000		63,000	693,000
Contingency	25%	157,500		15,800	173,300
Totals		**787,500**		**78,800**	**866,300**

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

As part of the City's ongoing maintenance program for the public street system, resurfacing and repair of public arterial and collector streets is 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	FY 2011-2012
Construction	Summer 2012

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

RESIDENTIAL STREET RESURFACING AND REPAIR (2012-2013)

	Funding Sources		
Funding	**Measure A**	**Prop. 1B**	**Total**
2009-2010		-	-
2010-2011		-	-
2011-2012		-	-
2012-2013	441,000	459,000	900,000
2013-2014		-	-
Total		**459,000**	**900,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2009-2010		-		-	-
2010-2011		-	5%	-	-
2011-2012			10%	-	-
2012-2013		626,000	15%	93,900	719,900
2013-2014		-	20%	-	-
Subtotal		626,000		93,900	719,900
Contingency	25%	156,500		23,500	180,000
Totals		**782,500**		**117,400**	**899,900**

PROJECT PRIORITY CATEGORY: A

PROJECT DESCRIPTION:

This project is part of the City's ongoing maintenance program for the public street system. To implement the street maintenance and rehabilitation program in the most cost-effective manner, a Pavement Management Program (PMP) analysis program is utilized. A re-inspection of selected streets was completed in December 2008 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 will be provided by Measure A and State Proposition 1B funds.

ESTIMATED PROJECT SCHEDULE:

Street Resurfacing & Repair

Project Design – In-house	FY 2012-2013
Construction	Summer 2013

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

ARTERIAL AND COLLECTOR OVERLAY PROJECT (2013-2014)

	Funding Sources	
Funding	**Measure A**	**Total**
2009-2010	-	-
2010-2011	-	-
2011-2012	-	-
2012-2013	-	-
2013-2014	950,000	950,000
Total	**- 950,000**	**950,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2009-2010		-		-	-
2010-2011		-	5%	-	-
2011-2012		-	10%	-	-
2012-2013		-	15%	-	-
2013-2014		633,000	20%	126,600	759,600
Subtotal		633,000		126,600	759,600
Contingency	25%	158,300		31,700	190,000
Totals		**791,300**		**158,300**	**949,600**

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. 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	Fall/Winter 2013-2014
Construction	Summer 2014

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

FOLLOW-UP ON BI-ANNUAL CALTRANS BRIDGE INSPECTIONS (2009-2010)

	Funding Sources	
Funding	**Prop. 42**	**Total**
2009-2010	535,000	535,000
2010-2011	-	-
2011-2012	-	-
2012-2013	-	-
2013-2014	-	-
Total	**535,000**	**535,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2009-2010		428,000		-	428,000
2010-2011		-	5%	-	-
2011-2012		-	10%	-	-
2012-2013			15%	-	-
2013-2014		-	20%	-	-
Subtotal		428,000		-	428,000
Contingency	25%	107,000		-	107,000
Totals		**535,000**		**-**	**535,000**

PROJECT PRIORITY CATEGORY: B

PROJECT DESCRIPTION:

This project provides for follow-up actions to the bi-annual Caltrans inspection reports of four City owned bridges (Bicentennial, Foster City, Rainbow, & Shell Blvd.). These inspections identified potential defects in the various bridge structural components that may require repairs. CSG Consultant Inc. reviewed CALTRANS reports for the years 1999, 2001, 2003, 2005 and 2007 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 structural integrity of the bridges.

The project scope of work will include cleaning and replacing expansion joint seals, repairing concrete spalls and settlement of the approach slabs and decks, installing bird screens, and applying methacrylate sealant to the bridge decks. It is proposed that work on all four bridges be combined into a single project to generate more competitive bidding.

Prior funding for this project totals $230,000. The proposed budget of $535,000 in FY 2009-2010 will augment this amount to provide for construction of the project, as well as design, testing and inspection, and construction management services. The bidding of this project is planned for the Summer of 2010. Funding for this project is eligible for 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 (2009-2010)

	Funding Sources			
Funding		**CIP City**		**Total**
2009-2010	-	210,000	-	210,000
2010-2011	-	-	-	-
2011-2012	-	-	-	-
2012-2013	-	-	-	-
2013-2014	-	-	-	-
Total		**210,000**		**210,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2009-2010		167,000	0%	-	167,000
2010-2011		-	5%	-	-
2011-2012		-	10%	-	-
2012-2013		-	15%	-	-
2013-2014		-	20%	-	-
Subtotal		167,000		-	167,000
Contingency	25%	41,800		-	41,800
Totals		**208,800**		**-**	**208,800**

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCE:

- Capital Investment – City Fund
- Land Water Conservation Grants

PROJECT DESCRIPTION

1. **Recreation Center Planter Box Removals/South Parking Lot - $20,000**. There are 6 finger and 8 square landscape islands in the south parking lot. Several of the Blackwood Acacia trees have died in the islands due to disease and have been removed. Many of the small concrete planter boxes (islands) have become hazardous. Perimeter concrete curbs are cracking and several have been frequently struck by vehicles. Eight (8) square islands will be removed and these sections of the parking lot will be replaced with asphalt and restriped.

2. **Central Irrigation Computer Satellites - $147,000**. Add satellites at five (5) park locations to increase irrigation efficiency and reduce water costs. Park sites include: 1) Leo J. Ryan Memorial Park - $36,500; 2) Boat Park - $15,500; 3) Catamaran Park – $23,500; 4) Rec. Center - $55,500 [Five (5) controllers] and; 5) Farragut Park – $16,000. Once central system satellites are fully operational with added locations and routine use, an increase in 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; and (c) Making automatic adjustments by using Basic ET or Advanced ET Systems.

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

LEVEE/PEDWAY IMPROVEMENTS AND REPAIRS (2009-2010 TO 2011-2012)

	Funding Sources			
Funding	**CIP City**	**Measure A**		**Total**
2009-2010	350,000	350,000		700,000
2010-2011	436,000	179,000		615,000
2011-2012	420,000	165,000		585,000
2012-2013	-	-		-
2013-2014	-	-		-
Total	**1,206,000**	**694,000**	**-**	**1,900,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2009-2010		580,000		-	580,000
2010-2011		488,000	5%	24,400	512,400
2011-2012		444,000	10%	44,400	488,400
2012-2013			15%	-	-
2013-2014		-	20%	-	-
Subtotal		1,512,000		68,800	1,580,800
Contingency	20%	302,400		13,800	316,200
Totals		**1,814,400**		**82,600**	**1,897,000**

PROJECT PRIORITY CATEGORY: C

POSSIBLE 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 users of the pedway on a yearly basis, 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.
- Seal Coating.
- Crack sealing.
- Asphalt top coating.
- Refurbishment of the walking track.

Inasmuch as the project has yet to be fully designed, the entire cost of the project is not known, however for budgetary purposes, the project is estimated to be $2,150,000. $250,000 was included in the FY 2006/2007 budget for the project. $700,000 in funding is proposed in FY 2009-2010. $100,000 will provide for completion of a boundary survey and other preliminary design work. $600,000 is for the construction of Phase I, which includes the preventive maintenance and repair work of the levee pedway from the San Mateo/Foster City City limits on East Third Avenue to Foster City Blvd/Beach Park Blvd.

Phase II of the project would include the section from Foster City Blvd./Beach Park Blvd to the west end of the Lantern Cove development, while Phase III includes the area between the west end of Lantern Cove and the southern end of Shell Cove. The sum of these remaining two Phases is estimated to be $1,200,000. Phase II is programmed for FY 2010-2011 with Phase III programmed for FY 2011-2012.

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 onto the levee pedway easement areas.

As the project moves forward, projected construction costs will be more accurately estimated. 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 identify encroachment of private structures, trees, and landscaping into the City's easements for the levee pedway.

ESTIMATED PROJECT SCHEDULE

Survey/Design & Phase I Construction	FY 2009-2010
Phase II Construction	FY 2010-2011
Phase III Construction	FY 2011-2012

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 advance at numerous locations to advise the public of the upcoming construction and potential impacts.

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS (2010-2011)

	Funding Sources			
Funding		**CIP City**		**Total**
2009-2010	-	-	-	-
2010-2011	-	190,000	-	190,000
2011-2012	-	-	-	-
2012-2013	-	-	-	-
2013-2014	-	-	-	-
Total		**190,000**		**190,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2009-2010		-	0%	-	-
2010-2011		146,000	5%	7,300	153,300
2011-2012		-	10%	-	-
2012-2013		-	15%	-	-
2013-2014		-	20%	-	-
Subtotal		146,000		7,300	153,300
Contingency	25%	36,500		1,800	38,300
Totals		**182,500**		**9,100**	**191,600**

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCE:

Capital Investment – City Fund

PROJECT DESCRIPTION

1. **Tennis Court Resurfacing - $146,000**. Resurfacing of the 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. Eight (8) tennis courts scheduled for repair include (date of last resurfacing is shown below):

    a. Boothbay Park - 4 tennis courts (2003)

    b. Leo Ryan Park - 4 tennis courts (2003)

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CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SEA CLOUD S-4 – SYNTHETIC TURF PARK IMPROVEMENTS (2011-2012)

	Funding Sources		
Funding		**Park in Lieu**	**Total**
2009-2010	-	-	-
2010-2011	-	-	-
2011-2012	-	1,515,000	1,515,000
2012-2013	-	-	-
2013-2014	-	-	-
Total		**1,515,000**	**1,515,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2009-2010		-	0%	-	-
2010-2011		-	5%	-	-
2011-2012		1,100,000	10%	110,000	1,210,000
2012-2013		-	15%	-	-
2013-2014		-	20%	-	-
Subtotal		1,100,000		110,000	1,210,000
Contingency	25%	275,000		27,500	302,500
Totals		**1,375,000**		**137,500**	**1,512,500**

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Park in Lieu Fees
2. Capital Investment – City Fund
3. Capital Investment – CDA Fund
4. Land Water Conservation Grant
5. Youth Sport Turf Foundation

PROJECT DESCRIPTION

1. **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 field's 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. (

   Because of the elimination of many of the routine park maintenance duties, Parks 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 players 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.

The timing of this project is currently dependent upon the collection of Park In Lieu fees from anticipated development. If other sources come available, the timing of this project will be revisited.

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS (2011-2012)

	Funding Sources	
Funding	**CIP City**	**Total**
2009-2010	-	-
2010-2011	-	-
2011-2012	300,000	300,000
2012-2013	-	-
2013-2014	-	-
Total	**300,000**	**300,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2009-2010		-	0%	-	-
2010-2011		-	5%	-	-
2011-2012		250,000	10%	25,000	275,000
2012-2013		-	15%	-	-
2013-2014		-	20%	-	-
Subtotal		250,000		25,000	275,000
Contingency	10%	25,000		2,500	27,500
Totals		275,000		27,500	302,500

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. Youth Sport Turf Foundation

PROJECT DESCRIPTION

1. **Basketball Court Resurfacing - $50,000**. 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 takes place every five to seven years based upon an evaluation of each court. The total costs include all resurfacing and painting of lines. Four (4) basketball courts scheduled for repair include (date of last resurfacing is shown below):

    a. Shad Park -1 basketball court (2003)
    b. Sunfish Park - 1 basketball court (2003)
    c. Port Royal Park - 1 basketball court (2003)
    d. Turnstone – 1 basketball court (2006)

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. Locations include (date of last resurfacing is shown below):

    a. Boat Park (2005)
    b. Library/Community Center (2005)
    c. Sea Cloud Park (Large lot 2005; small lot 2007)
    d. Rec. Ctr. and South Parking Lots (2005)
    e. Boothbay Park (2005)
    f. Civic Center and South Drive (2002)
    g. Police Station (2002)
    h. Senior Center (2005)
    i. Port Royal (2003)

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS (2012-2013)

	Funding Sources			
Funding		**CIP City**		**Total**
2009-2010	-	-	-	-
2010-2011	-	-	-	-
2011-2012	-	-	-	-
2012-2013	-	120,000	-	120,000
2013-2014	-	-	-	-
Total		**120,000**		**120,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2009-2010		-	0%	-	-
2010-2011		-	5%	-	-
2011-2012		-	10%	-	-
2012-2013		90,000	15%	13,500	103,500
2013-2014		-	20%	-	
Total		90,000		13,500	103,500
Contingency	15%	13,500		2,000	15,500
Totals		**103,500**		**15,500**	**119,000**

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund
2. Park in Lieu

PROJECT DESCRIPTION

1. **Basketball and Tennis Court Resurfacing - $90,000**. The basketball courts and tennis courts listed below 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 and tennis court resurfacing is done every five to seven years based upon an evaluation of the condition of each court. The total costs include all resurfacing and painting of lines. Three (3) basketballs courts and five (5) tennis courts will be in need of repair (date of last resurfacing is shown below):

    a. Edgewater Park -1 basketball court (2003)
    b. Boothbay Park - 1 basketball court (2006)
    c. Catamaran Park – 1 basketball court (2006)
    d. Edgewater Park – 5 tennis courts (2007)

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

CATAMARAN PARK WOODEN BULKHEAD PRESERVATION

Funding	Funding Sources: CIP City	Total
2009-2010	-	-
2010-2011	-	-
2011-2012	-	-
2012-2013	-	-
2013-2014	120,000	120,000
Total	**120,000**	**120,000**

Expenditures		Expenditure Categories: Estimated Project Cost	Inflation %	Inflation Escalation	Total
2009-2010		-		-	-
2010-2011		-	5%	-	-
2011-2012		-	10%	-	-
2012-2013			15%	-	-
2013-2014		80,000	20%	16,000	96,000
Subtotal		80,000		16,000	96,000
Contingency	25%	20,000		4,000	24,000
Totals		**100,000**		**20,000**	**120,000**

PROJECT PRIORITY CATEGORY: C

PROJECT DESCRIPTION:

Approximately 550 lineal feet of the Catamaran Park shoreline is protected by an existing wooden bulkhead. The bulkhead was constructed in the mid-1980's as part of the original park improvements. A recent inspection of the existing wooden bulkhead at Catamaran Park included examining the condition of the wood by taking core samples at several locations along the bulkhead. In additional, visual inspections were made at intermittent locations along the bulkhead. The inspections revealed several locations where attack by the marine borer has damaged the wood.

To protect the wooden bulkhead from the spread of borer infestation and to protect the wood from further deterioration, this project would install a high molecular weight polyethylene (PE) sheathing over the lagoon side of the wood piles, from below the berm to the underside of the waler beam. The sheathing would be fastened to the wood using stainless steel fasteners.

The sheathing is black in color and would protect the aesthetics of the bulkhead. Application of the PE sheathing cuts off the oxygen supply to the marine borer and prevents further attack. This approach has been used successfully to protect wooden bulkheads at the Long Water and Pitcairn Homeowners Associations lagoon frontage.

ESTIMATED PROJECT SCHEDULE:

Design / Preparation of Contract Documents	FY 2013-2014
Construction	Summer/Fall 2013

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS (2013-2014)

	Funding Sources			
Funding		**CIP City**		**Total**
2009-2010	-	-	-	-
2010-2011	-	-	-	-
2011-2012	-	-	-	-
2012-2013	-	-	-	-
2013-2014	-	110,000		110,000
Total		**100,000**		**110,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2009-2010		-	0%	-	-
2010-2011		-	5%	-	-
2011-2012		-	10%	-	-
2012-2013		-	15%	-	-
2013-2014		80,000	20%	16,000	96,000
Subtotal		80,000		16,000	96,000
Contingency	15%	12,000		2,400	14,400
Totals		**92,000**		**18,400**	**110,400**

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund
2. Park in Lieu

PROJECT DESCRIPTION

1. **Basketball Court Resurfacing, Ketch Park - $15,000**. The majority of surface areas 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 is done every five to seven years based upon the condition of each court. The total costs include all resurfacing and painting of lines. This court was last resurfaced in 2006.

2. **Tennis Court Resurfacing, Catamaran Park - $65,000**. This is an element of our regularly scheduled tennis court surface maintenance program. Two (2) courts will need to be resurfaced. These courts were last resurfaced in 2006.

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

LEVEE PARK ("DESTINATION PARK") PARK IMPROVEMENTS (2013-2014)

	Funding Sources		
Funding		**Park in Lieu**	**Total**
2009-2010	-	-	-
2010-2011	-	-	-
2011-2012	-	-	-
2012-2013	-	-	-
2013-2014	-	450,000	450,000
Total		**450,000**	**450,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2009-2010		-	0%	-	-
2010-2011		-	5%	-	-
2011-2012		-	10%	-	-
2012-2013		-	15%	-	-
2013-2014		300,000	20%	60,000	360,000
Subtotal		300,000		60,000	360,000
Contingency	25%	75,000		15,000	90,000
Totals		**375,000**		**75,000**	**450,000**

PROJECT PRIORITY CATEGORY: C

POSSIBLE FUNDING SOURCES:

1. Park in Lieu Fees
2. Land and Water Conservation Fund
3. Capital Investment – City Fund
4. Bay Trails Grants
5. CCAG Bikeway Grant

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".

   The timing of this project is currently dependent upon the collection of Park In Lieu fees from anticipated development. Future grant funding may be available through LWCF (Land and Water Conservation Fund). If other funding sources come available, the timing of this project will be revisited.

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