City of Foster City / Estero Municipal Improvement District
2010-2011 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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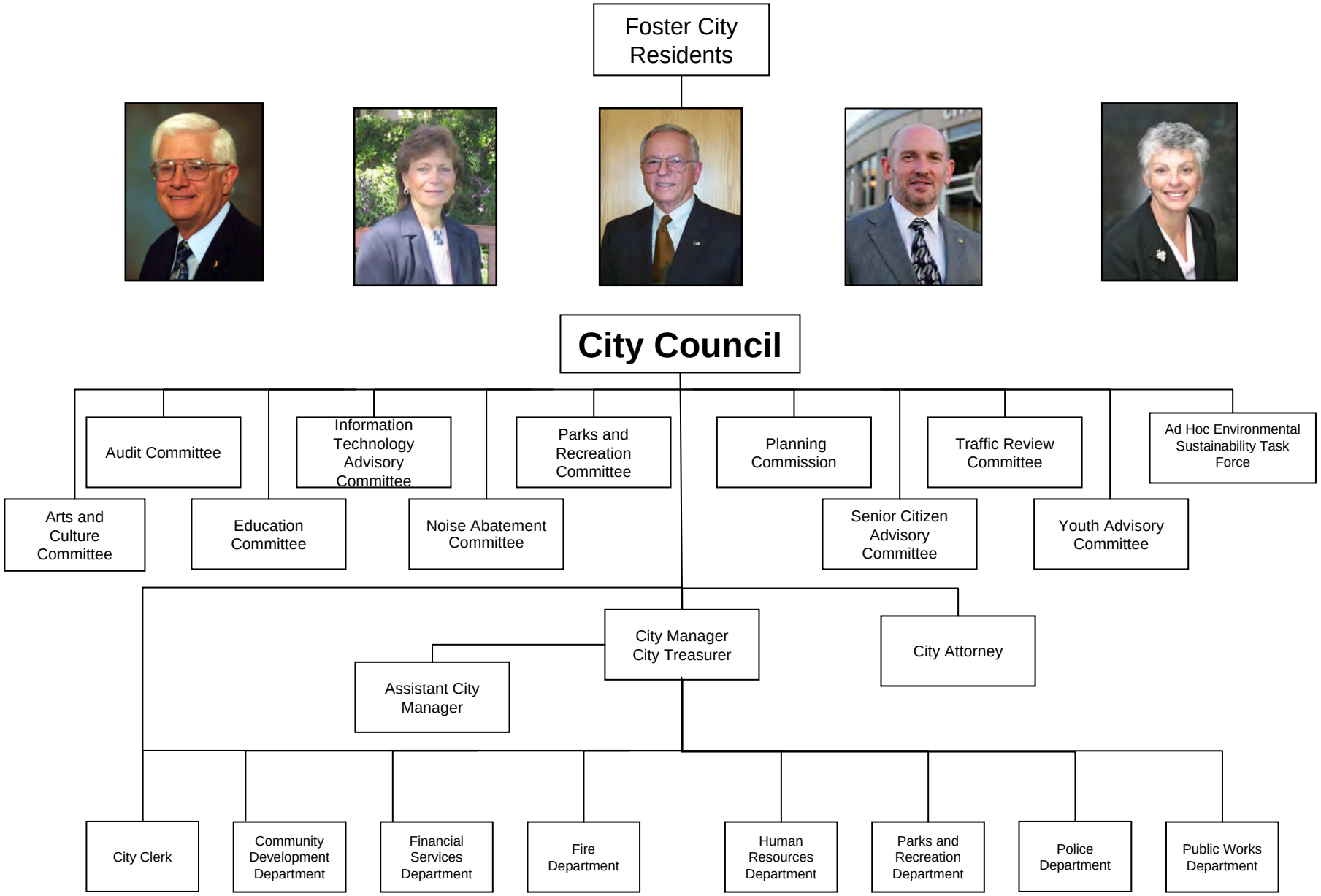
Foster City Organization Chart



POLICY CALENDAR FOR CALENDAR YEAR 2010

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 an Environmental Impact Report (EIR), Approve Legal Agreements and Process Land Approvals for the Mirabella—San Francisco Bay/Parkview Plaza Project: A Mixed-Use Development on the 15-Acre Site Adjacent to the Government Center

2. Capital Improvement Projects
   A. Continue the Levee Pedway Repair Project and Complete Phase I (Portion between City Limits and Foster City Blvd. along the San Francisco Bay)
   B. Review Status of and Future Plans for Public Infrastructure Maintenance

3. Municipal Code Amendments/General Plan Amendments/Ordinance Updates
   A. Update the City of Foster City General Plan (e.g., Land Use/Circulation Element)
   B. Update the Housing Element of the Foster City General Plan

4. Private Development Projects
   A. Continue to Process Land Use Approvals for the Chess/Hatch Redevelopment Project
   B. Continue to Process Land Use Approvals for the Gilead Sciences Corporate Campus Redevelopment Project
   C. Continue to Process Land Use Approvals for the North Peninsula Jewish Campus Cultural Arts Center

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. Continue 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. Continue 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
   B. Continue to Closely Monitor the City of San Mateo's Levee Improvements and Evaluate and Inform the Public Regarding the Impacts of Any Changes to the FEMA Flood Map Designation for Foster City
   C. Consider Adopting a Non Smoking Ordinance for Public Parks and Facilities

BUDGET MESSAGE
FISCAL YEAR 2010-2011

July 1, 2010

Honorable Mayor and Members of the City Council:

INTRODUCTION

The Final FY 2010-2011 budget is the culmination of many hours of preparation. The City's Five-Year Financial Plan and Annual Budget documents are combined in 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 2010-2011 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 2010
2. **Budget Message:** Includes the letter of transmittal from the City Manager submitting the recommended budget to the City Council, major initiatives/issues, organizational changes addressed in the budget and the City's current and projected financial position.
3. **Budget Guide:** Includes a description of the annual budget process, a glossary of budget terminology and the structure of the City's finances.
4. **Five-Year Financial Plan:** Includes a City-wide look at expenditure and revenue trends affecting the City over the course of the next five years.
5. **Financial and Personnel Summaries:** Includes financial information on projected revenues, expenditures, fund balances and reserves, personnel resources, and a summary of funds as well as fund descriptions and information on all revenue sources and expenditure projections.
6. **Department Operating Budgets:** Operating department

sections include the departmental mission statement, personnel summaries, five-year strategic plan (including values, goals and objectives) of the organization, key initiatives completed, initiatives and service level expectations for FY 2010-2011, and changes in financial resources required to accomplish the department goals. The account summaries include the following five major categories of department appropriations:

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

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

Internal Service Charges represents vehicle replacement charges, equipment replacement charges, self-insurance charges, information technology service charges, building maintenance charges, longevity recognition benefits funding, and PEMHCA benefits 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, assessment district, enterprise and internal service fund budgets.
8. **Community Development Agency Budget:** Includes the personnel summaries, five-year strategic plan of the Agency, key initiatives completed, initiatives and service level expectations for FY 2010-2011, and changes in financial resources required to accomplish the Agency goals. This section also includes resource requirements by funds, revenue report, Agency funded capital improvement program, and Agency account summaries and detailed line item expenditures for each fund.
9. **Capital Improvements:** Includes various tables showing the proposed capital projects for the upcoming fiscal year and for a five-year period, along with detailed descriptions of capital improvement projects.

HIGHLIGHTS FOR 2010-2011

The nation, state, and region are in the midst of an economic recession the likes of which have not been seen since the 1920's. Economists remain mixed as to whether or not we are at the early stages of recovery, with key indicators such as production indices and housing prices showing modest gains through the end of FY 2009-2010. Nevertheless, national unemployment is over 10%, and California's unemployment rate remains over 12%. Many economists believe that until unemployment rates fall below 9%, there will not be any significant economic recovery. It is very likely that we are still 12-18 months from seeing the bottom of this economic downturn, with modest economic growth thereafter.

The State of California's fiscal status continues to be bleak. The State has declared a fiscal emergency, has already made over $60 billion in cuts to cure it deficits the past two years, and faces another $20 billion deficit through FY 2010-2011.

The housing market in Foster City has stopped its decline, with median home prices staying relatively steady the past 6-12 months. Nevertheless, because statewide CPI was a negative 0.237% in 2009, and because home sales have not seen significant growth in price or volume, the County Tax Assessor's Office anticipates assessed valuation levels for the City will grow at only 0.8% in FY 2010-2011, which is 1.2% below the Proposition 13 cap of 2% and over 3% below the historical average growth of 4% per year. While property tax collections appear to be meeting predicted revenues in FY 2009-2010, property tax growth will be lower than previously forecasted.

Sales tax revenues are expected to remain at the same levels of FY 2009-2010 collections, which dropped 20% from the previous year. Transient occupancy taxes, however, fell nearly 25% from previous levels in FY 2009-2010, which lowers future projections. Investment income has fallen dramatically given the lowest Treasury yields in well over 20 years.

The City has positioned itself well to weather this economic crisis, but will require prudent fiscal decisions over the coming years to meet the Council-adopted minimum General Fund reserves of at least 33.3% of annual budgeted operating expenditures. The General Fund starts FY 2010-2011 with a projected $20 million in unrestricted reserves, nearly 65% of its annual operating expenditures. In FY 2010-2011, the City's General Fund will see the final paydown of the Community Development Agency's loan owed to the City, and tax increment revenue previously flowing to the Agency will once again begin to flow to the City/District when the Agency reaches its tax increment cap. Significant development revenues are also anticipated based upon the agreements and approved project developments for the Pilgrim-Triton and Gilead Sciences Campus projects. However, development of the 15-acre site adjacent to City Hall has not occurred due to the current economic climate and the limited availability of financing for a project of this size. Therefore, no revenues are included in the five-year forecast.

The City faces an ongoing structural deficit by FY 2013-2014 of nearly $2.9 million per year given the projected cost to maintain the current level of services and the lower projected revenues. The City Council has established the goals of balancing the General Fund budget without the use of reserves by FY 2013-2014 and of maintaining reserves above the minimum level of 33.3% of annual budgeted operating expenditures. A detailed action plan to achieve these Council goals will be developed by January 2011. Both expenditure reductions and revenue enhancements will be explored along with their associated service level impacts. The action plan will need to be developed with input from the community and from the employees and the labor groups who represent them. As an example of how to achieve these two goals, the five-year forecast shows ongoing balanced budget adjustments of $900,000 in FY 2011-2012, $900,000 in FY 2012-2013, and $1,100,000 in FY 2013-2014.

The approved annual budget for FY 2010-2011 reduces General Fund expenditures by nearly $800,000 from the previous fiscal year. These reductions were accomplished predominantly through two factors: 1) certain positions (e.g., Administrative Services Director and Executive Assistant to the City Manager) were eliminated, others (e.g., Parks Maintenance Workers) were left vacant, unfilled and not budgeted for FY 2010-2011, and one position (Fire Chief) is being shared with the City of San Mateo, as the City evaluates

its service levels and the corresponding personnel requirements to provide those services; and, 2) the reamortization of the unfunded actuarial liability related to Public Safety retirement costs.

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

- Process the provisions of the developer agreements and planning / building permits for the proposed redevelopment of the commercial space in the Pilgrim / Triton area and the Gilead Sciences Campus.
- Commence construction of various roadway improvements, including residential street resurfacing and implementation of select Multi-Project Roadway Improvements as a result of development in the Pilgrim-Triton and Gilead Sciences project areas.
- Commence Phase II construction of the Levee Pedway Improvements project that will repair deficiencies and keep the pedway in good condition.
- Update the City's General Plan.
- Continued implementation of the action plan developed by the Ad Hoc Environmental Sustainability Committee in an effort to create a more environmentally sustainable community.
- Continued implementation of the action plan developed by the Ad Hoc Transportation Committee in an effort to create a comprehensive transportation system for Foster City.
- Implement conservation-based tiered water rates, online utility billing and monthly utility billing cycles, all in an effort to incent water conservation and manage water usage within the water supply allocation from the City and County of San Francisco.
- Continue discussions with the San Mateo-Foster City School District to address school overcrowding issues.
- Maintain an emphasis on emergency planning and preparedness for the City, for the residents and for the business community.

ORGANIZATIONAL CHANGES

The City previously reduced its budgeted full-time employees by 10% (from 237 FTE in FY 2001-2002 to 213 FTE in FY 2009-2010). Staffing levels as we enter FY 2010-2011 will be reduced by 9 FTE to a total of 204 FTE, accomplished through the elimination of certain positions and leaving other positions vacant, unfilled and unfunded pending an evaluation of service levels and personnel requirements to provide those services.

FINANCIAL OVERVIEW

The City/District/Community Development Agency funds are all in sound financial condition and will have reserves at the beginning and the end of the fiscal year that meet or exceed the Council defined minimum reserve levels. However, the City's five-year financial forecast shows that General Fund expenditures will exceed revenues in FY 2010-2011, and will continue as such throughout the five-year forecast if no balanced budget adjustments (expenditure reductions and/or revenue enhancements) are implemented. The Community Development Agency Project Area One will hit its $170 million revenue cap in FY 2010-2011 and stop receiving tax increment revenues. However, the State is expected to take $5.6 million from the Agency by the end of FY 2009-2010, which will delay reaching the cap and, as a result, delay the infusion of annual property tax revenues directly to the District. Accordingly, the District is expected to see an increase in property tax revenues of $2.8 million in FY 2010-2011 and then an estimated $4.8 million in FY 2011-2012 and thereafter.

Based on City Council direction, the General Fund minimum reserve level has been established at 33.3% of annual

operating expenditures. The five-year forecast shows the City being able to stay above this reserve level in each of the successive 5 years through the implementation of an action plan to make the necessary balanced budget adjustments.

I would like to highlight a few of the significant items in the approved FY 2010-2011 Annual Budget.

- The City will have sufficient reserves to maintain existing service levels enjoyed by the community in this budget. The approved FY 2010-2011 General Fund budget indicates a deficit of $3.5 million on a budget basis, and that reserve levels will finish the year at $16.5 million, or 53% of annual operating expenditures. However, there will exist a structural deficit in an amount of ~ $3.6 million through FY 2012-2013, and ~ $2.9 million by FY 2013-2014 and beyond. If this structural deficit is not addressed, General Fund reserves would end FY 2014-2015 at $3.7 million, which is 11% of annual operating expenditures, or $7.6 million under the minimum reserve threshold. The five-year analysis indicates that the City will need to make around $2.9 million in a combination of ongoing expenditure reductions and/or ongoing revenue enhancements by FY 2013-2014, in order to balance the budget and maintain reserve levels above the 33.3% minimum.
- All employee groups are in multi-year agreements as we start FY 2010-2011. Management employees and those employees represented by the American Federation of State County and Municipal Employees (AFSCME) will be in the first year of three-year agreements. Employees represented by the International Association of Firefighters (IAFF) and the Foster City Police Officers' Association (FCPOA) will be in the last year of two-year agreements.
- Retirement contributions to the PERS retirement system for Miscellaneous Employees will increase by 1.1% in FY 2010-2011, while Public Safety retirement contributions will decrease by approximately 8% due to the reamortization of the unfunded accrued liability over 30 years.
- A transfer of $1,370,000 from the General Fund to the Capital Projects – City Fund is included for funding of long-term capital improvements using a 10-year forecast.
- Water revenues are planned to be increased overall by 9% in FY 2010-2011 based upon a 10-year Rate Smoothing model adopted by the District Board in FY 2006-2007 and the funding of long-term capital improvements using a 10-year forecast. The rate-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. Conservation-based water rates in the form of tiered rates for single-family and multi-family residential customers, and a water budget based rate for irrigation customers, will be implemented for FY 2010-2011, with any excess revenues going to fund expanded rebate programs and conservation initiatives in a newly created Water Sustainability Fund. Also included is funding in the amount of $500,000 for long-term capital improvements using a 10-year forecast.
- Wastewater rates are planned to be increased by 5% in FY 2010-2011 based upon a 10-year Rate Smoothing model adopted by the District Board in FY 2010-2011, which will smooth rates by no more than 5% increases through FY 2013-2014. Rate increases are based upon the capital improvement projects planned for FY 2010-2011 and 2011-2012, and funding in the amount of $1,115,000 for long-term capital improvements using a 10-year forecast.

- The Final Budget has been prepared based on the Governor's May Revise of his proposed budget for FY 2010-2011. The State has closed its budget deficit in part through the takeaway of redevelopment agency funds. For Foster City, the State is expected to take $5.6 million from the CDA in FY 2009-2010, and an additional $1.275 million in FY 2010-2011. No further local agency takeaways are currently in the revised budget proposal, but this will require close watch on the potential impacts to the City / District / Agency as the State addresses its shortfall.
- There is a 3% increase in the approved Master Fee Schedule to reflect the increased cost of providing services.
- Funding for the Foster City Connections Shuttle for FY 2010-2011 in the amount of $216,000 has been included for one bus for the Blue Line (current service level) and only one of the current two buses for the Red Line (service level reduction). The funding level assumes 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 $108,000.
- We reviewed carefully all budget requests prior to their inclusion in the budget. The intent of this budget is to maintain the level of services currently being provided to the community.

CONCLUSION

The City of Foster City, Estero Municipal Improvement District and Community Development Agency have been well managed and are in sound financial condition. This 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 2010-2011, and develop over the next several months a detailed action plan to address the structural budget deficit by FY 2013-2014. It is important to note that 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 2010-2011.

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 10-11 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, 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 Finance 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 2010-2011 ANNUAL BUDGET
FIVE YEAR FINANCIAL PLAN
BUDGET CALENDAR

January 19 (Tuesday) Regular City Council Meeting at 7:30 p.m.

- Review of Comprehensive Annual Financial Report (CAFR) for FY 2008-2009

January 25 (Monday) Study Session at 4:00 p.m.

- Mid-year Financial Review for FY 2009-2010
- Policy Direction Regarding Preparation of FY 2010-2011 Annual Budget and Five-year Financial Plan

March 22 (Monday) Study Session at 4:00 p.m.

- Review of Capital Improvement Projects, development of a long-term CIP funding plan

March 29 (Monday) Study Session at 4:00 p.m.

- Review of Enterprise Funds, Internal Services Funds; and, Community Development Agency Funds, including Tax Increment Projections
- Review Analysis of Water and Wastewater Rates for FY 2010-2011, including Tiered Water Rates
- Review Non-profit Agencies Funding Process and any other Special Reports

May 10 (Monday) Study Session at 4:00 p.m.

- Review of Five-Year Financial Plan, Review of Preliminary FY 2010-2011 Budget (All Funds)
- Proposed Changes for Fees and Charges

June 7 (Monday) Study Session at 5:30 p.m.

- Presentation of Funding Requests from Non-profit Agencies

June 7 (Monday) Regular City Council Meeting at 6:30 p.m.

- Budget Public Hearing and Follow-up from All Prior Budget Study Sessions
- Public Hearing and Adoption of Water and Wastewater Rates for FY 2010-2011
- Public Hearing and adoption of Master Fee Schedule for FY 2010-2011

June 21 (Monday) Regular City Council Meeting at 7:30 p.m.

- Adoption of FY 2010-2011 Budget

June 30 (Wednesday)

- FY 2010-2011 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.

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 2010-2011 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 was a recipient of these funds, which were 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. These bonds were fully paid in FY 2009-2010.

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. These bonds were fully paid in FY 2009-2010.

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 budgeted 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.
- *Water Equipment Replacement* – Equipment replacement, acquisition and funding from water revenues for replacement of equipment supporting water operations.

Wastewater Enterprise Funds: Activities associated with wastewater collection and treatment including construction of wastewater treatment plant facilities (shared with the City of San Mateo). There are four funds associated with the Wastewater Enterprise:

- *Wastewater Collection System (Sewer) Revenue* – Accounts for all of the revenues and the operational and maintenance expenditures associated with the wastewater collection system and treatment activities.
- *Wastewater Collection System (Sewer) Reserve* – A fund that reserves 25% of annual budgeted 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 Equipment Replacement* – Equipment replacement, acquisition and funding from wastewater

revenues for replacement of equipment supporting wastewater operations.

- *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 for non-Enterprise fund assets.

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

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

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

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

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

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 was deposited into this fund annually to the extent necessary to pay the indebtedness of the Agency. This fund was closed out as of June 30, 2010.

2001 Tax Allocation Refunding Bonds Fund: This fund accounted for activities to pay the indebtedness associated with the bonds issued in 2001 that refinanced the Agency debt at lower interest rates. This fund was closed out as of June 30,2010.

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, 2015

CITY COUNCIL/DISTRICT BOARD
Rick Wykoff, Mayor / President
Linda Koelling, Vice Mayor / Vice President
Charlie Bronitsky
Pam Frisella
Art Kiesel

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. The Teen Center (Vibe) moved from a temporary building to a permanent home by the Recreation Center in 2009.

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 6:30 p.m. in the Council Chambers at 620 Foster City Boulevard and may call additional special meetings. These meetings are televised on the City's government access station, FCTV Comcast Channel 27 or ATT Channel 99. All meetings of the City Council, Planning Commission and any committees are open to the public except when certain personnel matters and legal items are discussed.

Figure 2: Foster City Government Center

The City Council has appointed one commission, one ad hoc task force and nine standing committees to advise it on matters of special interest:

- Ad Hoc Environmental Sustainability Task Force
- 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 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. Eight 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

- Three support departments, which primarily serve to support the efforts of the line departments: 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 and provided 439 units of needed housing.

The Community Development Agency receives 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 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 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.

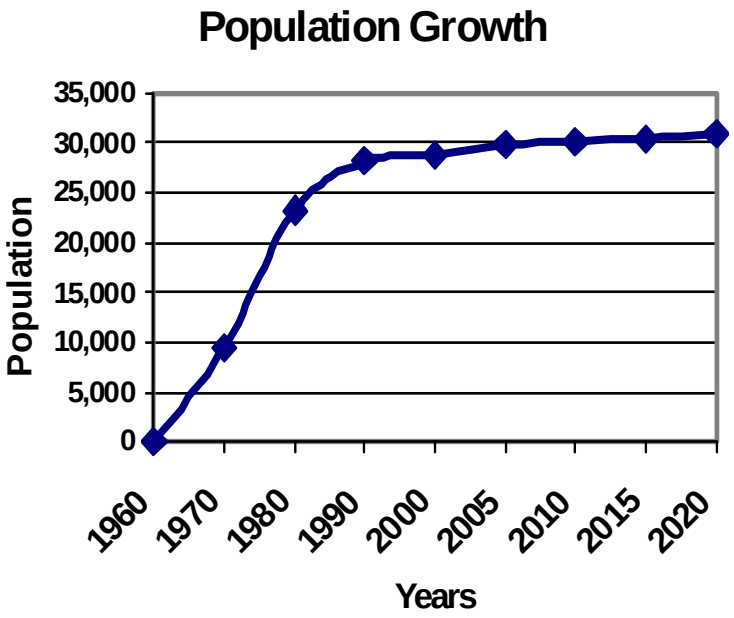
The Foster City Library, a branch of the San Mateo County Library, is located in the Civic Center complex at 1000 East Hillsdale Boulevard. This library building includes 18,500 sq. ft. of library space and a 9,000 sq. ft. Community Center.

The City is one of the sponsors of two annual community events: the Fourth of July Celebration and the Arts 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 Arts 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 30,429 as of January 1, 2009 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 30,500 in 2015 and 31,000 in 2020.



Housing

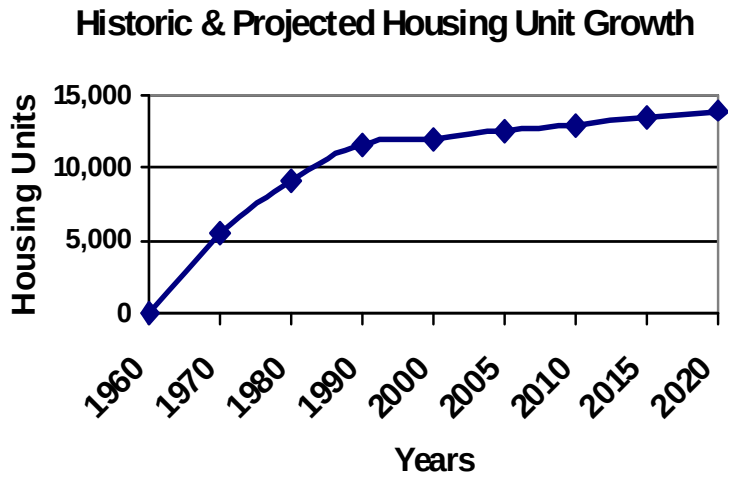
In late 2002, the 439 new multi-family units included as part of the redevelopment of Marlin Cove and Hillsdale/Gull (Miramar Apartments) were completed. As of 2005, Phase III of Promontory Point (East Hillsdale Blvd./Promontory Lane) was completed and added 31 housing units bringing the total number 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 Specific Development Plan/Use Permit for 300 units in Phase I was approved in FY 2009-2010. Construction plans for Phase 1 are anticipated to be submitted in FY 2010-2011.

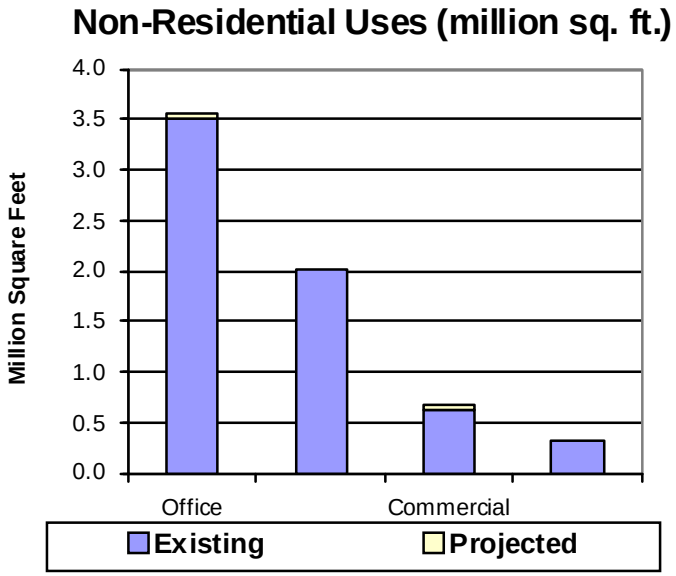
Figure 3: Miramar Apartments (Port O'Call)

Figure 4: Marlin Cove Apartments

No new housing units were completed in 2009. Additional housing units are called for in the Housing Element in order to provide the City's share of the region's housing needs. The City adopted a revised Housing Element of the General Plan in February 2010 that identifies potential housing sites in order to meet the state requirements to plan for meeting the City's

share of the region's housing needs for the planning period of 2007-2014.





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 that was approved in 2008 will, in phases, demolish about 296,000 sq. ft. of existing buildings on a 20-acre site and construct 296,000 sq. ft. of new office/commercial space and up to 720 housing units.

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 currently evaluating a proposal for a CultureWorks building as part of the North Peninsula Jewish Center that would includes a 400 seat theater.

Figure 5: North Peninsula Jewish Campus

In February 2010, the City approved the expansion of the 40-acre Gilead campus to add about 570,000 net new square feet of offices and labs. The City is currently considering the Chess-Hatch Office Project that would demolish about 190,000 sq. ft. of office/warehouse and replace it with up to 850,000 sq. ft. of office.

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. An additional 17,000 square feet of retail will be included in Phase I of the Pilgrim-Triton Project.

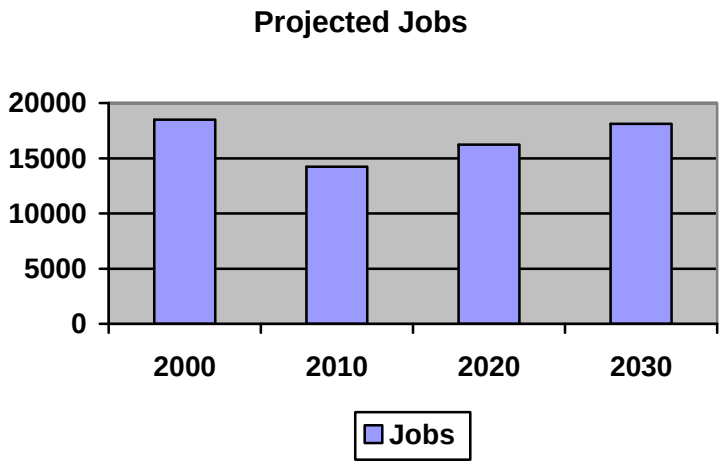
Jobs

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	5,720
Gilead Sciences	1,575
Sony Computer Entertainment America	800
San Mateo-Foster City School District	682
Electronics For Imaging	600

Source: Foster City Chamber of Commerce

Projections 2009 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 16,220 in 2020.



Source: Projections 2009, 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. 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, soccer and youth baseball fields, tennis courts, basketball courts, picnic facilities, and a wildlife refuge. Leo J. Ryan Park, encompassing eight acres overlooking Central Lake, is home to the gazebo, amphitheater, stage area, and the William J. Walker Recreation Center. The City completed a major renovation of the Leo J. Ryan Park in 2005.

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

The City's Parks and Recreation Department offers a wide variety of classes year-round – from morning preschool programs to creative arts, sports, and fitness programs for children, teens, adults and seniors. The Senior Center offers a variety of programs geared specifically for seniors. "The Vibe" Teen Center hosts activities for the youth, including a skateboard park. Finally, two bocce ball courts round out the amenities provided at the Recreation Center 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.

FIVE-YEAR FINANCIAL FORECAST (FY 2010-2011 to 2014-2015)

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 2009-2010. 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 2010 was 9.7%, while California's unemployment rate for that same period was 12.6%, the highest rate since 1976 when records were maintained in their current form.

The State of California struggled to pass budgets the past three fiscal years. Virtually all services were reduced during the various rounds of budget cuts. Tax revenues were increased. The State borrowed funds from cities against the "fiscal emergency" provisions of Proposition 1A. For the second time, the State threatens to take funds from redevelopment agencies through a Supplemental Educational Revenue Augmentation Fund takeaway in FY 2009-2010 and 2010-2011, even after a previous attempt to take away redevelopment funds was considered unconstitutional. Yet after all of these measures, the State is staring at another $20 billion deficit that must be cured through FY 2010-2011. Cities are bracing themselves for potential further raids of city revenues.

Beyond the State's difficulties, significant revenue streams have declined or curbed their expected growth in the past 24 months:

- Property Taxes: The subprime mortgage meltdown of 2008 triggered this recession. Home prices declined nearly 15% from 2007 levels, and have shown slight gains in the past 9 months. The number of home sales in Foster City are nearly 40% lower than during the 2006 peak of the market, but have improved in the past year. Property tax appeals have been filed by residential and commercial property owners that place nearly $420 million in assessed value at risk, much of which is in commercial real estate. While Foster City has not seen the decline in property values nor foreclosures that other areas in the Sacramento Valley or North Bay have experienced, property tax revenue growth is at an historic low.
- Sales and Use Tax: Sales taxes have declined 25%, or nearly $1 million, from 2007-2008 levels and show little sign of recovery so long as unemployment remains high.
- Transient Occupancy Taxes: Transient occupancy taxes have dropped 25% due primarily to higher vacancy rates and lower room rental rates.
- Investment Earnings – The economic recession has forced the Treasury and Federal Reserve to keep interest rates low as a means of spurring economic growth. Investment returns have declined from 3.5% to 1.5%, with significant declines in LAIF investment returns (at historic lows) and long-term investment securities that have decreased their yields to 3% for 5-year bonds. The City's yield fell to 1.0% during FY 2009-2010, and stands at 1.5% as we head into the new fiscal year.

The expenditure side of the ledger has been relatively stable, with conscious cost-cutting measures employed to offset revenue declines. Future trends may have the impact of placing significant pressures on the City's reserves.

- Personnel Costs: Monies paid to City employees accounts for 82% of total General Fund expenditures. Therefore, the prudent management of employee costs will be important to the financial future of the City.
- Retirement Costs: Public employee retirement funds have taken a beating in this investment market. PERS' investment portfolio lost 25% of its value in 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. Rate increases in 2011-2012 are expected to be 6 to 8% depending upon market performance through the next 6-12 months, net of the reamortization of unfunded liabilities associated with Public Safety retirement plans. In addition, the City Council has established a "pay as you go" policy for funding its other post employment benefit ("OPEB") liabilities, but has pre-funded those obligation through existing reserves.
- 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.

Yet in the midst of economic turmoil and significant cuts in services by other local cities, Foster City's General Fund is expected to finish FY 2009-2010 with $20 million in reserves, well above the Council's policy of a minimum reserve threshold of one-third of annual budgeted operating expenditures.

However, the City now faces a long-term structural deficit of $2.9 million. The City's reserve levels built up over the years will allow the City to methodically and strategically develop an action plan to solve this structural imbalance. It will be vital to explore expenditure reductions through shared services with other governmental entities, opportunities for reorganization and operational changes, use of contractual services, and managing employee costs. It will be equally important to explore revenue enhancements as part of the budget balancing solutions.

Continued vigilance will be necessary for those things that are outside the control of the City: 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 affecting the City's financial stability; the State government's financial situation leading it to find other means of tapping into local revenues, even after the passage of Proposition 1A; significant unemployment that will curb economic expansion, inflation, interest rates, and make economic recovery a protracted process. 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 3rd and 4th quarters of 2011, with slow recovery thereafter (less than the historical 4-8% growth rate patterns).
- Development is expected to be slow over the next five years, with the exception of the Pilgrim-Triton and Gilead Sciences Campus developments that are moving forward and with whom the developers have demonstrated the 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.

- The development on the City's 15-acre site has not occurred, along with the ability to generate long-term ongoing revenues from the site. This site, however, is an important asset in the financial future of Foster City.
- 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.
- 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.
- Water supply availability will be a key issue in the community, with the need to implement stronger water conservation programs in the form of education, water rate structures, and rebate programs to instill conservation
- The five-year projections of the City's General Fund at current service levels and existing revenue levels find General Fund reserves falling below the minimum reserve level by FY 2013-2014 if no action is taken on the structural deficit, which will be approximately $2.9 million per year in that year. An example of balanced budget adjustments is included in the five-year forecast to achieve the Council's goals of balancing the budget without the use of reserves by FY 2013-2014 and staying above the minimum reserve level of 33.3% of annual budgeted operating expenditures. A specific action plan to address this structural deficit will be developed by January 2011.
- Aging infrastructure costs will require funding of nearly $1.4 million on a long-term basis. The five-year forecast includes this annual transfer from the City General Fund to the Capital Investment – City Fund.
- 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 are debt free from all bonded indebtedness.

City leaders have made prudent financial decisions throughout the City's history that have served it well. The City has the ability to maintain current service levels in FY 2010-2011 through the use of its reserves. The City will need to take definitive steps to cure the $2.9 million structural General Fund deficit by FY 2013-2014 and maintain reserve levels above the minimum level of 33.3% of annual budgeted operating expenditures. A process of community engagement will be required to determine the public interest in the level and extent of services provided in Foster City. Strategic public policy decisions regarding service levels will be required in order to maximize service levels to the fullest extent possible, and revenue enhancement strategies will need to be considered to offset potential reduction of service levels. Maintaining the City's sound financial health has been, and will continue to be, of prime importance for the long-term sustainability of the community.

City of Foster City
Summary of Key Assumptions Used in Preparation of the Five-Year Financial Plan for the Five Years Ended June 30, 2015

The attached City of Foster City Five-Year Financial Plan covers the five year period ending June 30, 2015. 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 middle of 2011. Economic recovery will begin midway FY 2011-2012; however, the recovery will be modest in nature. It is very likely we will not see revenues reaching their 2007-2008 levels until after FY 2014-2015 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. Home sales volume in FY 2009-2010 increased, but not at the same levels before the Recession took effect in 2008. Commercial property, however, continues to be depressed in value, and there is nearly $420 million in assessed value at risk based on AV appeals with the County Assessor's Office, with many commercial properties requesting AV reductions of over 50%. Historically, property taxes have grown annually at 5-10%, and for the first time since Proposition 13 was

implemented, AV on existing homes will decrease by 0.237%. Given the state of the market, increases of 0.79% in FY 2010-2011, a 1.5% increase in FY 2011-2012, and 3% increases thereafter through FY 2014-2015 based on projected actual property tax collections in FY 2009-2010 are estimated. The Community Development Agency will reach its tax increment cap in FY 2010-2011. An infusion of $2.8 million of additional property tax revenue is expected in the current year pending the outcome of the lawsuit filed against the State of California regarding its $5.6 million grab of CDA revenues in FY 2009-2010 (see "State Budget" below), and a total of $4.8 million additional property tax revenues per year thereafter starting in FY 2011-2012. Additional property tax revenue 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 over the past two years. Sales & use tax revenue is expected to remain constant with no growth in 2010-2011 based on projected actual receipts in FY 2009-2010. A growth factor of 1.5% is expected in FY 2011-2012, and a 3% growth factor is expected in FY 2012-2013 and thereafter. Cities are currently evaluating the impacts of SB 71 signed by the Governor in March 2010, which will provide sales tax exemptions to projects using alternative energy. The impact on point-of-sales revenues from existing alternative energy manufacturers (e.g., solar technology) hangs in the balance. Foster City could stand to lose an additional $150,000 in sales tax revenues depending upon the implementation of the vaguely-worded legislation. This potential sales tax reduction has not been incorporated into the five-year forecast at the present time.

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. However, the decline in business and consumer travel due to the economy has seen TOT fall 11%, and will be $250,000 below FY 2009-2010 projections. No growth is expected in FY 2010-2011, with 1.5% growth in FY 2011-2012, and 3% growth in FY 2012-2013 and thereafter.

Investment Earnings

- Yields on the City's investment portfolio as of 5/31/2010 was 1.75%. Fixed investments are trading at near all-time lows as the Fed continues to keep investment rates low. Yield on the City's LAIF deposits is at an all time low of 0.56%. Until such time that unemployment rates drop to below 10% in California or 8% nationwide, interest rates and corresponding fixed investment yields are expected to remain low. No significant growth in investment yield rates is anticipated in the five-year period. Fluctuations in investment earnings will be based upon expected fund balance surpluses or deficits in each year.

Loan Repayments from CDA

- The outstanding Loan balance owed to the City by the Community Development Agency is $1.15 million as of July 1, 2010. The CDA cash flow analysis indicates that the entire loan balance will be repaid in FY 2010-2011, including $112,000 in interest.

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, water and wastewater connection 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, permit fees, and water and wastewater connection 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 15-acre site adjacent to the Government Center is assumed to remain vacant until there is significant economic recovery. Therefore, no revenues related to this site are incorporated in this five-year forecast.

Water and Wastewater 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 2010-2011 to FY 2012-2013, and 8% increases in FY 2013-2014 and FY 2014-2015 in the five-year forecast. These costs are expected to cover increased costs associated with the Hetch Hetchy Water System improvements and local infrastructure improvement projects. In addition, a conservation-based water rate model will be implemented in FY 2010-2011, with any excess revenues generated from customer with high-end water consumption patterns will fund a Sustainability Fund that will pay for rebate programs in an effort to achieve a 15% water conservation level by 2012.
- Wastewater Rates – Wastewater rates assume a 5% annual revenue increase from FY 2010-2011 through FY 2012-2013, a 4% revenue increase in FY 2013-2014, and a 3% increase in FY 2014-2015, to cover increased costs associated with the WWTP plant operations as well as lift station rehabilitation projects and other capital improvement programs. Per District Board direction, rates have been smoothed and the $2 million emergency capital reserve threshold will be temporarily reduced to $1 million and reevaluated each year.

State Budget

- 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:
    - *Supplemental Educational Revenue Augmentation Fund* – The State approved a supplemental ERAF grab $1.7 billion from redevelopment agencies for FY 2009-2010 and another $350 million in FY 2010-2011 to solve its budget deficits. The Foster City Community Development Agency stands to lose $5.6 million in FY 2009-2010 and just under $1.3 million in FY 2010-2011. The Community

Redevelopment Association has filed a lawsuit against the State of California regarding these takeaways, citing that these takeaways are unconstitutional. The Five-Year Financial Plan for the CDA and the District assumes that these takeaways occur as approved by the State. Should the CRA ultimately be successful in its lawsuit against the State, there would be a net positive impact in projected property tax revenues coming to the District in FY 2010-2011.

- *Proposition 42 Transportation Funding* – The recent legislation pertaining to the "Gas Tax Swap" was signed into law by the Governor in March 2010. Cities are awaiting a final fiscal analysis on the impacts of this swap through the League of California Cities. The Annual Budget assumes, based on the assertions of the Legislative Analyst, that total Gas Tax funding including Proposition 42 revenues will remain constant from current levels.
- *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 $450,000.

Expenditure Assumptions

Assumptions made in determining significant expenditures are listed below:

Service Levels and Capital Improvement Projects

- No material service level changes are anticipated for FY 2010-2011. Nine (9) full-time positions in the FY 2010-2011 budget have been eliminated or left unfilled and unfunded pending an evaluation of service levels and personnel requirements to provide those services (see below). Adjustments to the current service levels are likely as part of the action plan to address the ongoing structural deficit. Proposed Capital Improvement Projects in the Five-Year forecast are shown as funded and incorporated into the Plan. Long-term funding of Capital Improvement Projects has been implemented.

Employee Services

- Nine (9) employee positions are being eliminated or left vacant and unfunded through attrition as the City enters FY 2010-2011. The Administrative Services Director and Executive Assistant to the City Manager positions were eliminated, and the work associated with those positions was reassigned to the various administrative support departments. The Fire Chief position was eliminated, which for the first time in Foster City's history will be shared through a Shared Fire Chief Services Agreement with the City of San Mateo. The Assistant Planner position in Community Development was eliminated, with partial backfill through the use of contractual services. Other positions are being left vacant, unfilled and unfunded in FY 2010-2011 as service levels and impacts are being evaluated. Two (2) Parks Maintenance Worker positions were left vacant and unfunded, with a backfill of work performed through contractual services. One (1) Video Technician position is left vacant and unfunded given the termination of the cablecasting services agreement with Peninsula TV. The Senior Engineering Technician and Office Assistant II positions in Public Works were also left vacant and unfunded.
- Much of the City's workforce falls under collective bargaining agreements. Negotiated agreements with Police, Fire and AFSCME bargaining units, along with the compensation plan for the unrepresented Management

employees have been incorporated into the budget for FY 2010-2011. A placeholder increase of 1.5% is incorporated into the budget for FY 2011-2012, and a 1.0% increase in FY 2012-2013 and thereafter, was incorporated into the five-year forecast.

- CalPERS investment returns for FY 2009-2010 are currently showing a 25% increase in portfolio value after a 25% decrease the preceding year. This is still less than the actuarial assumption of an annual 7-3/4% gain. The rate-smoothing policy implemented by the CalPERS board in FY 2006-2007 and revised in FY 2009-2010 will help keep the underlying employer contribution rates relatively smooth. The City / District has requested a fresh start on the amortization of the unfunded actuarial liability for public safety employees over 30 years. This will reduce the employer contribution rate by approximately 8% (from 32.6% to 24.6%) of salary for FY 2010-2011. The contribution rate for Miscellaneous Employees is expected to remain relatively flat at 12.5% of salary in FY 2010-2011, but expected increase to 19% 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 long-term CPI trends.

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. Assuming future cuts will be necessary to balance the budget by FY 2013-2014, no anticipated expenditure savings are shown in this five-year budget. Prior budgets showed a 4% annual anticipated budget savings as another conservative measure. This was 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, 2015

	Approved	Five Year Financial Plan				
Revenues by Source:	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Governmental Fund Type Revenues						
Property taxes	$ 11,544,000	$ 14,231,000	$ 16,622,700	$ 17,188,100	$ 17,946,500	$ 18,786,700
Other taxes	$ 7,360,000	$ 7,224,000	$ 7,326,000	$ 7,511,000	$ 7,702,000	$ 7,898,000
Licenses and permits	$ 1,030,000	$ 1,537,400	$ 1,234,700	$ 1,391,400	$ 1,555,500	$ 1,157,000
Intergovernmental	$ 3,386,000	$ 2,988,000	$ 2,988,000	$ 3,438,000	$ 2,988,000	$ 2,988,000
Charges for current services	$ 1,496,000	$ 1,715,200	$ 1,674,800	$ 1,747,000	$ 1,821,800	$ 1,783,000
Special assessments	$ -	$ -	$ -	$ -	$ -	$ -
Interest and rentals	$ 2,345,000	$ 1,267,500	$ 1,200,700	$ 1,236,900	$ 1,275,100	$ 1,314,400
Other	$ 565,400	$ 394,700	$ 3,854,700	$ 376,200	$ 648,100	$ 2,626,700
Proprietary Fund Type Revenues						
Sales & service charges	$ 14,540,000	$ 15,598,000	$ 16,288,000	$ 17,948,000	$ 19,094,000	$ 20,246,000
Connection fees	$ 5,000	$ 447,500	$ 64,800	$ 272,400	$ 392,200	$ -
Vehicle, equipment rental and other user charges	$ 6,919,730	$ 5,942,849	$ 6,120,000	$ 6,304,000	$ 6,492,000	$ 6,688,000
Interest and rentals	$ 790,000	$ 633,000	$ 706,000	$ 724,000	$ 733,000	$ 755,000
Other	$ 174,100	$ 125,600	$ 23,600	$ 23,600	$ 23,600	$ 23,600
Total Revenues	$ 50,155,230	$ 52,104,749	$ 58,104,000	$ 58,160,600	$ 60,671,800	$ 64,266,400
Expenditures (see attached)	$ 58,482,821	$ 53,829,051	$ 55,795,233	$ 59,262,237	$ 59,349,175	$ 61,266,353
Net revenues over (under) expenditures before transfers	$ (8,327,591)	$ (1,724,302)	$ 2,308,767	$ (1,101,637)	$ 1,322,625	$ 3,000,047
Loan Principal Payment from CDA	$ 7,034,538	$ 1,115,676	$ -	$ -	$ -	$ -
Net Transfers In (Out)	$ -	$ -	$ -	$ -	$ -	$ -
Net Increase (Decrease) in Fund Balance Before Adjustments	$ (1,293,053)	$ (608,626)	$ 2,308,767	$ (1,101,637)	$ 1,322,625	$ 3,000,047
G/F Adjustments Implemented in FY 2011-2012	$ -	$ -	$ 900,000	$ 900,000	$ 900,000	$ 900,000
G/F Adjustments Implemented in FY 2012-2013	$ -	$ -	$ -	$ 900,000	$ 900,000	$ 900,000
G/F Adjustments Implemented in FY 2013-2014	$ -	$ -	$ -	$ -	$ 1,100,000	$ 1,100,000
Total G/F Budget Adjustments to Balance Budget	$ -	$ -	$ 900,000	$ 1,800,000	$ 2,900,000	$ 2,900,000
Net Increase (Decrease) in Fund Balance	$ (1,293,053)	$ (608,626)	$ 3,208,767	$ 698,363	$ 4,222,625	$ 5,900,047
Opening Fund Balance	$ 61,541,253	$ 60,248,200	$ 59,639,574	$ 62,848,341	$ 63,546,704	$ 67,769,329
Ending Fund Balance	$ 60,248,200	$ 59,639,574	$ 62,848,341	$ 63,546,704	$ 67,769,329	$ 73,669,376

City of Foster City, California

Expenditure Summary -- All Funds

Five Year Financial Plan for the Years Ended June 30, 2015

Total By Expenditure	Approved	Five Year Financial Plan				
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Department Expenses						
Employee Services	$ 30,714,539	$ 29,637,390	$ 30,034,296	$ 31,205,797	$ 31,517,995	$ 31,833,005
Supplies and other	$ 15,395,217	$ 15,659,698	$ 16,005,723	$ 18,144,025	$ 18,851,289	$ 20,140,639
Capital Improvement Projects	$ 5,775,000	$ 2,010,000	$ 2,660,000	$ 2,640,000	$ 1,525,000	$ 1,650,000
Capital Outlay	$ 1,874,331	$ 1,607,507	$ 1,609,557	$ 1,642,693	$ 1,676,824	$ 1,711,979
Total department expenses	$ 53,759,087	$ 48,914,595	$ 50,309,576	$ 53,632,515	$ 53,571,108	$ 55,335,623
Interdepartmental charges (credits)	$ 5,550,916	$ 5,730,448	$ 5,901,918	$ 6,078,656	$ 6,261,226	$ 6,448,743
Reallocations	$ (827,182)	$ (815,992)	$ (416,261)	$ (448,934)	$ (483,159)	$ (518,013)
Net Expeditures	$ 58,482,821	$ 53,829,051	$ 55,795,233	$ 59,262,237	$ 59,349,175	$ 61,266,353

City of Foster City, California

General Fund

Five Year Financial Plan for the Years Ended June 30, 2015

	Approved	Five Year Financial Plan				
Revenues by Source:	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Property taxes	$ 11,544,000	$ 14,231,000	$ 16,622,700	$ 17,188,100	$ 17,946,500	$ 18,786,700
Other taxes	$ 6,297,000	$ 5,933,000	$ 6,027,000	$ 6,198,000	$ 6,374,000	$ 6,555,000
Licenses and permits	$ 1,030,000	$ 1,537,400	$ 1,234,700	$ 1,391,400	$ 1,555,500	$ 1,157,000
Intergovernmental	$ 2,550,000	$ 2,855,000	$ 2,855,000	$ 2,855,000	$ 2,855,000	$ 2,855,000
Charges for current services	$ 1,393,000	$ 1,619,200	$ 1,578,800	$ 1,651,000	$ 1,725,800	$ 1,687,000
Interest and rentals	$ 2,111,000	$ 1,160,000	$ 1,072,000	$ 1,087,000	$ 1,103,000	$ 1,120,000
Other	$ 557,400	$ 356,200	$ 348,700	$ 355,700	$ 362,700	$ 369,700
Total Revenues	$ 25,482,400	$ 27,691,800	$ 29,738,900	$ 30,726,200	$ 31,922,500	$ 32,530,400
Expenditures (see attached)	$ 31,632,365	$ 30,837,549	$ 31,762,965	$ 32,968,430	$ 33,432,023	$ 34,034,266
Net revenues over (under) expenditures before transfers	$ (6,149,965)	$ (3,145,749)	$ (2,024,065)	$ (2,242,230)	$ (1,509,523)	$ (1,503,866)
Loan Principal Payment from CDA	$ 7,034,538	$ 1,115,676	$ -	$ -	$ -	$ -
Net Transfers In (Out)	$ (1,256,500)	$ (1,478,000)	$ (1,370,000)	$ (1,370,000)	$ (1,370,000)	$ (1,370,000)
Net Increase (Decrease) Before Balanced Budget Adjustments	$ (371,927)	$ (3,508,073)	$ (3,394,065)	$ (3,612,230)	$ (2,879,523)	$ (2,873,866)
Adjustments Implemented in FY 2011-2012	$ -	$ -	$ 900,000	$ 900,000	$ 900,000	$ 900,000
Adjustments Implemented in FY 2012-2013	$ -	$ -	$ -	$ 900,000	$ 900,000	$ 900,000
Adjustments Implemented in FY 2013-2014	$ -	$ -	$ -	$ -	$ 1,100,000	$ 1,100,000
Total Budget Adjustments to Balance Budget	$ -	$ -	$ 900,000	$ 1,800,000	$ 2,900,000	$ 2,900,000
Net Increase (Decrease) in Fund Balance	$ (371,927)	$ (3,508,073)	$ (2,494,065)	$ (1,812,230)	$ 20,477	$ 26,134
Opening Fund Balance	$ 20,371,927	$ 20,000,000	$ 16,491,927	$ 13,997,862	$ 12,185,632	$ 12,206,109
Ending Fund Balance	$ 20,000,000	$ 16,491,927	$ 13,997,862	$ 12,185,632	$ 12,206,109	$ 12,232,243

City of Foster City, California

General Fund Expenditures Detail

Five Year Financial Plan for the Years Ended June 30, 2015

	Approved	Five Year Financial Plan				
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Department Expenses						
Employee Services	$ 25,981,029	$ 24,974,030	$ 25,227,040	$ 26,236,122	$ 26,498,483	$ 26,763,468
Supplies and other	$ 4,553,874	$ 5,141,903	$ 5,296,160	$ 5,455,045	$ 5,618,696	$ 5,787,257
Capital Improvement Projects	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ 9,200	$ 9,200	$ 9,476	$ 9,760	$ 10,053	$ 10,355
Total department expenses	$ 30,544,103	$ 30,125,133	$ 30,532,676	$ 31,700,927	$ 32,127,232	$ 32,561,080
Interdepartmental charges (credits)	$ 4,074,990	$ 3,912,184	$ 4,029,550	$ 4,150,437	$ 4,274,950	$ 4,403,199
Reallocation	$ (2,986,728)	$ (3,199,768)	$ (2,799,261)	$ (2,882,934)	$ (2,970,159)	$ (2,930,013)
Net Expeditures	$ 31,632,365	$ 30,837,549	$ 31,762,965	$ 32,968,430	$ 33,432,023	$ 34,034,266

City of Foster City, California

Special Revenue Funds

Five Year Financial Plan for the Years Ended June 30, 2015

	Approved	Five Year Financial Plan				
Revenues by Source:	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -
Other taxes	$ 1,063,000	$ 1,291,000	$ 1,299,000	$ 1,313,000	$ 1,328,000	$ 1,343,000
Licenses and permits	$ -	$ -	$ -	$ -	$ -	$ -
Intergovernmental	$ 826,000	$ 100,000	$ 100,000	$ 550,000	$ 100,000	$ 100,000
Charges for current services	$ 103,000	$ 96,000	$ 96,000	$ 96,000	$ 96,000	$ 96,000
Interest and rentals	$ 49,000	$ 32,500	$ 32,700	$ 32,900	$ 34,100	$ 35,400
Other	$ 8,000	$ 38,500	$ 3,506,000	$ 20,500	$ 285,400	$ 2,257,000
Total Revenues	$ 2,049,000	$ 1,558,000	$ 5,033,700	$ 2,012,400	$ 1,843,500	$ 3,831,400
Expenditures (see attached)	$ 2,104,056	$ 1,810,453	$ 1,805,344	$ 1,855,538	$ 1,910,335	$ 1,835,181
Net revenues over (under) expenditures before transfers	$ (55,056)	$ (252,453)	$ 3,228,356	$ 156,862	$ (66,835)	$ 1,996,219
Net Transfers In (Out)	$ -	$ (30,500)	$ (3,498,000)	$ (12,500)	$ (277,400)	$ (2,249,000)
Net Increase (Decrease) in Fund Balance	$ (55,056)	$ (282,953)	$ (269,644)	$ 144,362	$ (344,235)	$ (252,781)
Opening Fund Balance	$ 3,195,156	$ 3,140,100	$ 2,857,147	$ 2,587,503	$ 2,731,865	$ 2,387,630
Ending Fund Balance	$ 3,140,100	$ 2,857,147	$ 2,587,503	$ 2,731,865	$ 2,387,630	$ 2,134,849

City of Foster City, California

Special Revenue Fund Expenditures Detail

Five Year Financial Plan for the Years Ended June 30, 2015

	Approved	Five Year Financial Plan				
	2010-2011	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Department Expenses						
Employee Services	$ 144,200	$ 159,900	$ 162,299	$ 174,471	$ 176,216	$ 177,978
Supplies and other	$ 27,500	$ 13,900	$ 14,317	$ 14,747	$ 15,189	$ 15,645
Capital Improvement Projects	$ 1,265,000	$ 825,000	$ 865,000	$ 900,000	$ 950,000	$ 1,000,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -
Total department expenses	$ 1,436,700	$ 998,800	$ 1,041,616	$ 1,089,218	$ 1,141,405	$ 1,193,623
Interdepartmental charges (credits)	$ 22,356	$ 19,153	$ 19,728	$ 20,320	$ 20,930	$ 21,558
Reallocation	$ 645,000	$ 792,500	$ 744,000	$ 746,000	$ 748,000	$ 620,000
Net Expeditures	$ 2,104,056	$ 1,810,453	$ 1,805,344	$ 1,855,538	$ 1,910,335	$ 1,835,181

City of Foster City, California

Debt Service Funds

Five Year Financial Plan for the Years Ended June 30, 2015

	Approved	Five Year Financial Plan				
Revenues by Source:	**2009-2010**	**2010-2011**	**2011-2012**	**2012-2013**	**2013-2014**	**2014-2015**
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -
Other taxes	$ -	$ -	$ -	$ -	$ -	$ -
Licenses and permits	$ -	$ -	$ -	$ -	$ -	$ -
Intergovernmental	$ -	$ -	$ -	$ -	$ -	$ -
Charges for current services	$ -	$ -	$ -	$ -	$ -	$ -
Special assessments	$ -	$ -	$ -	$ -	$ -	$ -
Interest and rentals	$ -	$ -	$ -	$ -	$ -	$ -
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures (see attached)	$ 447,491	$ -	$ -	$ -	$ -	$ -
Net revenues over (under) expenditures before transfers	$ (447,491)	$ -	$ -	$ -	$ -	$ -
Net Transfers In (Out)	$ -	$ -	$ -	$ -	$ -	$ -
Net Increase (Decrease) in Fund Balance	$ (447,491)	$ -	$ -	$ -	$ -	$ -
Opening Fund Balance	$ 447,491	$ -	$ -	$ -	$ -	$ -
Ending Fund Balance	$ -	$ -	$ -	$ -	$ -	$ -

City of Foster City, California

Debt Service Fund Expenditures Detail

Five Year Financial Plan for the Years Ended June 30, 2015

	Approved	Five Year Financial Plan				
	2010-2011	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Department Expenses						
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Debt Service Payments	$ 447,491	$ -	$ -	$ -	$ -	$ -
Capital Improvement Projects	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -
Total department expenses	$ 447,491	$ -	$ -	$ -	$ -	$ -
Interdepartmental charges (credits)	$ -	$ -	$ -	$ -	$ -	$ -
Reallocation	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	$ 447,491	$ -	$ -	$ -	$ -	$ -

City of Foster City, California

Capital Improvements (City) Fund

Five Year Financial Plan for the Years Ended June 30, 2015

	Approved	Five Year Financial Plan				
Revenues by Source:	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -
Other taxes	$ -	$ -	$ -	$ -	$ -	$ -
Licenses and permits	$ -	$ -	$ -	$ -	$ -	$ -
Intergovernmental	$ 10,000	$ 33,000	$ 33,000	$ 33,000	$ 33,000	$ 33,000
Charges for current services	$ -	$ -	$ -	$ -	$ -	$ -
Special assessments	$ -	$ -	$ -	$ -	$ -	$ -
Interest and rentals	$ 185,000	$ 75,000	$ 96,000	$ 117,000	$ 138,000	$ 159,000
Other	$ -					
Total Revenues	$ 195,000	$ 108,000	$ 129,000	$ 150,000	$ 171,000	$ 192,000
Expenditures (see attached)	$ 910,000	$ 835,000	$ 1,145,000	$ 1,740,000	$ 575,000	$ 650,000
Net revenues over (under) expenditures before transfers	$ (715,000)	$ (727,000)	$ (1,016,000)	$ (1,590,000)	$ (404,000)	$ (458,000)
Net Transfers In (Out)	$ -	$ 1,400,500	$ 4,868,000	$ 1,382,500	$ 1,647,400	$ 3,619,000
Net Increase (Decrease) in Fund Balance	$ (715,000)	$ 673,500	$ 3,852,000	$ (207,500)	$ 1,243,400	$ 3,161,000
Opening Fund Balance (Deficit)	$ 5,413,500	$ 4,698,500	$ 5,372,000	$ 9,224,000	$ 9,016,500	$ 10,259,900
Ending Fund Balance (Deficit)	$ 4,698,500	$ 5,372,000	$ 9,224,000	$ 9,016,500	$ 10,259,900	$ 13,420,900

City of Foster City, California

Capital Improvement (City) Fund Expenditures Detail

Five Year Financial Plan for the Years Ended June 30, 2015

	Approved	Five Year Financial Plan				
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Department Expenses						
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Supplies and other	$ -	$ -	$ -	$ -	$ -	$ -
Capital Improvement Projects	$ 910,000	$ 835,000	$ 1,145,000	$ 1,740,000	$ 575,000	$ 650,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -
Total department expenses	$ 910,000	$ 835,000	$ 1,145,000	$ 1,740,000	$ 575,000	$ 650,000
Interdepartmental charges (credits)						
Information Services	$ -	$ -	$ -	$ -	$ -	$ -
Fleet Services	$ -	$ -	$ -	$ -	$ -	$ -
Equipment Replacement	$ -	$ -	$ -	$ -	$ -	$ -
Total interdepartmental charges (credits)	$ -	$ -	$ -	$ -	$ -	$ -
Total Reallocation	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	$ 910,000	$ 835,000	$ 1,145,000	$ 1,740,000	$ 575,000	$ 650,000

City of Foster City, California

Water Operating Funds (excluding CIP)

Five Year Financial Plan for the Years Ended June 30, 2015

	Approved	Five Year Financial Plan				
Revenues by Source:	**2009-2010**	**2010-2011**	**2011-2012**	**2012-2013**	**2013-2014**	**2014-2015**
Sales & service charges	$ 8,294,000	$ 9,040,000	$ 9,402,000	$ 10,718,000	$ 11,575,000	$ 12,501,000
Connection fees	$ 5,000	$ 196,200	$ 6,300	$ 119,400	$ 171,900	$ -
Vehicle, equipment rental and other user charges	$ -	$ -	$ -	$ -	$ -	$ -
Interest and rentals	$ 148,000	$ 70,000	$ 134,000	$ 142,000	$ 141,000	$ 153,000
Bond Proceeds	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues	$ 8,447,000	$ 9,306,200	$ 9,542,300	$ 10,979,400	$ 11,887,900	$ 12,654,000
Expenditures (see attached)	$ 7,701,664	$ 8,370,836	$ 8,694,455	$ 10,543,848	$ 10,952,337	$ 11,931,838
Net revenues over (under) expenditures before transfers	$ 745,336	$ 935,364	$ 847,845	$ 435,552	$ 935,563	$ 722,162
Net Transfers In (Out)	$ (856,881)	$ (97,693)	$ (500,000)	$ (500,000)	$ (500,000)	$ (500,000)
Net Increase (Decrease) in Fund Balance	$ (111,545)	$ 837,671	$ 347,845	$ (64,448)	$ 435,563	$ 222,162
Opening Fund Balance	$ 2,250,545	$ 2,139,000	$ 2,976,671	$ 3,324,516	$ 3,260,068	$ 3,695,631
Ending Fund Balance	$ 2,139,000	$ 2,976,671	$ 3,324,516	$ 3,260,068	$ 3,695,631	$ 3,917,793

City of Foster City, California

Water Operating Funds Expenditure Detail (excluding CIP)

Five Year Financial Plan for the Years Ended June 30, 2015

	Approved	Five Year Financial Plan				
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Department Expenses						
Employee Services	$ 1,541,560	$ 1,491,000	$ 1,551,000	$ 1,567,000	$ 1,583,000	$ 1,599,000
Supplies and other	$ 4,900,278	$ 5,271,221	$ 5,492,455	$ 7,276,848	$ 7,618,337	$ 8,528,838
Capital Improvement Projects	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ 5,000	$ 5,000	$ -	$ -	$ -	$ -
Total department expenses	$ 6,446,838	$ 6,767,221	$ 7,043,455	$ 8,843,848	$ 9,201,337	$ 10,127,838
Interdepartmental charges (credits)	$ 459,276	$ 760,528	$ 783,000	$ 806,000	$ 830,000	$ 855,000
Reallocation	$ 795,550	$ 843,087	$ 868,000	$ 894,000	$ 921,000	$ 949,000
Net Expeditures	$ 7,701,664	$ 8,370,836	$ 8,694,455	$ 10,543,848	$ 10,952,337	$ 11,931,838

City of Foster City, California

Water Capital Improvement Project Funds

Five Year Financial Plan for the Years Ended June 30, 2015

	Approved	Five Year Financial Plan				
Revenues by Source:	**2009-2010**	**2010-2011**	**2011-2012**	**2012-2013**	**2013-2014**	**2014-2015**
Sales & service charges	$ -	$ -	$ -	$ -	$ -	$ -
Connection fees	$ -	$ -	$ -	$ -	$ -	$ -
Vehicle, equipment rental and other user charges	$ -	$ -	$ -	$ -	$ -	$ -
Interest and rentals	$ -	$ -	$ -	$ -	$ -	$ -
Bond Proceeds	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures (see attached)	$ 300,000	$ 200,000	$ -	$ -	$ -	$ -
Net revenues over (under) expenditures before transfers	$ (300,000)	$ (200,000)	$ -	$ -	$ -	$ -
Net Transfers In (Out)	$ 856,881	$ 97,693	$ 500,000	$ 500,000	$ 500,000	$ 500,000
Net Increase (Decrease) in Fund Balance	$ 556,881	$ (102,307)	$ 500,000	$ 500,000	$ 500,000	$ 500,000
Opening Fund Balance	$ 2,414,819	$ 2,971,700	$ 2,869,393	$ 3,369,393	$ 3,869,393	$ 4,369,393
Ending Fund Balance	$ 2,971,700	$ 2,869,393	$ 3,369,393	$ 3,869,393	$ 4,369,393	$ 4,869,393

City of Foster City, California

Water Capital Improvement Project Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2015

	Approved	Five Year Financial Plan					
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Department Expenses						
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Supplies and other	$ -	$ -	$ -	$ -	$ -	$ -
Capital Improvement Projects	$ 300,000	$ 200,000	$ -	$ -	$ -	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -
Total department expenses	$ 300,000	$ 200,000	$ -	$ -	$ -	$ -
Interdepartmental charges (credits)	$ -	$ -	$ -	$ -	$ -	$ -
Reallocation	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	$ 300,000	$ 200,000	$ -	$ -	$ -	$ -

City of Foster City, California

Water Equipment Replacement Funds

Five Year Financial Plan for the Years Ended June 30, 2015

	Approved	Five Year Financial Plan				
Revenues by Source:	**2009-2010**	**2010-2011**	**2011-2012**	**2012-2013**	**2013-2014**	**2014-2015**
Sales & service charges	$ -	$ -	$ -	$ -	$ -	$ -
Connection fees	$ -	$ -	$ -	$ -	$ -	$ -
Vehicle, equipment rental and other user charges	$ 491,155	$ 298,072	$ 307,000	$ 316,000	$ 325,000	$ 335,000
Interest and rentals	$ -	$ -	$ -	$ -	$ -	$ -
Bond Proceeds	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues	$ 491,155	$ 298,072	$ 307,000	$ 316,000	$ 325,000	$ 335,000
Expenditures (see attached)	$ 427,630	$ 442,917	$ 400,000	$ 400,000	$ 400,000	$ 400,000
Net revenues over (under) expenditures before transfers	$ 63,525	$ (144,845)	$ (93,000)	$ (84,000)	$ (75,000)	$ (65,000)
Net Transfers In (Out)	$ -	$ -	$ -	$ -	$ -	$ -
Net Increase (Decrease) in Fund Balance	$ 63,525	$ (144,845)	$ (93,000)	$ (84,000)	$ (75,000)	$ (65,000)
Opening Fund Balance	$ 1,583,475	$ 1,647,000	$ 1,502,155	$ 1,409,155	$ 1,325,155	$ 1,250,155
Ending Fund Balance	$ 1,647,000	$ 1,502,155	$ 1,409,155	$ 1,325,155	$ 1,250,155	$ 1,185,155

City of Foster City, California

Water Equipment Replacement Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2015

	Approved	Five Year Financial Plan				
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Department Expenses						
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Supplies and other	$ -	$ -	$ -	$ -	$ -	$ -
Capital Improvement Projects	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ 427,630	$ 442,917	$ 400,000	$ 400,000	$ 400,000	$ 400,000
Total department expenses	$ 427,630	$ 442,917	$ 400,000	$ 400,000	$ 400,000	$ 400,000
Interdepartmental charges (credits)	$ -	$ -	$ -	$ -	$ -	$ -
Reallocation	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	$ 427,630	$ 442,917	$ 400,000	$ 400,000	$ 400,000	$ 400,000

City of Foster City, California

Wastewater Collection System Funds

Five Year Financial Plan for the Years Ended June 30, 2015

	Approved	Five Year Financial Plan				
Revenues by Source:	**2009-2010**	**2010-2011**	**2011-2012**	**2012-2013**	**2013-2014**	**2014-2015**
Sales & service charges	$ 6,246,000	$ 6,558,000	$ 6,886,000	$ 7,230,000	$ 7,519,000	$ 7,745,000
Connection fees	$ -	$ 251,300	$ 58,500	$ 153,000	$ 220,300	$ -
Vehicle, equipment rental and other user charges	$ -	$ -	$ -	$ -	$ -	$ -
Interest and rentals	$ 240,000	$ 180,000	$ 185,000	$ 191,000	$ 197,000	$ 203,000
Other	$ 3,600	$ 3,600	$ 3,600	$ 3,600	$ 3,600	$ 3,600
Total Revenues	$ 6,489,600	$ 6,992,900	$ 7,133,100	$ 7,577,600	$ 7,939,900	$ 7,951,600
Expenditures (see attached)	$ 6,043,525	$ 5,799,659	$ 6,024,000	$ 6,213,000	$ 6,409,000	$ 6,612,000
Net revenues over (under) expenditures before transfers	$ 446,075	$ 1,193,241	$ 1,109,100	$ 1,364,600	$ 1,530,900	$ 1,339,600
Net Transfers In (Out)	$ (515,075)	$ (1,250,906)	$ (1,115,000)	$ (1,115,000)	$ (1,115,000)	$ (1,115,000)
Net Increase (Decrease) in Fund Balance	$ (69,000)	$ (57,665)	$ (5,900)	$ 249,600	$ 415,900	$ 224,600
Opening Fund Balance	$ 1,579,000	$ 1,510,000	$ 1,452,335	$ 1,446,435	$ 1,696,035	$ 2,111,935
Ending Fund Balance	$ 1,510,000	$ 1,452,335	$ 1,446,435	$ 1,696,035	$ 2,111,935	$ 2,336,535

City of Foster City, California

Wastewater Collection System Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2015

	Approved	Five Year Financial Plan				
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Department Expenses						
Employee Services	$ 1,514,990	$ 1,446,000	$ 1,504,000	$ 1,519,000	$ 1,534,000	$ 1,549,000
Supplies and other	$ 2,950,150	$ 2,764,450	$ 2,883,000	$ 3,008,000	$ 3,138,000	$ 3,274,000
Capital Improvement Projects	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000
Total department expenses	$ 4,470,140	$ 4,215,450	$ 4,392,000	$ 4,532,000	$ 4,677,000	$ 4,828,000
Interdepartmental charges (credits)	$ 854,389	$ 836,020	$ 861,000	$ 887,000	$ 914,000	$ 941,000
Reallocation	$ 718,996	$ 748,189	$ 771,000	$ 794,000	$ 818,000	$ 843,000
Net Expeditures	$ 6,043,525	$ 5,799,659	$ 6,024,000	$ 6,213,000	$ 6,409,000	$ 6,612,000

City of Foster City, California

Wastewater Capital Improvement Project Funds

Five Year Financial Plan for the Years Ended June 30, 2015

	Approved	Five Year Financial Plan				
Revenues by Source:	**2009-2010**	**2010-2011**	**2011-2012**	**2012-2013**	**2013-2014**	**2014-2015**
Sales & service charges	$ -	$ -	$ -	$ -	$ -	$ -
Connection fees	$ -	$ -	$ -	$ -	$ -	$ -
Vehicle, equipment rental and other user charges	$ -	$ -	$ -	$ -	$ -	$ -
Interest and rentals	$ -	$ -	$ -	$ -	$ -	$ -
Bond Proceeds	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures (see attached)	$ 3,300,000	$ 150,000	$ 650,000	$ -	$ -	$ -
Net revenues over (under) expenditures before transfers	$ (3,300,000)	$ (150,000)	$ (650,000)	$ -	$ -	$ -
Net Transfers In (Out)	$ 515,075	$ 1,250,906	$ 1,115,000	$ 1,115,000	$ 1,115,000	$ 1,115,000
Net Increase (Decrease) in Fund Balance	$ (2,784,925)	$ 1,100,906	$ 465,000	$ 1,115,000	$ 1,115,000	$ 1,115,000
Opening Fund Balance	$ 5,080,925	$ 2,296,000	$ 3,396,906	$ 3,861,906	$ 4,976,906	$ 6,091,906
Ending Fund Balance	$ 2,296,000	$ 3,396,906	$ 3,861,906	$ 4,976,906	$ 6,091,906	$ 7,206,906

City of Foster City, California

Wastewater Capital Improvement Project Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2015

	Approved	Five Year Financial Plan				
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Department Expenses						
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Supplies and other	$ -	$ -	$ -	$ -	$ -	$ -
Capital Improvement Projects	$ 3,300,000	$ 150,000	$ 650,000	$ -	$ -	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -
Total department expenses	$ 3,300,000	$ 150,000	$ 650,000	$ -	$ -	$ -
Interdepartmental charges (credits)	$ -	$ -	$ -	$ -	$ -	$ -
Reallocation	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	$ 3,300,000	$ 150,000	$ 650,000	$ -	$ -	$ -

City of Foster City, California

Wastewater Equipment Replacement Funds

Five Year Financial Plan for the Years Ended June 30, 2015

	Approved	Five Year Financial Plan				
Revenues by Source:	**2009-2010**	**2010-2011**	**2011-2012**	**2012-2013**	**2013-2014**	**2014-2015**
Sales & service charges	$ -	$ -	$ -	$ -	$ -	$ -
Connection fees	$ -	$ -	$ -	$ -	$ -	$ -
Vehicle, equipment rental and other user charges	$ 280,565	$ 274,260	$ 282,000	$ 290,000	$ 299,000	$ 308,000
Interest and rentals	$ -	$ -	$ -	$ -	$ -	$ -
Bond Proceeds	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues	$ 280,565	$ 274,260	$ 282,000	$ 290,000	$ 299,000	$ 308,000
Expenditures (see attached)	$ 111,205	$ 82,205	$ 100,000	$ 100,000	$ 100,000	$ 100,000
Net revenues over (under) expenditures before transfers	$ 169,360	$ 192,055	$ 182,000	$ 190,000	$ 199,000	$ 208,000
Net Transfers In (Out)	$ -	$ -	$ -	$ -	$ -	$ -
Net Increase (Decrease) in Fund Balance	$ 169,360	$ 192,055	$ 182,000	$ 190,000	$ 199,000	$ 208,000
Opening Fund Balance	$ 1,761,440	$ 1,930,800	$ 2,122,855	$ 2,304,855	$ 2,494,855	$ 2,693,855
Ending Fund Balance	$ 1,930,800	$ 2,122,855	$ 2,304,855	$ 2,494,855	$ 2,693,855	$ 2,901,855

City of Foster City, California

Wastewater Equipment Replacement Funds Expenditure Detail

Five Year Financial Plan for the Years Ended June 30, 2015

	Approved	Five Year Financial Plan				
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Department Expenses						
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Supplies and other	$ -	$ -	$ -	$ -	$ -	$ -
Capital Improvement Projects	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ 111,205	$ 82,205	$ 100,000	$ 100,000	$ 100,000	$ 100,000
Total department expenses	$ 111,205	$ 82,205	$ 100,000	$ 100,000	$ 100,000	$ 100,000
Interdepartmental charges (credits)	$ -	$ -	$ -	$ -	$ -	$ -
Reallocation	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	$ 111,205	$ 82,205	$ 100,000	$ 100,000	$ 100,000	$ 100,000

City of Foster City, California

Shuttle Funds

Five Year Financial Plan for the Years Ended June 30, 2015

	Approved	Five Year Financial Plan				
Revenues by Source:	**2009-2010**	**2010-2011**	**2011-2012**	**2012-2013**	**2013-2014**	**2014-2015**
Sales & service charges	$ -	$ -	$ -	$ -	$ -	$ -
Connection fees	$ -	$ -	$ -	$ -	$ -	$ -
Vehicle, equipment rental and other user charges	$ -	$ -	$ -	$ -	$ -	$ -
Interest and rentals	$ -	$ -	$ -	$ -	$ -	$ -
Property Taxes	$ -	$ -	$ -	$ -	$ -	$ -
Other	$ 156,500	$ 108,000	$ -	$ -	$ -	$ -
Total Revenues	$ 156,500	$ 108,000	$ -	$ -	$ -	$ -
Expenditures (see attached)	$ 313,000	$ 216,000	$ -	$ -	$ -	$ -
Net revenues over (under) expenditures before transfers	$ (156,500)	$ (108,000)	$ -	$ -	$ -	$ -
Net Transfers In (Out)	$ 156,500	$ 108,000	$ -	$ -	$ -	$ -
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, 2015

	Approved	Five Year Financial Plan					
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Department Expenses							
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Supplies and other	$ 313,000	$ 216,000	$ -	$ -	$ -	$ -
Capital Improvement Projects	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -
Total department expenses	$ 313,000	$ 216,000	$ -	$ -	$ -	$ -
Interdepartmental charges (credits)	$ -	$ -	$ -	$ -	$ -	$ -
Reallocation	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	$ 313,000	$ 216,000	$ -	$ -	$ -	$ -

City of Foster City, California

Internal Service Funds

Five Year Financial Plan for the Years Ended June 30, 2015

	Approved	Five Year Financial Plan				
Revenues by Source:	**2009-2010**	**2010-2011**	**2011-2012**	**2012-2013**	**2013-2014**	**2014-2015**
Sales & service charges	$ -	$ -	$ -	$ -	$ -	$ -
Connection fees	$ -	$ -	$ -	$ -	$ -	$ -
Vehicle, equipment rental and other user charges	$ 6,148,010	$ 5,370,517	$ 5,531,000	$ 5,698,000	$ 5,868,000	$ 6,045,000
Interest and rentals	$ 402,000	$ 383,000	$ 387,000	$ 391,000	$ 395,000	$ 399,000
Other	$ 14,000	$ 14,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000
Total Revenues	$ 6,564,010	$ 5,767,517	$ 5,938,000	$ 6,109,000	$ 6,283,000	$ 6,464,000
Expenditures (see attached)	$ 5,191,885	$ 5,084,432	$ 5,213,469	$ 5,441,421	$ 5,570,480	$ 5,703,068
Net revenues over (under) expenditures before transfers	$ 1,372,125	$ 683,085	$ 724,531	$ 667,579	$ 712,520	$ 760,932
Net Transfers In (Out)	$ 1,100,000	$ -	$ -	$ -	$ -	$ -
Net Increase (Decrease) in Fund Balance	$ 2,472,125	$ 683,085	$ 724,531	$ 667,579	$ 712,520	$ 760,932
Opening Fund Balance	$ 17,442,975	$ 19,915,100	$ 20,598,185	$ 21,322,716	$ 21,990,295	$ 22,702,815
Ending Fund Balance	$ 19,915,100	$ 20,598,185	$ 21,322,716	$ 21,990,295	$ 22,702,815	$ 23,463,747

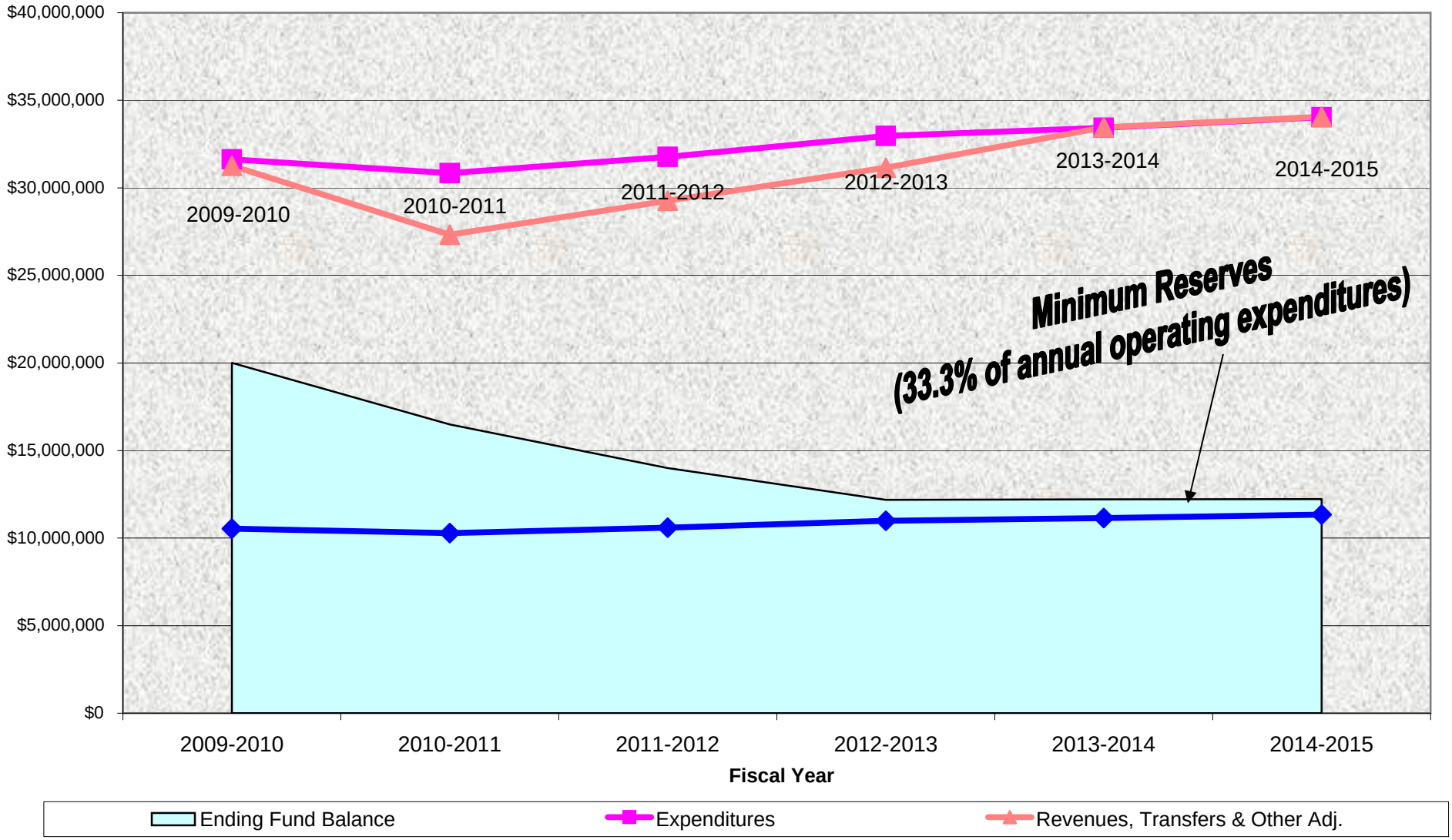
City of Foster City, California

Internal Service Funds Expenditures Detail

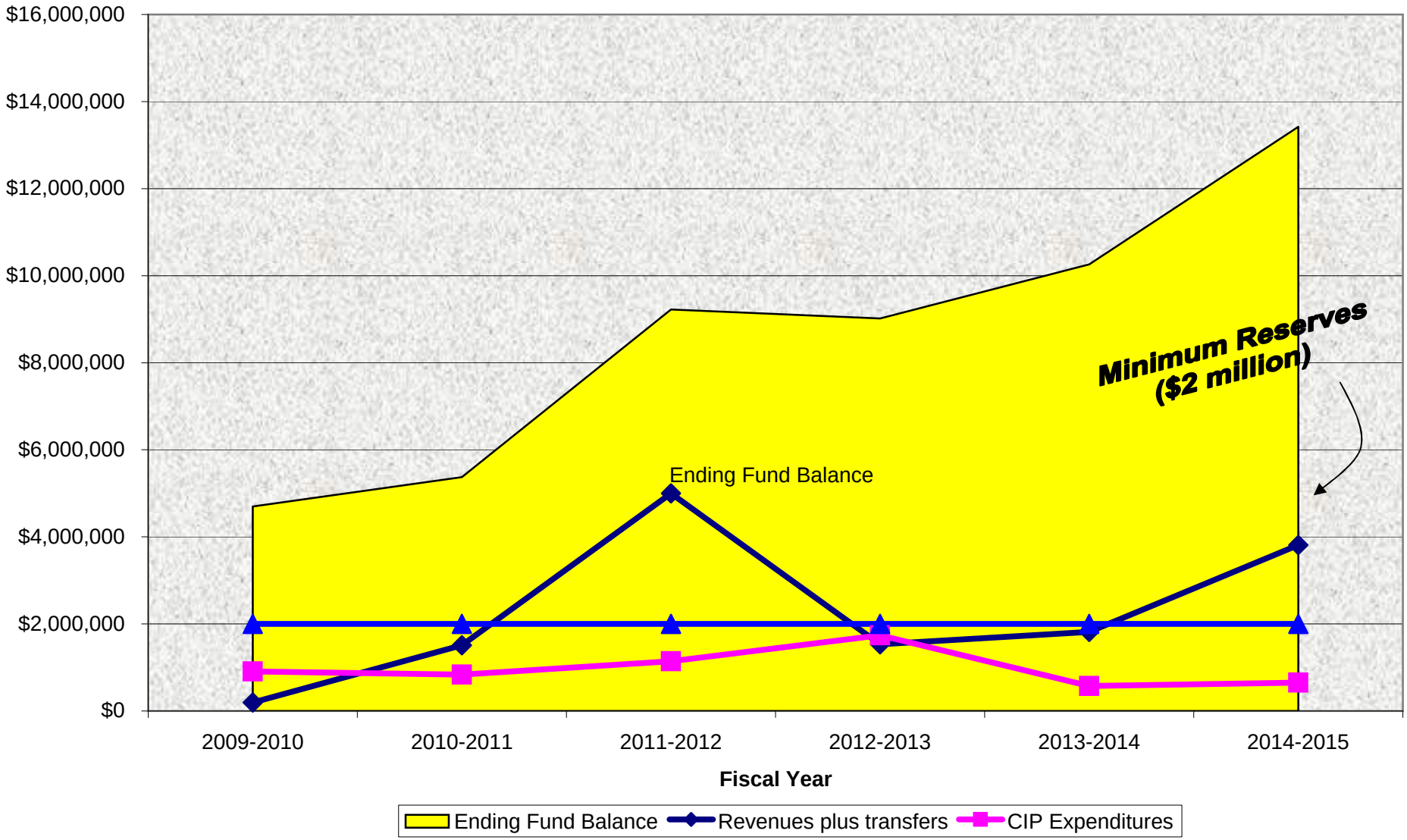
Five Year Financial Plan for the Years Ended June 30, 2015

	Approved	Five Year Financial Plan				
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Department Expenses						
Employee Services	$ 1,532,760	$ 1,566,460	$ 1,589,957	$ 1,709,204	$ 1,726,296	$ 1,743,559
Supplies and other	$ 2,202,924	$ 2,252,224	$ 2,319,791	$ 2,389,385	$ 2,461,067	$ 2,534,899
Capital Improvement Projects	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ 1,316,296	$ 1,063,185	$ 1,095,081	$ 1,127,933	$ 1,161,771	$ 1,196,624
Total department expenses	$ 5,051,980	$ 4,881,869	$ 5,004,829	$ 5,226,522	$ 5,349,134	$ 5,475,082
Interdepartmental charges (credits)	$ 139,905	$ 202,563	$ 208,640	$ 214,899	$ 221,346	$ 227,986
Reallocation	$ -	$ -	$ -	$ -	$ -	$ -
Net Expeditures	$ 5,191,885	$ 5,084,432	$ 5,213,469	$ 5,441,421	$ 5,570,480	$ 5,703,068

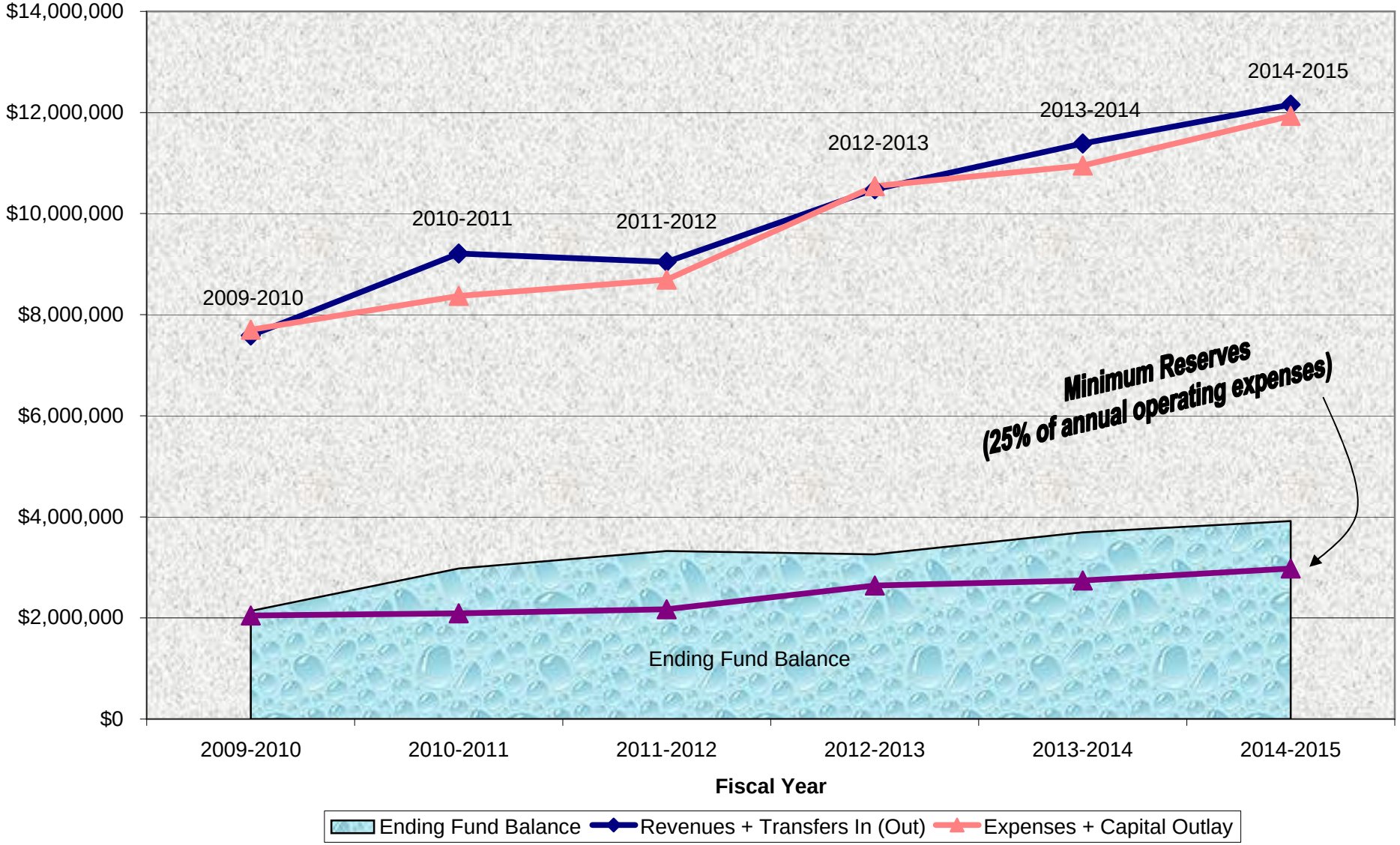
City of Foster City General Fund
(Forecast Based on Budgeted Revenues / Expenditures)



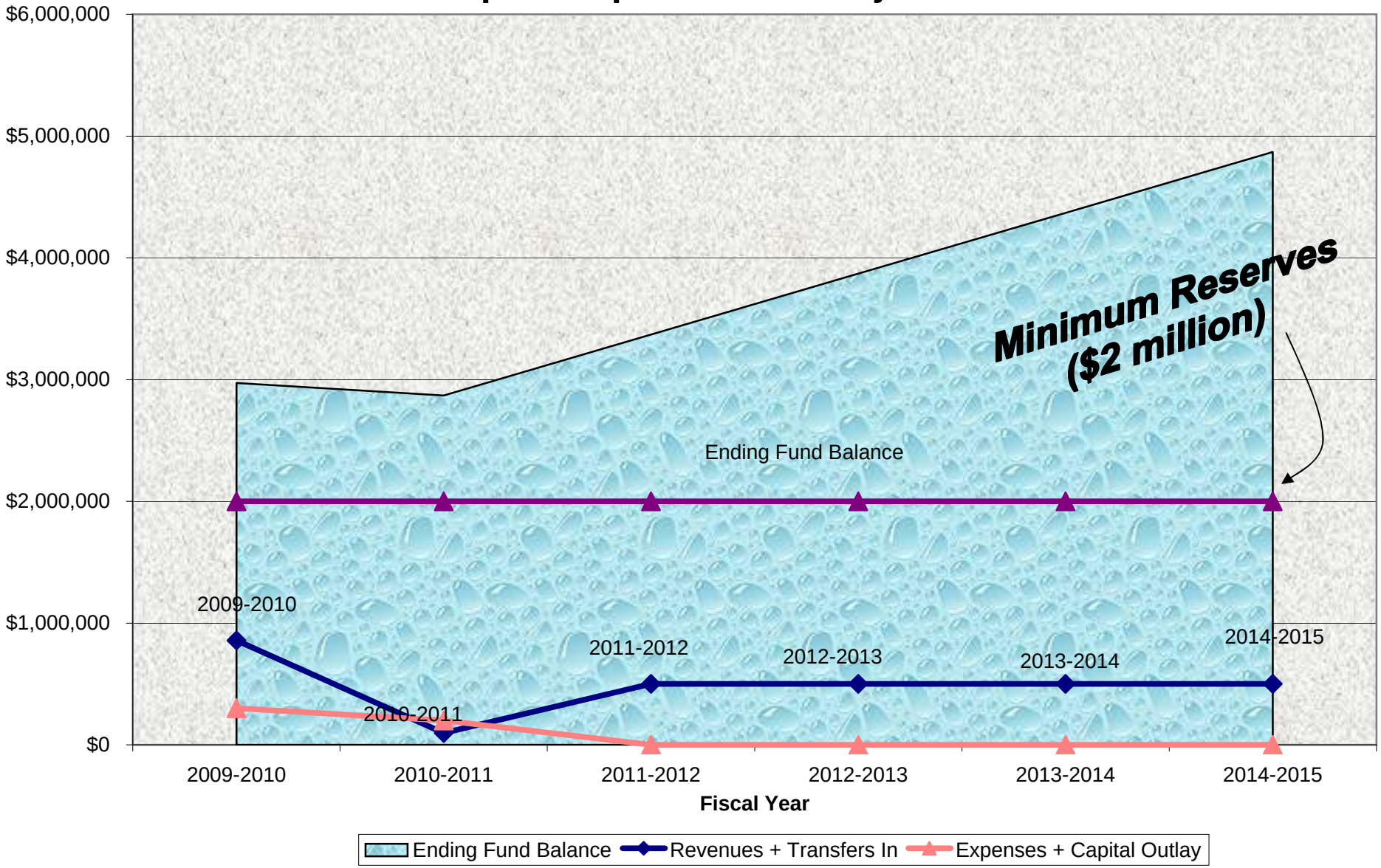
City of Foster City Capital Improvements Fund



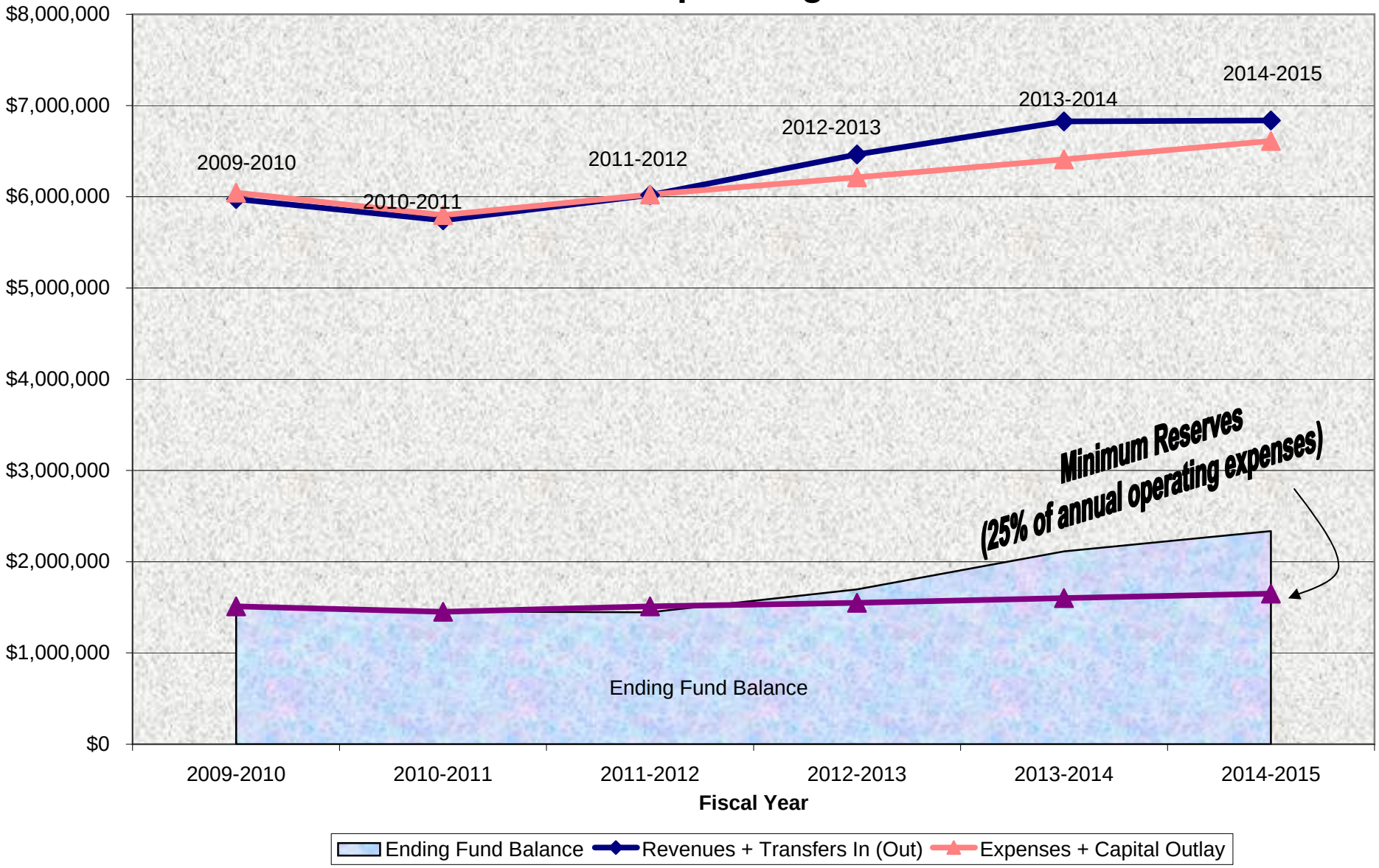
Estero Municipal Improvement District
Water Operating Funds



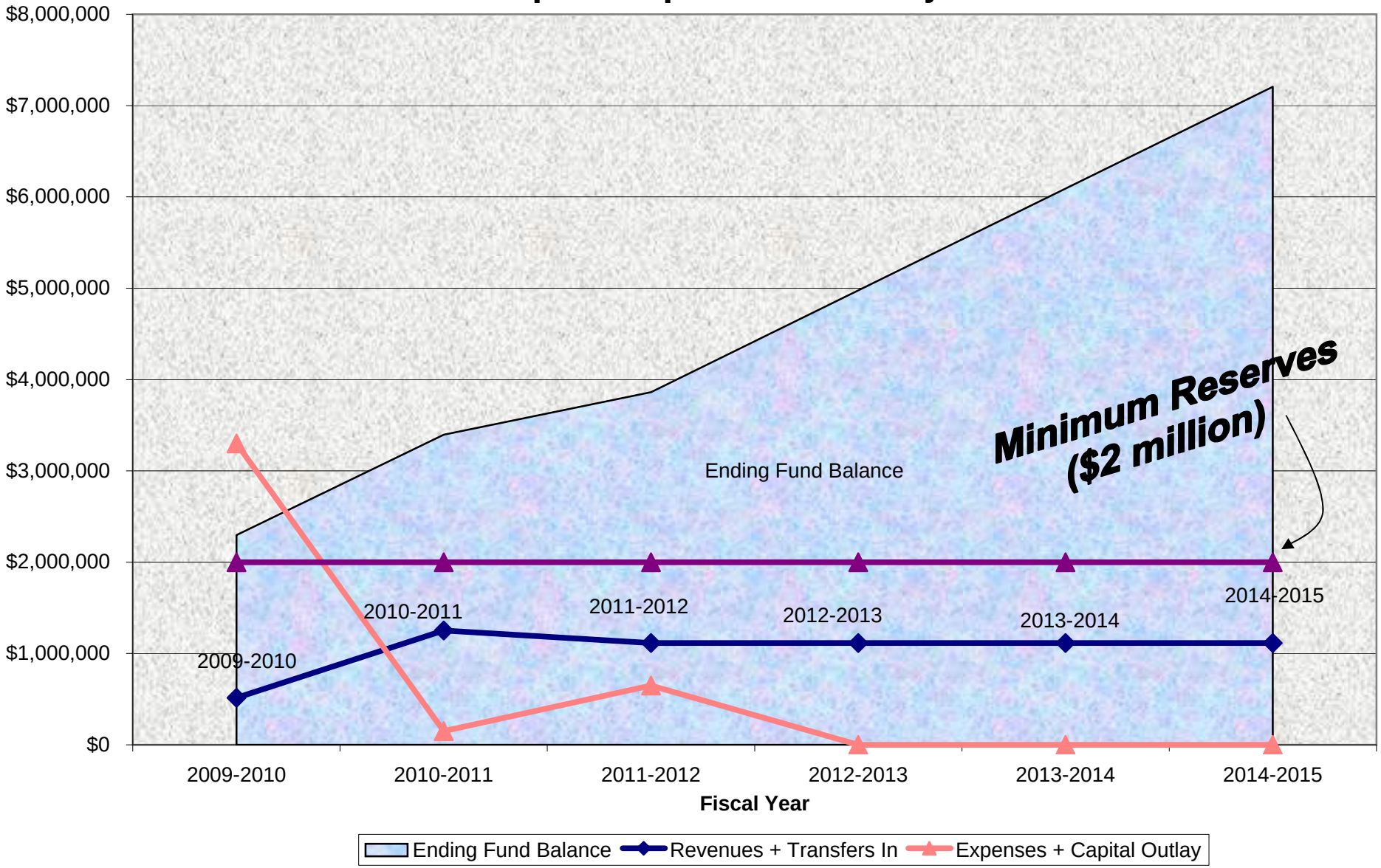
Estero Municipal Improvement District
Water Capital Improvement Project Funds



Estero Municipal Improvement District
Wastewater Operating Funds



Estero Municipal Improvement District
Wastewater Capital Improvement Project Funds



CITY OF FOSTER CITY / EMID

Summary of Resources and Requirements by Funds

For the Fiscal Year Ended June 30, 2011

Fund		Available July 1, 2010	Estimated Revenues	Loan Principal Payment from CDA	Transfers In	Transfers Out	Total Available	Operating Expenditures	Capital Expenditures	Total Requirements	Available June 30, 2011
General Funds											
001	General - City	**$ 20,000,000**	$ 11,333,800	$ 1,115,676	$ -	$ 2,071,921	**$ 30,377,555**	$ 13,885,628	$ -	**$ 13,885,628**	**$ 16,491,927**
002	General - District	**$ -**	$ 15,051,000	$ -	$ -	$ -	**$ 15,051,000**	$ 15,051,000	$ -	**$ 15,051,000**	**$ -**
003	Special Recreation	**$ -**	$ 1,307,000	$ -	$ 593,921	$ -	**$ 1,900,921**	$ 1,900,921	$ -	**$ 1,900,921**	**$ -**
Subtotal General Funds		**$ 20,000,000**	$ 27,691,800	$ 1,115,676	$ 593,921	$ 2,071,921	**$ 47,329,476**	$ 30,837,549	$ -	**$ 30,837,549**	**$ 16,491,927**
Special Revenue Funds											
101	Traffic Safety	**$ 21,000**	$ 106,000	$ -	$ -	$ -	**$ 127,000**	$ 127,000	$ -	**$ 127,000**	**$ -**
102	Measure A	**$ 2,249,900**	$ 439,000	$ -	$ -	$ -	**$ 2,688,900**	$ -	$ 784,000	**$ 784,000**	**$ 1,904,900**
103	Gas Tax (2105-2107.5)	**$ 571,500**	$ 494,000	$ -	$ -	$ -	**$ 1,065,500**	$ 665,500	$ -	**$ 665,500**	**$ 400,000**
103a	Gas Tax (7380)	**$ -**	$ 281,000	$ -	$ -	$ -	**$ 281,000**	$ -	$ -	**$ -**	**$ 281,000**
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	**$ 137,800**	$ 99,500	$ -	$ -	$ -	**$ 237,300**	$ 92,953	$ -	**$ 92,953**	**$ 144,347**
115	Prop 42 Transportation	**$ 41,000**	$ -	$ -	$ -	$ -	**$ 41,000**	$ -	$ 41,000	**$ 41,000**	**$ -**
116	Foster City Foundation	**$ 92,000**	$ 38,500	$ -	$ -	$ 30,500	**$ 100,000**	$ -	$ -	**$ -**	**$ 100,000**
117	American Recovery & Reinvestment Act 2009	**$ -**	$ -	$ -	$ -	$ -	**$ -**	$ -	$ -	**$ -**	**$ -**
Subtotal Special Revenue Funds		**$ 3,140,100**	$ 1,558,000	$ -	$ -	$ 30,500	**$ 4,667,600**	$ 985,453	$ 825,000	**$ 1,810,453**	**$ 2,857,147**
Assessment Districts											
219	Vintage Park 89 Redemption	**$ -**	$ -	$ -	$ -	$ -	**$ -**	$ -	$ -	**$ -**	**$ -**
220	Vintage Park 89 Reserve	**$ -**	$ -	$ -	$ -	$ -	**$ -**	$ -	$ -	**$ -**	**$ -**
Subtotal Assessment Districts		**$ -**	$ -	$ -	$ -	$ -	**$ -**	$ -	$ -	**$ -**	**$ -**
Capital Projects Fund											
301	Capital Investment - City	**$ 4,698,500**	$ 108,000	$ -	$ 1,400,500	$ -	**$ 6,207,000**	$ -	$ 835,000	**$ 835,000**	**$ 5,372,000**

(Continued on next page)

CITY OF FOSTER CITY / EMID

Summary of Resources and Requirements by Funds

For the Fiscal Year Ended June 30, 2011

(Continued from previous page)

Fund		Available July 1, 2010	Estimated Revenues	Loan Principal Payment from CDA	Transfers In	Transfers Out	Total Available	Operating Expenditures	Capital Expenditures	Total Requirements	Available June 30, 2011
Enterprise Funds											
Water Funds											
401	Water Revenue	**$ -**	$ 9,306,200	$ -	$ -	$ 935,364	**$ 8,370,836**	$ 8,370,836	$ -	**$ 8,370,836**	**$ -**
402	Water Reserve	**$ 2,050,000**	$ -	$ -	$ 40,000	$ -	**$ 2,090,000**	$ -	$ -	**$ -**	**$ 2,090,000**
403	Water Rate Balancing Fund	**$ 89,000**	$ -	$ -	$ 795,000	$ -	**$ 884,000**	$ -	$ -	**$ -**	**$ 884,000**
405	Capital Investment - Water	**$ 2,971,700**	$ -	$ -	$ 100,364	$ -	**$ 3,072,064**	$ -	$ 200,000	**$ 200,000**	**$ 2,872,064**
405a	Water Equipment Replacement	**$ 1,647,000**	$ 298,072	$ -	$ -	$ -	**$ 1,945,072**	$ 442,917	$ -	**$ 442,917**	**$ 1,502,155**
Subtotal Water Funds		**$ 6,757,700**	$ 9,604,272	$ -	$ 935,364	$ 935,364	**$ 16,361,972**	$ 8,813,753	$ 200,000	**$ 9,013,753**	**$ 7,348,219**
Wastewater Funds											
451	Wastewater Revenue	**$ -**	$ 6,989,300	$ -	$ -	$ 1,189,641	**$ 5,799,659**	$ 5,799,659	$ -	**$ 5,799,659**	**$ -**
452	Wastewater Reserve	**$ 1,510,000**	$ -	$ -	$ -	$ 60,000	**$ 1,450,000**	$ -	$ -	**$ -**	**$ 1,450,000**
455	Capital Investment - Wastewater	**$ 2,296,000**	$ -	$ -	$ 1,253,241	$ -	**$ 3,549,241**	$ -	$ 150,000	**$ 150,000**	**$ 3,399,241**
455a	Wastewater Equipment Replacement	**$ 1,930,800**	$ 274,260	$ -	$ -	$ -	**$ 2,205,060**	$ 82,205	$ -	**$ 82,205**	**$ 2,122,855**
456	Wastewater Expansion	**$ -**	$ 3,600	$ -	$ -	$ 3,600	**$ -**	$ -	$ -	**$ -**	**$ -**
Subtotal Wastewater Funds		**$ 5,736,800**	$ 7,267,160	$ -	$ 1,253,241	$ 1,253,241	**$ 13,003,960**	$ 5,881,864	$ 150,000	**$ 6,031,864**	**$ 6,972,096**
Shuttle Fund											
499	Shuttle	**$ -**	$ 108,000	$ -	$ 108,000	$ -	**$ 216,000**	$ 216,000	$ -	**$ 216,000**	**$ -**
Subtotal Enterprise Funds		**$ 12,494,500**	$ 16,979,432	$ -	$ 2,296,605	$ 2,188,605	**$ 29,581,932**	$ 14,911,617	$ 350,000	**$ 15,261,617**	**$ 14,320,315**
Internal Service Funds											
501	Vehicle Replacement	**$ 3,890,400**	$ 1,527,731	$ -	$ -	$ -	**$ 5,418,131**	$ 1,313,004	$ -	**$ 1,313,004**	**$ 4,105,127**
502	Equipment Replacement	**$ 3,735,400**	$ 493,352	$ -	$ -	$ -	**$ 4,228,752**	$ 305,000	$ -	**$ 305,000**	**$ 3,923,752**
503	Self-Insurance	**$ 1,000,000**	$ 317,700	$ -	$ -	$ -	**$ 1,317,700**	$ 285,700	$ -	**$ 285,700**	**$ 1,032,000**
504	Information Technology	**$ 2,400,000**	$ 1,546,661	$ -	$ -	$ -	**$ 3,946,661**	$ 1,313,040	$ -	**$ 1,313,040**	**$ 2,633,621**
505	Building Maintenance	**$ 1,652,300**	$ 1,590,763	$ -	$ -	$ -	**$ 3,243,063**	$ 1,624,620	$ -	**$ 1,624,620**	**$ 1,618,443**
507	Longevity Recognition Benefits	**$ 3,256,000**	$ 89,000	$ -	$ -	$ -	**$ 3,345,000**	$ 110,000	$ -	**$ 110,000**	**$ 3,235,000**
508	PEMHCA Benefits Plan	**$ 3,981,000**	$ 169,000	$ -	$ -	$ -	**$ 4,150,000**	$ 87,000	$ -	**$ 87,000**	**$ 4,063,000**
Subtotal Internal Service Funds		**$ 19,915,100**	$ 5,734,207	$ -	$ -	$ -	**$ 25,649,307**	$ 5,038,364	$ -	**$ 5,038,364**	**$ 20,610,943**
Total All Funds		**$ 60,248,200**	**$ 52,071,439**	**$ 1,115,676**	**$ 4,291,026**	**$ 4,291,026**	**$ 113,435,315**	**$ 51,772,983**	**$ 2,010,000**	**$ 53,782,983**	**$ 59,652,332**

City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Year Ended, June 30, 2011

	2009-2010 Approved	2009-2010 Projected	2010-2011 Budget
General Fund			
City			
Sales taxes	$ 3,690,000	$ 3,670,000	$ 3,670,000
Transient occupancy taxes	$ 1,395,000	$ 1,140,000	$ 1,140,000
Franchise taxes	$ 1,112,000	$ 990,000	$ 1,010,000
Real property transfer	$ 100,000	$ 113,000	$ 113,000
Licenses and permits	$ 1,030,000	$ 1,044,000	$ 1,537,400
Motor vehicle in-lieu	$ 2,450,000	$ 2,500,000	$ 2,750,000
Charges for current services	$ 271,000	$ 355,000	$ 485,200
Fines and forfeitures	$ 50,000	$ 40,000	$ 50,000
Interest	$ 305,000	$ 160,000	$ 160,000
Interest on Loan from Community Development Agency	$ 815,000	$ 815,000	$ 112,000
Other	$ 502,400	$ 617,900	$ 306,200
General Fund (City) Subtotal	$ 11,720,400	$ 11,444,900	$ 11,333,800
District			
Property Taxes	$ 11,544,000	$ 11,387,000	$ 14,231,000
Intergovernmental	$ 100,000	$ 105,000	$ 105,000
Rentals	$ 652,000	$ 628,000	$ 636,000
Interest	$ 150,000	$ 63,000	$ 79,000
General Fund (District) Subtotal	$ 12,446,000	$ 12,183,000	$ 15,051,000
Special Recreation			
Program Revenues	$ 1,127,000	$ 1,085,000	$ 1,134,000
Rents and Concessions	$ 189,000	$ 170,000	$ 173,000
Interest	$ -	$ -	$ -
General Fund (Special Recreation) Subtotal	$ 1,316,000	$ 1,255,000	$ 1,307,000
total general fund	$ 25,482,400	$ 24,882,900	$ 27,691,800

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City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Year Ended, June 30, 2011

(Continued from previous page)

	2009-2010 Approved	2009-2010 Projected	2010-2011 Budget
Special Revenue Funds			
Traffic Safety			
Vehicle Code Fines	$ 103,000	$ 104,000	$ 106,000
Interest	$ -	$ -	$ -
Traffic Safety Subtotal	$ 103,000	$ 104,000	$ 106,000
Measure A			
Sales Tax	$ 423,000	$ 410,000	$ 410,000
Interest	$ 37,000	$ 22,000	$ 29,000
Measure A Subtotal	$ 460,000	$ 432,000	$ 439,000
Gas Tax (2105 - 2107.5)			
Gas Tax	$ 537,000	$ 505,000	$ 494,000
Interest	$ 5,000	$ 5,000	$ -
Gax Tax (2105-2107.5) Subtotal	$ 542,000	$ 510,000	$ 494,000
Gas Tax (7380)			
Gas Tax	$ -	$ -	$ 281,000
Gax Tax (7380) Subtotal	$ -	$ -	$ 281,000
SLESF/COPS Grant			
Grant	$ 100,000	$ 100,000	$ 100,000
SLESF/COPS Subtotal	$ 100,000	$ 100,000	$ 100,000
CalOpps.org			
Fees for Services	$ 103,000	$ 103,000	$ 96,000
Interest	$ 7,000	$ 3,500	$ 3,500
CalOpps.org Subtotal	$ 110,000	$ 106,500	$ 99,500
Prop 42 Transportation Funds			
Intergovernmental	$ 286,000	$ 272,000	$ -
Interest	$ -	$ -	$ -
Prop 42 Transportation Subtotal	$ 286,000	$ 272,000	$ -
Foster City Foundation			
Grants	$ 8,000	$ 73,000	$ 38,500
Foster City Foundation Subtotal	$ 8,000	$ 73,000	$ 38,500

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City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Year Ended, June 30, 2011

(Continued from previous page)

	2009-2010 Approved	2009-2010 Projected	2010-2011 Budget
American Recovery & Reinvestment Act 2009			
Grants	$ 440,000	$ 378,456	$ -
CalOpps.org Subtotal	$ 440,000	$ 378,456	$ -
total special revenue funds	$ 2,049,000	$ 1,975,956	$ 1,558,000
Assessment District Fund			
219 Vintage Park (1989)			
Taxes	$ -	$ -	$ -
Interest	$ -	$ 1,000	$ -
Vintage Park Subtotal	$ -	$ 1,000	$ -
total assessment district fund	$ -	$ 1,000	$ -
Capital Projects Fund			
City			
Intergovernmental	$ -	$ -	$ -
Investment	$ 185,000	$ 65,000	$ 75,000
Other	$ 10,000	$ 35,000	$ 33,000
total capital projects fund	$ 195,000	$ 100,000	$ 108,000

(continued on next page)

City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Year Ended, June 30, 2011

(Continued from previous page)

	2009-2010 Approved	2009-2010 Projected	2010-2011 Budget
Enterprise Funds			
Water			
User Charges	$ 8,294,000	$ 7,550,000	$ 9,040,000
Connection Fees	$ 5,000	$ 1,000	$ 196,200
Interest	$ 148,000	$ 70,000	$ 70,000
	$ 8,447,000	$ 7,621,000	$ 9,306,200
Water Equipment Replacement			
Equipment Rental	$ -	$ -	$ 298,072
	$ -	$ -	$ 298,072
Sewer			
User Charges	$ 6,246,000	$ 6,530,000	$ 6,558,000
Connection Fees	$ -	$ -	$ 251,300
Interest	$ 240,000	$ 130,000	$ 180,000
	$ 6,486,000	$ 6,660,000	$ 6,989,300
Wastewater Equipment Replacement			
Equipment Rental	$ -	$ -	$ 274,260
	$ -	$ -	$ 274,260
Sewer Expansion			
Other	$ 3,600	$ 4,200	$ 3,600
	$ 3,600	$ 4,200	$ 3,600
Shuttle			
Grant	$ 156,500	$ 156,500	$ 108,000
	$ 156,500	$ 156,500	$ 108,000
total enterprise funds	$ 15,093,100	$ 14,441,700	$ 16,979,432

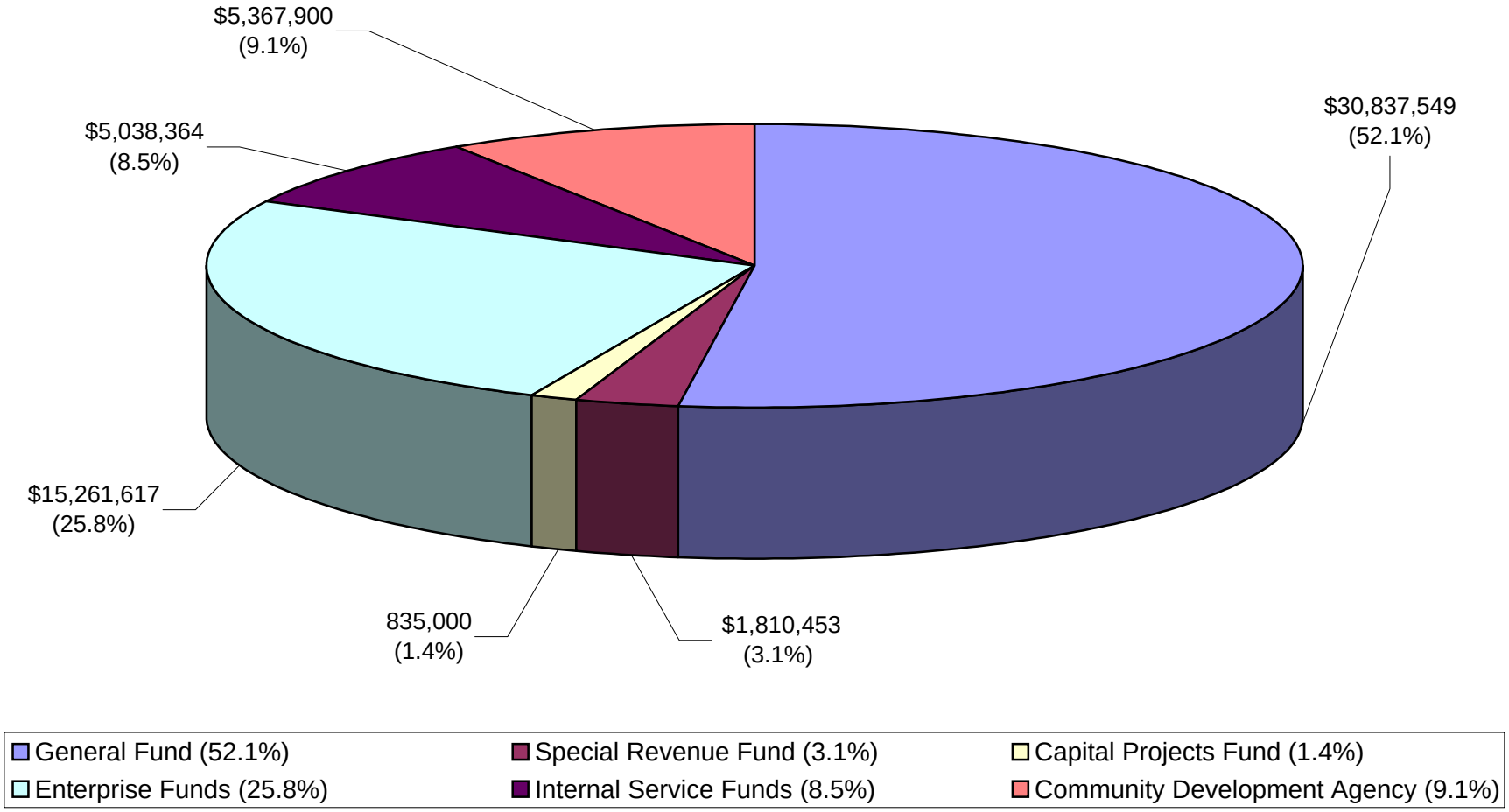
(continued on next page)

City of Foster City / Estero Municipal Improvement District
Revenue by Source
For the Year Ended, June 30, 2011

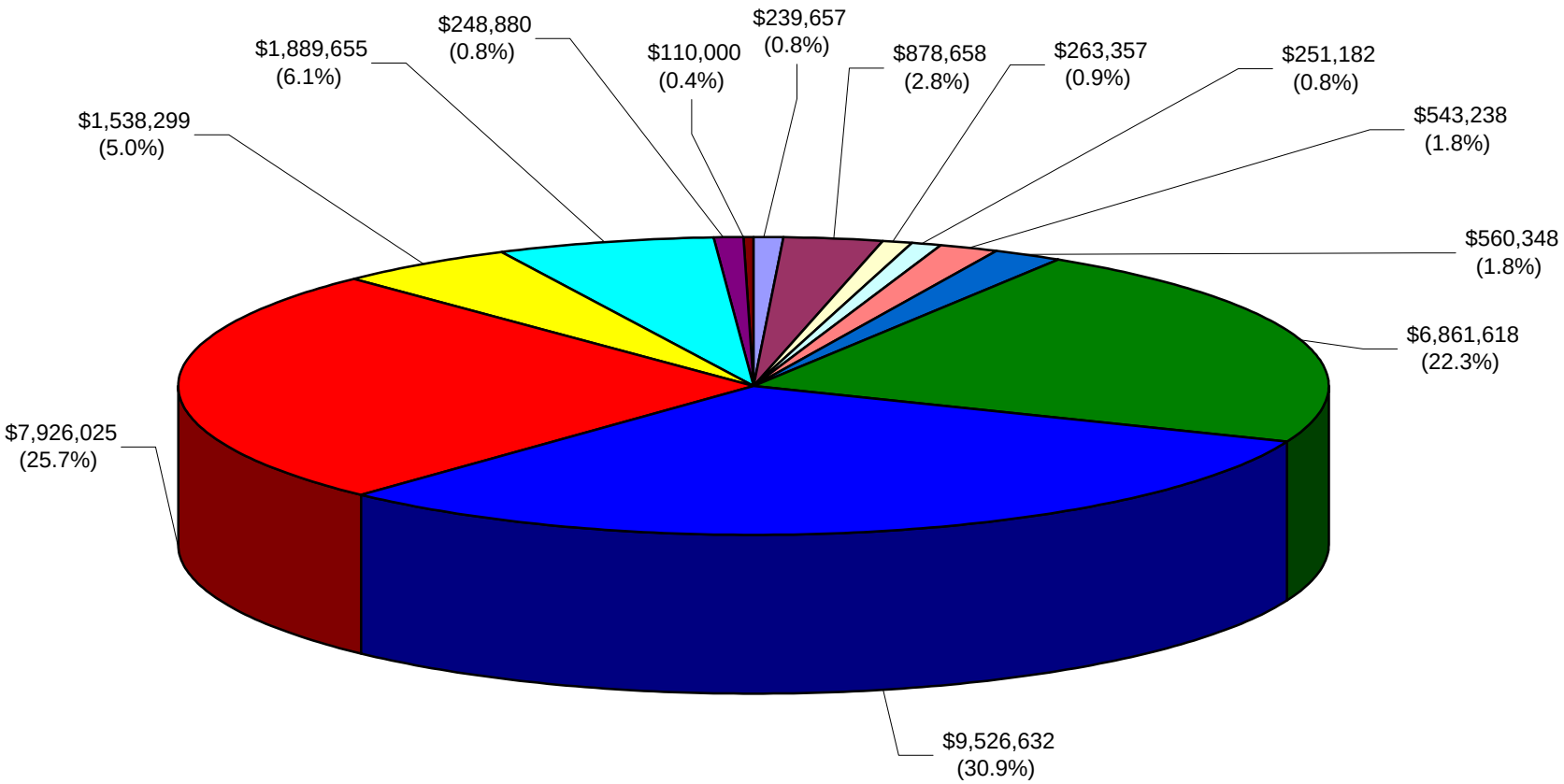
(Continued from previous page)

	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Internal Service Funds			
Vehicle Replacement			
Vehicle Replacement Charges	$ 1,403,878	$ 1,403,878	$ 1,470,731
Sales of Retired Vehicle	$ 14,000	$ 14,000	$ 14,000
Interest	$ 82,000	$ 42,000	$ 43,000
	$ 1,499,878	$ 1,459,878	$ 1,527,731
Equipment Replacement			
Equipment Rental	$ 1,186,269	$ 1,186,269	$ 470,352
Interest	$ 189,000	$ 91,000	$ 23,000
	$ 1,375,269	$ 1,277,269	$ 493,352
Self Insurance			
Insurance Charges	$ 310,000	$ 310,000	$ 307,700
Interest	$ 18,000	$ 11,000	$ 10,000
	$ 328,000	$ 321,000	$ 317,700
Information Technology			
User Charges	$ 1,534,258	$ 1,534,258	$ 1,518,661
Interest	$ 66,000	$ 34,000	$ 28,000
	$ 1,600,258	$ 1,568,258	$ 1,546,661
Building Maintenance			
User Charges	$ 1,566,605	$ 1,566,605	$ 1,570,763
Interest	$ 47,000	$ 24,000	$ 20,000
	$ 1,613,605	$ 1,590,605	$ 1,590,763
Longevity Recognition Benefits			
Employer Contributions	$ 147,000	$ 147,000	$ -
Interest	$ -	$ 175,000	$ 89,000
	$ 147,000	$ 322,000	$ 89,000
PEMHCA Benefits Plan			
Employer Contributions	$ -	$ -	$ -
Interest	$ -	$ -	$ 169,000
	$ -	$ -	$ 169,000
total internal service funds	$ 6,564,010	$ 6,539,010	$ 5,734,207
TOTAL REVENUE ALL FUNDS	**$ 49,383,510**	**$ 47,940,566**	**$ 52,071,439**

City of Foster City / Estero Municipal Improvement District / Community Development Agency
Appropriations by Fund
For the Fiscal Year Ended June 30, 2011
Total Appropriations: $59,150,883



City of Foster City
General Fund Operating Expenditures by Department
For the Fiscal Year Ended June 30, 2011
Total General Fund Operating Expenditures: $30,837,549



Council/Board (0.8%)	City/District Manager (2.8%)	City Clerk (0.9%)	City Attorney (0.8%)
Adminstrative Services (0.0%)	Human Resources (1.8%)	Financial Services (1.8%)	Parks & Recreation (22.3%)
Police (30.9%)	Fire (25.7%)	Community Development (5.0%)	Public Works (6.1%)
Library Services (0.8%)	Property Tax Administration (0.4%)		

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, 2011

	2009-2010 APPROVED	2009-2010 REVISED	2010-2011 REQUESTED
COUNCIL/BOARD	$ 290,122	$ 290,122	$ 239,657
CITY/DISTRICT MANAGER	$ 774,645	$ 783,645	$ 878,658
CITY CLERK	$ 207,753	$ 207,753	$ 263,357
CITY ATTORNEY	$ 198,377	$ 198,377	$ 251,182
ADMINSTRATIVE SERVICES	$ 540,327	$ 540,327	$ -
HUMAN RESOURCES	$ 414,678	$ 414,678	$ 543,238
FINANCIAL SERVICES	$ 527,726	$ 527,726	$ 560,348
PARKS & RECREATION	$ 6,804,088	$ 6,804,088	$ 6,861,618
POLICE	$ 9,818,816	$ 9,818,816	$ 9,526,632
FIRE	$ 8,005,356	$ 8,005,356	$ 7,926,025
COMMUNITY DEVELOPMENT	$ 1,599,491	$ 1,599,491	$ 1,538,299
PUBLIC WORKS	$ 2,074,579	$ 2,074,579	$ 1,889,655
LIBRARY SERVICES	$ 266,407	$ 266,407	$ 248,880
PROPERTY TAX ADMINISTRATION	$ 110,000	$ 110,000	$ 110,000
TOTAL GENERAL FUND APPROPRIATIONS	**$ 31,632,365**	**$ 31,641,365**	**$ 30,837,549**

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, 2011

	2009-2010 APPROVED	2009-2010 REVISED	2010-2011 REQUESTED
GENERAL FUND	$ 31,632,365	$ 31,641,365	$ 30,837,549
TRAFFIC SAFETY	$ 103,000	$ 103,000	$ 127,000
MEASURE A	$ 290,000	$ 290,000	$ 784,000
GAS TAX	$ 542,000	$ 542,000	$ 665,500
PARK IN-LIEU FEES	$ -	$ -	$ -
SLESF/COPS GRANT	$ 100,000	$ 100,000	$ 100,000
CALOPPS.ORG	$ 94,056	$ 138,056	$ 92,953
PROPOSITION 42 TRANSPORTATION	$ 535,000	$ -	$ 41,000
FOSTER CITY FOUNDATION	$ -	$ -	$ -
AMERICAN RECOVERY & REINVESTMENT ACT 2009	$ 440,000	$ 440,000	$ -
ASSESSMENT DISTRICT	$ 447,491	$ 447,491	$ -
CAPITAL PROJECTS FUND	$ 910,000	$ 910,000	$ 835,000
WATER	$ 8,492,819	$ 8,520,819	$ 9,013,753
SEWER	$ 9,343,525	$ 9,343,525	$ 6,031,864
SHUTTLE	$ 313,000	$ 418,000	$ 216,000
VEHICLE REPLACEMENT	$ 1,139,217	$ 1,149,999	$ 1,313,004
EQUIPMENT REPLACEMENT	$ 877,196	$ 877,196	$ 305,000
SELF-INSURANCE	$ 276,000	$ 276,000	$ 285,700
INFORMATION TECHNOLOGY	$ 1,319,840	$ 1,319,840	$ 1,313,040
BUILDING MAINTENANCE	$ 1,479,632	$ 1,479,632	$ 1,624,620
LONGEVITY RECOGNITION BENEFITS	$ 100,000	$ 100,000	$ 110,000
PEMHCA BENEFITS PLAN	$ -	$ -	$ 87,000
CDA	$ 9,268,846	$ 9,268,846	$ 5,367,900
TOTAL FOR CITY / EMID / CDA	**$ 67,703,987**	**$ 67,365,769**	**$ 59,150,883**

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, 2011

	2009-2010 APPROVED	2009-2010 REVISED	2010-2011 REQUESTED
EMPLOYEE SERVICES	$ 31,532,217	$ 31,532,217	$ 30,443,882
SERVICES AND SUPPLIES	$ 23,719,754	$ 23,719,754	$ 20,069,092
CAPITAL OUTLAY	$ 1,335,496	$ 1,335,496	$ 1,576,507
INTERNAL SERVICES	$ 6,168,702	$ 6,168,702	$ 5,855,294
REALLOCATIONS	$ (827,182)	$ (827,182)	$ (803,892)
TOTAL OPERATING EXPENDITURES	**$ 61,928,987**	**$ 61,928,987**	**$ 57,140,883**
CAPITAL EXPENDITURES	$ 5,775,000	$ 5,775,000	$ 2,010,000
TOTAL CITY / EMID / CDA EXPENDITURES	**$ 67,703,987**	**$ 67,703,987**	**$ 59,150,883**

City of Foster City / Estero Municipal Improvement District

Personnel Summary

For the Fiscal Years Ended June 30, 2009 to 2015

Department	Prior Years		Budget	Forecast			
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
City / District Manager	4	4	10	9	9	9	9
City Clerk	2	2	3	3	3	3	3
Administrative Services	10	10	0	0	0	0	0
Human Resources	3	3	3	3	3	3	3
Financial Services	8	8	8	8	8	8	8
Parks and Recreation	41	41	39	39	39	39	39
Police	56	56	56	56	56	56	56
Fire	38	38	37	37	37	37	37
Community Development	12	12	11	11	11	11	11
Public Works	39	39	37	37	36	36	36
Totals	**213**	**213**	**204**	**203**	**202**	**202**	**202**

Personnel Changes FY 2010-2011:

City Manager: Eliminate Executive Assistant to City Manager; add 8 positions transferred from Administrative Services; unfunded Video Technician (1)

City Clerk: Add 1 position transferred from Administrative Services

Administrative Services: Eliminate Administrative Services Director; transferred 8 positions to City Manager and 1 position to City Clerk

Parks & Recreation: Unfunded Parks Maintenance Worker I/II (2)

Fire: Eliminate Fire Chief

Community Development: Eliminate Assistant Planner

Public Works: Unfunded Senior Engineering Technician

Public Works: Unfunded Office Assistant I/II

Personnel Changes FY 2011-12:

City Manager: Eliminate Video Producer (1)

Personnel Changes FY 2012-2013:

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

TABLE C
CAPITAL IMPROVEMENT PROJECT (CIP) PLAN (FISCAL YEAR 2010-2011)

					Funding Sources				
PROJECT NAME	**Funding Source***	**Total Project Cost**	**Prior Years' Funding**	**FY 2010-2011 Funding**	**City Capital Investment**	**Measure A**	**Proposition 42**	**Water Capital Investment**	**Sewer Capital Investment**
SEWER PROJECTS									
(NEW CIP) SEWER SYSTEM REHABILITATION – FORCE MAINS, GRAVITY MAINS & MANHOLES (2010-2011 to 2011-2012)	CS	$ 150,000	$ -	$ 150,000	$ -	$ -	$ -	$ -	$ 150,000
TOTAL SEWER PROJECTS	**1**	**$ 150,000**	**$ -**	**$ 150,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 150,000**
WATER PROJECTS									
(NEW CIP) WATER MAIN CONDITION SURVEY (2010-2011)	CW	$ 200,000	$ -	$ 200,000	$ -	$ -		$ 200,000	$ -
TOTAL WATER PROJECTS	**1**	**$ 200,000**	**$ -**	**$ 200,000**	**$ -**	**$ -**	**$ -**	**$ 200,000**	**$ -**
STREETS/TRAFFIC PROJECTS									
(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2010-2011)	MA, P42	$ 825,000	**$ -**	$ 825,000	$ -	$ 784,000	$ 41,000	$ -	$ -
TOTAL STREETS/TRAFFIC PROJECTS	**1**	**$ 825,000**	**$ -**	**$ 825,000**	**$ -**	**$ 784,000**	**$ 41,000**	**$ -**	**$ -**
STORMWATER/LAGOON PROJECTS									
NONE									
TOTAL STORMWATER/LAGOON PROJECTS	**0**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
PARKS PROJECTS									
(CIP 607) LEVEE PEDWAY IMPROVEMENTS AND REPAIR (2010-2011 to 2011-2012)	CC	$ 1,575,000	$ 950,000	$ 625,000	$ 625,000	$ -	$ -	$ -	$ -
(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2010-2011)	CC	$ 210,000	$ -	$ 210,000	$ 210,000	$ -	$ -	$ -	$ -
TOTAL PARKS PROJECTS	**2**	**$ 1,785,000**	**$ 950,000**	**$ 835,000**	**$ 835,000**	**$ -**	**$ -**	**$ -**	**$ -**
BUILDING PROJECTS									
NONE									
TOTAL BUILDING PROJECTS	**0**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
GRAND TOTAL	**5**	**$ 2,960,000**	**$ 950,000**	**$ 2,010,000**	**$ 835,000**	**$ 784,000**	**$ 41,000**	**$ 200,000**	**$ 150,000**

* CC=CIP City; MA=Measure A; P42=Proposition 42; CS=CIP Sewer; CW=CIP Water

City of Foster City / Estero Municipal Improvement District
Schedule of Fund Balance Transfers
Fiscal Year 2010-2011

			Transfers In							
			003	301	402	403	405	455	499	
	#	Fund	General Fund - Special Recreation	Capital Investment - City	Water Reserve	Water Rate Balancing Fund	Capital Investment - Water	Capital Investment - Wastewater	Shuttle	Totals
Transfers Out	1	001 General Fund - City	593,921	1,370,000	-	-	-	-	108,000	2,071,921
	2	116 Foster City Foundation	-	30,500	-	-	-	-	-	30,500
	3	401 Water Revenue	-	-	40,000	795,000	100,364	-	-	935,364
	4	451 Wastewater Collection System Revenue	-	-	-	-	-	1,189,641	-	1,189,641
	5	452 Wastewater Collection System Reserve	-	-	-	-	-	60,000	-	60,000
	6	456 Wastewater Collection System Expansion	-	-	-	-	-	3,600	-	3,600
		Totals	593,921	1,400,500	40,000	795,000	100,364	1,253,241	108,000	4,291,026

Footnotes:

1. Transfers to: a) subsidize Special Recreation fund activities; b) set aside funds for long-term Capital Improvement Projects; and, c) subsidize Shuttle Operations.
2. Transfer donations from local youth sports groups for Synthetic Turf projects at Catamaran and Sea Cloud (S-2) Parks
3. Transfer excess Water System revenues over expenditures to the Water Reserve account equal to 25% of annual budgeted operating expenditures, the Water Rate Balancing Fund in accordance with the 10-year Water Rate smoothing model, and any remaining funds transferred to fund future Capital Improvement Projects. Funds transferred to the Capital Improvement Projects fund incorporates the set aside for Long-Term CIP Projects.
4. Transfer excess of Wastewater Collection System revenues over expenditures to reserve funds equal to 25% of annual budgeted operating expenditures, with remaining surplus funds transferred to the Wastewater Collection System Capital Investment Fund. Funds transferred to the Capital Improvement Projects fund incorporates the set aside for Long-Term CIP Projects.
5. Transfer excess Wastewater Collection System reserve funds to fund future Capital Improvement Projects after 25% reserve levels have been met.
6. Transfer Wastewater Collection System expansion revenue to Wastewater Collection System Capital Investment Fund to fund future capital projects.

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Council / Board

MISSION STATEMENT

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

DEPARTMENT PERSONNEL SUMMARY

Position	08-09	09-10	10-11	11-12	12-13	13-14	14-15
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 *2009***. The status of the projects is listed below: (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** (EXCLUSIVE RIGHT TO NEGOTIATE COMPLETED, ALL OTHERS ARE IN PROGRESS)
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** (INTEGRATED INTO #1A)

Capital Improvement Projects

A. **Maintain the City/District's Infrastructure and Physical Assets** (COMPLETED FOR 2009)
B. **Monitor and Maintain the Integrity of the Levees that Protect Foster City** (COMPLETED FOR 2009)

C. **Complete Construction and Dedicate the Permanent Teen Center and Related Facilities** (COMPLETED)
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 (COMPLETED)

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** (PARKS AND OPEN SPACE ELEMENT AND CITY-WIDE TRAFFIC IMPACT STUDY COMPLETED, CONSERVATION ELEMENT IS PENDING ENVIRONMENTAL RECOMMENDATIONS, ALL OTHERS ARE IN PROGRESS)
B. **Update the Housing Element of the Foster City General Plan** (IN PROGRESS)

Private Development Projects
A. Continue to Process Land Use Approvals for the Pilgrim/Triton Redevelopment Project (COMPLETED)
B. Continue to Process Land Use Approvals for the Chess/Hatch Redevelopment Project (IN PROGRESS)
C. Continue to Process Land Use Approvals for the Gilead Sciences Redevelopment Project (IN PROGRESS)
D. Continue to Process Land Use Approvals for the North Peninsula Campus Cultural Arts Center (IN PROGRESS)
E. Continue to Process Land Use Approvals for the Charter Square Shopping Center Redevelopment Project (PROPERTY OWNER HAS NOT DECIDED WHEN THIS PROJECT WILL MOVE FORWARD)

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** (IN PROGRESS)

Environmental Related Projects
A. **Actively Pursue Reliable and Uninterruptible Alternative Sources of Water** (IN PROGRESS)
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** (IN PROGRESS)
C. **Prepare and Commence Implementation of a Transportation Plan for Foster City** (IN PROGRESS)

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** (IN PROGRESS)

The following projects and issues were identified as priorities by the City Council for **Calendar Year *2010*.** (Council's highest priorities in **bold**)

Civic Center Master Plan
A. **Certify an Environmental Impact Report (EIR), Approve Legal Agreements and Process Land Approvals for the Mirabella-San Francisco Bay/Parkview Plaza Project: A Mixed-Use Development on an 11-Acre Portion of the 15-Acre Site Adjacent to the Government Center**

Capital Improvement Projects
A. Continue the Levee Pedway Repair Project and Complete Phase I (Portion between City Limits and Foster City Blvd. along the San Francisco Bay)
B. Review Status of and Future Plans for Public Infrastructure Maintenance

Municipal Code Amendments/General Plan Amendments/ Ordinance Updates

A. Update the City of Foster City General Plan (e.g., Land Use/Circulation Element)

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

Private Development Projects

A. Continue to Process Land Use Approvals for the Chess/Hatch Redevelopment Project

B. Continue to Process Land Use Approvals for the Gilead Sciences Corporate Campus Redevelopment Project

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

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. Continue 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. Continue 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

B. Continue to Closely Monitor the City of San Mateo's Levee Improvements and Evaluate and Inform the Public Regarding the Impacts of Any Changes to the FEMA Flood Map Designation for Foster City of Foster City

C. Consider Adopting a Non Smoking Ordinance for Public Parks and Facilities

PROPOSED SERVICE LEVELS

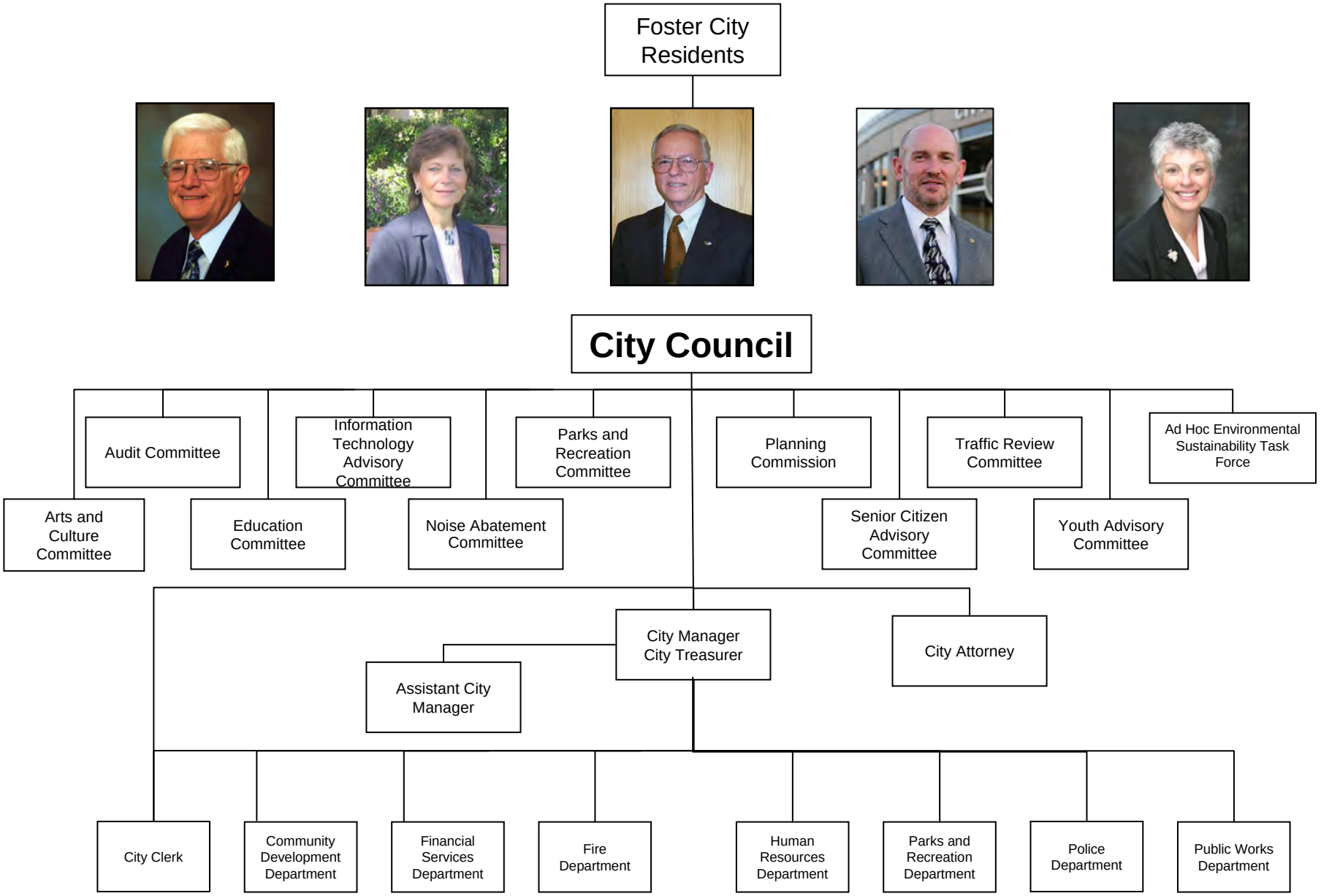
- Provide Policy Direction and Control
- Insure Health, Safety, and General Welfare of Citizenry

CHANGES IN FINANCIAL RESOURCES REQUIRED

The following changes were made for FY 2010-2011:

- Certain line items in the Council/Board Administration Supplies and Services budget were reduced per Council direction, with the exception of minor increases to the LAFCO assessment and Association of Bay Area Government dues.
- Funding of Social Service Agencies was reduced by $9,000 to a total of $15,500.
- Committee budgets for the following committees were reduced or eliminated per Council direction: Arts & Culture, Education, Noise Abatement, Parks & Recreation, Planning Commission, Youth Advisory, Information Technology, Senior Citizens, and Ad Hoc Transportation.
- Community Promotion budget decreased due to the reduction or elimination of various line items, including a reduction in funding of Other Non-Profit Agencies by $4,500 to a total of $1,000.

Foster City Organization Chart



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

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
AD HOC ENVIRONMENTAL SUSTAINABILITY TASKFORCE	650	650	650
AD HOC TRANSPORTATION COMMITTEE	450	450	-
ARTS COMMITTEE – SPC EVENTS	$ 13,300	$ 13,300	$ 1,000
AUDIT COMMITTEE	200	200	300
COMMUNITY PROMOTION	85,420	85,420	64,150
COUNCIL/BOARD	156,552	156,552	148,082
EDUCATION COMMITTEE	450	450	-
NOISE ABATEMENT COMMITTEE	1,000	1,000	100
PARKS & REC COMMITTEE	3,500	3,500	2,125
PLANNING COMMISSION	18,690	18,690	17,890
SENIOR CITIZEN COMMITTEE	2,950	2,950	1,500
TECHNOLOGY COMMITTEE	1,140	1,140	140
YOUTH ADVISORY COMMITTEE	5,820	5,820	3,720
TOTAL FOR COUNCIL/BOARD	**$ 290,122**	**$ 290,122**	**$ 239,657**

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

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 92,050	$ 92,050	$ 92,650
SERVICES AND SUPPLIES	316,010	316,010	248,131
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	408,060	408,060	340,781
INTERNAL SERVICES	57,576	57,576	58,092
Subtotal (Total Department Expenses before Reallocations)	465,636	465,636	398,873
REALLOCATIONS	(175,514)	(175,514)	(159,216)
TOTAL FOR COUNCIL/BOARD	**$ 290,122**	**$ 290,122**	**$ 239,657**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2009-2010	Requested 2010-2011
001-1010-413-4115	COUNCILMEMBER COMPENSATION	$33,660.00	$34,260.00
	Subtotal	**$33,660.00**	**$34,260.00**
001-1010-413-4120	FRINGE BENEFITS	$42,000.00	$42,000.00
	Subtotal	**$42,000.00**	**$42,000.00**
	Employee Services Total	**$75,660.00**	**$76,260.00**

Internal Services		Approved 2009-2010	Requested 2010-2011
001-1010-413-4569	BUILDING MAINTENANCE	$17,049.00	$17,202.00
001-1010-413-4569	BUILDING MAINTENANCE (87% Cncl Chambers)	$40,527.00	$40,890.00
	Subtotal	**$57,576.00**	**$58,092.00**
	Internal Services Total	**$57,576.00**	**$58,092.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	$0.00
001-1010-413-4243	COFFEE AND SUPPLIES FOR CITY HALL	$2,980.00	$2,980.00
001-1010-413-4243	COUNCIL REORGANIZATION RECEPTION	$500.00	$250.00
001-1010-413-4243	GENERAL OFFICE SUPPLIES	$2,780.00	$2,780.00
001-1010-413-4243	PLAQUES	$440.00	$220.00

	Subtotal	**$7,500.00**	**$6,330.00**
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	$5,776.00	$5,820.00
001-1010-413-4253	C/CAG ADMINISTRATIVE COSTS	$10,324.00	$10,324.00
001-1010-413-4253	LAFCO ASSESSMENT	$2,849.00	$2,991.00
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	$0.00
001-1010-413-4253	SMC HEART DUES (moved to CDA Housing 10-11)	$12,100.00	$0.00
	Subtotal	**$44,635.00**	**$32,671.00**
001-1010-413-4254	MISCELLANEOUS BUSINESS MEETINGS	$15,000.00	$11,250.00
	Subtotal	**$15,000.00**	**$11,250.00**
001-1010-413-4260	N/P -- CALL PRIMROSE CENTER	$1,000.00	$1,000.00
001-1010-413-4260	N/P -- CENTER FOR INDEPENDENCE OF THE DISABLED	$1,000.00	$0.00
001-1010-413-4260	N/P -- LEGAL AID SOCIETY OF SMC	$2,000.00	$500.00
001-1010-413-4260	N/P -- MISSION HOSPICE, INC. OF SAN MATEO COUNTY	$3,500.00	$0.00
001-1010-413-4260	N/P -- PARCA	$2,000.00	$2,000.00
001-1010-413-4260	N/P -- SAMARITAN HOUSE	$9,000.00	$9,000.00
001-1010-413-4260	N/P -- SECOND HARVEST FOOD BANK	$2,000.00	$0.00
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	$500.00
	Subtotal	**$24,500.00**	**$15,500.00**
	Services and Supplies Total	**$198,830.00**	**$172,946.00**

Reallocation	Approved 2009-2010	Requested 2010-2011

001-1010-413-4495	ALLOC HEART DUES to CDA 312 (Direct Alloc. 10-11)	($12,100.00)	$0.00
	Subtotal	**($12,100.00)**	**$0.00**
001-1010-413-4496	ALLOCATION TO WATER (excludes N/P, C/CAG, HEART)	($28,297.00)	($26,198.00)
	Subtotal	**($28,297.00)**	**($26,198.00)**
001-1010-413-4497	ALLOCATION TO SEWER (excludes N/P, C/CAG, HEART)	($28,297.00)	($26,198.00)
	Subtotal	**($28,297.00)**	**($26,198.00)**
001-1010-413-4498	REALLOCATION TO GAS TAX FUNDS	($106,820.00)	($106,820.00)
	Subtotal	**($106,820.00)**	**($106,820.00)**
	Reallocation Total	**($175,514.00)**	**($159,216.00)**
	COUNCIL/BOARD Total	**$156,552.00**	**$148,082.00**

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

Services and Supplies		Approved 2009-2010	Requested 2010-2011
001-1020-413-4241	RESOURCE SUPPORT	$100.00	$100.00
001-1020-413-4241	WRITERS CONTEST	$170.00	$0.00
	Subtotal	**$270.00**	**$100.00**
001-1020-413-4242	RESOURCE SUPPORT	$100.00	$100.00
001-1020-413-4242	WRITERS CONTEST	$120.00	$0.00
	Subtotal	**$220.00**	**$100.00**
001-1020-413-4243	ART GALLERY - RECEPTIONS/GALLERY SUPPLIES	$3,600.00	$0.00
001-1020-413-4243	PHOTO CONTEST	$555.00	$0.00
001-1020-413-4243	PUBLIC ART	$500.00	$0.00
001-1020-413-4243	RESOURCE SUPPORT	$500.00	$500.00
001-1020-413-4243	WRITERS CONTEST	$800.00	$0.00

	Subtotal	**$5,955.00**	**$500.00**
001-1020-413-4249	ART GALLERY	$2,000.00	$0.00
001-1020-413-4249	WRITING CONTEST	$600.00	$0.00
	Subtotal	**$2,600.00**	**$0.00**
001-1020-413-4251	ART GALLERY	$500.00	$0.00
001-1020-413-4251	PHOTO CONTEST (AWARDS)	$775.00	$0.00
001-1020-413-4251	PUBLIC ARTS (SCULPTURE CONTEST)	$1,500.00	$0.00
001-1020-413-4251	WRITERS CONTEST - AWARDS & JUDGING	$680.00	$0.00
	Subtotal	**$3,455.00**	**$0.00**
001-1020-413-4265	ART GALLERY	$500.00	$0.00
001-1020-413-4265	RESOURCE SUPPORT	$300.00	$300.00
	Subtotal	**$800.00**	**$300.00**
	Services and Supplies Total	**$13,300.00**	**$1,000.00**
	ARTS COMMITTEE-SPC EVENTS Total	**$13,300.00**	**$1,000.00**

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

Services and Supplies		Approved 2009-2010	Requested 2010-2011
001-1022-413-4243	MISCELLANEOUS SUPPLIES -- AUDIT COMMITTEE	$200.00	$300.00
	Subtotal	**$200.00**	**$300.00**
	Services and Supplies Total	**$200.00**	**$300.00**
	AUDIT COMMITTEE Total	**$200.00**	**$300.00**

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

Services and Supplies		Approved 2009-2010	Requested 2010-2011
001-1024-413-4241	COPY EXPENSE -- EDUCATION COMMITTEE	$100.00	$0.00
	Subtotal	**$100.00**	**$0.00**
001-1024-413-4242	POSTAGE EXPENSE	$100.00	$0.00
	Subtotal	**$100.00**	**$0.00**
001-1024-413-4243	MISCELLANEOUS SUPPLIES	$250.00	$0.00
	Subtotal	**$250.00**	**$0.00**
	Services and Supplies Total	**$450.00**	**$0.00**
	EDUCATION COMMITTEE Total	**$450.00**	**$0.00**

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

Services and Supplies		Approved 2009-2010	Requested 2010-2011
001-1025-413-4241	COPY EXPENSE -- NOISE ABATEMENT COMMITTEE	$250.00	$100.00
	Subtotal	**$250.00**	**$100.00**
001-1025-413-4242	POSTAGE EXPENSE	$150.00	$0.00
	Subtotal	**$150.00**	**$0.00**
001-1025-413-4243	MISCELLANEOUS SUPPLIES	$600.00	$0.00
	Subtotal	**$600.00**	**$0.00**
	Services and Supplies Total	**$1,000.00**	**$100.00**

NOISE ABATEMENT COMMITTEE Total	**$1,000.00**	**$100.00**

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

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	$1,375.00
	Subtotal	**$2,750.00**	**$1,375.00**
001-1026-413-4254	TRAINING	$250.00	$250.00
	Subtotal	**$250.00**	**$250.00**
	Services and Supplies Total	**$3,500.00**	**$2,125.00**
	PARKS & REC COMMITTEE Total	**$3,500.00**	**$2,125.00**

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

Employee Services		Approved 2009-2010	Requested 2010-2011
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 2009-2010	Requested 2010-2011
001-1027-413-4243	MISCELLANEOUS SUPPLIES -- PLANNING COMMISSION	$200.00	$0.00
	Subtotal	**$200.00**	**$0.00**
001-1027-413-4254	PLANNING COMMISSIONER INSTITUTE	$2,100.00	$1,500.00
	Subtotal	**$2,100.00**	**$1,500.00**
	Services and Supplies Total	**$2,300.00**	**$1,500.00**
	PLANNING COMMISSION Total	**$18,690.00**	**$17,890.00**

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

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	$1,250.00
	Subtotal	**$2,500.00**	**$1,250.00**
001-1028-413-4251	CONTRACTUAL SERVICES	$1,000.00	$1,000.00
	Subtotal	**$1,000.00**	**$1,000.00**
001-1028-413-4254	TRAVEL AND TRAINING	$2,100.00	$1,250.00
	Subtotal	**$2,100.00**	**$1,250.00**
	Services and Supplies Total	**$5,820.00**	**$3,720.00**

YOUTH ADVISORY COMMITTEE Total	**$5,820.00**	**$3,720.00**

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

Services and Supplies		Approved 2009-2010	Requested 2010-2011
001-1030-413-4243	COMMUNITY & SPORTS WALL OF FAME NAME PLATES	$300.00	$300.00
001-1030-413-4243	HOLIDAY DECORATIONS	$1,400.00	$500.00
001-1030-413-4243	UTILITY BILL INSERTS--ARTS & WINE/OKTOBER RIB FEST	$500.00	$0.00
	Subtotal	**$2,200.00**	**$800.00**
001-1030-413-4251	FOSTER CITY CHAMBER OF COMMERCE	$25,000.00	$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	$17,250.00	$17,250.00
001-1030-413-4251	PENINSULA CONFLICT RESOLUTION CENTER	$10,970.00	$0.00
	Subtotal	**$73,220.00**	**$62,250.00**
001-1030-413-4254	COMMUNITY WALL OF FAME RECEPTION	$500.00	$100.00
001-1030-413-4254	EMPLOYEE APPRECIATION EVENTS	$2,500.00	$0.00
001-1030-413-4254	EMPLOYEE BI-ANNUAL ART EXHIBIT	$500.00	$0.00
001-1030-413-4254	FOSTER CITY HONORS LIST PLAQUES AND RECEPTION	$1,000.00	$0.00
	Subtotal	**$4,500.00**	**$100.00**
001-1030-413-4260	N/P -- FOSTER CITY HISTORICAL SOCIETY	$4,000.00	$0.00
001-1030-413-4260	N/P -- JOINT VENTURE SILICON VALLEY	$500.00	$0.00
001-1030-413-4260	N/P -- PENINSULA CONFLICT RESOLUTION CTR	$0.00	$1,000.00
001-1030-413-4260	N/P -- SUSTAINABLE SAN MATEO COUNTY	$1,000.00	$0.00
	Subtotal	**$5,500.00**	**$1,000.00**
	Services and Supplies Total	**$85,420.00**	**$64,150.00**

COMMUNITY PROMOTION Total	**$85,420.00**	**$64,150.00**

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

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	$0.00
	Subtotal	**$1,100.00**	**$100.00**
	Services and Supplies Total	**$1,140.00**	**$140.00**
	TECHNOLOGY COMMITTEE Total	**$1,140.00**	**$140.00**

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

Services and Supplies		Approved 2009-2010	Requested 2010-2011
001-1032-413-4241	MISCELLANEOUS COPY EXPENSE	$200.00	$0.00
	Subtotal	**$200.00**	**$0.00**
001-1032-413-4242	MISCELLANEOUS POSTAGE	$200.00	$0.00
	Subtotal	**$200.00**	**$0.00**
001-1032-413-4243	GENERAL OFFICE SUPPLIES	$1,350.00	$750.00

	Subtotal	**$1,350.00**	**$750.00**
001-1032-413-4249	ADVERTISING	$350.00	$0.00
	Subtotal	**$350.00**	**$0.00**
001-1032-413-4251	CONTRACTUAL SERVICES	$500.00	$750.00
	Subtotal	**$500.00**	**$750.00**
001-1032-413-4253	MEMBERSHIPS, DUES AND SUBSCRIPTIONS	$50.00	$0.00
	Subtotal	**$50.00**	**$0.00**
001-1032-413-4254	TRAVEL, CONFERENCES AND MEETINGS	$300.00	$0.00
	Subtotal	**$300.00**	**$0.00**
	Services and Supplies Total	**$2,950.00**	**$1,500.00**
	SENIOR CITIZEN COMMITTEE Total	**$2,950.00**	**$1,500.00**

COUNCIL/BOARD - AD HOC ENVIRONMENTAL SUSTAINABILITY TASKFORCE 001-1034-413

Account: GENERAL FUND

Services and Supplies		Approved 2009-2010	Requested 2010-2011
001-1034-413-4241	Copies	$100.00	$100.00
	Subtotal	**$100.00**	**$100.00**
001-1034-413-4242	Postage	$50.00	$50.00
	Subtotal	**$50.00**	**$50.00**
001-1034-413-4243	Meeting Supplies	$250.00	$250.00
	Subtotal	**$250.00**	**$250.00**
001-1034-413-4254	Workshops and Meetings	$250.00	$250.00
	Subtotal	**$250.00**	**$250.00**
	Services and Supplies Total	**$650.00**	**$650.00**

AD HOC ENVIRONMENTAL SUSTAINABILITY TASKFORCE Total	**$650.00**	**$650.00**

COUNCIL/BOARD - AD HOC TRANSPORTATION COMMITTEE Account: 001-1035-413 GENERAL FUND

Services and Supplies		Approved 2009-2010	Requested 2010-2011
001-1035-413-4241	Copies	$150.00	$0.00
	Subtotal	**$150.00**	**$0.00**
001-1035-413-4242	Postage	$50.00	$0.00
	Subtotal	**$50.00**	**$0.00**
001-1035-413-4243	Meeting Supplies	$250.00	$0.00
	Subtotal	**$250.00**	**$0.00**
	Services and Supplies Total	**$450.00**	**$0.00**
	AD HOC TRANSPORTATION COMMITTEE Total	**$450.00**	**$0.00**

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City Manager

DEPARTMENT DESCRIPTION

The City Manager Department provides administrative and legislative/policy support to the City Council and specific City-wide oversight in the areas of Redevelopment, Sustainability, Public Information, Budget, Animal Control, Transportation, Information Technology, FCTV, Emergency Preparedness and Capital Projects.

DEPARTMENT PERSONNEL SUMMARY

Position	08-09	09-10	10-11	11-12	12-13	13-14	14-15
Full-Time Employees							
City Manager	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Assistant City Manager	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Exec Asst to the City Mgr	1.0	1.0	0.0	0.0	0.0	0.0	0.0
Management Assistant*	0.0	0.0	1.0	1.0	1.0	1.0	1.0
Management Analyst	1.0	1.0	1.0	1.0	1.0	1.0	1.0
IT Manager*	0.0	0.0	1.0	1.0	1.0	1.0	1.0
Sr. Systems Analyst*	0.0	0.0	3.0	3.0	3.0	3.0	3.0
Video Producer*^	0.0	0.0	1.0	0.0	0.0	0.0	0.0
Video Technician*^	0.0	0.0	1.0	1.0	1.0	1.0	1.0
Total Full-Time Employees	4.0	4.0	10.0	9.0	9.0	9.0	9.0
Part-Time Employees							
Sustainability Intern	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Transportation Intern	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Total Part-Time Employees (FTE)	1.0	1.0	1.0	1.0	1.0	1.0	1.0
TOTAL EMPLOYEES	5.0	5.0	11.0	10.0	10.0	10.0	10.0

*Positions previously shown in Administrative Services Department
^FCTV staffing assumes core services model operated in-house starting in Fiscal Year 2011-2012 unless sufficient revenues are generated to offset enhanced service levels. It also includes a reduction of one Video Technician position due to the termination of the PenTV Cablecasting Agreement effective September 1, 2010.

MISSION STATEMENT

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

FIVE-YEAR STRATEGIC PLAN

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

Values

- Professionalism: Undeviating adherence to respect, honesty, integrity, objectivity, responsibility and a standard of excellence in serving the public, the City Council and City employees.

- Empowerment: Sharing information, rewards, and power with employees so that they can take initiative and make decisions to solve problems and improve service and performance. It is based on the concept of giving employees skills, resources, authority, op-

portunity, motivation, as well as holding them responsible for outcomes of their actions.

- Inclusiveness: Helping the City improve the way public business is conducted to be more transparent, more collaborative and more effective in order to build and maintain a vibrant, sustainable and equitable community. Emphasis is placed on facilitative leadership through team-building and problem solving in achieving consensus and resolving issues that meet the interests of all concerned.
- Perseverance: Determined pursuit of a long-range vision for the community and organization and continuity of action even when faced with difficulties or setbacks.

Initiatives

➢ Goals and Objectives: Administration Division

1. Attract and retain high quality employees to provide high quality services. (2010-2014)
- o Evaluate compensation packages, ensuring that compensation policies and practices are competitive and sustainable.
- o Provide dynamic, progressive, empowering, challenging and collaborative opportunities for professional growth and development.
- o Manage the successful transition of City workforce, incorporating new personnel and departmental leadership.
- o Proactively capture and pass on institutional knowledge – written documentation, cross-training, mentoring, project involvement, shared files, etc.

2. Achieve a balanced General Fund budget that matches revenues and expenditures without use of reserves. (2010-2014)
- o Streamline the organization in response to diminishing fiscal resources while managing expectations about what can be done with the staffing resources in the organization.
- o Improve operational and financial analysis at the Citywide and Department level.
- o Explore new or increased revenue sources.
- o Oversee reaching the tax increment cap of CDA Project Area 1.
- o Explore opportunities for shared or contractual services.
- o Identify and reevaluate areas of expanded service in the past 15 years.
- o Engage City employees in development of ideas for efficiencies in operations and ways to save money and enhance revenue.

3. Develop a comprehensive plan for infrastructure maintenance and replacement. (2010-2014)
- o Evaluate impact of sea level rise on levee system.
- o Develop, implement and communicate water conservation policies and programs.
- o Pursue reliable and uninterruptible alternative sources of water.
- o Identify long-term funding sources for capital projects.

4. Oversee the successful transition from a rapidly-developing community to a built-out/ redeveloping community. (2010-2014)
   - Assist developers in obtaining land use approvals/entitlements for their proposed developments.
   - Update land use and general plan policies.
   - Implement multi-project traffic recommendations.
   - Promote and provide for affordable housing by implementing the Housing Element and removing governmental barriers to affordable housing.
   - Keep a pulse on what is happening with Foster City businesses. Keep in touch with key employers by subscribing to and reading Google Alerts and Business Watch and scheduling regular meetings with major revenue generators and/or employers.

5. Develop a more informed community that is effectively engaged in civic affairs. (2010-2014)
   - Expand tools and methods of communicating with the public.
   - Increase ability to conduct City business and access City services through web-based services (forms like facility use application, payment options, and plan submittals/building permits/encroachment permit applications).
   - Manage constituent relations and facilitate complaint resolution/problem solving.
   - Improve City relationships with School Districts serving Foster City and with Foster City Chamber of Commerce.

6. Develop strategies to help the organization and the City adapt to changing community leadership. (2010-2014)
   - Enhance new City Council orientation.
   - Hold annual Teambuilding with City Council and Executive Team and initiate a mid-year, follow-up session.
   - Encourage new and current City Council members and Planning Commissioners to attend training and workshops available to them.
   - Enhance and provide orientation to new members of Citizen Advisory Committees.

➢ <u>Goals and Objectives: Emergency Preparedness Division</u>

1. Prepare the community and ourselves for an emergency (e.g., earthquake, fire, flood and pandemic). (2010-2014)
   - Broaden the use of CERT and other trained volunteers.
   - Expand testing of emergency plan (functional/tabletop exercises).
   - Increase depth of EOC training (roles) into the organization.
   - Complete Business Continuity Plan(s).
   - Conduct ongoing employee disaster preparedness training.
   - Encourage community members to be self-sufficient through emergency food, water and other supplies.

- Goals and Objectives: Environmental Sustainability Division

1. Reduce carbon footprint and increase sustainable practices in internal operations and community-wide. (2010-2014)
   - Implement Recommendations of Sustainability Action Plan (Green Building Ordinance, Water Conservation, Conservation Element of General Plan, Indoor/Outdoor Water Ordinance, Tiered Water Rates, Robust Sustainability public education and events program).
   - Review and update Sustainability Action Plan.
   - Evaluate the Local Government Operations Greenhouse Gas Inventory and establish Action Plan with goals and objectives.

- Goals and Objectives: Transportation Division

1. Pursue the four goals of the Comprehensive Transportation Plan (accessibility, convenience, sustainability and traffic congestion reduction). (2010-2014)
   - Implement the Comprehensive Transportation Plan for Foster City.
   - Maintain and enhance shuttle/transportation alternatives, including ways to reduce General Fund subsidies.
   - Promote public transportation options.

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Goals and Objectives: FCTV Division

1. In coordination with 0110 Administration Division goal #5, provide relevant public information using the appropriate media in an effective and cost-efficient manner. (2010-2013)
   - Explore options to support other City goals to make available all City Council and Planning Commission meetings online and on-demand.
   - Reduce externally-produced programming not related to City policy initiatives and focus on locally-originated programming based on certain production value standards.
   - Investigate need to convert video production equipment to High Definition (or HD ready) technology.
   - Expand the regular use of FC-AM Radio, by recording press release material from Police, Fire and City Manager Departments and by making live meetings available via audio stream.

2. In coordination with 0110 Administration Division goal #2, transition FCTV services to core services, outsource services or revenue-generating services. (2010-2011)
   - Implement revenue-generating plan and evaluate success (Plan and definition of success to be developed by end of FY 2009-2010).
   - If revenue-generating plan is successful, proceed with development of FY 2011-2012 budget with status quo operation of FCTV.
   - If revenue-generating plan is not successful, evaluate outsourcing FCTV services versus delivering core services with in-house staff and

develop FY 2011-2012 budget in accordance with preferred option.

- Goals and Objectives: PenTV Division

1. Meet the contractual obligations in the agreement with PenTV which will end on September 1, 2010. (2010-2011)
   - Work with PenTV staff to facilitate the transition of cablecast origination from Foster City to PenTV Studios.
   - Monitor receipt of monthly payments for services.

- Goals and Objectives: Information Technology Division

1. Proactively work with departments to understand their business needs. (2010-2014)
   - Ensure ongoing proactive communications and strategic plan development with City Manager regarding Technology use in the organization.
   - Assist in evaluating existing processes to determine where technology can be used more effectively.
   - Assist users in defining their needs to ensure IT fully understands the needs prior to implementing a solution.
   - Advocate for the use of Project Management best practices organization-wide and in the IT Division to ensure projects can be managed for successful implementation to the fullest extent possible.
   - Periodically review projects with departments to determine priority, expectations, changing processes, etc.
   - Developing detailed project plans for projects identified through business needs ascertainment.

2. Enhance the use of technology by departments and empower end users to be productive in the use of technology tools. (2010-2012)
   - Implement training programs to users (front line staff / managers / leaders) in the use of Current Tools, New Tools and Technology Trends.
   - Implement User Group meetings on key applications.
   - Work with Operating Department and Human Resources to more effectively evaluate technology skills of job applicants prior to hire.
   - Identify Power Users within departments to become champions and leaders on using/promoting the use of technology to enhance productivity.

3. Develop and enhance the knowledge and skills in current and developing technology tools and trends on a recurring basis. (2010-2014)
   - Attend technical training classes and technical conferences.
   - Identify skills and knowledge that are necessary.
   - Participate in professional IT organizations.

- o Keep abreast of new technology trends that provide more cost-effective solutions.

4. Demonstrate and identify more cost-effective uses of technology. (2010-2014)
   - o Ensure new technology is evaluated as to life-cycle costs and business requirements that achieve a Strategic Plan initiative.
   - o Use the most cost-effective means to meet the business needs of the departments.
   - o Develop a “Return on Investment (ROI)” analysis.

5. Create a positive user experience by timely and effectively responding to customer’s requests. (2010-2014)
   - o Follow up with end users to ensure the request was completed in a satisfactory manner.
   - o Maintain an environment where end users seek IT’s assistance for all technology needs.
   - o Provide feedback and updates on each request (FedEx Model).
   - o Provide a mechanism for end users to submit ideas and evaluate customer service experience.

6. Maintain and support the infrastructure to ensure end users have access to the City’s network to meet the City’s business requirements. (2010-2014)
   - o Achieve 99.9% of up time for the data center (Network and Servers).
   - o Achieve 99.9% application up time.
   - o Implement redundancy options where it is cost effective.
   - o Develop Business Continuity Plans to meet business requirements.
   - o At time of purchase and ongoing evaluate all purchases for cost and business need.

7. Manage timelines and priorities to meet City goals and objectives. (2010-2014)
   - o Implement Project Management Methodology and Tools.
   - o Set realistic timelines and milestones based on known and competing priorities.
   - o Eliminate projects that will not be successful.
   - o Meet published deadlines 90% of the time.

8. Celebrate the successes that meet the ultimate goals of the organization. (2010-2014)
   - o Debrief with all stakeholders and partners after each major project to evaluate project.
   - o Ensure that people continue to want to use the solution.
   - o Continue to evaluate their success and, if necessary, eliminate or replace.

KEY INITIATIVES COMPLETED

The City Manager Department continued to provide high quality services to the City Council, members of the public, City departments and staff during FY 2009-2010.

0110 Administration Division

- Provided support to the City Council and responded to Council requests.

- Supported legislative advocacy efforts to protect local revenues and continued assessing the affect of a prolonged economic downturn and State fiscal crisis on City/District/Agency budgets and services.
- Provided public information on important City projects, events, policies and services.
- Managed the City's animal control contract and provided related information and referrals.
- Ensured that potential liabilities were minimized through an active risk management program.
- 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.
- Worked with potential developer of City-owned vacant parcel.
- Provided oversight of the development of the CIP long-term funding plan and ongoing oversight of the CIP program, including synthetic turf projects at Sea Cloud and Catamaran Parks and the start of a multi-phase levee/pedway improvement project.
- City Manager served on the Operations Committee for the Library JPA, the Administrative Committee for the Emergency Services JPA and South Bayside Waste Management Authority Board of Directors.
- Managed staff transitions at the Department Head level, with the retirement of the Finance Director and restructure of administrative departments.
- Provided staff support to City Council on issues related to school overcrowding and the FEMA Flood Map Update.
- Prepared a five year financial plan for Fiscal Year 2010-2011 to Fiscal year 2014-2015 and the annual budget for Fiscal Year 2010-2011, including the development of a new conservation-based water rate model.

0120 Emergency Preparedness Division

- Worked with the Fire Chief to prioritize emergency preparedness activities, including CERT and exercises such as the Silver Dragon IV exercise in March 2010.

0130 Environmental Sustainability Division

- Supported the Ad Hoc Environmental Sustainability Task Force, which presented its Sustainability Action Plan in February 2009 and presented a number of educational programs in FY 2009-2010, including the 1st Sustainability Fair and a well-attended symposium on water conservation and rates for homeowners' association boards and managers.
- Applied for an Energy Efficiency and Conservation Block Grant through the California Energy Commission to retrofit a section of streetlights with Light Emitting Diode technology.
- Completed a Local Government Operations Greenhouse Gas Emissions Inventory which can be used to prepare a reduction goal and plan.

0140 Transportation Division

- Supported the work of the Ad Hoc Transportation Committee, which presented its completed Comprehensive Transportation Plan for Foster City in March 2010.
- Managed the city-funded Connections Shuttle program.

0150 FCTV Division

- Revised the FCTV website, with enhanced features, along with a new look and feel, expanding on social networking

and video on-demand features, and growing as an informational outlet.

- Generated and distributed a bi-weekly **Foster City TV e-newsletter.**
- Initiated a shift to a revenue generating model.
- Helped to publicize, tape and re-broadcast segments on **Identity Theft Symposium, Earth Day Fair**, and **Chamber of Commerce Annual Meeting**.
- Taped the **FC Café** talk show featuring local organizations and community figures such as T. Jack Foster Jr., Chamber of Commerce, Chamber Leadership Program, Hillbarn Theatre, Viva La Musica, and Superintendent Pendery Clark.
- Created public information spots for the library during the closure, renovations, and re-opening phase.
- Offered glimpse into local community events through **City Snapshots**, such as the Chinese New Year Celebration, the Hit-A-Thon, Artist in Residence Elyasaf Kowner, and the Red Panda Acrobats.
- Provided general safety tips in **Smart Moves** with the Foster City Police Department.
- Recorded 52 **Foster City News** programs, and 22 **City Council RECAP** specials.

0151 PenTV Division

- Cablecast Peninsula TV, San Mateo County's Community Channel, to 13 agencies in the County over Comcast, AT&T, and Astound and maintained its Community Bulletin Board.
- Earned approximately $15,000 per year in net positive revenues as a result of this agreement.

0160 Information Technology Division

- Implemented a web server to allow public on-line access to City documents (e.g., Agendas, Minutes, and Resolutions)
- Introduced the use of SharePoint to facilitate the sharing of documents and information within and among departments.
- Performed upgrades to Storage Area Networks, Virtualization Servers., software applications for Police, Fire, Recreation and Citywide Document Management
- Utilized website team to implement a new look and feel to the City's website.
- Developed an IT Strategic Plan, including a comparison of Information Technology costs with other local agencies.

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2010-2011

Key initiatives and service levels planned for FY 2010-2011 include the following.

0110 Administration Division

- Undertake studies and programs to develop alternative revenue sources for identified activities currently subsidized by the General Fund.
- Study the options for shared services with other agencies and present recommendations to City Council.
- Manage private redevelopment activities as the City transitions to build-out.
- Work with Departments to achieve public information goals and marketing initiatives.
- Ensure that Foster City remains an employer of choice through excellent management of both operations and employees.

0120 Emergency Preparedness Division

- Support the organization's efforts to prepare for disasters including continued CERT training and staff training.

0130 Environmental Sustainability Division

- Support the Environmental Sustainability Task Force in its education programs and advisory role in Environmental Sustainability to the City Council.
- Manage Energy Efficiency and Conservation Block Grant requirements for LED streetlight retrofit project.
- Develop Local Government Emissions reduction targets and implementation plan.
- Participate in development of Countywide Residential Energy Assistance Program, including implementation effort for CaliforniaFIRST and Retrofit Bay Area programs.

0140 Transportation Division

- Study recommendations included in Comprehensive Transportation Plan, recommend funding and/or implementation of feasible initiatives.
- Support the Environmental Sustainability Task Force in its advisory role in Transportation to the City Council.
- Manage City-funded shuttle programs, including fulfilling grant requirements to maintain funding sources.
- Study revenue alternatives to offset General Fund subsidy of community shuttles (e.g., fares, advertising, etc.)

0150 FCTV Division

- Implement revenue-generating plan and evaluate success. Based on results of evaluation, plan next steps for FCTV.
- Implement City Council and Planning Commission meetings on-line and on-demand in conjunction with City Clerk, Community Development and Information Technology.
- Focus on programming that supports other City initiatives, such as **"Shop Local, Buy Foster City"** with the Chamber, "**Beyond Aging"**, a senior affairs program, with the Senior Advisory Committee, and "**The Video Project"**—a public forum on the environment with the Environmental Sustainability Task Force.
- Investigate need to convert video production equipment to High Definition (or HD ready) technology.
- Develop FC-AM Radio guidelines and initiate plans to use it to enhance communications to the local traveling population and to others via a live webstream.
- Create a Municipal Access Programming Policies and Procedures guide in collaboration with Elected Officials, Staff and City Attorney.

0151 PenTV Division

- Schedule regular meetings with PenTV staff to discuss satisfaction with FCTV services and monitor monthly receipt of fees through termination of the contract effective September 1, 2010.

0160 Information Technology Division

- Work with Departments to continue to reduce unnecessary digital data storage.
- Expand the use of SharePoint.
- Complete the website project.
- Work with departments to expand their use of the document management system
- Expand training programs utilizing E-Learning, hands on and user groups.
- Complete conversion of Finance documents to laser printing

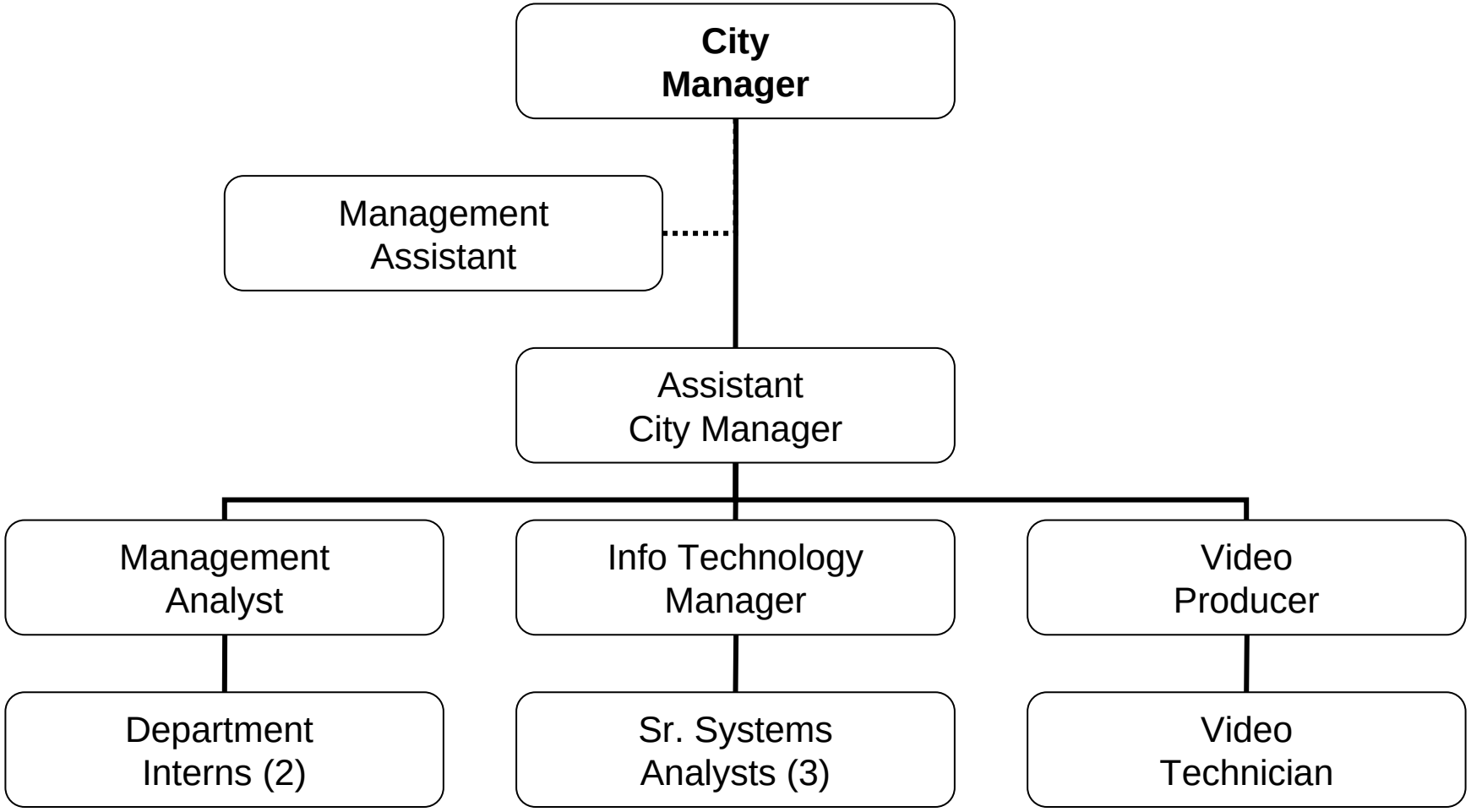
- Implement Desktop Virtualization and related backup solutions
- Upgrade Department software applications
- Evaluate phone system alternatives

CHANGES IN FINANCIAL RESOURCES REQUIRED

The City Manager Department budget changed significantly in FY 2010-2011 due to the absorption by the City Manager Department of a number of functions that were formerly assigned to Administrative Services. The budgets associated with these functions are now shown in the City Manager Department budget.

Due to the completion of the contract with PenTV, one Video Technician position will be left vacant and not funded for FY 2010-2011. Otherwise, there are no significant changes in financial resources above those allocated in FY 2009-2010 are anticipated to achieve the City Manager Department FY 2010-2011 initiatives as outlined above.

City Manager's Office



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

	2009-2010		2010-2011
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	$ 668,651	$ 668,651	$ 589,161
EMERGENCY PREPAREDNESS	$ 45,374	$ 45,374	$ 45,806
ENVIRONMENTAL SUSTAINABILITY	$ 25,620	$ 25,620	$ 21,770
FCTV	$ -	$ -	$ 181,921
PEN-TV CABLECASTING	$ -	$ -	$ 9,500
TRANSPORTATION	35,000	35,000	30,500
TOTAL FOR CITY / DISTRICT MANAGER	**$ 774,645**	**$ 774,645**	**$ 878,658**

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

	2009-2010		2010-2011
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ 777,500	$ 777,500	$ 979,100
SERVICES AND SUPPLIES	185,994	185,994	233,873
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	963,494	963,494	1,212,973
INTERNAL SERVICES	195,283	195,283	154,021
Subtotal (Total Department Expenses before Reallocations)	1,158,777	1,158,777	1,366,994
REALLOCATIONS	(384,132)	(384,132)	(488,336)
TOTAL FOR CITY / DISTRICT MANAGER	**$ 774,645**	**$ 774,645**	**$ 878,658**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2009-2010	Requested 2010-2011
001-0110-413-4110	PERMANENT SALARIES	$555,700.00	$575,000.00
	Subtotal	**$555,700.00**	**$575,000.00**
001-0110-413-4120	FRINGE BENEFITS	$161,800.00	$178,600.00
	Subtotal	**$161,800.00**	**$178,600.00**
	Employee Services Total	**$717,500.00**	**$753,600.00**

Internal Services		Approved 2009-2010	Requested 2010-2011
001-0110-413-4544	VEHICLE REPLACEMENT	$12,196.00	$8,830.00
	Subtotal	**$12,196.00**	**$8,830.00**
001-0110-413-4557	INFORMATION TECHNOLOGY SERVICES	$14,873.00	$46,736.00
	Subtotal	**$14,873.00**	**$46,736.00**
001-0110-413-4562	SELF-INSURANCE (moved to Human Resources 10-11)	$138,000.00	$0.00
	Subtotal	**$138,000.00**	**$0.00**
001-0110-413-4569	BUILDING MAINTENANCE	$21,517.00	$35,188.00
	Subtotal	**$21,517.00**	**$35,188.00**
	Internal Services Total	**$186,586.00**	**$90,754.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	$0.00
		Subtotal	**$100.00**	**$0.00**
001-0110-413-4251	ANIMAL CONTROL CONTRACT W/COUNTY		$100,001.00	$109,861.00
001-0110-413-4251	CONTRACTUAL, PROF., & SPEC. SVC.		$2,000.00	$2,000.00
001-0110-413-4251	SAMCAT JPA MEMBERSHIP		$0.00	$1.00
		Subtotal	**$102,001.00**	**$111,862.00**
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	ONLINE SUBSCRIPTION MEMBERSHIP		$0.00	$300.00
001-0110-413-4253	PARMA MEMBERSHIP DUES		$100.00	$0.00
001-0110-413-4253	PRIMA MEMBERSHIP DUES		$365.00	$0.00
001-0110-413-4253	SAN MATEO CO. CITY MANAGERS' ASSOCIATION		$250.00	$250.00
		Subtotal	**$4,470.00**	**$4,305.00**
001-0110-413-4254	ICMA CONFERENCE (2)		$3,000.00	$1,500.00
001-0110-413-4254	LOCC ANNUAL CONFERENCE (2)		$1,200.00	$1,200.00
001-0110-413-4254	LOCC CM DEPARTMENT MEETING (2)		$2,650.00	$2,500.00
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	**$8,050.00**	**$6,400.00**
		Services and Supplies Total	**$118,271.00**	**$126,217.00**

Reallocation		Approved 2009-2010	Requested 2010-2011
001-0110-413-4495	ALLOCATION OF CDA EXPENSES 311	($29,600.00)	($30,799.00)
001-0110-413-4495	ALLOCATION OF CDA EXPENSES 312	($29,600.00)	($30,799.00)

001-0110-413-4495	ALLOCATION OF CDA EXPENSES 317	($5,920.00)	($6,160.00)
001-0110-413-4495	ALLOCATION OF CDA EXPENSES 318	($23,680.00)	($24,639.00)
001-0110-413-4495	ALLOCATION OF CDA EXPENSES 319	($5,920.00)	($6,160.00)
001-0110-413-4495	ALLOCATION OF CDA EXPENSES 320	($23,680.00)	($24,639.00)
	Subtotal	**($118,400.00)**	**($123,196.00)**
001-0110-413-4496	ALLOCATION TO EXP. TO WATER	($117,653.00)	($129,107.00)
	Subtotal	**($117,653.00)**	**($129,107.00)**
001-0110-413-4497	ALLOCATION TO EXP. TO SEWER	($117,653.00)	($129,107.00)
	Subtotal	**($117,653.00)**	**($129,107.00)**
	Reallocation Total	**($353,706.00)**	**($381,410.00)**
	ADMINISTRATION Total	**$668,651.00**	**$589,161.00**

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

Internal Services		Approved 2009-2010	Requested 2010-2011
001-0120-413-4544	VEHICLE REPLACEMENT	$8,697.00	$8,830.00
	Subtotal	**$8,697.00**	**$8,830.00**
	Internal Services Total	**$8,697.00**	**$8,830.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	$43,623.00	$44,106.00
	Subtotal	**$43,623.00**	**$44,106.00**
001-0120-413-4255	TRAINING	$2,500.00	$2,500.00
	Subtotal	**$2,500.00**	**$2,500.00**
	Services and Supplies Total	**$56,123.00**	**$56,606.00**

Reallocation		Approved 2009-2010	Requested 2010-2011
001-0120-413-4496	ALLOCATION TO WATER	($9,723.00)	($9,815.00)
	Subtotal	**($9,723.00)**	**($9,815.00)**
001-0120-413-4497	ALLOCATION TO SEWER	($9,723.00)	($9,815.00)
	Subtotal	**($9,723.00)**	**($9,815.00)**
	Reallocation Total	**($19,446.00)**	**($19,630.00)**
	EMERGENCY PREPAREDNESS Total	**$45,374.00**	**$45,806.00**

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

Employee Services		Approved 2009-2010	Requested 2010-2011
001-0130-413-4111	SUSTAINABILITY INTERN	$25,000.00	$25,000.00
	Subtotal	**$25,000.00**	**$25,000.00**
001-0130-413-4120	PART TIME EMPLOYEE FRINGE	$0.00	$500.00
	Subtotal	**$0.00**	**$500.00**
	Employee Services Total	**$25,000.00**	**$25,500.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
001-0130-413-4251	ENVIRONMENTAL SUSTAINABILITY INITIATIVES	$10,000.00	$5,000.00
	Subtotal	**$10,000.00**	**$5,000.00**
001-0130-413-4253	ICLEI	$600.00	$600.00
001-0130-413-4253	SUSTAINABLE SILICON VALLEY	$1,000.00	$0.00
	Subtotal	**$1,600.00**	**$600.00**
	Services and Supplies Total	**$11,600.00**	**$5,600.00**

Reallocation		Approved 2009-2010	Requested 2010-2011
001-0130-413-4496	ALLOCATION TO EXP. TO WATER	($5,490.00)	($4,665.00)
	Subtotal	**($5,490.00)**	**($4,665.00)**
001-0130-413-4497	ALLOCATION TO EXP. TO SEWER	($5,490.00)	($4,665.00)
	Subtotal	**($5,490.00)**	**($4,665.00)**
	Reallocation Total	**($10,980.00)**	**($9,330.00)**
	ENVIRONMENTAL SUSTAINABILITY Total	**$25,620.00**	**$21,770.00**

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

Employee Services		Approved 2009-2010	Requested 2010-2011
001-0140-413-4111	TRANSPORTATION INTERN	$25,000.00	$25,000.00
	Subtotal	**$25,000.00**	**$25,000.00**
001-0140-413-4120	PART TIME EMPLOYEE FRINGE	$0.00	$500.00
	Subtotal	**$0.00**	**$500.00**
	Employee Services Total	**$25,000.00**	**$25,500.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
001-0140-413-4251	TRANSPORTATION INITIATIVES	$10,000.00	$5,000.00
	Subtotal	**$10,000.00**	**$5,000.00**
	Services and Supplies Total	**$10,000.00**	**$5,000.00**
	TRANSPORTATION Total	**$35,000.00**	**$30,500.00**

CITY/DISTRICT MANAGER - FCTV Account: 001-0150-413 GENERAL FUND

Employee Services		Approved 2009-2010	Requested 2010-2011
001-0150-413-4110	PERMANENT SALARIES (from Admin Svcs)	$0.00	$122,100.00
	Subtotal	**$0.00**	**$122,100.00**
001-0150-413-4120	FRINGE BENEFITS (from Admin Svcs)	$0.00	$38,400.00
	Subtotal	**$0.00**	**$38,400.00**
	Employee Services Total	**$0.00**	**$160,500.00**

Internal Services		Approved 2009-2010	Requested 2010-2011
001-0150-413-4556	EQUIPMENT REPLACEMENT CHARGES (from Admin Svcs)	$0.00	$48,552.00
	Subtotal	**$0.00**	**$48,552.00**
001-0150-413-4569	BUILDING MAINTENANCE (13% Cncl Chambers)	$0.00	$5,885.00
	Subtotal	**$0.00**	**$5,885.00**
	Internal Services Total	**$0.00**	**$54,437.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
001-0150-413-4242	POSTAGE (from Admin Svcs)	$0.00	$200.00

	Subtotal	**$0.00**	**$200.00**
001-0150-413-4243	FCTV PROD SUPPLIES / SW LICENSES (from Admin Svcs	$0.00	$2,000.00
001-0150-413-4243	SUPPLIES FOR FCTV CHANNEL 27 (from Admin Svcs)	$0.00	$3,500.00
	Subtotal	**$0.00**	**$5,500.00**
001-0150-413-4246	EQUIP MAINT -- COUNCIL CHAMBERS (from Admin Svcs)	$0.00	$5,000.00
001-0150-413-4246	MAINTENANCE ON FCTV EQUIPMENT (from Admin Svcs)	$0.00	$4,250.00
	Subtotal	**$0.00**	**$9,250.00**
001-0150-413-4247	VIDEO EQUIPMENT / LIGHTING RENTAL (from Admin Svcs	$0.00	$2,000.00
	Subtotal	**$0.00**	**$2,000.00**
001-0150-413-4251	FCTV MARKETING / ADVERTISING (from Admin Svcs)	$0.00	$6,000.00
001-0150-413-4251	INDEPENDENT CONTRACT WORK (from Admin Svcs)	$0.00	$14,500.00
	Subtotal	**$0.00**	**$20,500.00**
001-0150-413-4253	FCTV PROGRAM LICENSING	$0.00	$2,000.00
001-0150-413-4253	MISC MEMBERSHIPS/PUBLICATION (from Admin Svcs)	$0.00	$600.00
001-0150-413-4253	ONLINE VIDEO HOST / WEB SOLUTIONS (from Admin Svcs	$0.00	$500.00
	Subtotal	**$0.00**	**$3,100.00**
001-0150-413-4254	NAB CONFERENCE (1) (from Admin Svcs)	$0.00	$1,000.00
001-0150-413-4254	NATOA CONFERENCE (1) (from Admin Svcs)	$0.00	$2,000.00
001-0150-413-4254	SCAN-NATOA CONFERENCE (1) (from Admin Svcs)	$0.00	$400.00
	Subtotal	**$0.00**	**$3,400.00**
001-0150-413-4255	FCTV-RELATED TRAINING (from Admin Svcs)	$0.00	$1,000.00
	Subtotal	**$0.00**	**$1,000.00**
	Services and Supplies Total	**$0.00**	**$44,950.00**

Reallocation		Approved 2009-2010	Requested 2010-2011
001-0150-413-4496	ALLOCATION OF EXPENSES TO WATER	$0.00	($38,983.00)
	Subtotal	**$0.00**	**($38,983.00)**
001-0150-413-4497	ALLOCATION OF EXPENSES TO SEWER	$0.00	($38,983.00)

Subtotal	**$0.00**	**($38,983.00)**
Reallocation Total	**$0.00**	**($77,966.00)**
FCTV Total	**$0.00**	**$181,921.00**

CITY/DISTRICT MANAGER - PenTV Account: 001-0151-413 GENERAL FUND

Employee Services		Approved 2009-2010	Requested 2010-2011
001-0151-413-4110	PERMANENT SALARIES (from Admin Svcs)	$0.00	$6,800.00
	Subtotal	**$0.00**	**$6,800.00**
001-0151-413-4120	FRINGE BENEFITS (from Admin Svcs)	$0.00	$2,200.00
	Subtotal	**$0.00**	**$2,200.00**
	Employee Services Total	**$0.00**	**$9,000.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
001-0151-413-4243	SUPPLIES (from Admin Svcs)	$0.00	$500.00
	Subtotal	**$0.00**	**$500.00**
	Services and Supplies Total	**$0.00**	**$500.00**
	PenTV Total	**$0.00**	**$9,500.00**
	Less Offsetting Revenue		**$11,500.00**
	PenTV Net Operating Costs	**$0.00**	**($2,000.00)**

DEPARTMENT DESCRIPTION

The City Clerk Department maintains the official record of proceedings and filing of certain documents to ensure the continued operation of the City/District. The City Clerk Department is the office that supervises and conducts municipal elections. The City Clerk Department also provides clerical support services to the City Clerk, City Manager, Finance and Human Resources Departments.

DEPARTMENT PERSONNEL SUMMARY

Position	08-09	09-10	10-11	11-12	12-13	13-14	14-15
Full-Time Employees							
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 *	0.0	0.0	1.0	1.0	1.0	1.0	1.0
Total Full-Time Employees	2.0	2.0	3.0	3.0	3.0	3.0	3.0
Part-Time Employees							
CLERICAL ASSISTANT *	0.0	0.0	0.5	0.5	0.5	0.5	0.5
CLERICAL ASSISTANT *	0.0	0.0	0.5	0.5	0.5	0.5	0.5
Total Part-Time Employees	0.0	0.0	1.0	1.0	1.0	1.0	1.0
TOTAL EMPLOYEES	2.0	2.0	4.0	4.0	4.0	4.0	4.0

* - Positions previously shown in Administrative Services Department

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 performs certain legislative functions to ensure the continued operation of the City/District and provides clerical support service to City/District support departments. We are a courteous, service-oriented team of skilled professionals who are committed to providing optimal levels of service in a professional manner to the City Council, all departments and the Foster City community.

VALUES

The Department's values are Fiscal Responsibility, Integrity, Quality of Life, Leadership and Service.

FIVE-YEAR STRATEGIC PLAN

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

Values

- Fiscal Responsibility – Ensure benefit outweighs cost
- Integrity – Do the right thing
- Quality of Life – Live a balanced life

- Leadership – Lead by example
- Service – Commit to service and community

Initiatives

- Records Management
  Improve our records management program
  - Continue to implement records management program
  - Continue to input records into SIRE Electronic Document Management System (EDMS)
    - Continue to host annual free the files day
    - Host a bi-annual free the files day
    - Increase records management one on one assistance
    - Continue to manage off/on-site records inventory
    - Scan in agreements and other vital records into Sire EDMS
    - Identify trends / changes in copier technology / document management systems to find more cost-effective ways of managing records

- Communications
  Improve Communication with the Community, staff and Council
    - Provide on-demand video streaming/Minutes Plus
    - Improve public access to information - establish public portal to City documents
    - Offer annual Brown Act training to committee members and staff
    - Continue to offer SIRE EDMS training
    - Offer annual contract/insurance training
    - Continue to conduct free elections

- Going Green
  Improve business practices and reduce paper consumption
    - Continue to fully use Sire Agenda Plus to reduce number of packets being copied
    - Implement “Agenda to Go”
    - Reduce the purchase of bottled water
    - Encourage the transmittal of records via e-platforms

- Customer Service
  Improve business practices and reduce paper consumption
    - Provide public portal to agenda packets, resolutions, minutes, and ordinances
    - Continue out reach data collection survey
    - Provide on-demand video streaming
    - Implementation of Phase III and IV of Records Management Program, expand citywide EDMS Program and SIRE implementation and training
    - Ensure Reception personnel subscribe to all City e-mail listservs, especially the Public Information listserv
    - Perform monthly sweep of all brochures, pamphlets, and any other paper resources

made available in Lobby to ensure it is timely and relevant
  - Ensure Reception personnel are copied on City Council and Planning Commission agendas; view FCTV Council Recap on a regular basis

- Fiscal Management
  Improve business practices and reduce paper consumption
  - Manage supplies and services by enhancing the clerical support pool service for the City support departments (City Manager, Human Resources, Finance and City Clerk Departments)
  - Evaluate charges for Notary Services
  - Enhance delivery of passport service
  - Evaluate training/conferences
  - Evaluate need for law books
  - Identify potential digital-savvy outsourced solutions for large-volume copy production (e.g., agendas, Prop 218 notices), perform cost analysis
  - Evaluate staffing needs of the Reception Desk operations, investigating potential for automated call distribution and signage to direct customers to appropriate departments

KEY INITIATIVES COMPLETED

The City Clerk Department continued to provide high quality services to the Foster City Community, Council and staff during FY 2009-2010.

Communications

- Conducted the November 3, 2009 General Municipal Elections for two Council member seats and one measure
- Implemented Sire Agenda Plus an electronic agenda process
- Implemented a public portal to allow the public to search City records such as minutes, resolutions and ordinances
- Upgraded to Sire 5.2 and provided citywide training to all departments

Customer Service

- Implemented a clerical support pool service for the City Clerk, City Manager, Finance and Human Resources Departments
- Managed a robust volunteer program and trained three new volunteers to provide clerical support to the City Clerk, City Manager, Finance and Human Resources Departments

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2010-2011

Key initiatives and service levels planned for FY 2010-2011 include the following.

Records Management

- Scan in agreements and other vital records
- Host semi-annual free the files day
- Implement Phase III and IV of Records Management Program, expand citywide EDMS Program and SIRE implementation and training

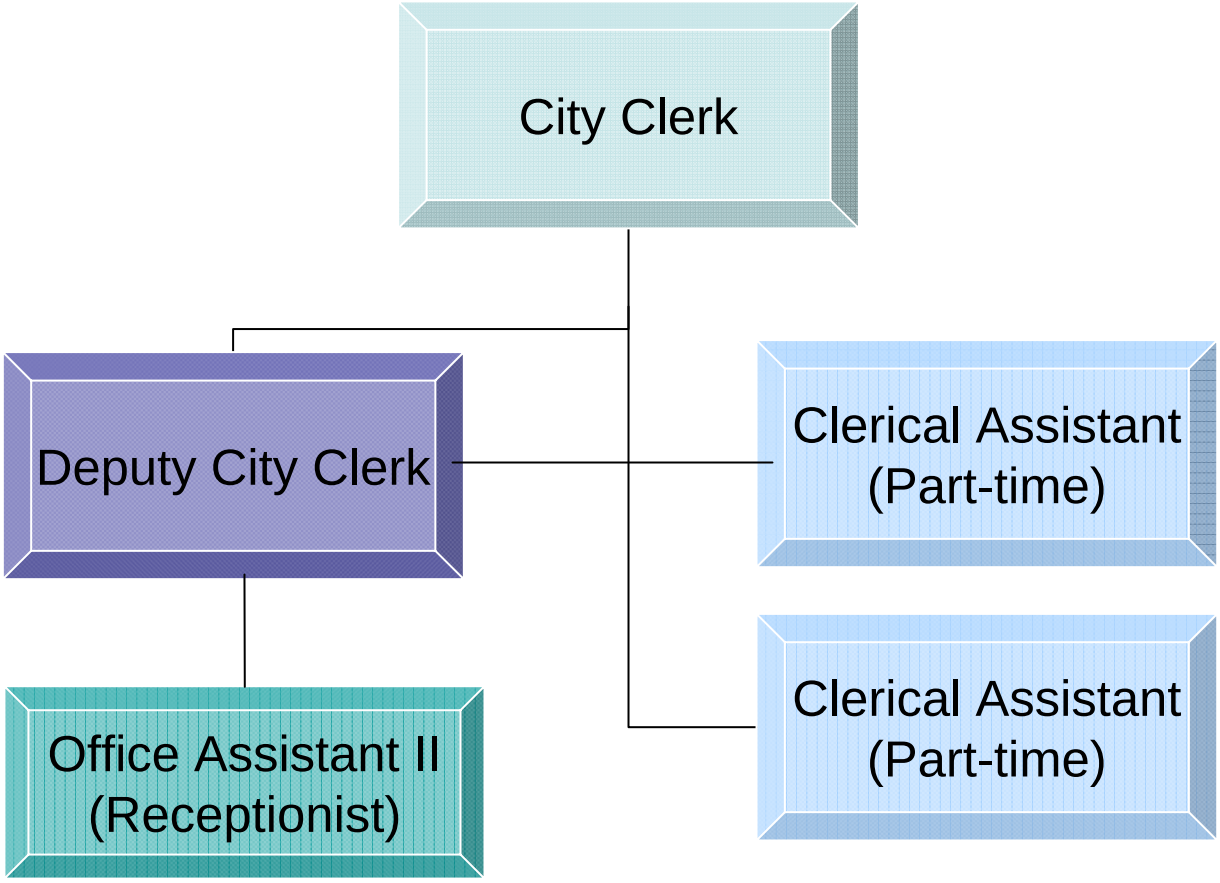
Communications

- Provide on-demand video streaming/Minutes Plus
- Provide Brown Act training to staff and Commissioners and Committee members

CHANGES IN FINANCIAL RESOURCES REQUIRED

No significant changes in financial resources are anticipated to achieve the FY 2010-2011 initiatives as outlined above.

City Clerk Department



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

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
ADMINISTRATION	$ 169,499	$ 169,499	$ 263,357
MUNICIPAL ELECTIONS	38,254	38,254	-
TOTAL FOR CITY CLERK	**$ 207,753**	**$ 207,753**	**$ 263,357**

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

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 250,000	$ 250,000	$ 380,500
SERVICES AND SUPPLIES	78,925	78,925	25,057
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	328,925	328,925	405,557
INTERNAL SERVICES	39,262	39,262	49,354
Subtotal (Total Department Expenses before Reallocations)	368,187	368,187	454,911
REALLOCATIONS	(160,434)	(160,434)	(191,554)
TOTAL FOR CITY CLERK	**$ 207,753**	**$ 207,753**	**$ 263,357**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2009-2010	Requested 2010-2011
001-0210-411-4110	PERMANENT SALARIES	$191,900.00	$254,500.00
	Subtotal	**$191,900.00**	**$254,500.00**
001-0210-411-4111	CLERICAL ASSISTANTS	$0.00	$24,000.00
	Subtotal	**$0.00**	**$24,000.00**
001-0210-411-4120	FRINGE BENEFITS	$57,900.00	$101,500.00
001-0210-411-4120	FRINGE FOR CLERICAL ASSISTANTS	$0.00	$500.00
	Subtotal	**$57,900.00**	**$102,000.00**
	Employee Services Total	**$249,800.00**	**$380,500.00**

Internal Services		Approved 2009-2010	Requested 2010-2011
001-0210-411-4556	EQUIPMENT REPLACEMENT	$0.00	$675.00
	Subtotal	**$0.00**	**$675.00**
001-0210-411-4557	INFORMATION TECHNOLOGY SERVICES	$17,573.00	$24,415.00
	Subtotal	**$17,573.00**	**$24,415.00**
001-0210-411-4569	BUILDING MAINTENANCE	$21,689.00	$24,264.00
	Subtotal	**$21,689.00**	**$24,264.00**
	Internal Services Total	**$39,262.00**	**$49,354.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	$2,200.00	$2,200.00
001-0210-411-4251	STATE OF CALIFORNIA STATUTE CODE BOOK UPDATES	$2,500.00	$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	$240.00
001-0210-411-4253	NATIONAL NOTARY ASSOCIATION DUES (1)	$40.00	$52.00
	Subtotal	**$375.00**	**$457.00**
001-0210-411-4254	CITY CLERK RELATED BUSINESS MEETINGS/LUNCHEONS	$400.00	$400.00
001-0210-411-4254	IIMC CONFERENCE	$1,500.00	$2,000.00
	Subtotal	**$1,900.00**	**$2,400.00**
001-0210-411-4255	NNA TRAINING & DUES PACKAGE (DEPUTY)	$500.00	$500.00
001-0210-411-4255	SIRE ROUNDTABLE TABLE 2010	$1,500.00	$1,500.00
	Subtotal	**$2,000.00**	**$2,000.00**
	Services and Supplies Total	**$24,475.00**	**$25,057.00**

Reallocation		Approved 2009-2010	Requested 2010-2011
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 311	($12,495.00)	($13,770.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 312	($12,495.00)	($13,770.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 317	($2,499.00)	($2,754.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 318	($9,994.00)	($11,016.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 319	($2,499.00)	($2,754.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 320	($9,994.00)	($11,016.00)
	Subtotal	**($49,976.00)**	**($55,080.00)**

001-0210-411-4496	ALLOCATION OF EXPENSES TO WATER	($47,031.00)	($68,237.00)
	Subtotal	**($47,031.00)**	**($68,237.00)**
001-0210-411-4497	ALLOCATION OF EXPENSES TO SEWER	($47,031.00)	($68,237.00)
	Subtotal	**($47,031.00)**	**($68,237.00)**
	Reallocation Total	**($144,038.00)**	**($191,554.00)**
	ADMINISTRATION Total	**$169,499.00**	**$263,357.00**

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

Employee Services		Approved 2009-2010	Requested 2010-2011
001-0220-414-4112	OVERTIME	$200.00	$0.00
	Subtotal	**$200.00**	**$0.00**
	Employee Services Total	**$200.00**	**$0.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
001-0220-414-4241	MUNICIPAL ELECTIONS - COPY EXPENSE	$150.00	$0.00
	Subtotal	**$150.00**	**$0.00**
001-0220-414-4242	POSTAGE EXPENSE	$250.00	$0.00
	Subtotal	**$250.00**	**$0.00**
001-0220-414-4243	GENERAL OFFICE SUPPLIES	$300.00	$0.00
	Subtotal	**$300.00**	**$0.00**
001-0220-414-4249	LEGAL ADVERTISING	$2,000.00	$0.00
	Subtotal	**$2,000.00**	**$0.00**
001-0220-414-4251	CONTRACTUAL SERVICES - TRANSLATION LEGAL NOTICES	$550.00	$0.00
001-0220-414-4251	COUNTY ELECTION SERVICES - BALLOT MEASURE	$10,000.00	$0.00

001-0220-414-4251	COUNTY ELECTION SERVICES - COUNCIL/BOARD ELECTION	$40,000.00	$0.00
	Subtotal	**$50,550.00**	**$0.00**
001-0220-414-4254	NEW LAW SEMINAR (CITY CLERK)	$1,200.00	$0.00
	Subtotal	**$1,200.00**	**$0.00**
	Services and Supplies Total	**$54,450.00**	**$0.00**

Reallocation		Approved 2009-2010	Requested 2010-2011
001-0220-414-4496	ALLOCATION OF EXPENSES TO WATER	($8,198.00)	$0.00
	Subtotal	**($8,198.00)**	**$0.00**
001-0220-414-4497	ALLOCATION OF EXPENSES TO SEWER	($8,198.00)	$0.00
	Subtotal	**($8,198.00)**	**$0.00**
	Reallocation Total	**($16,396.00)**	**$0.00**
	MUNICIPAL ELECTIONS Total	**$38,254.00**	**$0.00**

City Attorney

DEPARTMENT DESCRIPTION

The City Attorney Department provides legal services, advice and assistance in the following issue areas: city ordinance development and enforcement, development issues, franchise agreements, utility rates, personnel and labor relations, public records act requests, contract review, city policies and procedures, liability claims and other legal matter arising from business operations.

MISSION STATEMENT

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

KEY INITIATIVES COMPLETED

The City Attorney continued to provide high quality services during FY 2009-2010. During FY 2009-2010, the City Attorney's services were in high demand, resulting in higher than average use of her time. Some major areas in which she provided services included: code enforcement, department-specific issues, development matters and litigation.

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2010-2011

Based on an analysis of City Attorney budgets over the past five years, including the first nine months of FY 2009-2010, and due to the on-going nature of many of the items currently in the City Attorney's caseload, it is anticipated that the need for legal services in FY 2010-2011 will continue to remain at the current level, which is somewhat higher than what was budgeted in FY 2009-2010.

CHANGES IN FINANCIAL RESOURCES REQUIRED

A three year contract with the City Attorney ran through June 2010. A successor agreement was approved by the City Council in May 2010. The FY 2010-2011 budget reflects retainer and non-retainer costs pursuant to the successor agreement and an increase in anticipated non-retainer hours based on the budget experience during FY 2009-2010.

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

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	283,395	283,395	358,832
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	283,395	283,395	358,832
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	283,395	283,395	358,832
REALLOCATIONS	(85,018)	(85,018)	(107,650)
TOTAL FOR CITY ATTORNEY	**$ 198,377**	**$ 198,377**	**$ 251,182**

DETAIL LINE ITEM REPORT

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

Services and Supplies		Approved 2009-2010	Requested 2010-2011
001-0310-412-4251	NON-RETAINER SERVICES	$165,495.00	$225,000.00
001-0310-412-4251	OTHER ATTORNEY SERVICES	$10,000.00	$10,000.00
001-0310-412-4251	RETAINER	$106,400.00	$122,832.00
	Subtotal	**$281,895.00**	**$357,832.00**
001-0310-412-4254	LEAGUE OF CALIFORNIA CITIES MEETINGS	$1,500.00	$1,000.00
	Subtotal	**$1,500.00**	**$1,000.00**
	Services and Supplies Total	**$283,395.00**	**$358,832.00**

Reallocation		Approved 2009-2010	Requested 2010-2011
001-0310-412-4496	ALLOCATION TO EXP. TO WATER	($42,509.00)	($53,825.00)
	Subtotal	**($42,509.00)**	**($53,825.00)**
001-0310-412-4497	ALLOCATION TO EXP. TO SEWER	($42,509.00)	($53,825.00)
	Subtotal	**($42,509.00)**	**($53,825.00)**
	Reallocation Total	**($85,018.00)**	**($107,650.00)**
	CITY ATTORNEY Total	**$198,377.00**	**$251,182.00**

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On January 1, 2010, the administrative support departments were reorganized. The Administrative Services Department was separated and allocated to other departments based on function and personnel as follows:

Function	Department	Personnel
Department Head, Budget, Telecommunications Regulation	Financial Services	Administrative Services Director (position was eliminated and consolidated into the Finance Director position)
Administration – Reception, Passport Acceptance	City Clerk	Office Assistant II
Administrative – Management Assistant	City Manager's Office	Management Assistant
FCTV and PenTV Cablecasting	City Manager's Office	Video Producer, 2 Video Technicians
Information Technology	City Manager's Office	Information Technology Manager, 3 Sr. Systems Analysts

Budgetary resources for FY 2010-2011 were allocated to the departments indicated above.

DEPARTMENT PERSONNEL SUMMARY

Position	08-09	09-10	10-11	11-12	12-13	13-14	14-15
ADMINISTRATIVE SERV.DIRECTOR	1.0	1.0	0.0	0.0	0.0	0.0	0.0
MANAGEMENT ASSISTANT	1.0	1.0	0.0	0.0	0.0	0.0	0.0
OFFICE ASSISTANT II	1.0	1.0	0.0	0.0	0.0	0.0	0.0
VIDEO PRODUCER	1.0	1.0	0.0	0.0	0.0	0.0	0.0
VIDEO TECHNICIAN	2.0	2.0	0.0	0.0	0.0	0.0	0.0
INFO TECH MANAGER	1.0	1.0	0.0	0.0	0.0	0.0	0.0
SR. SYSTEMS ANALYST	3.0	3.0	0.0	0.0	0.0	0.0	0.0
TOTAL EMPLOYEES	10.0	10.0	0.0	0.0	0.0	0.0	0.0

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

	2009-2010		2010-2011
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	$ 266,683	$ 266,683	$ -
FCTV	210,744	210,744	-
PENTV CABLECASTING	62,900	62,900	-
TOTAL FOR ADMINISTRATIVE SERVICES	**$ 540,327**	**$ 540,327**	**$ -**

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

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 520,850	$ 520,850	$ -
SERVICES AND SUPPLIES	70,775	70,775	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	591,625	591,625	-
INTERNAL SERVICES	153,314	153,314	-
Subtotal (Total Department Expenses before Reallocations)	744,939	744,939	-
REALLOCATIONS	(204,612)	(204,612)	-
TOTAL FOR ADMINISTRATIVE SERVICES	**$ 540,327**	**$ 540,327**	**$ -**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2009-2010	Requested 2010-2011
001-0410-415-4110	PERMANENT SALARIES (reallocated)	$176,600.00	$0.00
	Subtotal	**$176,600.00**	**$0.00**
001-0410-415-4111	P/T COVERAGE - RECEPTION (moved to City Clerk)	$4,800.00	$0.00
001-0410-415-4111	PART-TIME ADMIN INTERN (moved to City Clerk)	$11,000.00	$0.00
	Subtotal	**$15,800.00**	**$0.00**
001-0410-415-4120	FRINGE BENEFITS (reallocated)	$55,000.00	$0.00
001-0410-415-4120	PART-TIME ADMINISTRATIVE INTERN	$250.00	$0.00
	Subtotal	**$55,250.00**	**$0.00**
	Employee Services Total	**$247,650.00**	**$0.00**

Internal Services		Approved 2009-2010	Requested 2010-2011
001-0410-415-4556	EQUIPMENT REPLACEMENT (moved to City Clerk 10-11)	$675.00	$0.00
	Subtotal	**$675.00**	**$0.00**
001-0410-415-4557	INFORMATION TECHNOLOGY SERVICES (reallocated)	$70,030.00	$0.00
	Subtotal	**$70,030.00**	**$0.00**
001-0410-415-4569	BUILDING MAINTENANCE (reallocated)	$26,295.00	$0.00
	Subtotal	**$26,295.00**	**$0.00**
	Internal Services Total	**$97,000.00**	**$0.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
001-0410-415-4241	COPIES FOR ADMINISTRATION ACTIVITIES	$500.00	$0.00
	Subtotal	**$500.00**	**$0.00**

001-0410-415-4242	POSTAGE FOR ADMINISTRATION	$500.00	$0.00
	Subtotal	**$500.00**	**$0.00**
001-0410-415-4243	MISC. ADMINISTRATION SUPPLIES	$2,500.00	$0.00
	Subtotal	**$2,500.00**	**$0.00**
001-0410-415-4251	CABLE FRANCHISE CONSULT (moved to Finance 10-11)	$3,000.00	$0.00
001-0410-415-4251	PENINSULA TV (moved to City Manager 10-11)	$21,500.00	$0.00
001-0410-415-4251	SAMCAT JPA DUES (moved to City Manager 10-11)	$2,500.00	$0.00
	Subtotal	**$27,000.00**	**$0.00**
001-0410-415-4253	COMCAST DIGITAL RECEIVERS (moved to Finance 10-11)	$1,000.00	$0.00
001-0410-415-4253	CSMFO MEMBERSHIP (moved to Finance 10-11)	$125.00	$0.00
001-0410-415-4253	NATOA MEMBERSHIP	$1,000.00	$0.00
001-0410-415-4253	ONLINE SURVEY SUBSCRIPTION	$300.00	$0.00
001-0410-415-4253	SCAN-NATOA	$50.00	$0.00
	Subtotal	**$2,475.00**	**$0.00**
001-0410-415-4254	CSMFO Conference (moved to Finance 10-11)	$650.00	$0.00
001-0410-415-4254	MISAC ANNUAL CONFERENCE	$700.00	$0.00
001-0410-415-4254	MISC. MEETINGS/WORKSHOPS (see CM and Finance)	$1,000.00	$0.00
001-0410-415-4254	OTHER TRAINING (moved to Finance 10-11)	$500.00	$0.00
001-0410-415-4254	SCAN-NATOA ANNUAL CONFERENCE	$500.00	$0.00
	Subtotal	**$3,350.00**	**$0.00**
	Services and Supplies Total	**$36,325.00**	**$0.00**

Reallocation		Approved 2009-2010	Requested 2010-2011
001-0410-415-4496	ALLOCATION OF EXPENSES TO WATER	($57,146.00)	$0.00
	Subtotal	**($57,146.00)**	**$0.00**
001-0410-415-4497	ALLOCATION OF EXPENSES TO SEWER	($57,146.00)	$0.00
	Subtotal	**($57,146.00)**	**$0.00**
	Reallocation Total	**($114,292.00)**	**$0.00**

Total	**$266,683.00**	**$0.00**

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

Employee Services		Approved 2009-2010	Requested 2010-2011
001-0440-415-4110	PERMANENT SALARIES (moved to City Mgr)	$160,700.00	$0.00
	Subtotal	**$160,700.00**	**$0.00**
001-0440-415-4120	FRINGE BENEFITS (moved to City Mgr)	$50,100.00	$0.00
	Subtotal	**$50,100.00**	**$0.00**
	Employee Services Total	**$210,800.00**	**$0.00**

Internal Services		Approved 2009-2010	Requested 2010-2011
001-0440-415-4556	EQUIPMENT REPLACEMENT (moved to City Mgr)	$50,481.00	$0.00
	Subtotal	**$50,481.00**	**$0.00**
001-0440-415-4569	BUILDING MAINTENANCE (13% Cncl Chambers)	$5,833.00	$0.00
	Subtotal	**$5,833.00**	**$0.00**
	Internal Services Total	**$56,314.00**	**$0.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
001-0440-415-4242	POSTAGE (moved to City Mgr)	$200.00	$0.00
	Subtotal	**$200.00**	**$0.00**
001-0440-415-4243	FCTV PROD SUPPLIES / SW LICENSES (moved to CityMgr	$2,000.00	$0.00
001-0440-415-4243	SUPPLIES FOR FCTV CHANNEL 27 (moved to City Mgr)	$3,500.00	$0.00
	Subtotal	**$5,500.00**	**$0.00**
001-0440-415-4246	EQUIP MAINT -- COUNCIL CHAMBERS (moved to City Mgr	$5,000.00	$0.00

001-0440-415-4246	MAINT ON FCTV EQUIPMENT (moved to City Mgr)	$4,250.00	$0.00
	Subtotal	**$9,250.00**	**$0.00**
001-0440-415-4247	VIDEO EQUIP / LIGHTING RENTAL (moved to City Mgr)	$1,500.00	$0.00
	Subtotal	**$1,500.00**	**$0.00**
001-0440-415-4251	FCTV MARKETING / ADVERTISING (moved to City Mgr)	$6,000.00	$0.00
001-0440-415-4251	INDEPENDENT CONTRACT WORK (moved to City Mgr)	$2,000.00	$0.00
	Subtotal	**$8,000.00**	**$0.00**
001-0440-415-4253	FCTV PROGRAM LICENSING (moved to City Mgr)	$2,000.00	$0.00
001-0440-415-4253	MISC MEMBERSHIPS/PUBLICATIONS (moved to City Mgr)	$600.00	$0.00
001-0440-415-4253	VIDEO HOSTING/WEB SOLUTIONS (moved to City Mgr)	$500.00	$0.00
	Subtotal	**$3,100.00**	**$0.00**
001-0440-415-4254	NAB CONFERENCE (3) (moved to City Mgr)	$3,000.00	$0.00
001-0440-415-4254	NATOA CONFERENCE (1) (moved to City Mgr)	$2,000.00	$0.00
001-0440-415-4254	SCAN-NATOA CONFERENCE (1) (moved to City Mgr)	$400.00	$0.00
	Subtotal	**$5,400.00**	**$0.00**
001-0440-415-4255	FCTV-RELATED TRAINING (moved to City Mgr)	$1,000.00	$0.00
	Subtotal	**$1,000.00**	**$0.00**
	Services and Supplies Total	**$33,950.00**	**$0.00**

Reallocation		Approved 2009-2010	Requested 2010-2011
001-0440-415-4496	ALLOCATION OF EXPENSES TO WATER	($45,160.00)	$0.00
	Subtotal	**($45,160.00)**	**$0.00**
001-0440-415-4497	ALLOCATION OF EXPENSES TO SEWER	($45,160.00)	$0.00
	Subtotal	**($45,160.00)**	**$0.00**
	Reallocation Total	**($90,320.00)**	**$0.00**
	Total	**$210,744.00**	**$0.00**

Employee Services		Approved 2009-2010	Requested 2010-2011
001-0441-415-4110	PERMANENT SALARIES (moved to City Mgr)	$47,600.00	$0.00
	Subtotal	**$47,600.00**	**$0.00**
001-0441-415-4120	FRINGE BENEFITS (moved to City Mgr)	$14,800.00	$0.00
	Subtotal	**$14,800.00**	**$0.00**
	Employee Services Total	**$62,400.00**	**$0.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
001-0441-415-4243	SUPPLIES (moved to City Mgr)	$500.00	$0.00
	Subtotal	**$500.00**	**$0.00**
	Services and Supplies Total	**$500.00**	**$0.00**
	PENTV CABLECASTING Total	**$62,900.00**	**$0.00**
	Less Offsetting Revenue	**$68,000.00**	**$0.00**
	PenTV Net Operating Costs	**($5,100.00)**	**$0.00**

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Human Resources

DEPARTMENT DESCRIPTION

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. Finally, the Department is responsible for citywide risk management initiatives, including the Self-Insurance internal services fund.

DEPARTMENT PERSONNEL SUMMARY

Position	08-09	09-10	10-11	11-12	12-13	13-14	14-15
HUMAN RESOURCES DIRECTOR	1.0	1.0	1.0	1.0	1.0	1.0	1.0
HUMAN RESOURCES ANALYST	2.0	2.0	2.0	2.0	2.0	2.0	2.0
TOTAL EMPLOYEES	3.0	3.0	3.0	3.0	3.0	3.0	3.0

MISSION STATEMENT

The Human Resources Department is a dedicated, customer-oriented adviser that provides reliable, respectful, and honest counsel, striving to identify and implement the most comprehensive strategic solutions that balance the short - and long- term interests of the City's employees, operations, and community.

FIVE-YEAR STRATEGIC PLAN

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

Values

The Department's values are diligence, customer-oriented, commitment, thoroughness, and consistency.

Initiatives: Goals and Objectives

1. **Lead and support the implementation of a performance management system that results in at least two departments that have implemented practices that give employees focus in their jobs, address performance issues constructively, and present no surprise performance evaluations through March 31, 2012.**
   - Conduct supervisory training for selected departments
   - Develop a Performance Management System

Tool
- Ensure accountability of reflective performance evaluations
- Monitor and advise on chronic performance management challenges and instituting discipline
- Performance evaluations are completed within 30 days of evaluation end date

2. **Develop and maintain an effective compensation system that reviews all City classifications for internal equity and market equity that results in a workforce that feels fairly compensated and attracts and retains high quality employees by June 30, 2015.**
   - Conduct City-Wide Compensation Study for External Equity
   - Conduct City-Wide Compensation Study for Internal Equity
   - Implement compensation changes for identified classifications
   - Gage employee satisfaction with compensation
3. **Lead and coordinate the revising of Core Competencies for all classifications using a trait and behavior based methodology affecting the recruitment process, performance management system, classification system, and employee development and training that results in the establishment of meaningful criteria in each function and provides user friendly guidance in the competencies by December 31, 2010.**
   - Establish core competencies committee
   - Conduct all necessary training
   - Prepare Core Competencies
4. **Create an onboarding program that orientates new hire employees and continues through the first year of employment and beyond that ensures informed employees and fosters an open communication relationship by April 30, 2014.**
   - Get City Manager and Department Head buy-in
   - Create goals for onboarding program
   - Prepare onboarding materials
5. **Organize and lead a succession planning program for participating operating departments that results in key classifications for succession needs identified and high potential individuals for development identified, and creates a system defined for developing and maintaining continuous succession planning ready to start in 2011.**
   - Identify key City positions
   - Identify core competencies for potential future vacancies
   - Identify high potential employees
   - Draft plan and create monitoring benchmarks
6. **Develop, implement, and maintain a recruitment system that consistently and thoroughly tests the knowledge, skills, and abilities for each recruitment based on behavior and trait-based competencies to recruit high functioning employees so at least**

90% of new hires are self sufficient within 18 months of hire by March 1, 2012.

- Develop a system for translating core competencies into knowledge skills and abilities
- Implement an on-line tool for drafting interview questions
- Create a benchmark system to measure effectiveness

7. **All Employment policies and policy implementation practices are in compliance with governing law and are written in understandable language where employees are treated consistently by June 30, 2015.**
   - Effective Leave Management Program
   - Revise all Human Resources policies
   - ADA Training
   - Wage/Hour Audit
   - CalPERS Practice Audit
8. **Lead and implement a training curriculum which is linked to core competencies and provides a customized training and development plan for each employee in every participating operating department that is tailored to the employees' career aspirations and/or organizational and departmental strategic goals by December 31, 2011.**
   - Assess our own needs
   - Gather information on training options
   - Select classes
   - Advertise our own trainings
   - When core competencies are completed, link each training opportunity
   - Create a development plan form for each employee (which will be completed by their supervisor at three months)
9. **Lead and develop a mentoring program that supports employee training and development for at least five employees and translates into employees having improved practical job-related skills by December 31, 2011.**
   - Get City Manager and Department Head Buy-in
   - Develop materials (what the program is all about)
   - Gather participants
   - Match participants

KEY INITIATIVES COMPLETED

The Human Resources Department continued to provide high quality services to the Departments and staff during FY 2009-2010. The Human Resources Department completed one of its major strategic objectives when it crafted a five-year strategic planning program. From this process, the Human Resources Department crafted its own five year strategic plan.

Employee Relations

- The Human Resources Department embarked on a robust supervisory guidance initiative complete with customized approaches for several operating

departments, including thorough supervisory skills training, executive coaching, and intense performance management counseling. It has resulted in greater efficiency in the work groups.

- The Human Resources Department has engaged in a comprehensive competitive pricing endeavor to identify the next performance management system for the City to be implemented next fiscal year.

Training and Development

- The Human Resources Department designed a comprehensive succession planning program, including plans for a mentoring program and a comprehensive training program. The succession planning endeavors will take dedication to realize over the next several years.
- The Human Resources Department conducted a customized performance evaluation training for all of its managers and supervisors.
- Conducted a training needs assessment for development of new training curriculum.

Benefits

- The Human Resources Department formed a Deferred Compensation Committee, comprised of the Human Resources Department and employee representatives to complete a comprehensive Request for Proposal process and identified a provider, which will realize a 25% reduction in fees for plan participants when it is implemented in the next fiscal year.

Labor Relations

- The Human Resources Department successfully resolved several grievances and employee issues.
- The Human Resources Department conducted labor negotiations with the AFSCME Bargaining Unit and came to a mutually beneficial resolution on all interests.

Workers' Compensation

- The Human Resources Department resolved a number of outstanding claims and has reduced its active claim numbers by approximately 25% compared with open claims a year ago.

Recruitment and Selection

- The Human Resources Department has embarked on more closely linking the knowledge, skills and abilities which are comprehensively tested in the assessment center.

Classification and Compensation

- The Human Resources Department partnered with the City Manager's office to reorganize the clerical support functions for the City Manager's Office, the Finance Department, the Human Resources Department, and the City Clerk's Department. The clerical support is now delivered through a pooled approach.

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2010-2011

Key initiatives and service levels planned for FY 2010-2011 include the following:

Employee Relations

- Implement new performance management system and conduct training on effective performance evaluations.
- Revise 10 of the City's employment policies so that they are in compliance with governing law and are written in understandable language where employees are treated consistently.

Training and Development

- Revise the Core Competencies for all job classifications in the City.
- Identify potential vacancies, conduct a gap analysis, and identify high potential employees within the organization to enable development for anticipated vacancies.
- Conduct a City-wide training needs survey to gain employee input.
- The Human Resources Department anticipates finalizing a two-county training consortium to provide a wider array of training opportunities for its employees.
- The Human Resources Department plans to provide an electronic Learning Management System to computerize its training enrollment, approval, and tracking. This will lead to increased visibility of training opportunities and a more effective training tracking system.
- Draft training courses identifiers to link training opportunities with core competencies of each classification in the City.
- Develop developmental plans for employees and workforce to reflect an individualized training and development outline based on employee aspirations and organizational needs.
- Develop mentoring program in the City that supports employee training and development for participating employees.

Benefits

- Conduct benefits training to educate employees on their own benefits and to ensure employees have basic education regarding retirement planning.

Labor Relations

- None

Workers' Compensation

- None

Recruitment and Selection

- The Job Descriptions for all classifications City-wide will be revised.
- Translate the core competencies into knowledge, skills and abilities for use in assessment center testing processes.

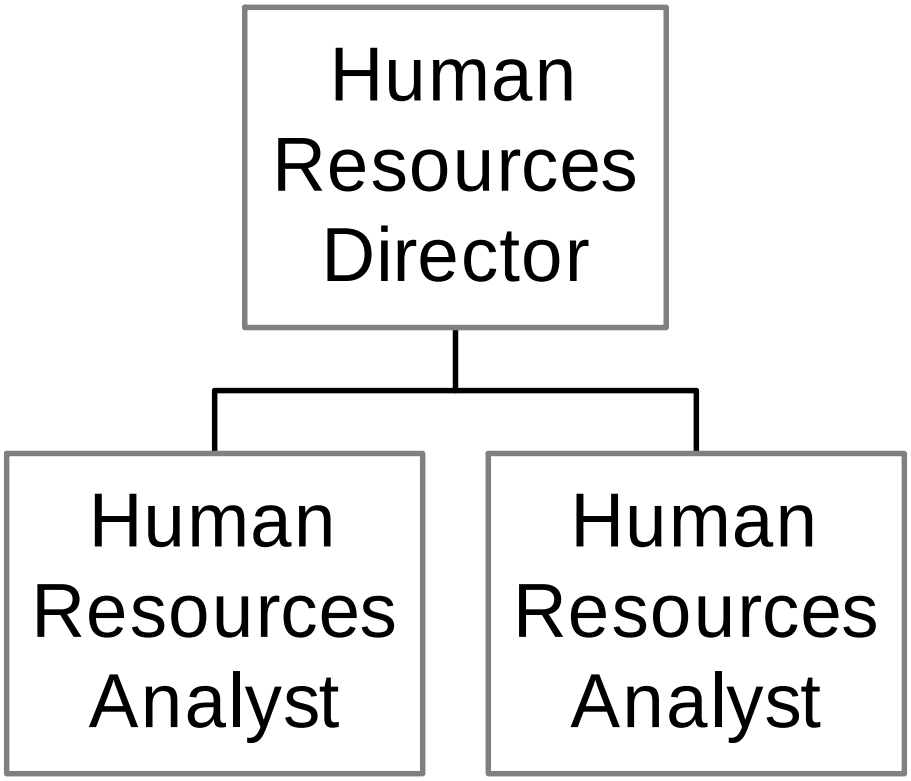
Classification and Compensation

- The Human Resources Department will partner with the City Manager's office to explore reorganizations and opportunities for shared services to increase efficiencies in the City and also reducing costs.

CHANGES IN FINANCIAL RESOURCES REQUIRED

The functions related to citywide risk management, including oversight of the Self-Insurance internal services fund, were transferred to the Human Resources Department for FY 2010-2011. The Self-Insurance internal service charges were reallocated to the Department in a newly created “Risk Management” division. Otherwise, no significant changes in financial resources are anticipated to achieve the FY 2010-2011 initiatives as outlined above.

Human Resources Department



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

	2009-2010		2010-2011
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	$ 414,678	$ 414,678	$ 406,238
RISK MANAGEMENT	-	-	137,000
TOTAL FOR HUMAN RESOURCES	**$ 414,678**	**$ 414,678**	**$ 543,238**

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

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 434,300	$ 434,300	$ 418,800
SERVICES AND SUPPLIES	113,205	113,205	248,855
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	547,505	547,505	667,655
INTERNAL SERVICES	44,891	44,891	49,683
Subtotal (Total Department Expenses before Reallocations)	592,396	592,396	717,338
REALLOCATIONS	(177,718)	(177,718)	(174,100)
TOTAL FOR HUMAN RESOURCES	**$ 414,678**	**$ 414,678**	**$ 543,238**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2009-2010	Requested 2010-2011
001-1210-415-4110	PERMANENT SALARIES	$330,900.00	$308,500.00
	Subtotal	**$330,900.00**	**$308,500.00**
001-1210-415-4120	FRINGE BENEFITS	$103,400.00	$110,300.00
	Subtotal	**$103,400.00**	**$110,300.00**
	Employee Services Total	**$434,300.00**	**$418,800.00**

Internal Services		Approved 2009-2010	Requested 2010-2011
001-1210-415-4557	INFORMATION TECHNOLOGY SERVICES	$26,114.00	$28,157.00
	Subtotal	**$26,114.00**	**$28,157.00**
001-1210-415-4569	BUILDING MAINTENANCE	$18,777.00	$21,526.00
	Subtotal	**$18,777.00**	**$21,526.00**
	Internal Services Total	**$44,891.00**	**$49,683.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	$8,500.00	$8,500.00
001-1210-415-4251	LEGAL SERVICES	$20,000.00	$20,000.00
001-1210-415-4251	OSHA BLOODBORNE PATHOGENS RULE COMPLIANCE	$3,500.00	$3,500.00
001-1210-415-4251	SPECIALIZED MEDICAL EXAMS (FFD, ETC.)	$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	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	$400.00	$400.00
	Subtotal	**$1,780.00**	**$1,780.00**
001-1210-415-4254	CONSORTIUM & REGIONAL MEETINGS	$1,250.00	$900.00
001-1210-415-4254	LEAGUE OF CA.CITIES - EMPL REL INST / ANNUAL CONF	$2,750.00	$2,500.00
001-1210-415-4254	MANAGEMENT MTGS / EXEC RETREAT / MISC CITY MTGS	$750.00	$250.00
001-1210-415-4254	NORCAL PERSONNEL MGRS. CONF./ROUNDTABLE	$1,750.00	$1,500.00
	Subtotal	**$6,500.00**	**$5,150.00**
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**	**$111,855.00**

Reallocation		Approved 2009-2010	Requested 2010-2011
001-1210-415-4496	ALLOCATION OF EXPENSES TO WATER	($88,859.00)	($87,050.00)
	Subtotal	**($88,859.00)**	**($87,050.00)**
001-1210-415-4497	ALLOCATION OF EXPENSES TO SEWER	($88,859.00)	($87,050.00)
	Subtotal	**($88,859.00)**	**($87,050.00)**
	Reallocation Total	**($177,718.00)**	**($174,100.00)**
	ADMINISTRATION Total	**$414,678.00**	**$406,238.00**

HUMAN RESOURCES - SELF-INSURANCE FUND Account: 001-1220-413 GENERAL FUND

Internal Services		Approved 2009-2010	Requested 2010-2011
001-1220-413-4562	SELF INSURANCE	$0.00	$137,000.00
	Subtotal	**$0.00**	**$137,000.00**
	Internal Services Total	**$0.00**	**$137,000.00**
	SELF-INSURANCE FUND Total	**$0.00**	**$137,000.00**

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Financial Services

DEPARTMENT DESCRIPTION

The Financial Services Department is responsible to provide timely and accurate financial information and reports and provide high quality services to the community and all operating departments.

The 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 and investment management, 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 all aspects of general ledger maintenance, capital asset accounting including capital improvement projects, accounts payable, accounts receivable, cash receipts, payroll, bank reconciliation, preparation of special reports such as the State Controller's report, and internal financial reporting.
- The Utility Accounting program is responsible for utility billing, and works in conjunction with Public Works Maintenance for integration of meter reading data.
- The Taxes and Licenses program is responsible for processing business license applications, collecting business license fees, and monitoring business license enforcement.

DEPARTMENT PERSONNEL SUMMARY

Position	08-09	09-10	10-11	11-12	12-13	13-14	14-15
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
MANAGEMENT ASSISTANT	1.0	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
TOTAL EMPLOYEES	8.0	8.0	8.0	8.0	8.0	8.0	8.0

MISSION STATEMENT

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

VALUES

The Department's values are:

Excellence/Quality. We value innovative, timely, efficient, solution-oriented, and cost-effective services and systems. We are committed to achieving the highest levels of customer satisfaction. We provide leadership to the City in delivering proactive financial solutions and services in support of the City strategic plan.

Integrity. We provide services in an honest, ethical, open, courteous, caring, and concerned manner, respecting all people and the free exchange of ideas.

Communication. We communicate with our internal and external customers to manage expectations and assure the highest levels of satisfaction. We actively seek partnership opportunities and solicit employee and customer input and respond to their concerns.

Employee Focus. We are committed to the success of our employees as they are our most valuable resources.

Teamwork. We value the contribution our staff makes in achieving our mission. We support and encourage teamwork and personal development to ensure a high level of competence, expertise, and satisfaction.

Stewardship. We practice sound financial management and are committed to ensuring the efficient and effective use of City resources.

FIVE-YEAR STRATEGIC PLAN

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

- Goals and Objectives
  1. **Utility Billing (2010-2011)**
     - Implement the conservation-based water rate model, including tiered rate and water budget rate structures
     - Enhance utility bills to a more user-friendly and conservation-minded format
     - Streamline utility billing invoicing by investigating outsourced bill printing and mailing systems
     - Implement an online utility billing system so that the community can review and pay their utility bills without the need to come to City Hall
     - Implement a monthly utility billing cycle to allow customers more real-time information on water usage
     - Collaborate with Public Works and City Manager's Office staff to implement expanded rebate programs that lead towards water conservation.

- Identify and implement billing alternatives and efficiencies for fixed-rate wastewater revenues (e.g., including wastewater availability charges on property tax bills)

2. **Business Continuity Planning (2010-2011 to 2012-2013**)
   - Perform periodic business continuity testing to ensure uninterrupted fiscal services to the community and employees in the case of a disaster or business interruption
   - Assist other departments in developing and implementing their business continuity plans, with particular attention to internal business systems
3. **Capital Asset Management (2010-2011 to 2012-2013**)
   - Implement an integrated Capital Assets Management and Equipment Replacement management system to improve the efficiency, accuracy and cost effectiveness of City / District asset management practices
4. **Payroll (2010-2011 to 2012-2013)**
   - Lead an interdepartmental and cross-sectional team to improve the accuracy, efficiency and cost-effectiveness of payroll practices
   - Develop a detailed and more understandable payroll statement and benefits information report
5. **Accounts Payable / Purchasing (2010-2011 to 2012-2013)**
   - Lead an interdepartmental and cross-sectional team to improve the accuracy, efficiency and cost-effectiveness of accounts payable and procurement practices
6. **Financial Management and Reporting (2010-2011 and 2011-2012)**
   - Develop and implement Executive-Level Quarterly Financial Reporting for City Council and Department Head consumption
   - Develop a citizen's financial reporting publication that makes city financial issues relevant and understandable for the general public

KEY INITIATIVES COMPLETED

The Financial Services Department continued to provide high quality services during FY 2009-2010.

- 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.
- Implemented GASB 45 Other Post Employment Benefits (OPEB) disclosure.

- 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 and paid off 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 refinement of the financial accounting system for greater accountability and internal controls.
- Updated Comprehensive Annual Financial Report (CAFR) on the City's website.
- Continued monitoring of the business license program for local businesses.
- Continued analyzing the monthly percentage rent versus minimum rent from the financial reports received from VB Golf.
- Continued audit of Peninsula Jewish Community Center's (PJCC) annual membership and program discount reports.
- Performed internal audit for departmental petty cash funds.
- Completed the laser check printing project.
- Took over the accounting processing for CDA rental properties.
- Participated in the reorganization and consolidation of administrative support departments.

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2010-2011

Key initiatives and service levels planned for FY 2010-2011 include the following.

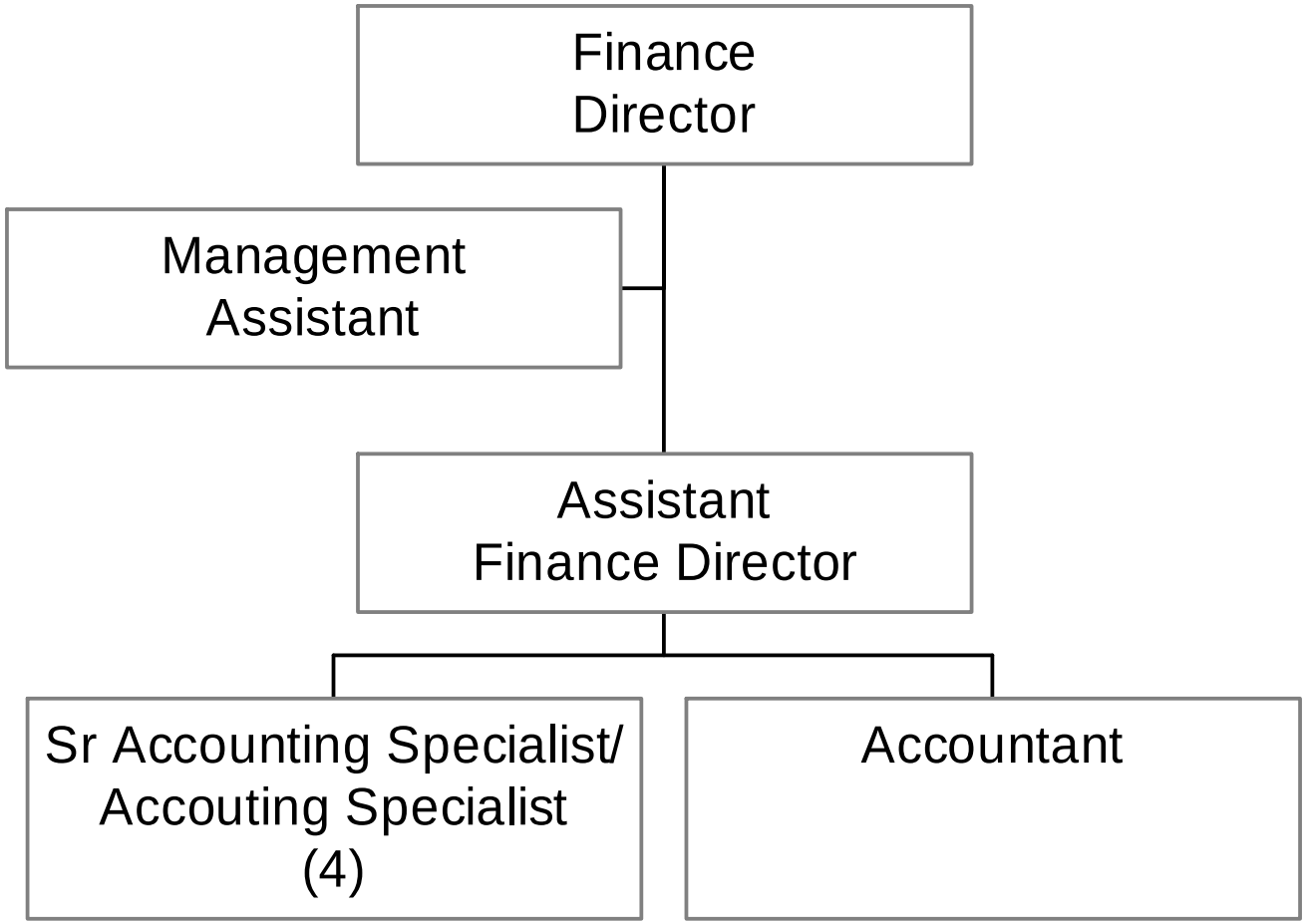
- Implementation of new conservation-based water rates
- Implementation of utility online billings and payments

CHANGES IN FINANCIAL RESOURCES REQUIRED

None of the initiatives in the Strategic Plan for FY 2010-2011 require additional financial resources other than the following:

- Utility Billing Credit Card Transaction Fees – anticipated increase in credit card transaction fees of $117,500 for transition towards online utility billing services, incorporated into the rate models as a "cost of doing business" per District Board policy direction.

Financial Services Department



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

	2009-2010		2010-2011
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	$ 207,163	$ 207,163	$ 227,094
GENERAL ACCOUNTING	242,815	242,815	253,373
TAXES & LICENSES	77,748	77,748	79,881
UTILITY ACCOUNTING	-	-	-
TOTAL FOR FINANCIAL SERVICES	**$ 527,726**	**$ 527,726**	**$ 560,348**

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

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 939,550	$ 939,550	$ 989,950
SERVICES AND SUPPLIES	168,551	168,551	283,501
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	1,108,101	1,108,101	1,273,451
INTERNAL SERVICES	122,489	122,489	137,737
Subtotal (Total Department Expenses before Reallocations)	1,230,590	1,230,590	1,411,188
REALLOCATIONS	(702,864)	(702,864)	(850,840)
TOTAL FOR FINANCIAL SERVICES	**$ 527,726**	**$ 527,726**	**$ 560,348**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2009-2010	Requested 2010-2011
001-1110-415-4110	PERMANENT SALARIES	$237,800.00	$249,000.00
	Subtotal	**$237,800.00**	**$249,000.00**
001-1110-415-4120	FRINGE BENEFITS	$69,300.00	$79,600.00
	Subtotal	**$69,300.00**	**$79,600.00**
	Employee Services Total	**$307,100.00**	**$328,600.00**

Internal Services		Approved 2009-2010	Requested 2010-2011
001-1110-415-4544	VEHICLE REPLACEMENT	$8,697.00	$15,088.00
	Subtotal	**$8,697.00**	**$15,088.00**
001-1110-415-4557	INFORMATION TECHNOLOGY SERVICES	$10,030.00	$18,141.00
	Subtotal	**$10,030.00**	**$18,141.00**
001-1110-415-4558	LONGEVITY RECOGNITION BENEFITS FUND	$2,548.00	$0.00
	Subtotal	**$2,548.00**	**$0.00**
001-1110-415-4569	BUILDING MAINTENANCE	$5,532.00	$6,391.00
	Subtotal	**$5,532.00**	**$6,391.00**
	Internal Services Total	**$26,807.00**	**$39,620.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	$4,000.00
	Subtotal	**$6,950.00**	**$4,950.00**

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	$56,676.00	$56,676.00
001-1110-415-4251	CABLE FRANCHISE CONSULTING (from Admin Svcs)	$0.00	$1,500.00
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	**$63,526.00**	**$65,026.00**
001-1110-415-4253	CALIFORNIA MUNICIPAL TREASURER ASSN	$300.00	$100.00
001-1110-415-4253	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS	$120.00	$120.00
001-1110-415-4253	COMCAST DIGITAL RECEIVER BOXES (from Admin Svcs)	$0.00	$1,000.00
001-1110-415-4253	GASB SUBSCRIPTIONS	$200.00	$205.00
001-1110-415-4253	GOVERNMENT FINANCE OFFICERS ASSOCIATION	$220.00	$225.00
	Subtotal	**$840.00**	**$1,650.00**
001-1110-415-4254	CALIFORNIA MUNICIPAL TREASURER ASSN	$750.00	$0.00
001-1110-415-4254	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS	$750.00	$750.00
001-1110-415-4254	LEAGUE OF CALIFORNIA CITIES	$750.00	$750.00
001-1110-415-4254	MISCELLANEOUS MEETINGS	$300.00	$300.00
	Subtotal	**$2,550.00**	**$1,800.00**
001-1110-415-4255	GOVERNMENT FINANCE OFFICERS ASSOCIATION	$2,000.00	$2,500.00
	Subtotal	**$2,000.00**	**$2,500.00**
	Services and Supplies Total	**$79,016.00**	**$79,076.00**

Reallocation		Approved 2009-2010	Requested 2010-2011
001-1110-415-4495	ALLOCATION OF CDA EXPENSES 311	($13,647.00)	($14,336.00)

001-1110-415-4495	ALLOCATION OF CDA EXPENSES 312	($13,647.00)	($14,336.00)
001-1110-415-4495	ALLOCATION OF CDA EXPENSES 317	($5,459.00)	($5,734.00)
001-1110-415-4495	ALLOCATION OF CDA EXPENSES 318	($21,836.00)	($22,937.00)
001-1110-415-4495	ALLOCATION OF CDA EXPENSES 319	($5,459.00)	($5,734.00)
001-1110-415-4495	ALLOCATION OF CDA EXPENSES 320	($21,836.00)	($22,937.00)
	Subtotal	**($81,884.00)**	**($86,014.00)**
001-1110-415-4496	ALLOCATION OF EXPENSES TO WATER	($61,938.00)	($67,094.00)
	Subtotal	**($61,938.00)**	**($67,094.00)**
001-1110-415-4497	ALLOCATION OF EXPENSE TO SEWER	($61,938.00)	($67,094.00)
	Subtotal	**($61,938.00)**	**($67,094.00)**
	Reallocation Total	**($205,760.00)**	**($220,202.00)**
	ADMINISTRATION Total	**$207,163.00**	**$227,094.00**

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

Employee Services		Approved 2009-2010	Requested 2010-2011
001-1120-415-4110	PERMANENT SALARIES	$345,000.00	$355,000.00
	Subtotal	**$345,000.00**	**$355,000.00**
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	$100,600.00	$114,500.00
	Subtotal	**$100,600.00**	**$114,500.00**
	Employee Services Total	**$450,600.00**	**$474,500.00**

Internal Services	Approved	Requested

		2009-2010	2010-2011
001-1120-415-4557	INFORMATION TECHNOLOGY SERVICES	$37,612.00	$36,277.00
	Subtotal	**$37,612.00**	**$36,277.00**
001-1120-415-4569	BUILDING MAINTENANCE	$11,064.00	$12,781.00
	Subtotal	**$11,064.00**	**$12,781.00**
	Internal Services Total	**$48,676.00**	**$49,058.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
001-1120-415-4241	COPIES FOR CORRESPONDENCE, COMPUTER REPORTS, ETC.	$4,500.00	$3,000.00
	Subtotal	**$4,500.00**	**$3,000.00**
001-1120-415-4242	POSTAGE FOR CORRESPONDENCE	$2,000.00	$2,000.00
	Subtotal	**$2,000.00**	**$2,000.00**
001-1120-415-4243	AP SIG CARD & WINDOW ENVELOPES	$600.00	$800.00
001-1120-415-4243	AR INVOICES & WINDOW ENVELOPES	$685.00	$650.00
001-1120-415-4243	CALCULATORS (2)	$200.00	$200.00
001-1120-415-4243	MISC OFFICE SUPPLIES (BINDERS, BOXES, PAPER, ETC.)	$800.00	$800.00
001-1120-415-4243	P.O.'S, ACCOUNTS PAYABLE CHECKS & 1099	$2,250.00	$2,250.00
001-1120-415-4243	PAYROLL CHECKS, DIRECT DEPOSIT & W2	$1,400.00	$1,400.00
001-1120-415-4243	PR SIG CARD & WINDOW ENVELOPES	$250.00	$600.00
	Subtotal	**$6,185.00**	**$6,700.00**
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**
001-1120-415-4253	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	$225.00
	Subtotal	**$400.00**	**$425.00**
001-1120-415-4254	CALIFORNIA MUNICIPAL TREASURER'S ASSOCIATION	$750.00	$0.00

001-1120-415-4254	CSMFO/LEAGUE OF CALIFORNIA CITIES	$750.00	$750.00
001-1120-415-4254	MISCELLANEOUS MEETING	$300.00	$300.00
	Subtotal	**$1,800.00**	**$1,050.00**
001-1120-415-4255	TECHNICAL ACCOUNTING / FINANCE TRAINING	$0.00	$1,000.00
	Subtotal	**$0.00**	**$1,000.00**
	Services and Supplies Total	**$15,935.00**	**$15,225.00**

Reallocation		Approved 2009-2010	Requested 2010-2011
001-1120-415-4495	ALLOCATION OF CDA EXPENSES 311	($19,639.00)	($20,629.00)
001-1120-415-4495	ALLOCATION OF CDA EXPENSES 312	($19,639.00)	($20,629.00)
001-1120-415-4495	ALLOCATION OF CDA EXPENSES 317	($7,855.00)	($8,252.00)
001-1120-415-4495	ALLOCATION OF CDA EXPENSES 318	($31,422.00)	($33,007.00)
001-1120-415-4495	ALLOCATION OF CDA EXPENSES 319	($7,855.00)	($8,252.00)
001-1120-415-4495	ALLOCATION OF CDA EXPENSES 320	($31,422.00)	($33,007.00)
	Subtotal	**($117,832.00)**	**($123,776.00)**
001-1120-415-4496	ALLOCATION OF EXPENSES TO WATER	($77,282.00)	($80,817.00)
	Subtotal	**($77,282.00)**	**($80,817.00)**
001-1120-415-4497	ALLOCATION OF EXPENSES TO SEWER	($77,282.00)	($80,817.00)
	Subtotal	**($77,282.00)**	**($80,817.00)**
	Reallocation Total	**($272,396.00)**	**($285,410.00)**
	GENERAL ACCOUNTING Total	**$242,815.00**	**$253,373.00**

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

Employee Services	Approved 2009-2010	Requested 2010-2011

001-1130-415-4110	PERMANENT SALARIES	$67,400.00	$67,500.00
	Subtotal	**$67,400.00**	**$67,500.00**
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	$19,700.00	$22,100.00
	Subtotal	**$19,700.00**	**$22,100.00**
	Employee Services Total	**$90,100.00**	**$92,600.00**

Internal Services		Approved 2009-2010	Requested 2010-2011
001-1130-415-4557	INFORMATION TECHNOLOGY SERVICES	$29,254.00	$27,208.00
	Subtotal	**$29,254.00**	**$27,208.00**
001-1130-415-4569	BUILDING MAINTENANCE	$5,532.00	$9,586.00
	Subtotal	**$5,532.00**	**$9,586.00**
	Internal Services Total	**$34,786.00**	**$36,794.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
001-1130-415-4241	COPIES FOR UTILITY BILLS, LETTERS & ETC.	$1,000.00	$100.00
	Subtotal	**$1,000.00**	**$100.00**
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	$1,000.00
001-1130-415-4243	MAILING ENVELOPES	$1,800.00	$2,300.00
001-1130-415-4243	OFFICE SUPPLIES (PAPER, PENS, BINDERS, BOXES, ETC)	$800.00	$800.00
001-1130-415-4243	PRINTER RIBBONS	$2,300.00	$2,700.00
001-1130-415-4243	RETURN ENVELOPES	$1,700.00	$2,000.00
001-1130-415-4243	UTILITY SERVICES & AUTO PAY APPLICATION FORMS	$750.00	$750.00
001-1130-415-4243	UTILITY STATEMENT BILLS	$1,500.00	$2,500.00
	Subtotal	**$10,350.00**	**$12,050.00**

001-1130-415-4246	ENDORSE & ENCODE MACHINE, LETTER OPENER	$2,200.00	$1,200.00
	Subtotal	**$2,200.00**	**$1,200.00**
001-1130-415-4251	BANK DRAFT FEES	$11,000.00	$3,500.00
001-1130-415-4251	BANK FEES & CREDIT CARD FEES	$6,000.00	$6,000.00
001-1130-415-4251	ONLINE CREDIT CARD TRANSACTION FEES - SEWER	$0.00	$50,000.00
001-1130-415-4251	ONLINE CREDIT CARD TRANSACTION FEES - WATER	$0.00	$67,500.00
001-1130-415-4251	ONLINE UTILITY BILLING - SETUP FEES	$0.00	$5,500.00
001-1130-415-4251	UTILITY BILL STUFFING AND MAILING SERVICES	$11,000.00	$10,000.00
	Subtotal	**$28,000.00**	**$142,500.00**
001-1130-415-4253	REVERSE TELEPHONE DIRECTORY	$200.00	$0.00
	Subtotal	**$200.00**	**$0.00**
001-1130-415-4255	TECHNICAL ACCOUNTING / FINANCE TRAINING	$0.00	$1,000.00
	Subtotal	**$0.00**	**$1,000.00**
	Services and Supplies Total	**$66,500.00**	**$181,600.00**

Reallocation		Approved 2009-2010	Requested 2010-2011
001-1130-415-4496	ALLOCATION OF EXPENSES TO WATER	($133,970.00)	($135,446.00)
001-1130-415-4496	REALLOCATION OF CC TRANSACTION FEES - WATER	$0.00	($67,500.00)
	Subtotal	**($133,970.00)**	**($202,946.00)**
001-1130-415-4497	ALLOCATION OF EXPENSES TO SEWER	($57,416.00)	($58,048.00)
001-1130-415-4497	REALLOCATION OF CC TRANSACTION FEES - SEWER	$0.00	($50,000.00)
	Subtotal	**($57,416.00)**	**($108,048.00)**
	Reallocation Total	**($191,386.00)**	**($310,994.00)**
	UTILITY ACCOUNTING Total	**$0.00**	**$0.00**

Employee Services		Approved 2009-2010	Requested 2010-2011
001-1140-415-4110	PERMANENT SALARIES	$70,800.00	$70,800.00
	Subtotal	**$70,800.00**	**$70,800.00**
001-1140-415-4112	OVERTIME	$250.00	$250.00
	Subtotal	**$250.00**	**$250.00**
001-1140-415-4120	FRINGE	$20,700.00	$23,200.00
	Subtotal	**$20,700.00**	**$23,200.00**
	Employee Services Total	**$91,750.00**	**$94,250.00**

Internal Services		Approved 2009-2010	Requested 2010-2011
001-1140-415-4557	INFORMATION TECHNOLOGY SERVICES	$6,687.00	$9,069.00
	Subtotal	**$6,687.00**	**$9,069.00**
001-1140-415-4569	BUILDING MAINTENANCE	$5,533.00	$3,196.00
	Subtotal	**$5,533.00**	**$3,196.00**
	Internal Services Total	**$12,220.00**	**$12,265.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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**
001-1140-415-4255	TECHNICAL ACCOUNTING / FINANCE TRAINING	$0.00	$500.00
	Subtotal	**$0.00**	**$500.00**
	Services and Supplies Total	**$7,100.00**	**$7,600.00**

Reallocation		Approved 2009-2010	Requested 2010-2011
001-1140-415-4496	ALLOCATION OF EXPENSES TO WATER	($16,661.00)	($17,117.00)
	Subtotal	**($16,661.00)**	**($17,117.00)**
001-1140-415-4497	ALLOCATION OF EXPENSES TO SEWER	($16,661.00)	($17,117.00)
	Subtotal	**($16,661.00)**	**($17,117.00)**
	Reallocation Total	**($33,322.00)**	**($34,234.00)**
	TAXES & LICENSES Total	**$77,748.00**	**$79,881.00**

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Parks and Recreation

DEPARTMENT DESCRIPTION

The Parks and Recreation Department consists of four different divisions: Parks; Recreation; Building Maintenance, and Vehicle Maintenance. The Department exists to build and create community through people, parks and programs. 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. Internally, we assist the organization in managing all City facilities and the vehicle fleet.

DEPARTMENT PERSONNEL SUMMARY

Position	08-09	09-10	10-11	11-12	12-13	13-14	14-15
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	12.0	12.0	12.0	12.0	12.0
ADMINISTRATIVE SECRETARY	4.0	4.0	4.0	4.0	4.0	4.0	4.0
FACILITY MAINTENANCE WORKER II	3.0	3.0	3.0	3.0	3.0	3.0	3.0
FACILITY MAINTENANCE WORKER I	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Total Full-time Employees	41.0	41.0	39.0	39.0	39.0	39.0	39.0
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	62.2	62.2	62.2	62.2	62.2

* In addition to the 12 positions that are filled, there are 2 vacant Parks Maintenance Worker positions that are being evaluated over FY 10-11 and are currently being supplemented by contractual services.

MISSION STATEMENT

Foster City Parks and Recreation is committed to providing excellent service, exciting programs, and exceptional places, to enhance our community's quality of life. Our mission is to build a great community through people, parks, and programs.

This mission includes a commitment to managing and expanding the community's resources, conservation of natural resources and support for the City's economic vitality. Our intended result is to create a community that is vibrant, healthy, and strong.

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

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

VALUES

The Foster City Parks and Recreation Department values are:

- Excellence
- Integrity
- Creativity
- Service
- Leadership

FIVE-YEAR STRATEGIC PLAN

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

Values

The values of the Foster City Parks and Recreation Department describe the basic principles and philosophy that guide all Foster City Parks and Recreation staff. The values have been developed in consultation with Foster City Parks and Recreation staff and the Foster City Parks and Recreation Committee members. These values are the foundation of the Foster City Parks and Recreation staff's attitude towards their work, their mission, and their relationships.

Initiatives

- Goals and Objectives (**2010-2011 to 2012-2013**)
  1. Parks Division: Provide safe, clean, and attractive parks throughout the community
     - Improve scheduling and allocation of park area
     - Increase park safety
     - Implement environmental conservation methods
     - Management and evaluation of 5-20 year CIP program

2. Recreation Division: Offer high quality recreation programs using a variety of different delivery modes to all age groups and interests
    - Increase program utilization rates
    - Increase program cost recovery
    - Develop marketing plan and consistent evaluation process
    - Support ongoing cultural activities and community outreach
    - Foster advocacy of Parks and Recreation services
3. Building Maintenance Division: Provide safe, secure, and clean places for City employees and the community
    - To keep building elements performing to the desired level of performance
    - To regularly audit buildings and building use in order to eliminate potential safety issues and inefficiencies
    - To implement building sustainability procedures and mechanisms where possible
4. Vehicle Maintenance Division: Provide a safe and efficient City vehicle fleet
    - Increase ability to perform mechanical repairs through mechanics training, acquiring specialty tools, and upgrading the shop's diagnostic tools
    - Increase fuel savings for the City through technology

KEY INITIATIVES COMPLETED

The Parks and Recreation Department continued to provide high quality services to our internal and external customers during FY 2009-2010.

Parks

- Catamaran Park: completed installation of synthetic turf soccer field, replaced the drinking fountain and added another drinking fountain; installed 10'x10' storage shed for parks equipment; installed two player benches; installed and secured four picnic tables, added signage, installed two concrete walkways to access the field; installation of a drain along the boardwalk; added trash and recycling containers
- Sea Cloud Park, S-3: installation of synthetic turf soccer field, installed shade structure and picnic tables next to S-3 synthetic turf field; installed two player benches; added signage
- Awarded construction contract to Rodan Builders for park pathway improvements which included remove and replace approximately 43,000 sq ft of asphalt throughout 30 parks and walkways
- Evaluation of use of contractual services as an integral component of parks maintenance
- Replaced wooden stage in Leo Ryan Park with a concrete stage/pad
- Updated Tree Inventory
- Implementation of Parks Maintenance cross training

Recreation

- Participation in website development under IT's leadership
- Completion of the Skate Park
- Successfully continued fundraising efforts for the Youth and Teen Foundation
- Completed comprehensive special event evaluation

Building Maintenance

- New carpet, paint and new automatic entry door installed as part of the Library Improvement Project
- Evaluated and repaired roof leaks in Police, City Hall and Council Chambers buildings
- Addressed outstanding safety inspection items in all buildings

Vehicle Maintenance

- Recommended and purchased eight new vehicles
- Met requirements for state mandated emissions standards on the fuel station
- Increased ability to perform more efficient motorcycle repairs with the purchase of necessary tools and equipment

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2010-2011

Key initiatives and service levels planned for FY 2010-2011 include the following.

Parks / Management and evaluation of 5-20 year CIP program

- Review and apply for grant funds that become available in FY 2010-2011 to support Parks Maintenance CIP Programs
- Evaluation as component of annual budget process, current park infrastructure values, life expectancy, and preventative maintenance program

Recreation / Increase program cost recovery

- Evaluate programs and discontinue those driving costs that are not increasing the value of the program
- Continual evaluation of optimal (measured by staff to participant ratios and facility use/attendance to scheduled staff) use of part-time staff in programs

Building Maintenance / To keep building elements performing to the desired level of performance

- Maintain facility maintenance and operation levels while ensuring safety and security. Staff will respond to all high priority service requests within two working days. Medium requests are to be processed within 1-2 weeks.
- HVAC systems are checked weekly unless an alarm or work request comes in. Monitoring of the HVAC system is done through a network-wide front end.

Vehicle Maintenance / Increase fuel savings for the City through technology

- Promote more fuel efficient vehicles and replace the last seven Ford Taurus with Toyota Prius within the next six years
- Continue to research the cost effectiveness of alternative fuels for the parks lawn mowers and small equipment

CHANGES IN FINANCIAL RESOURCES REQUIRED

In order to accomplish the initiatives for FY 2010-2011, the following fiscal changes are required in the Department's annual budget.

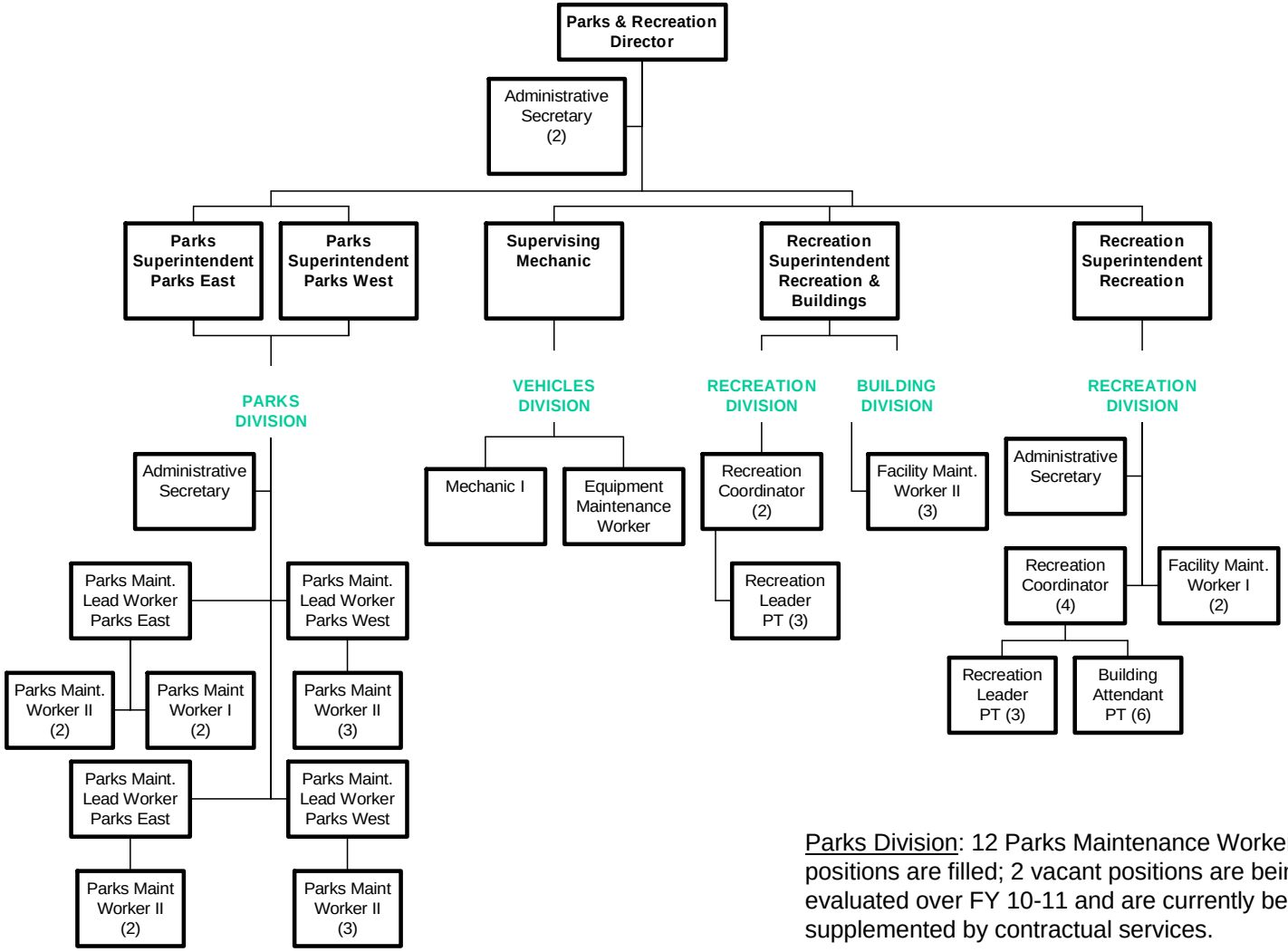
Parks

- Personnel – Parks Maintenance full-time personnel costs will decrease by approximately $180,000
- Contractual Services – Parks Maintenance contractual services will increase by approximately $135,000

<u>Service and Supplies</u>

- Increase in contractual services of approximately $24,000 for street median maintenance
- Increase to supplies budget of approximately $25,000 for tree maintenance, removals, and replacement
- Increase to supplies budget of approximately $45,000 for the replacement of beach sand at Gull, Marlin, and Erckenbrack beaches

Parks & Recreation Department



Parks Division: 12 Parks Maintenance Worker positions are filled; 2 vacant positions are being evaluated over FY 10-11 and are currently being supplemented by contractual services.

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

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
PARKS MAINTENANCE	$ 3,596,273	$ 3,596,273	$ 3,670,999
REC ADMINISTRATION	1,296,191	1,296,191	1,289,698
Subtotal - City General Fund Divisions	4,892,464	4,892,464	4,960,697
ADULT CONTRACTS	157,800	157,800	157,500
ADULT SPORTS	121,395	121,395	116,495
ADVERTISING	66,300	66,300	66,300
FACILITY OPERATIONS	453,831	453,831	449,692
SENIORS / VOLUNTEERS	177,830	177,830	177,430
SPECIAL EVENTS	56,412	56,412	56,412
TEEN PROGRAMS	249,350	249,350	243,446
YOUTH CAMPS	278,035	278,035	288,375
YOUTH CONTRACT CLASSES	244,900	244,900	244,600
YOUTH SPORTS	105,771	105,771	100,671
Subtotal - Special Recreation Fund	1,911,624	1,911,624	1,900,921
TOTAL FOR PARKS & RECREATION	**$ 6,804,088**	**$ 6,804,088**	**$ 6,861,618**

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

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 3,929,294	$ 3,929,294	$ 3,741,730
SERVICES AND SUPPLIES	1,766,615	1,766,615	2,025,115
CAPITAL OUTLAY	4,200	4,200	4,200
Subtotal (Total Department-Controlled Expenses)	5,700,109	5,700,109	5,771,045
INTERNAL SERVICES	1,103,979	1,103,979	1,090,573
Subtotal (Total Department Expenses before Reallocations)	6,804,088	6,804,088	6,861,618
REALLOCATIONS	-	-	-
TOTAL FOR PARKS & RECREATION	**$ 6,804,088**	**$ 6,804,088**	**$ 6,861,618**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2009-2010	Requested 2010-2011
001-0510-451-4110	PERMANENT SALARIES	$465,800.00	$478,000.00
	Subtotal	**$465,800.00**	**$478,000.00**
001-0510-451-4112	OVERTIME	$5,000.00	$1,500.00
	Subtotal	**$5,000.00**	**$1,500.00**
001-0510-451-4120	FRINGE BENEFITS	$165,400.00	$163,000.00
	Subtotal	**$165,400.00**	**$163,000.00**
	Employee Services Total	**$636,200.00**	**$642,500.00**

Internal Services		Approved 2009-2010	Requested 2010-2011
001-0510-451-4544	VEHICLE REPLACEMENT - 4 Vehicles	$32,674.00	$36,444.00
	Subtotal	**$32,674.00**	**$36,444.00**
001-0510-451-4556	EQUIPMENT REPLACEMENT	$13,478.00	$8,699.00
	Subtotal	**$13,478.00**	**$8,699.00**
001-0510-451-4557	INFORMATION TECHNOLOGY SERVICES	$88,135.00	$85,347.00
	Subtotal	**$88,135.00**	**$85,347.00**
001-0510-451-4558	LONGEVITY RECOGNITION BENEFITS FUND	$1,418.00	$0.00
	Subtotal	**$1,418.00**	**$0.00**
001-0510-452-4569	BUILDING MAINTENANCE -- RC, Sr, TC, CC	$473,065.00	$468,987.00
	Subtotal	**$473,065.00**	**$468,987.00**
	Internal Services Total	**$608,770.00**	**$599,477.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011

001-0510-451-4241	COPY - LETTERS AND STAFF REPORTS		$1,500.00	$1,500.00
		Subtotal	**$1,500.00**	**$1,500.00**
001-0510-451-4242	POSTAGE, LETTERS, FACILITY AND PLAYFIELD PERMITS		$4,000.00	$4,000.00
		Subtotal	**$4,000.00**	**$4,000.00**
001-0510-451-4243	GENERAL OFFICE SUPPLIES		$11,500.00	$11,500.00
		Subtotal	**$11,500.00**	**$11,500.00**
001-0510-451-4246	SUPPLIES & EQUIPMENT		$6,250.00	$6,250.00
001-0510-451-4246	YOUTH SUMMIT		$3,516.00	$3,516.00
		Subtotal	**$9,766.00**	**$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		$400.00	$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	**$3,605.00**	**$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	$0.00
001-0510-451-4254	CA PARKS & RECR TRAINING-SUPERINTEN. (2)		$2,500.00	$2,000.00
001-0510-451-4254	CPRS REGIONAL - REC COORDINATORS (6)		$6,000.00	$5,000.00
001-0510-451-4254	DEPT. DISTR. TRAINING, REGIONAL - STAFF		$1,200.00	$1,000.00

001-0510-451-4254	NATL LEGISLATIVE MIDYR REGIONAL STATE TRNG-DIR.	$2,600.00	$2,000.00
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	SAN MATEO COUNTY REGIONAL DISTRICT MO MTGS	$400.00	$0.00
	Subtotal	**$15,850.00**	**$12,350.00**
001-0510-451-4255	RECWARE TRAINING	$1,200.00	$1,200.00
001-0510-451-4255	SECRETARY'S TRAINING	$400.00	$400.00
	Subtotal	**$1,600.00**	**$1,600.00**
	Services and Supplies Total	**$51,221.00**	**$47,721.00**
	REC ADMINISTRATION Total	**$1,296,191.00**	**$1,289,698.00**

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

Employee Services		Approved 2009-2010	Requested 2010-2011
001-0520-452-4110	ON-CALL AND OTHER STAND-BY PAYS	$5,000.00	$5,000.00
001-0520-452-4110	PERMANENT SALARIES	$1,556,400.00	$1,436,700.00
	Subtotal	**$1,561,400.00**	**$1,441,700.00**
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	$552,500.00	$495,200.00
	Subtotal	**$552,500.00**	**$495,200.00**
	Employee Services Total	**$2,155,400.00**	**$1,978,400.00**

Internal Services	Approved 2009-2010	Requested 2010-2011

001-0520-452-4544	VEHICLE REPLACEMENT	$244,497.00	$227,495.00
	Subtotal	**$244,497.00**	**$227,495.00**
001-0520-452-4556	EQUIPMENT REPLACEMENT	$142,188.00	$150,952.00
	Subtotal	**$142,188.00**	**$150,952.00**
001-0520-452-4558	LONGEVITY RECOGNITION BENEFITS FUND	$2,929.00	$0.00
	Subtotal	**$2,929.00**	**$0.00**
001-0520-452-4569	BUILDING MAINTENANCE (Corp Yard)	$97,844.00	$98,737.00
	Subtotal	**$97,844.00**	**$98,737.00**
	Internal Services Total	**$487,458.00**	**$477,184.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	$3,500.00	$3,500.00
	Subtotal	**$7,190.00**	**$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 for Beaches	$0.00	$45,000.00
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	$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**	**$292,200.00**
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	$390,000.00	$429,000.00
	Subtotal	**$421,250.00**	**$460,250.00**
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	$6,000.00
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	$118,000.00
001-0520-452-4251	PARKS MAINTENANCE CONTRACTUAL SERVICES	$0.00	$135,000.00

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
001-0520-452-4251*	Tree Maintenance and D.E.D. Treatment	$0.00	$25,000.00
	Subtotal	**$249,680.00**	**$427,680.00**
001-0520-452-4253*	COUNTY PESTICIDE ASSOCIATION APPLICATIONS	$400.00	$0.00
001-0520-452-4253*	NORTHERN CALIF. ARBORIST ASSOCIATION	$150.00	$0.00
001-0520-452-4253*	PARK SUPERINTENDENT PROFFESSIONAL TRAINING	$250.00	$0.00
001-0520-452-4253	PARKS MAINTENANCE PROFESSIONAL DUES & MEMBERSHIPS	$0.00	$300.00
001-0520-452-4253*	QUALIFIED APPLICATORS CERTIFICATION	$900.00	$0.00
	Subtotal	**$1,700.00**	**$300.00**
001-0520-452-4254*	DIVISION RETREAT	$400.00	$400.00
	Subtotal	**$400.00**	**$400.00**
001-0520-452-4255	CERT TRAIN & RENEWAL - QAC, PCA, ISA, CPSI, BKFLOW	$0.00	$1,820.00
001-0520-452-4255	MAINTENANCE WORKERS TRAINING (18 X $50)	$1,000.00	$1,000.00
001-0520-452-4255	PARK SUPERINTENDENT PROFESSIONAL TRAINING	$1,500.00	$1,500.00
	Subtotal	**$2,500.00**	**$4,320.00**
	Services and Supplies Total	**$952,995.00**	**$1,215,415.00**
	PARKS MAINTENANCE Total	**$3,595,853.00**	**$3,670,999.00**

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

Capital Outlay		Approved 2009-2010	Requested 2010-2011
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 2009-2010	Requested 2010-2011
003-0525-451-4110	PERMANENT SALARIES	$209,800.00	$203,500.00
	Subtotal	**$209,800.00**	**$203,500.00**
003-0525-451-4111	PART TIME SALARIES	$72,000.00	$72,000.00
	Subtotal	**$72,000.00**	**$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)	$74,500.00	$70,500.00
003-0525-451-4120	FRINGE BENEFITS (P/T Salaries)	$1,380.00	$1,380.00
	Subtotal	**$75,880.00**	**$71,880.00**
	Employee Services Total	**$360,680.00**	**$350,380.00**

Internal Services		Approved 2009-2010	Requested 2010-2011
003-0525-451-4556	EQUIPMENT REPLACEMENT CHARGES	$7,751.00	$13,912.00
	Subtotal	**$7,751.00**	**$13,912.00**
	Internal Services Total	**$7,751.00**	**$13,912.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	**$453,831.00**	**$449,692.00**

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

Employee Services		Approved 2009-2010	Requested 2010-2011
003-0530-451-4110	FULL-TIME SALARIES	$37,600.00	$34,100.00
	Subtotal	**$37,600.00**	**$34,100.00**
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	$700.00
	Subtotal	**$500.00**	**$700.00**
003-0530-451-4120	FRINGE BENEFITS (F/T Salaries)	$13,400.00	$11,800.00
003-0530-451-4120	FRINGE BENEFITS (P/T Salaries)	$360.00	$360.00
	Subtotal	**$13,760.00**	**$12,160.00**
	Employee Services Total	**$69,878.00**	**$64,978.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	**$121,395.00**	**$116,495.00**

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

Employee Services		Approved 2009-2010	Requested 2010-2011
003-0533-451-4110	FULL-TIME SALARIES	$37,600.00	$34,100.00
	Subtotal	**$37,600.00**	**$34,100.00**
003-0533-451-4120	FRINGE BENEFITS	$13,400.00	$11,800.00
	Subtotal	**$13,400.00**	**$11,800.00**
	Employee Services Total	**$51,000.00**	**$45,900.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
003-0533-451-4242	POSTAGE	$50.00	$50.00
	Subtotal	**$50.00**	**$50.00**
003-0533-451-4243	SUPPLIES	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
003-0533-451-4251	CONTRACTUAL SERVICES	$54,221.00	$54,221.00
	Subtotal	**$54,221.00**	**$54,221.00**
	Services and Supplies Total	**$54,771.00**	**$54,771.00**

YOUTH SPORTS Total	**$105,771.00**	**$100,671.00**

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

Employee Services		Approved 2009-2010	Requested 2010-2011
003-0534-451-4110	PERMANENT SALARIES	$75,200.00	$75,300.00
	Subtotal	**$75,200.00**	**$75,300.00**
003-0534-451-4111	PART TIME SALARIES	$85,460.00	$95,000.00
	Subtotal	**$85,460.00**	**$95,000.00**
003-0534-451-4112	OVERTIME	$500.00	$1,800.00
	Subtotal	**$500.00**	**$1,800.00**
003-0534-451-4120	FRINGE BENEFITS (F/T Salaries)	$26,700.00	$26,100.00
003-0534-451-4120	FRINGE BENEFITS (P/T Salaries)	$1,400.00	$1,400.00
	Subtotal	**$28,100.00**	**$27,500.00**
	Employee Services Total	**$189,260.00**	**$199,600.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	**$278,035.00**	**$288,375.00**

Employee Services		Approved 2009-2010	Requested 2010-2011
003-0535-451-4110	FULL-TIME SALARIES	$37,600.00	$37,700.00
	Subtotal	**$37,600.00**	**$37,700.00**
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	$13,000.00
003-0535-451-4120	FRINGE BENEFITS (P/T Salaries)	$150.00	$150.00
	Subtotal	**$13,550.00**	**$13,150.00**
	Employee Services Total	**$54,650.00**	**$54,350.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	$100,000.00	$100,000.00
	Subtotal	**$100,000.00**	**$100,000.00**
	Services and Supplies Total	**$103,150.00**	**$103,150.00**

ADULT CONTRACTS Total	**$157,800.00**	**$157,500.00**

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

Employee Services		Approved 2009-2010	Requested 2010-2011
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 2009-2010	Requested 2010-2011
003-0537-451-4242	POSTAGE	$570.00	$570.00
	Subtotal	**$570.00**	**$570.00**
003-0537-451-4243	SUPPLIES	$10,720.00	$10,720.00
	Subtotal	**$10,720.00**	**$10,720.00**
003-0537-451-4249	PUBLICITY	$4,900.00	$4,900.00
	Subtotal	**$4,900.00**	**$4,900.00**
003-0537-451-4251	CONTRACTUAL SERVICES	$36,000.00	$36,000.00
	Subtotal	**$36,000.00**	**$36,000.00**
	Services and Supplies Total	**$52,190.00**	**$52,190.00**
	SPECIAL EVENTS Total	**$56,412.00**	**$56,412.00**

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

Employee Services		Approved 2009-2010	Requested 2010-2011
003-0538-451-4110	FULL-TIME SALARIES	$37,600.00	$37,700.00
	Subtotal	**$37,600.00**	**$37,700.00**
003-0538-451-4120	FRINGE BENEFITS (F/T SALARIES)	$13,400.00	$13,000.00
	Subtotal	**$13,400.00**	**$13,000.00**
	Employee Services Total	**$51,000.00**	**$50,700.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
003-0538-451-4243	SUPPLIES	$1,250.00	$1,250.00
	Subtotal	**$1,250.00**	**$1,250.00**
003-0538-451-4251	CONTRACTUAL SERVICES	$192,650.00	$192,650.00
	Subtotal	**$192,650.00**	**$192,650.00**
	Services and Supplies Total	**$193,900.00**	**$193,900.00**
	YOUTH CONTRACT CLASSES Total	**$244,900.00**	**$244,600.00**

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

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	$41,500.00	$41,500.00
	Subtotal	**$41,500.00**	**$41,500.00**
	Services and Supplies Total	**$66,300.00**	**$66,300.00**
	ADVERTISING Total	**$66,300.00**	**$66,300.00**

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

Employee Services		Approved 2009-2010	Requested 2010-2011
003-0540-451-4110	PERMANENT SALARIES	$75,200.00	$75,300.00
	Subtotal	**$75,200.00**	**$75,300.00**
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	$700.00
	Subtotal	**$500.00**	**$700.00**
003-0540-451-4120	FRINGE BENEFITS (F/T Salaries)	$26,700.00	$26,000.00
003-0540-451-4120	FRINGE BENEFITS (P/T Salaries)	$300.00	$300.00
	Subtotal	**$27,000.00**	**$26,300.00**
	Employee Services Total	**$117,700.00**	**$117,300.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
003-0540-451-4242	POSTAGE	$550.00	$550.00
	Subtotal	**$550.00**	**$550.00**

003-0540-451-4243	SENIOR PROGRAMS TRIPS & TOURS	$4,300.00	$4,300.00
003-0540-451-4243	SUPPLIES	$5,050.00	$5,050.00
	Subtotal	**$9,350.00**	**$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	$50,030.00	$50,030.00
	Subtotal	**$50,030.00**	**$50,030.00**
	Services and Supplies Total	**$60,130.00**	**$60,130.00**
	SENIORS / VOLUNTEERS Total	**$177,830.00**	**$177,430.00**

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

Employee Services		Approved 2009-2010	Requested 2010-2011
003-0541-451-4110	RECREATION COORDINATOR	$75,200.00	$75,300.00
	Subtotal	**$75,200.00**	**$75,300.00**
003-0541-451-4111	PART TIME SALARIES	$100,804.00	$95,000.00
	Subtotal	**$100,804.00**	**$95,000.00**
003-0541-451-4112	OVERTIME	$500.00	$1,000.00
	Subtotal	**$500.00**	**$1,000.00**
003-0541-451-4120	FRINGE BENEFITS (F/T SALARIES)	$26,700.00	$26,000.00
003-0541-451-4120	FRINGE BENEFITS (P/T SALARIES)	$2,020.00	$2,020.00
	Subtotal	**$28,720.00**	**$28,020.00**
	Employee Services Total	**$205,224.00**	**$199,320.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011

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	**$249,350.00**	**$243,446.00**

POLICE DEPARTMENT

DEPARTMENT DESCRIPTION

The Police Department is comprised of two primary divisions working together in support of our mission of maintaining the highest quality of life for those who live, work or visit in Foster City.

- The **Field Operations Division** includes all uniformed personnel who patrol the streets and respond to crimes and the wide variety of calls for service we receive. This includes Patrol, Traffic, Parking Abatement, Community Service Officers, and Reserves.

- The **Administrative Service Division** is comprised of the Detective, Youth Services, Crime Prevention, Personnel Recruitment, Property/Evidence, Dispatch and Records Bureau personnel. It also encompasses the Department's Explorers, Amateur Radio Operators and Emergency Service Volunteers.

DEPARTMENT PERSONNEL SUMMARY

DEPARTMENT PERSONNEL SUMMARY *(by year)*

Position	08-09	09-10	10-11	11-12	12-13	13-14	14-15
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
MANAGEMENT ASSISTANT	1	1	1	1	1	1	1
TOTAL EMPLOYEES	56	56	56	56	56	56	56

MISSION STATEMENT

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

DEPARTMENT VALUES

Integrity – Our society has entrusted us with tremendous authority and expects that we do what is right in matters of personal and professional integrity. This means we have the courage to uphold these principles even in the face of adversity.

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

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

FIVE-YEAR STRATEGIC PLAN

Since 2002, the Police Department has been using Strategic Planning to help guide our efforts on a daily basis and to ensure the continuity of our 5-year goals and objectives.

1. **Crime enforcement/traffic safety** - maintain a superior level of safety of persons and security of property in our community.
    - Keep Foster City in the top 10% of lowest Part 1 crime rates among California cities of similar size.
    - Reduce the number of injury and non-injury traffic collisions on public roadways in Foster City for each subsequent year for the next five years.

2. **Succession planning** – identify and develop employees who will be interested, prepared and ready for promotion when opportunities arise.
    - Prepare officers for promotion to corporal.
    - Prepare corporals for promotion to sergeant.
    - Prepare sergeants for promotion to lieutenant.
    - Prepare lieutenants for promotion to captain.
    - Prepare captains for promotion to chief.

3. **Organizational and operational efficiencies** – maximize workforce and operational efficiencies to ensure responsible fiscal management.
    - Assessment and potential re-organization of Administrative Division positions and job responsibilities.
    - Achieve a 25% increase in our corps of volunteers, including Reserve Officers, Emergency Service Volunteers and Police Explorers.

4. **Employee development** - develop and maintain a high caliber, technically proficient workforce.
    - Personnel to train on newly developed and/or updated tactical emergency plans and resources for responding to schools and other high profile facilities in the city.
    - Purchase and utilize personal audio/video digital recording devices to be worn by Patrol personnel.

5. **Emergency preparedness** - establish and maintain effective emergency tactical response capabilities
    - Update and develop tactical emergency response plans for schools and high profile facilities in the city, using the latest available technological resources.

6. **Community relations** – establish and maintain a superior level of responsiveness to the community and ensure their satisfaction with the services we provide.
    - Develop and utilize a community satisfaction and needs assessment tool.
    - Locally oriented cultural awareness training for front-line personnel.

7. **Staffing** - maintain a fully staffed and functional workforce.
    - Reduce employee accidents, injuries and lost workdays.
    - Achieve a 25% increase in our corps of volunteers, including Reserve Officers, Emergency Service Volunteers and Police Explorers.

8. **Use of equipment and technology** - maximize the effective acquisition and use of equipment and technology to improve Department operations and service to the community.
    - Purchase and utilize video surveillance equipment for targeted crime locations in the city.
    - Create a paperless workplace.
    - Purchase and utilize personal audio/video recording devices to be worn by Patrol personnel.

KEY INITIATIVES COMPLETED

Some of our accomplishments during the past year include:

- The Department helped maintain Foster City as one of the top ten lowest crime cities of similar size in California.
- The Department participated in various activities related to both internal and community emergency preparedness.
- Continued our participation at all levels (Command, Supervisory, Operator and Tactical Dispatching) in the San Mateo County North Central Regional SWAT Team.
- Participation in the Countywide Gang Task Force.
- Tasers were deployed as part of our standard patrol equipment.

- The Department completed its annual upgrades to our CAD/RMS/Report Writing software which has further enhanced our ability to provide services with a minimum of delay or repetition of work.
- The Youth Services Bureau presented Gang Resistance Education and Training (G.R.E.A.T.) to over 600 students in the middle and elementary schools.
- The Department participated in several regional traffic and pedestrian safety enforcement operations.
- The Police and Fire Departments participated in a joint community open house.
- Members of the Department participated in numerous community events, including those benefitting local schools, the American Cancer Society, the Red Cross and the Special Olympics.
- Members of the Department Management Team continued their active participation in local community service groups as well as regional and statewide professional organizations.
- The Patrol Captain graduated from the prestigious POST Command College.
- Our Property and Evidence Sr. CSO was named Property Officer of the Year by the State Property Officers Association.
- A Patrol Lieutenant attended and graduated from the SMFCBH Regional Leadership Program.
- Other Department employees attended professional development courses such as the County's Inner Perspectives Leadership Program, State sponsored Trainer Development Classes and the POST Management Course.
- Several members of the Department continued their personal development by seeking higher education via accredited college degree programs.
- The Department continuously monitored and updated our procedures and policies to incorporate the most recent case law and industry-wide best practices via the Lexipol electronic policy manual.

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2010-2011

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 remain our

highest priority. Through the maintenance of front-line staffing levels, we will strive to continue to provide public 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, at a minimum:

- 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.
- Maintain services related to requests for records, criminal report processing and State mandated reporting.
- The continuation of services for arrested inebriates and improved officer processing time in handling them via the First Chance Program.
- 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.
- The Department's Canine Program will be suspended for the coming year.

CHANGES IN RESOURCES REQUIRED

The Police Department is not requesting any additional funding for the FY 2010-2011. In fact, our total budget for the fiscal year will show a slight decrease from last fiscal year, primarily as a result of a decrease in public safety PERS costs. That being said, there are two budget items that have traditionally been funded by the State which are the subject of continued debate and potential elimination during State budget deliberations:

<u>Employee Services</u>

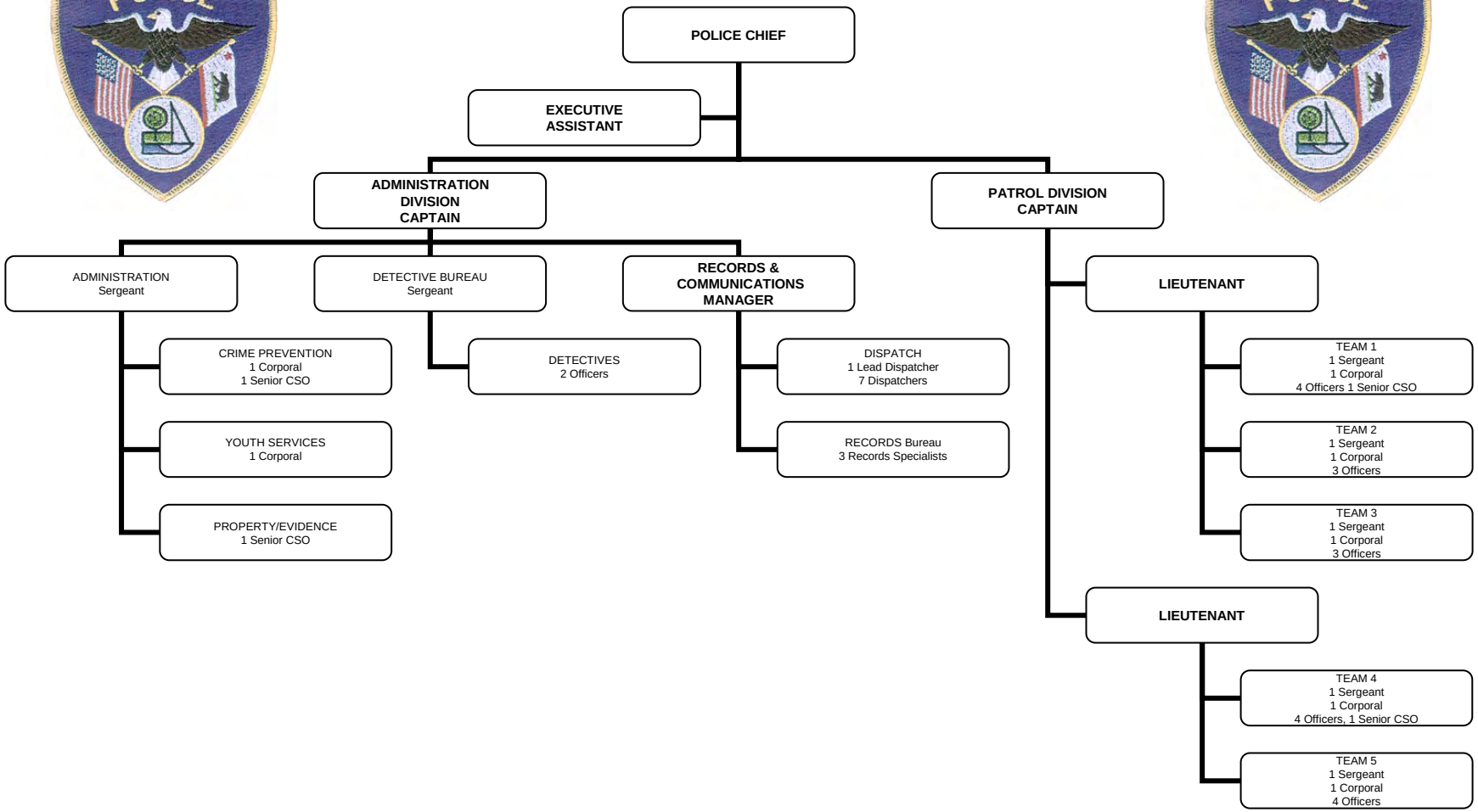
- SLESF/COPS Grant Funding – In previous years, the City received $100,000 from the State of California under the Citizens Option for Public Safety (COPS) program, a Special Revenue Fund. These funds have been the subject of intense debate during the last few State budget

cycles. The current State budget proposal includes funding for FY 2010-2011. Based on that proposal, $100,000 of one officer's personnel costs is intended to be 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. Any suspects booked into County jail are billed by the County directly to the State. Only those items that are either ineligible for State funding, or for which the State has determined through its budget process to cease funding, are then charged back to the City for reimbursement to the County. Booking fees expenditures are included in the FY 2010-2011 budget as a conservative measure in the event that reimbursement cease from the State, or to the extent there are any bookings that become ineligible for reimbursement from the State.

Foster City Police Department



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

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
ADMINISTRATIVE BUREAU	$ 3,636,519	$ 3,636,519	$ 3,589,586
CHIEF'S OFFICE	418,265	418,265	413,757
CROSSING GUARDS	21,600	21,600	21,600
FIELD OPERATIONS	5,742,432	5,742,432	5,501,689
TOTAL FOR POLICE	**$ 9,818,816**	**$ 9,818,816**	**$ 9,526,632**

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

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 8,631,071	$ 8,631,071	$ 8,406,300
SERVICES AND SUPPLIES	339,878	339,878	302,913
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	8,970,949	8,970,949	8,709,213
INTERNAL SERVICES	847,867	847,867	817,419
Subtotal (Total Department Expenses before Reallocations)	9,818,816	9,818,816	9,526,632
REALLOCATIONS	-	-	-
TOTAL FOR POLICE	**$ 9,818,816**	**$ 9,818,816**	**$ 9,526,632**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2009-2010	Requested 2010-2011
001-0610-421-4110	PERMANENT SALARIES	$261,300.00	$273,500.00
	Subtotal	**$261,300.00**	**$273,500.00**
001-0610-421-4120	EMPLOYEE SERVICES/FRINGE BENEFITS	$125,800.00	$109,500.00
	Subtotal	**$125,800.00**	**$109,500.00**
	Employee Services Total	**$387,100.00**	**$383,000.00**

Internal Services		Approved 2009-2010	Requested 2010-2011
001-0610-421-4544	VEHICLE REPLACEMENT	$11,133.00	$14,307.00
	Subtotal	**$11,133.00**	**$14,307.00**
001-0610-421-4558	LONGEVITY RECOGNITION BENEFITS FUND	$1,182.00	$0.00
	Subtotal	**$1,182.00**	**$0.00**
	Internal Services Total	**$12,315.00**	**$14,307.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	$7,500.00	$7,500.00
	Subtotal	**$11,500.00**	**$11,500.00**
001-0610-421-4253	CALIFORNIA POLICE CHIEFS' ASSOCIATION	$325.00	$325.00
001-0610-421-4253	CALIFORNIA POLICE OFFICERS' ASSOCIATION	$175.00	$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	**$1,050.00**	**$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	$0.00
001-0610-421-4254	LOCAL MEETINGS AND TOLLS	$1,500.00	$1,100.00
001-0610-421-4254	SAN MATEO COUNTY POLICE CHIEFS' SEMINAR	$400.00	$400.00
	Subtotal	**$5,700.00**	**$3,300.00**
	Services and Supplies Total	**$18,850.00**	**$16,450.00**
	CHIEF'S OFFICE Total	**$418,265.00**	**$413,757.00**

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

Employee Services		Approved 2009-2010	Requested 2010-2011
001-0620-421-4110	PERMANENT SALARIES	$3,243,300.00	$3,371,400.00
001-0620-421-4110	REALLOCATION TO SLESF/COPS GRANT	($100,000.00)	($100,000.00)
	Subtotal	**$3,143,300.00**	**$3,271,400.00**
001-0620-421-4112	FOURTH OF JULY OVERTIME	$4,600.00	$7,500.00
001-0620-421-4112	OVERTIME	$135,400.00	$132,500.00
	Subtotal	**$140,000.00**	**$140,000.00**
001-0620-421-4117	HOLIDAY IN-LIEU PAY	$145,300.00	$160,900.00
	Subtotal	**$145,300.00**	**$160,900.00**
001-0620-421-4120	FRINGE BENEFITS	$1,917,771.00	$1,587,700.00
	Subtotal	**$1,917,771.00**	**$1,587,700.00**
	Employee Services Total	**$5,346,371.00**	**$5,160,000.00**

Internal Services		Approved 2009-2010	Requested 2010-2011

001-0620-421-4544	VEHICLE REPLACEMENT	$224,841.00	$224,653.00
	Subtotal	**$224,841.00**	**$224,653.00**
001-0620-421-4556	EQUIPMENT REPLACEMENT	$13,609.00	$34,504.00
	Subtotal	**$13,609.00**	**$34,504.00**
001-0620-421-4558	LONGEVITY RECOGNITION BENEFITS FUND	$59,545.00	$0.00
	Subtotal	**$59,545.00**	**$0.00**
	Internal Services Total	**$297,995.00**	**$259,157.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	$1,500.00	$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	**$22,495.00**	**$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	$7,500.00	$0.00
001-0620-421-4251	COMMUNITY OVERCOMING RELATIONSHIP ABUSE	$4,261.00	$4,261.00
001-0620-421-4251*	CRITICAL REACH SUPPORT FEE	$450.00	$450.00
001-0620-421-4251	FIRST CHANCE FACILITY	$31,005.00	$25,061.00
001-0620-421-4251	RANGE FEES	$3,000.00	$3,000.00

	Subtotal	**$66,216.00**	**$52,772.00**
001-0620-421-4253	CALIFORNIA PEACE OFFICERS' ASSOCIATION (1CPT/2 LT)	$195.00	$255.00
001-0620-421-4253	CALIFORNIA POLICE CHIEFS' ASSN. ASSOCIATE MEMBER	$85.00	$85.00
001-0620-421-4253	NATIONAL SAFETY COUNCIL MEMBERSHIP	$350.00	$100.00
001-0620-421-4253	SAN MATEO COUNTY TRAINING MANAGERS' ASSOCIATION	$75.00	$75.00
	Subtotal	**$705.00**	**$515.00**
001-0620-421-4254*	CPCA CONFERENCE - CAPTAIN	$1,800.00	$1,800.00
001-0620-421-4254*	LOCAL MEETINGS AND TOLLS	$1,500.00	$1,100.00
	Subtotal	**$3,300.00**	**$2,900.00**
001-0620-421-4255*	ARPOC RESERVE TRAINING CONFERENCE	$4,500.00	$3,000.00
	Subtotal	**$4,500.00**	**$3,000.00**
	Services and Supplies Total	**$98,066.00**	**$82,532.00**
	FIELD OPERATIONS Total	**$5,742,432.00**	**$5,501,689.00**

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

Employee Services		Approved 2009-2010	Requested 2010-2011
001-0630-421-4110	INVESTIGATOR ON-CALL PAY	$26,000.00	$26,000.00
001-0630-421-4110	PERMANENT SALARIES	$1,853,700.00	$1,889,600.00
	Subtotal	**$1,879,700.00**	**$1,915,600.00**
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	$4,300.00
001-0630-421-4112	OVERTIME	$55,700.00	$53,700.00
	Subtotal	**$58,000.00**	**$58,000.00**

001-0630-421-4117	HOLIDAY IN-LIEU PAY SWORN PERSONNEL	$33,100.00	$34,500.00
001-0630-421-4117	HOLIDAY PREMIUM PAY DISPATCH	$30,000.00	$30,000.00
	Subtotal	**$63,100.00**	**$64,500.00**
001-0630-421-4120	FRINGE BENEFITS	$871,800.00	$800,200.00
	Subtotal	**$871,800.00**	**$800,200.00**
	Employee Services Total	**$2,897,600.00**	**$2,863,300.00**

Internal Services		Approved 2009-2010	Requested 2010-2011
001-0630-421-4544	VEHICLE REPLACEMENT	$58,102.00	$65,757.00
	Subtotal	**$58,102.00**	**$65,757.00**
001-0630-421-4556	EQUIPMENT REPLACEMENT	$4,649.00	$3,316.00
	Subtotal	**$4,649.00**	**$3,316.00**
001-0630-421-4557	INFORMATION TECHNOLOGY SERVICES	$339,696.00	$352,363.00
	Subtotal	**$339,696.00**	**$352,363.00**
001-0630-421-4558	LONGEVITY RECOGNITION BENEFITS FUND	$13,666.00	$0.00
	Subtotal	**$13,666.00**	**$0.00**
001-0630-421-4569	BUILDING MAINTENANCE	$121,444.00	$122,519.00
	Subtotal	**$121,444.00**	**$122,519.00**
	Internal Services Total	**$537,557.00**	**$543,955.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
001-0630-421-4240	BALLISTIC VEST REPLACEMENT	$5,200.00	$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	**$6,375.00**	**$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		$2,500.00	$2,500.00
		Subtotal	**$21,800.00**	**$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		$750.00	$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)		$3,000.00	$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	**$34,574.00**	**$34,574.00**
001-0630-421-4249	ADVERTISING		$200.00	$200.00
001-0630-421-4249	COMMUNITY OUTREACH		$4,500.00	$4,500.00
		Subtotal	**$4,700.00**	**$4,700.00**
001-0630-421-4251	AT & T LANGUAGE LINE		$700.00	$700.00
001-0630-421-4251	COPWARE/LEXIPOL (SOFTWARE UPDATES)		$3,500.00	$5,500.00
001-0630-421-4251	RISK PREVENTION PROGRAM		$20,750.00	$0.00
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	$30,000.00
001-0630-421-4251*	SAN MATEO COUNTY NARCOTICS TASK FORCE		$43,647.00	$43,647.00
		Subtotal	**$120,197.00**	**$102,847.00**
001-0630-421-4253	ASSN OF PUBLIC SAFETY COMMUNICATIONS OFFICIALS		$66.00	$70.00
001-0630-421-4253	CA CRIMINAL JUSTICE WARRANT SERVICE ASSN.		$50.00	$75.00
001-0630-421-4253	CA LAW ENF. ASSN. OF RECORDS SUPERVISORS		$50.00	$50.00
001-0630-421-4253	CA POLICE CHIEFS' ASSN ASSOCIATE MEMBER		$85.00	$125.00
001-0630-421-4253	CALIFORNIA ASSN OF PROPERTY & EVIDENCE OFFICERS		$35.00	$45.00

001-0630-421-4253	CALIFORNIA PEACE OFFICERS' ASSOCIATION (1 CPT/RCM)	$130.00	$170.00
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	$100.00
	Subtotal	**$516.00**	**$685.00**
001-0630-421-4254	CPOA TRAINING SYMPOSIUM (1 Capt)	$1,500.00	$1,500.00
001-0630-421-4254	LOCAL MEETINGS AND TOLLS	$2,400.00	$1,800.00
	Subtotal	**$3,900.00**	**$3,300.00**
001-0630-421-4255	CAPE/CLETS/CCUG TRAINING	$1,100.00	$1,100.00
001-0630-421-4255	RIMS USERS GROUP CONFERENCE (1 ATTENDEE in 10-11)	$2,500.00	$1,250.00
	Subtotal	**$3,600.00**	**$2,350.00**
001-0630-421-4265	ADMINISTRATIVE INVESTIGATIVE FUND	$3,500.00	$3,500.00
	Subtotal	**$3,500.00**	**$3,500.00**
	Services and Supplies Total	**$201,362.00**	**$182,331.00**
	ADMINISTRATIVE BUREAU Total	**$3,636,519.00**	**$3,589,586.00**

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

Services and Supplies		Approved 2009-2010	Requested 2010-2011
001-0650-421-4251	CROSSING GUARDS	$21,600.00	$21,600.00
	Subtotal	**$21,600.00**	**$21,600.00**
	Services and Supplies Total	**$21,600.00**	**$21,600.00**
	CROSSING GUARDS Total	**$21,600.00**	**$21,600.00**

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Foster City Fire Department

DEPARTMENT DESCRIPTION

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

DEPARTMENT PERSONNEL SUMMARY

Position	08-09	09-10	10-11	11-12	12-13	13-14	14-15
Full-Time Employees							
FIRE CHIEF ^	1.0	1.0	0.0	0.0	0.0	0.0	0.0
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
MANAGEMENT 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 Full-Time Employees	38.0	38.0	37.0	37.0	37.0	37.0	37.0
Part-Time Employees							
CLERICAL ASSISTANT	0.5	0.5	0.5	0.5	0.5	0.5	0.5
CERT INTERN	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Total Part-Time Employees	1.0	1.0	1.0	1.0	1.0	1.0	1.0
TOTAL EMPLOYEES	39.0	39.0	38.0	38.0	38.0	38.0	38.0

^ - Effective July 1, 2010, the Fire Chief position will be a contract position with the City of San Mateo.

MISSION STATEMENT

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

VALUES

- **Service to the Community:** Delivering the highest level of service to our customers during emergency operations, citizen assists and public education programs.
- **Integrity:** Maintaining high ethical standards and treating customers and all Department members with dignity. Striving through deeds to earn the trust and respect of others.
- **Dedication:** Demonstrating loyalty to our organization and seeking and supporting continued education, training opportunities and ways to create ongoing improvement within our mission.
- **Teamwork:** Striving for unity and working together with steady progress toward worthy goals. Ensuring that all decisions are honest, fair and in the best interest of our organization.
- **Positive Work Environment:** Striving to create an environment that strengthens working relationships and fosters a sense of pride and camaraderie.

FIVE-YEAR STRATEGIC PLAN

The Fire Department has prepared a comprehensive five-year Strategic Plan with the following components:

Initiatives:

- Goals and Objectives

1. **Continue to provide preparedness education (Fire Prevention, Emergency Preparedness, CERT, CPR) to the community, businesses and city staff. (FY 10-11 to 12-13)**
   - Create a Public Education Officer (Captain or Firefighter) who can perform the duties as needed.
   - Activate the EOC for smaller events or drills and include Line Staff to increase their knowledge and skills.
   - Address the needs of our diverse language population in regards to Fire Prevention and Emergency Preparedness.
   - Increase formal public contact and become more involved in delivery of Prevention Education to all levels of the community to

include service clubs, senior groups, social clubs, schools, and local business.
- o Maintain current Emergency Preparedness Work Plan.
- o Launch the CERT WTD (Water Transportation Division).
- o Recruit and train 100 citizens per year with a goal of 500 active CERT members.
- o Purchase and outfit trailers to support CERT teams with ICP items and Emergency supplies.
- o Train and Qualify CERT members to staff the HAM Radio Station @ FCPD.
- o Establish a CERT Pet Preparedness/Care Division.

2. Seek opportunities for leadership and offer career development training and guidance.

- o Define and create opportunities for career advancement.
- o Evaluate and modify all department job descriptions for accuracy and appropriateness and conduct job audits at all levels.
- o Increase expectations for all “acting” positions (Captain and BC) and consistently evaluate and mentor those currently in the programs.
- o Develop a program that encourages line personnel to seek career development in the Fire Prevention Bureau.

3. Develop or enhance current training that provides employees the opportunity to maintain the high level of service and commitment to the community.

- o Ensure all line staff is meeting the mandated state and federal training requirements.
- o Develop a program for Operations personnel expanding the training and skills of boat operations.
- o Develop a deployment and training plan that the Water Rescue Technicians will follow when responding a water rescue.
- o Host Level One and Two educational training for fire personnel in the Fire Station.
- o Develop a program for Operations personnel expanding the training and skills for deployment of the Oil Spill Response equipment.
- o Expand the use of the “Target Safety” Training Program for the line personnel to offer web-based, interactive, individual training courses in emergency response, safety, Incident Command, policies, and tactics and strategies.
- o Develop a Tabletop Training Program for Incident Command for Acting Captains, Fire Captains, and Acting Battalion Chiefs.
- o Develop a training program for Fire Captains and Acting Captains that increases knowledge, skills and abilities for those that are assigned as the Officer of the Truck Company.

4. Create an environment that fosters loyalty and department ownership.

- o Create an environment that encourages loyalty.
- o Create an environment that encourages ownership at all levels of the department.
- o Examine all Staff Assignments currently held in the department to increase effectiveness and assure fiscal responsibility.

- o Develop a system to accurately track the progress of department projects.

KEY INITIATIVES COMPLETED

- In 2009, the Fire Department responded to 1841 calls for service, 906 of which were medical in nature. The Fire Department continues to achieve a 98% JPA compliance response rate for medical responses. This means that we respond to medical calls within 6 minutes, 59 seconds, as defined in the contract, 98% of the time.

- The Fire Department held its annual Open House, in conjunction with the Police Department, in October of 2009, 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 800 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 420 CERT members by the end of Fiscal Year 2010-2011.

- The Fire Department continued administering 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.

- In March 2010, the Foster City and Belmont-San Carlos Fire Departments, Cal-Fire, 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 IV. CERT Members from Foster City and Belmont-San Carlos canvassed Foster City neighborhoods 1 and 2, plus City Homes (East and West) and distributed emergency preparedness flyers to 3,089 homes in less than 3 hours.

- In the fall of 2009, the Fire Department, in conjunction with the San Mateo County Health Department, offered Seasonal and H1N1 Flu Vaccination shots to Foster City Employees and CERT Members. These highly successful Flu clinics provided vaccination to almost 700 people.

- 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 annual basis. Additionally, Chief Reaves' co-trained city staff in Planning Section Chief Training.

- Chief Reaves' participation as Vice President 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.

- Chief Reaves' continues to work with 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.

- 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.

- 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.

- During FY 2009-2010 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

INTIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2010-2011

Service levels to the residents remained high and will continue to remain high in FY 2010-2011.

Administration

- Effective July 1, 2010, the Fire Chief position will be contracted with the City of San Mateo under a contract for shared Fire Chief services totaling $180,000. The salary and benefits of the Fire Chief are eliminated, and a contractual service line item of $180,000 is added to the budget. Other line items such as memberships, training, and internal service charges are reduced accordingly. Net savings to the City totals approximately $108,000.
- 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 2010-2011, approximately 75% 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

- No changes for FY 2010-2011

CHANGES IN FINANCIAL RESOURCES REQUIRED

Personnel

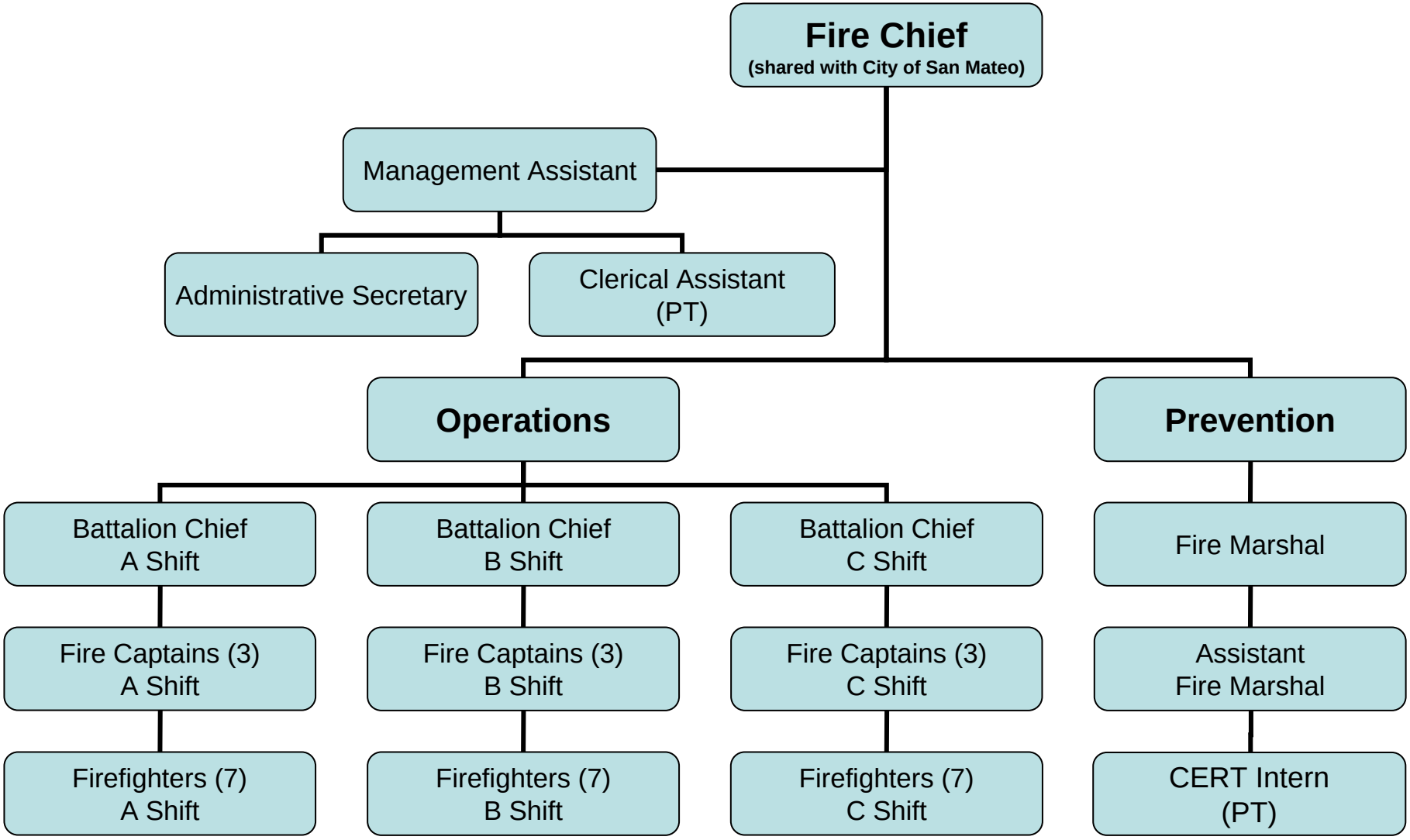
- Eliminate the Fire Chief position in the Administration division.

Services and Supplies

- Increase contractual services for $180,000 for the contract for shared Fire Chief services with the City of San Mateo in the Administration division.

Fire Department

FY 10-11 Organizational Chart



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

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
ADMINISTRATION	$ 608,124	$ 608,124	$ 491,018
PREVENTION	478,128	478,128	474,152
TRAINING / OPERATIONS	6,919,104	6,919,104	6,960,855
TOTAL FOR FIRE	**$ 8,005,356**	**$ 8,005,356**	**$ 7,926,025**

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

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 7,149,714	$ 7,149,714	$ 6,892,700
SERVICES AND SUPPLIES	143,142	143,142	320,192
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	7,292,856	7,292,856	7,212,892
INTERNAL SERVICES	712,500	712,500	713,133
Subtotal (Total Department Expenses before Reallocations)	8,005,356	8,005,356	7,926,025
REALLOCATIONS	-	-	-
TOTAL FOR FIRE	**$ 8,005,356**	**$ 8,005,356**	**$ 7,926,025**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2009-2010	Requested 2010-2011
001-0710-422-4110	PERMANENT SALARIES	$337,715.00	$142,723.00
	Subtotal	**$337,715.00**	**$142,723.00**
001-0710-422-4111	CLERICAL ASSISTANT	$11,200.00	$11,200.00
	Subtotal	**$11,200.00**	**$11,200.00**
001-0710-422-4120	FRINGE	$140,549.00	$59,012.00
	Subtotal	**$140,549.00**	**$59,012.00**
	Employee Services Total	**$489,464.00**	**$212,935.00**

Internal Services		Approved 2009-2010	Requested 2010-2011
001-0710-422-4544	VEHICLE REPLACEMENT	$14,525.00	$0.00
	Subtotal	**$14,525.00**	**$0.00**
001-0710-422-4557	INFORMATION TECHNOLOGY SERVICES	$80,870.00	$83,193.00
	Subtotal	**$80,870.00**	**$83,193.00**
001-0710-422-4558	LONGEVITY RECOGNITION BENEFITS FUND	$3,925.00	$0.00
	Subtotal	**$3,925.00**	**$0.00**
	Internal Services Total	**$99,320.00**	**$83,193.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
001-0710-422-4240	OFFICE FURNITURE	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
001-0710-422-4241	PAPER/COPY SUPPLIES	$2,000.00	$2,000.00
	Subtotal	**$2,000.00**	**$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		$4,740.00	$4,740.00
		Subtotal	**$4,740.00**	**$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	CONTRACT FOR SHARED FIRE CHIEF SVCS (SAN MATEO)		$0.00	$180,000.00
001-0710-422-4251	LEGAL SERVICES		$1,000.00	$1,000.00
		Subtotal	**$2,000.00**	**$182,000.00**
001-0710-422-4253	CALIFORNIA FIRE CHIEFS		$150.00	$0.00
001-0710-422-4253	IAFC		$200.00	$0.00
001-0710-422-4253	PROFESSIONAL PUBLICATIONS		$200.00	$200.00
001-0710-422-4253	SAN MATEO COUNTY FIRE CHIEFS		$600.00	$0.00
		Subtotal	**$1,150.00**	**$200.00**
001-0710-422-4254	CONFERENCES AND MEETINGS		$2,250.00	$1,000.00
001-0710-422-4254	LEAGUE OF CALIFORNIA CITIES		$1,500.00	$0.00
001-0710-422-4254	MISCELLANEOUS		$1,250.00	$1,000.00
		Subtotal	**$5,000.00**	**$2,000.00**
001-0710-422-4255	TRAINING		$1,000.00	$500.00
		Subtotal	**$1,000.00**	**$500.00**
		Services and Supplies Total	**$19,340.00**	**$194,890.00**
		ADMINISTRATION Total	**$608,124.00**	**$491,018.00**

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

Employee Services		Approved 2009-2010	Requested 2010-2011
001-0720-422-4110	PERMANENT SALARIES	$287,370.00	$293,118.00
	Subtotal	**$287,370.00**	**$293,118.00**
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	$141,754.00	$128,464.00
	Subtotal	**$141,754.00**	**$128,464.00**
	Employee Services Total	**$454,124.00**	**$446,582.00**

Internal Services		Approved 2009-2010	Requested 2010-2011
001-0720-422-4544	VEHICLE REPLACEMENT	$12,132.00	$21,180.00
	Subtotal	**$12,132.00**	**$21,180.00**
001-0720-422-4558	LONGEVITY RECOGNITION BENEFITS FUND	$5,107.00	$0.00
	Subtotal	**$5,107.00**	**$0.00**
	Internal Services Total	**$17,239.00**	**$21,180.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	$1,750.00	$1,750.00
	Subtotal	**$3,270.00**	**$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	NATIONAL FIRE CODE UPDATES	$845.00	$845.00
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	**$1,495.00**	**$1,495.00**
001-0720-422-4254	FP MEETINGS	$1,000.00	$625.00
	Subtotal	**$1,000.00**	**$625.00**
001-0720-422-4255	Training	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
	Services and Supplies Total	**$6,765.00**	**$6,390.00**
	PREVENTION Total	**$478,128.00**	**$474,152.00**

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

Employee Services		Approved 2009-2010	Requested 2010-2011
001-0730-422-4110	PERMANENT SALARIES	$3,601,332.00	$3,714,517.00
	Subtotal	**$3,601,332.00**	**$3,714,517.00**
001-0730-422-4112	4th of July Staffing	$1,200.00	$1,200.00
001-0730-422-4112	GENERAL OVERTIME	$291,660.00	$303,280.00
	Subtotal	**$292,860.00**	**$304,480.00**
001-0730-422-4116	FLSA	$54,431.00	$56,168.00
001-0730-422-4116	TRAINING OVERTIME	$45,000.00	$45,000.00
	Subtotal	**$99,431.00**	**$101,168.00**
001-0730-422-4117	HOLIDAY PAY	$163,150.00	$168,111.00
	Subtotal	**$163,150.00**	**$168,111.00**
001-0730-422-4120	FRINGE BENEFITS	$2,049,353.00	$1,944,907.00
	Subtotal	**$2,049,353.00**	**$1,944,907.00**
	Employee Services Total	**$6,206,126.00**	**$6,233,183.00**

Internal Services		Approved 2009-2010	Requested 2010-2011
001-0730-422-4544	VEHICLE REPLACEMENT (APPARATUS & ONE STAFF CAR)	$251,692.00	$304,570.00
	Subtotal	**$251,692.00**	**$304,570.00**
001-0730-422-4556	EQUIPMENT REPLACEMENT	$81,201.00	$85,188.00
	Subtotal	**$81,201.00**	**$85,188.00**
001-0730-422-4558	LONGEVITY RECOGNITION BENEFITS FUND	$45,989.00	$0.00
	Subtotal	**$45,989.00**	**$0.00**
001-0730-422-4569	BUILDING MAINTENANCE	$217,059.00	$219,002.00
	Subtotal	**$217,059.00**	**$219,002.00**
	Internal Services Total	**$595,941.00**	**$608,760.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	$1,500.00	$2,000.00
001-0730-422-4240	HOSE	$1,700.00	$3,000.00
001-0730-422-4240	KITCHEN SUPPLIES	$500.00	$500.00
001-0730-422-4240	MATTRESSES & DAYROOM CHAIRS	$1,500.00	$1,500.00
001-0730-422-4240	NERT SUPPLIES	$1,500.00	$1,500.00
001-0730-422-4240	SAFETY UNIFORMS	$7,820.00	$7,820.00
001-0730-422-4240	SAFETY UNIFORMS	$10,000.00	$10,000.00
001-0730-422-4240	WILDLAND EQUIPMENT	$1,800.00	$1,800.00
	Subtotal	**$31,320.00**	**$33,120.00**
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	$1,700.00	$1,700.00
	Subtotal	**$3,500.00**	**$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	$4,000.00	$4,000.00
	Subtotal	**$9,265.00**	**$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	$500.00
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	$1,500.00	$1,500.00
001-0730-422-4246	EXTINGUISHERS	$450.00	$550.00
001-0730-422-4246	GAS MONITORING EQUIP. MAINT.	$800.00	$300.00
001-0730-422-4246	HAND TOOLS	$350.00	$350.00
001-0730-422-4246	LADDER TESTING	$1,600.00	$1,000.00
001-0730-422-4246	LADDERS	$200.00	$200.00
001-0730-422-4246	LIGHT EQUIPMENT	$100.00	$100.00
001-0730-422-4246	LINEN SERVICE	$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	$600.00
001-0730-422-4246	SAW BLADES	$700.00	$800.00
001-0730-422-4246	SCBA EQUIP CALIBRATION	$1,150.00	$1,150.00

001-0730-422-4246	THERMAL IMAGING CAMERA MAINT.	$500.00	$400.00
001-0730-422-4246	TRAINING PROP	$100.00	$100.00
001-0730-422-4246	TURNOUT CLEANING & MAINT	$1,000.00	$1,000.00
001-0730-422-4246	VEHICLE MAINTENANCE	$2,000.00	$2,450.00
	Subtotal	**$22,800.00**	**$22,600.00**
001-0730-422-4251	ALS CERTIFICATION	$11,240.00	$10,315.00
001-0730-422-4251	EMT/DEFIB RECERTIFICATION	$1,200.00	$1,200.00
001-0730-422-4251	JPA CAD LINK	$2,700.00	$3,700.00
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	$3,800.00	$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	**$37,282.00**	**$37,357.00**
001-0730-422-4253	DEPARTMENT LIBRARY	$100.00	$250.00
001-0730-422-4253	SMCTO	$270.00	$320.00
	Subtotal	**$370.00**	**$570.00**
001-0730-422-4254	TRAVEL & MEETINGS	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
001-0730-422-4255	MUTUAL AID WILDLAND	$1,500.00	$1,500.00
001-0730-422-4255	OPERATIONAL TRAINING	$10,500.00	$10,500.00
	Subtotal	**$12,000.00**	**$12,000.00**
	Services and Supplies Total	**$117,037.00**	**$118,912.00**
	TRAINING/OPERATIONS Total	**$6,919,104.00**	**$6,960,855.00**

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Community Development Department

DEPARTMENT DESCRIPTION

The Community Development Department is organized into two Divisions:

- The Planning/Code Enforcement Division is responsible for long term planning regarding growth and development of the City, for reviewing and processing applications for all development proposals, and for maintaining the appearance of the community. 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.

DEPARTMENT PERSONNEL SUMMARY

Position	08-09	09-10	10-11	11-12	12-13	13-14	14-15
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	0.0	0.0	0.0	0.0	0.0
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**	**11.0**	**11.0**	**11.0**	**11.0**	**11.0**

MISSION STATEMENT

The Community Development Department is committed to planning, improving and maintaining the quality of life and public safety in the City consistent with the Goals and Policies established by the City Council in the General Plan and other related City ordinances and regulations consistent with the City's heritage as a Master Planned community.

FIVE-YEAR STRATEGIC PLAN

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

Values

Given the charge of the Community Development Department, we can't always do what people want us to do and we can't always offer the recommendations to the City Council or Planning Commission that people or businesses want. However, the staff of the Community Development Department is committed to providing:

Excellence: We pride ourselves on the quality of the services and work product that our department provides the City and strive to maintain the highest standards of excellence. We seek to provide consistent and predictable interpretation of rules and regulations.

Innovation: We are open to new ideas regarding how we conduct business and to reexamine the rules by which we operate.

Integrity: We provide accurate information and honest, ethical responses. We are also willing to admit our mistakes and learn from them.

Customer Service: We value employees that offer fair and courteous treatment and that are assessable to the public via meetings, phone, fax, Internet and mail. We value accountability and professionalism in our work and being responsive to the needs of our stakeholders.

Problem Solving: We value an approach that looks to the future and examines the impacts of the Department's recommendations and an approach that stresses problem-solving – not simply regulation.

Initiatives

A. ADMINISTRATION

The Administrative staff is responsible for supporting the day-to-day operations and work flow of the Department and for directly assisting contractors, permit applicants, and the public.

1 Provide staffing services to the public every business day during the entire time that City Hall is open for business.

2 Reorganize the Department's website.

3 Implement SharePoint and train Department staff to use the program.

4 Provide support services to the Planning Commission and Department Staff.

B. PLANNING/ CODE ENFORCMENT DIVISION

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.
Code Enforcement is a function within the Planning/Code Enforcement Division, with responsibility is to enhance and protect the health, safety and general welfare of the people who live, work and visit Foster City. The City/District has enacted ordinances which regulate the use, design, construction and maintenance of buildings and properties. Code enforcement efforts ensure that those ordinances and regulations are complied with or that compliance is gained in a manner acceptable to the City/District and within a reasonable period of time

1. Continue to update the General Plan, including, as possible, preparing optional elements, and ensure that the Plan is relevant and reflects the current values of the community.

2. Update the zoning code to be more user friendly and to reflect changed local circumstances and update zoning practices.

3. Develop a vision for the continued long-term economic development of the City after the Pilgrim-Triton, Chess Hatch and Gilead Science campuses are developed.

4. Evaluate where future housing can be accommodated.

5. Eliminate public health, safety and welfare issues.

6. Maintain property values throughout the City through the enforcement of the City's property maintenance standards.

D. BUILDING INSPECTION DIVISION

The Building Inspection Division of the Community Development Department oversees all aspects of residential and commercial construction within Foster City. During the past five years, the Building Inspection Division performed an average of 500 plan checks, issued an average of 2,200 permits, and performed an average of over 15,025 inspections per year. Building projects within Foster City include projects as small as replacement of water heaters to multi-story multi-million dollar office buildings. The Building Inspection Division upholds the California Building Codes, Energy Code, Accessibility Code, as well as the Foster City Municipal Code.

1. Ensure Building Inspectors and Plan Checkers are trained and equipped to inspect and plan check any and all new construction, tenant improvements and residential remodels with the latest code requirements.

2. Continue to educate the Public to understand the safety and environmental benefits of conforming to code requirements.

3. Continue to provide permitting and inspection services in a timely manner.

KEY INITIATIVES COMPLETED

The Community Development Department continued to provide high quality services to the Departments and staff during FY 2009-2010.

The Department has accomplished many significant objectives during FY 09-10 including the following major items:

- **Code and Policy Amendments** – Several amendments to the Municipal Code or policies were prepared:
  - A new text amendment modified the definition of the rear one-half of the lot for waterfront properties to exclude the portion of the lot that extends into the lagoon.
  - A text amendment to Table 1, Real Estate and Construction Signs, of Section 15.12.180, Temporary Signs, of Chapter 15.12, Sign Control of the Foster City Municipal Code to allow construction signs in the R-1 Zoning District was adopted.

- **Development Plan Processing** – Review of several significant development projects occurred in FY 2009-10, some of which will continue into FY 2010-2011:
  - 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 was approved in FY 09-10. Construction plans for Phase 1 are anticipated to be submitted in FY 2010-2011.
  - Negotiation for development of the City's 15-acre site adjacent to City Hall for a mix use development consisting of senior housing and 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 was approved in FY 09-10. A submittal for the first of their new buildings is anticipated in FY 2010-2011.
  - 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 and Engineering Feasibility Study to analyze the traffic impacts of the Mirabella/Parkview Plaza Project, Gilead Sciences Campus and Chess Drive Office projects was completed.
  - Review of the CulturalWorks building at the North Peninsula Jewish Campus.

- An update to the Recreation Element of the General Plan was initiated and completed.
- The update to the Housing Element of the General Plan was completed.

- **Staff Training** – A new Planning Manager was recruited and hired and the Assistant Planner was promoted to Associate Planner.

- **Planning Permit Processing** – During calendar year 2009, the Planning/Code Enforcement Division processed 306 permits, including the major categories of 105 Architectural Review permits, 10 Use Permits and 54 Sign Review permits compared to 338 permits, including the major categories of 161 Architectural Review permits, 13 Use Permits and 53 Sign Review Permits in 2008.

- **Building Permit Processing** - In calendar year 2009, the Building Inspection Division issued 1,931 permits and conducted 12,435 inspections, compared to 2,051 permits 13,443 inspections in 2008.

- **Code Enforcement** – During calendar year 2009, a total of 237 code enforcement cases were handled, including the major categories of 158 property maintenance cases, 42 sign cases, 4 boats on private properties and 4 building without permits, compared to 2008 totals of 181 code enforcement cases, including the major categories of 111 property maintenance cases, 20 sign cases, 9 building without permits and 10 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 Emerald Bay, Foster's Landing, Metro Senior Apartments, Marlin Cove and Miramar. A duplex and single family home was purchased 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.

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2010-2011

The Community Development Department will continue to provide the required planning and building services with one less staff member for FY 2010-11 compared to FY 2009-10. Staff will be augmented with consulting planners as needed. The consulting planners will be paid from the developers' deposits.

Key initiatives and service levels planned for FY 2010-2011 include the following.

Planning/Code Enforcement Division

- Work with the City Council regarding options for the 15-acre site.

- 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 review of the development applications for the Chess Drive Offices.
- 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 CulturalWorks building at the North Peninsula Jewish Campus.
- Initiate revisions of the Land Use and Circulation Element, Conservation Element and Noise Element of the City's General Plan and preparation of an environmental assessment associated with these revisions.
- 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 plans for the Pilgrim-Triton development.
- Review plans for the Gilead 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 FINANCIAL RESOURCES REQUIRED

Services and Supplies

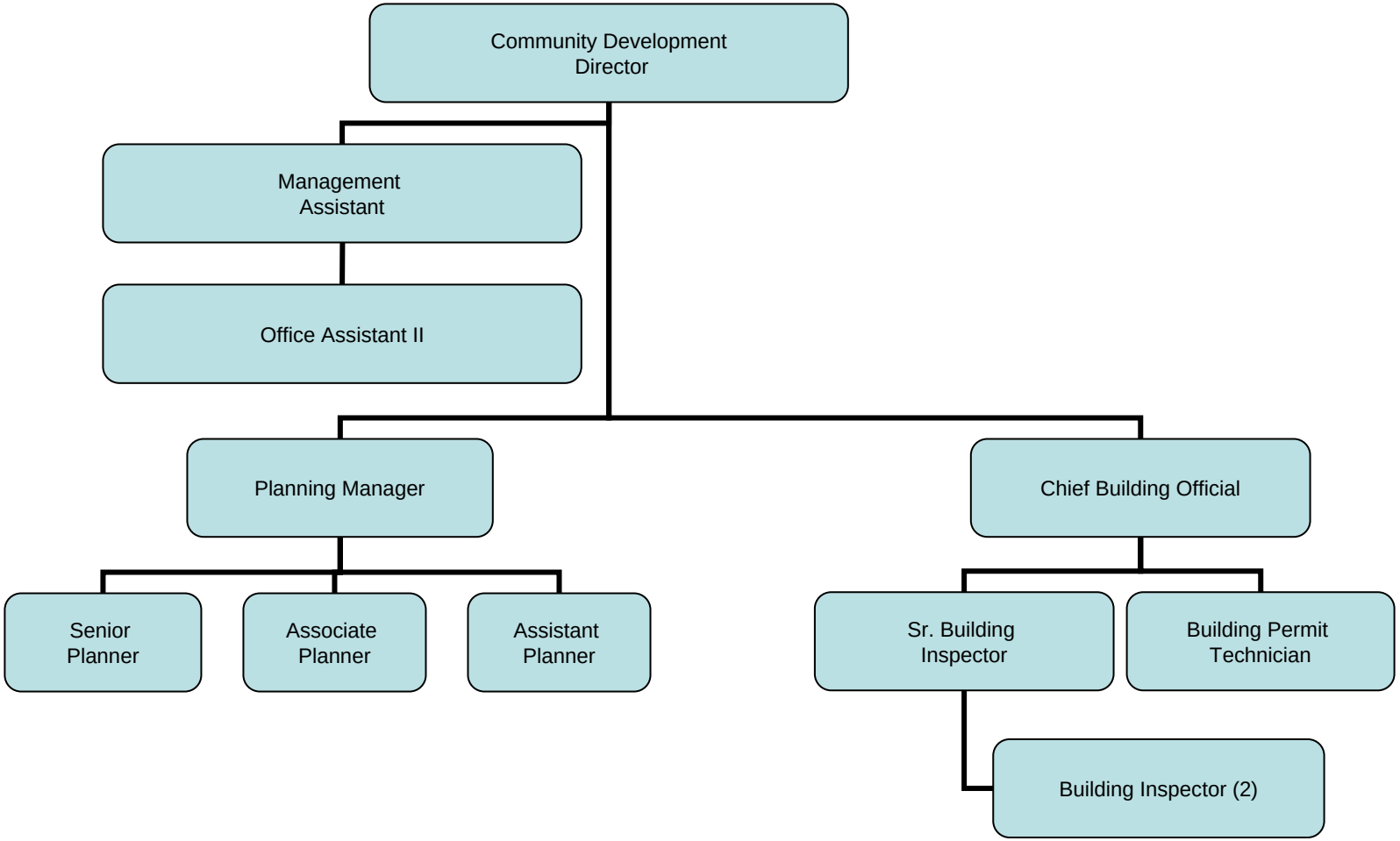
- Consultant services are proposed to assist with the preparation of the General Plan Update, specifically for the preparation of traffic, noise, and air quality analyses.

- 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.

- In order to accomplish the General Plan Update to the Land and Circulation Element and the Conservation Element an additional $10,000 is required for FY 2010-2011 to pay for mailings associated with the General Plan Update.

Community Development Department



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

	2009-2010		2010-2011
	APPROVED	REVISED	REQUESTED
ADVANCE PLANNING	$ 211,388	$ 211,388	$ 188,208
BUILDING SAFETY, CODE, PLAN CHECK	689,860	689,860	717,695
CURRENT PLANNING	259,430	259,430	173,520
ORDINANCE ENFORCEMENT	83,336	83,336	91,548
PLANNING ADMINISTRATION	355,477	355,477	367,328
TOTAL FOR COMMUNITY DEVELOPMENT	**$ 1,599,491**	**$ 1,599,491**	**$ 1,538,299**

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

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 1,608,100	$ 1,608,100	$ 1,533,700
SERVICES AND SUPPLIES	142,234	142,234	142,234
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	1,750,334	1,750,334	1,675,934
INTERNAL SERVICES	162,689	162,689	167,575
Subtotal (Total Department Expenses before Reallocations)	1,913,023	1,913,023	1,843,509
REALLOCATIONS	(313,532)	(313,532)	(305,210)
TOTAL FOR COMMUNITY DEVELOPMENT	**$ 1,599,491**	**$ 1,599,491**	**$ 1,538,299**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2009-2010	Requested 2010-2011
001-0810-419-4110	PERMANENT SALARIES	$250,500.00	$251,500.00
	Subtotal	**$250,500.00**	**$251,500.00**
001-0810-419-4120	FRINGE BENEFITS	$79,300.00	$82,800.00
	Subtotal	**$79,300.00**	**$82,800.00**
	Employee Services Total	**$329,800.00**	**$334,300.00**

Internal Services		Approved 2009-2010	Requested 2010-2011
001-0810-419-4544	VEHICLE REPLACEMENT	$34,172.00	$39,057.00
	Subtotal	**$34,172.00**	**$39,057.00**
001-0810-419-4557	INFORMATION TECHNOLOGY SERVICES	$35,044.00	$34,531.00
	Subtotal	**$35,044.00**	**$34,531.00**
001-0810-419-4558	LONGEVITY RECOGNITION BENEFITS FUND	$2,481.00	$0.00
	Subtotal	**$2,481.00**	**$0.00**
001-0810-419-4569	BUILDING MAINTENANCE	$11,988.00	$13,444.00
	Subtotal	**$11,988.00**	**$13,444.00**
	Internal Services Total	**$83,685.00**	**$87,032.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	$30,000.00
	Subtotal	**$20,000.00**	**$30,000.00**
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**
001-0810-419-4255	APA ANNUAL TECHNICAL TRAINING CONF.-NATIONAL	$3,000.00	$0.00
001-0810-419-4255	APA ANNUAL TECHNICAL TRAINING CONF.-STATE	$1,500.00	$2,500.00
001-0810-419-4255	MISCELLANEOUS TECHNICAL TRAINING	$1,000.00	$1,000.00
	Subtotal	**$5,500.00**	**$3,500.00**
	Services and Supplies Total	**$55,646.00**	**$63,646.00**

Reallocation		Approved 2009-2010	Requested 2010-2011
001-0810-463-4495	ALLOCATION OF CDA EXPENSES 311	($33,135.00)	($34,300.00)
001-0810-463-4495	ALLOCATION OF CDA EXPENSES 312	($33,135.00)	($34,300.00)
001-0810-463-4495	ALLOCATION OF CDA EXPENSES 317	($4,738.00)	($4,905.00)
001-0810-463-4495	ALLOCATION OF CDA EXPENSES 318	($18,954.00)	($19,620.00)
001-0810-463-4495	ALLOCATION OF CDA EXPENSES 319	($4,738.00)	($4,905.00)
001-0810-463-4495	ALLOCATION OF CDA EXPENSES 320	($18,954.00)	($19,620.00)
	Subtotal	**($113,654.00)**	**($117,650.00)**
	Reallocation Total	**($113,654.00)**	**($117,650.00)**
	PLANNING ADMINISTRATION Total	**$355,477.00**	**$367,328.00**

Employee Services		Approved 2009-2010	Requested 2010-2011
001-0811-419-4110	PERMANENT SALARIES	$152,400.00	$134,100.00
	Subtotal	**$152,400.00**	**$134,100.00**
001-0811-419-4120	FRINGE BENEFITS	$48,200.00	$43,900.00
	Subtotal	**$48,200.00**	**$43,900.00**
	Employee Services Total	**$200,600.00**	**$178,000.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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 2009-2010	Requested 2010-2011
001-0811-419-4495	ALLOCATION OF CDA EXPENSES 311	($16,214.00)	($16,297.00)
001-0811-419-4495	ALLOCATION OF CDA EXPENSES 312	($16,214.00)	($16,297.00)
001-0811-419-4495	ALLOCATION OF CDA EXPENSES 317	($1,178.00)	($1,220.00)
001-0811-419-4495	ALLOCATION OF CDA EXPENSES 318	($4,714.00)	($4,879.00)
001-0811-419-4495	ALLOCATION OF CDA EXPENSES 319	($1,178.00)	($1,220.00)
001-0811-419-4495	ALLOCATION OF CDA EXPENSES 320	($4,714.00)	($4,879.00)
	Subtotal	**($44,212.00)**	**($44,792.00)**
	Reallocation Total	**($44,212.00)**	**($44,792.00)**
	ADVANCE PLANNING Total	**$211,388.00**	**$188,208.00**

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

Employee Services		Approved 2009-2010	Requested 2010-2011
001-0812-419-4110	PERMANENT SALARIES	$246,900.00	$180,300.00
	Subtotal	**$246,900.00**	**$180,300.00**
001-0812-419-4120	FRINGE BENEFITS	$78,200.00	$59,000.00
	Subtotal	**$78,200.00**	**$59,000.00**
	Employee Services Total	**$325,100.00**	**$239,300.00**

Reallocation		Approved 2009-2010	Requested 2010-2011
001-0812-419-4495	ALLOCATION OF CDA EXPENSES 311	($22,726.00)	($22,426.00)
001-0812-419-4495	ALLOCATION OF CDA EXPENSES 312	($22,726.00)	($22,426.00)
001-0812-419-4495	ALLOCATION OF CDA EXPENSES 317	($2,022.00)	($2,093.00)
001-0812-419-4495	ALLOCATION OF CDA EXPENSES 318	($8,087.00)	($8,371.00)
001-0812-419-4495	ALLOCATION OF CDA EXPENSES 319	($2,022.00)	($2,093.00)
001-0812-419-4495	ALLOCATION OF CDA EXPENSES 320	($8,087.00)	($8,371.00)
	Subtotal	**($65,670.00)**	**($65,780.00)**
	Reallocation Total	**($65,670.00)**	**($65,780.00)**
	CURRENT PLANNING Total	**$259,430.00**	**$173,520.00**

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

Employee Services	Approved	Requested

		2009-2010	2010-2011
001-0813-419-4110	PERMANENT SALARIES	$71,200.00	$80,400.00
	Subtotal	**$71,200.00**	**$80,400.00**
001-0813-419-4120	FRINGE BENEFITS	$22,500.00	$26,300.00
	Subtotal	**$22,500.00**	**$26,300.00**
	Employee Services Total	**$93,700.00**	**$106,700.00**

Reallocation		Approved 2009-2010	Requested 2010-2011
001-0813-419-4495	ALLOCATION OF CDA EXPENSES 311	($4,046.00)	($6,400.00)
001-0813-419-4495	ALLOCATION OF CDA EXPENSES 312	($4,046.00)	($6,400.00)
001-0813-419-4495	ALLOCATION OF CDA EXPENSES 317	($227.00)	($235.00)
001-0813-419-4495	ALLOCATION OF CDA EXPENSES 318	($909.00)	($941.00)
001-0813-419-4495	ALLOCATION OF CDA EXPENSES 319	($227.00)	($235.00)
001-0813-419-4495	ALLOCATION OF CDA EXPENSES 320	($909.00)	($941.00)
	Subtotal	**($10,364.00)**	**($15,152.00)**
	Reallocation Total	**($10,364.00)**	**($15,152.00)**
	ORDINANCE ENFORCEMENT Total	**$83,336.00**	**$91,548.00**

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

Employee Services		Approved 2009-2010	Requested 2010-2011
001-0820-424-4110	PERMANENT SALARIES	$495,000.00	$501,000.00
	Subtotal	**$495,000.00**	**$501,000.00**
001-0820-424-4120	FRINGE BENEFIT -- BLDG INSP. CERT PAY	$7,200.00	$7,200.00
001-0820-424-4120	FRINGE BENEFITS	$156,700.00	$167,200.00

	Subtotal	**$163,900.00**	**$174,400.00**
	Employee Services Total	**$658,900.00**	**$675,400.00**

Internal Services		Approved 2009-2010	Requested 2010-2011
001-0820-424-4544	VEHICLE REPLACEMENT	$30,908.00	$31,505.00
	Subtotal	**$30,908.00**	**$31,505.00**
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	$35,045.00	$34,531.00
	Subtotal	**$35,045.00**	**$34,531.00**
001-0820-424-4569	BUILDING MAINTENANCE	$11,988.00	$13,444.00
	Subtotal	**$11,988.00**	**$13,444.00**
	Internal Services Total	**$79,004.00**	**$80,543.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	$4,000.00
	Subtotal	**$14,000.00**	**$4,000.00**
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	$1,300.00
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**	**$4,870.00**
001-0820-424-4255	CALBIG (BUILDING INSPECTOR'S GROUP) TRAINING	$410.00	$410.00
001-0820-424-4255	CALBO ANNUAL TRAINING MEETINGS	$1,750.00	$1,750.00
001-0820-424-4255	ICBO ANNUAL TRAINING MEETINGS	$2,250.00	$2,250.00
001-0820-424-4255	PENINSULA BLDG INSPECTOR'S TRAINING (BLDG OFFL)	$250.00	$250.00
001-0820-424-4255	PENINSULA CHAPTER ICBO MONTHLY TRAINING	$250.00	$250.00
001-0820-424-4255	TRAINING FOR INSPECTORS	$3,000.00	$4,000.00
	Subtotal	**$7,910.00**	**$8,910.00**
	Services and Supplies Total	**$31,588.00**	**$23,588.00**

Reallocation		Approved 2009-2010	Requested 2010-2011
001-0820-424-4495	ALLOCATION OF CDA EXPENSES 311	($39,816.00)	($30,918.00)
001-0820-424-4495	ALLOCATION OF CDA EXPENSES 312	($39,816.00)	($30,918.00)
	Subtotal	**($79,632.00)**	**($61,836.00)**
	Reallocation Total	**($79,632.00)**	**($61,836.00)**
	BLDG SAFETY,CODE,PLN CHK Total	**$689,860.00**	**$717,695.00**

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Public Works Department

DEPARTMENT DESCRIPTION

The Department of Public Works manages infrastructure construction, operations and maintenance programs for streets (including traffic signal system, street lighting and street sweeping), lagoon and levees, and drainage, water and sewer facilities. The Department also manages the City's Capital Improvement Program and reviews infrastructure improvements for private developments within the City.

DEPARTMENT PERSONNEL SUMMARY

Position	08-09	09-10	10-11	11-12	12-13	13-14	14-15
Full-Time Employees							
DIRECTOR OF PUBLIC WORKS	1	1	1	1	1	1	1
MAINTENANCE MANAGER	1	1	1	1	1	1	1
SENIOR CIVIL ENG	2	2	2	2	2	2	2
JUNIOR /ASSISTANT/ ASSOCIATE ENG	4	4	4	4	4	4	4
SENIOR ENG. TECH./ENG. TECH	1	1	0	0	0	0	0
MANAGEMENT ASSISTANT	1	1	1	1	1	1	1
ADMINISTRATIVE SECRETARY	1	1	1	1	1	1	1
OFFICE ASSISTANT I/II	2	2	1	1	1	1	1
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 *	17	17	17	17	16	16	16
Total Full-Time Employees	**39**	**39**	**37**	**37**	**36**	**36**	**36**
Part-Time Employees							
PUBLIC WORKS INTERNS (2)	1	1	1	1	1	1	1
TOTAL EMPLOYEES	**40**	**40**	**38**	**38**	**37**	**37**	**37**

* Note: One (1) Public Works Maintenance II was added during FY 2007-2008 to take over the meter reading responsibilities from the Financial Services Department. This position will be eliminated in FY 2012-2013.

MISSION STATEMENT

The mission of Public Works is to maintain and improve the City/District infrastructure of roadways, sidewalks, utilities and facilities for the benefit of the community

while providing a safe working environment for employees.

VALUES

The Department's values are providing excellent service with integrity, leadership, and fiscal responsibility with emphasis on public safety, employee safety and infrastructure preservation.

FIVE-YEAR STRATEGIC PLAN

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

Values

- Integrity – Do the right thing every day
- Service – Responsibility to meet needs and make a difference every day
- Excellence – Passion to do our best every day
- Fiscal Responsibility – Public trust and accountability
- Leadership – Ability to communicate and act upon our vision every day

Initiatives

➢ Goals and Objectives

Goal # 1 – Public Works Engineering – Provide administrative and engineering support services based on policies established by the City Council for the City's Capital and operational programs.

Objectives:

1. Ensure continued capacity and integrity of capital facilities necessary to effectively serve the community.
2. Ensure consistent, reliable, and high quality service.
3. Serve as repository for City infrastructure records.
4. Investigate, evaluate, and respond to traffic safety issues.
5. Optimize the use of public funds to further the City's programs and objectives**.**

Goal # 2 – Lagoon & Levees – Maintain the lagoon and levee systems for storm water control and recreational uses.

Objectives:

1. Maintain lagoon infrastructure to provide for storm water control, recreational uses and aesthetic qualities.
2. Maintain levee system to provide reliable protection against tidal storm water and safe recreational uses.

Goal # 3 – Streets and Storm Drains – Provide safe and well maintained streets, sidewalks, and effective drainage of surface water runoff.

Objectives:

1. Provide safe and well maintained paths of travel for the public.

2. Provide effective surface drainage in compliance with regulatory requirements.

Goal # 4 – Water – Provide safe, reliable and uninterruptible sources of water supply.

Objectives:

1. Provide safe water supply that meets or exceeds Federal and State water standards.
2. Provide reliable and uninterruptible sources of water supply.
3. Promote and implement water conservation measures through programs and services.
4. Ensure customers pay competitive rates for quality programs and services.

Goal # 5 – Wastewater – Maintain a reliable wastewater collection and conveyance system to protect the environment and public health and safety.

Objectives:

1. Provide safe and reliable collection and conveyance of wastewater meeting current regulations.
2. Maintain collection system infrastructure.
3. Work cooperatively with wastewater treatment plant operations.
4. Ensure customers pay competitive rates for quality programs and services.

Goal # 6 – Solid Waste Collection – Ensure that all municipal solid waste generated within the City is collected and transported in a manner that protects public health and safety and the environment.

Objective:

1. Achieve and exceed State mandated diversion (recycling) goals of 50%.
2. Ensure customers pay competitive rates for quality programs and services.
3. Ensure consistent, reliable and high quality service.
4. Address climate change and other environmental needs through enhanced programs and services.

KEY INITIATIVES COMPLETED

The Public Works Department continues to work efficiently and effectively to provide courteous, responsive services to the public and other City Departments in protecting public health and safety and ensuring reliable delivery of services. Public Works Department continues to seek available grant funding for program improvements.

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2010-2011

Key initiatives and service levels planned for FY 2010-2011 include the following.

Division / Category

Public Works Engineering

- Develop and implement Capital Improvement Program to maintain infrastructure
- Perform project management
- Coordinate and collaborate with other Departments and agencies for the successful completion of projects
- Issue and update City Engineering and Construction Standards
- Monitor and control use of Public Rights of Way
- Review private development projects in a timely manner
- Develop and maintain GIS infrastructure record system (plan, mapping, records)
- Maintain and organize paper records
- Conduct Traffic Review Committee meetings
- Implement recommendations from the Traffic Review Committee
- Respond to public inquiries
- Pursue available Federal and State grants and monies
- Administer budgets
- Competitively bid all contracts

Lagoon & Levees

- Monitor lagoon water surface levels
- Implement algae and widgeon weed control program
- Regulate water exchange
- Maintain and repair bulkheads, intakes and outfall
- Maintain lagoon pump station
- Provide flood control
- Maintain FEMA certification
- Maintain pedway facility
- Manage squirrel control program

Streets and Storm Drains

- Maintain and implement PMP (Pavement Management Program)
- Maintain and implement sidewalk policy
- Maintain street lights
- Maintain traffic signals
- Maintain pavement striping and markings
- Implement ADA Improvements
- Manage street sweeping contract
- Annual storm drain and catch basin cleaning
- Monitor problem areas
- Participate and comply with NPDES (National Pollution Discharge Elimination System) program requirements

Water

- Testing of water supply (DHS, Regulations)
- Preventative maintenance flushing, tank cleaning
- Back flow certifications
- Preventative maintenance, exercise valves, monitor corrosion protection system
- Condition assessment
- Maintain relationships with emergency water purveyors

- Review development plans for impacts
- Monitor regional desalination projects
- Indoor/outdoor water conservation use ordinances
- Tiered water rates
- Public Awareness
- Rebate Programs
- AMR Meters
- Efficiently manage infrastructure
- Implement rate smoothing policy to minimize rate spikes
- Simplify payment process for online payment option

Wastewater

- Abide by current regulations
- Implement and update Sewer System Management Plan (SSMP)
- Prevent sewer spills and overflows
- Inspect and assess condition of the system (CCTV, lift stations, MH's)
- Evaluate and implement cost effective technologies (protective coatings, chemical dosing & odor control)
- Maintain emergency response equipment (SCADA, standby generators)
- Attend meetings and review Capital Maintenance Programs
- Efficiently manage infrastructure
- Implement rate smoothing policy to minimize rate spikes
- Simplify payment process for online payment

Solid Waste Collection

- Modernize programs to increase customer convenience and maximize recycling by single stream recycling, weekly recycling, automated collection, food waste collection, expanded collection of hard to dispose of materials (i.e. batteries, cell phones, HHW, sharps, U-waste, E-waste, etc)
- Support the construction of a state of the art material recovery facility (MRF) for sorting commingled bottles, cans, and paper collected from future residential and commercial (business) single stream collection programs
- Support expanding the existing transfer station to increase handling/tipping space for C&D and organics from future weekly residential collection of plant materials and food scraps
- Perform outreach and education to the public
- Hold community events – compost giveaways, e-waste events, shred events, etc.
- Implement new collection services and facility operating contracts by January 1, 2011
- Fixed fee contract with agreed to adjustments
- Apply for grant funding
- Participate in SBWMA Board and committees to represent best interests of community represented
- Decrease wait time – utilize phone trees
- Provide contractor with incentives and disincentives in new contracts
- Simplify payment process for customers – automated and online

- Improve directive signage at the transfer station
- Consolidate service areas at transfer station – traffic improvements to reduce queuing for public drop-off
- Achieve USGBC LEED certification or equivalent for new facilities
- Develop an environmental education center
- Incorporate sustainable building measures in new facilities
- Minimize environmental impact, maximize environmental benefits

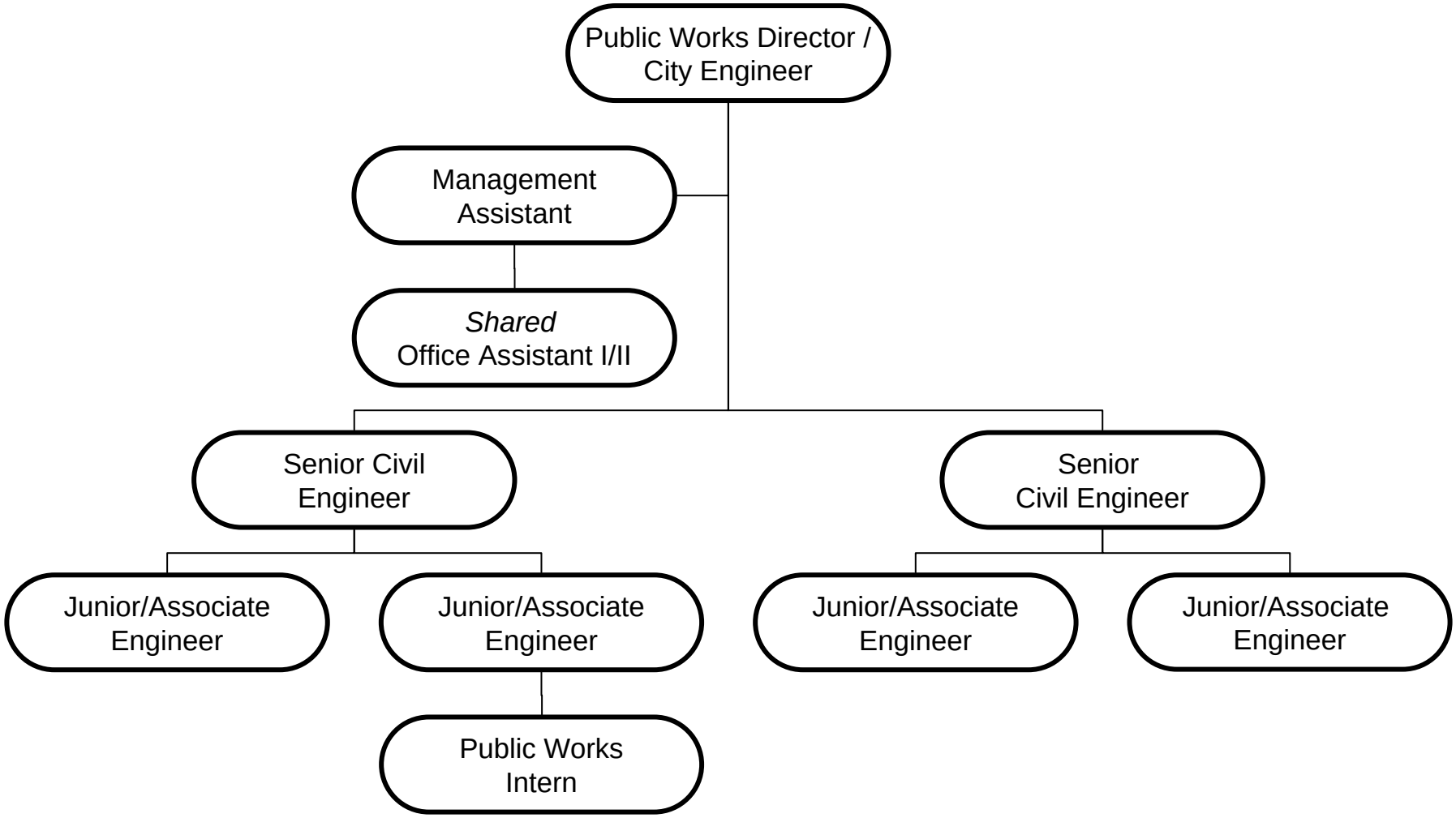
CHANGES IN FINANCIAL RESOURCES REQUIRED

The City has had the good fortune of utilizing a variety of funding sources for its CIP's in the form of one-time revenues from capital asset sales, park-in-lieu fees, developer contributions, federal and state grants, and bond financing (e.g., EMID, Special Assessment District and CDA). However, the City does not anticipate the magnitude of previous one-time revenues or CDA funds to be available in the future. Also, economic pressures at the federal and state levels are limiting future grant opportunities. In addition, the City is debt free and currently uses a "pay-as-you-go" approach to funding capital projects. Therefore, the City would prefer to not use debt financing for its capital projects unless it is necessary.

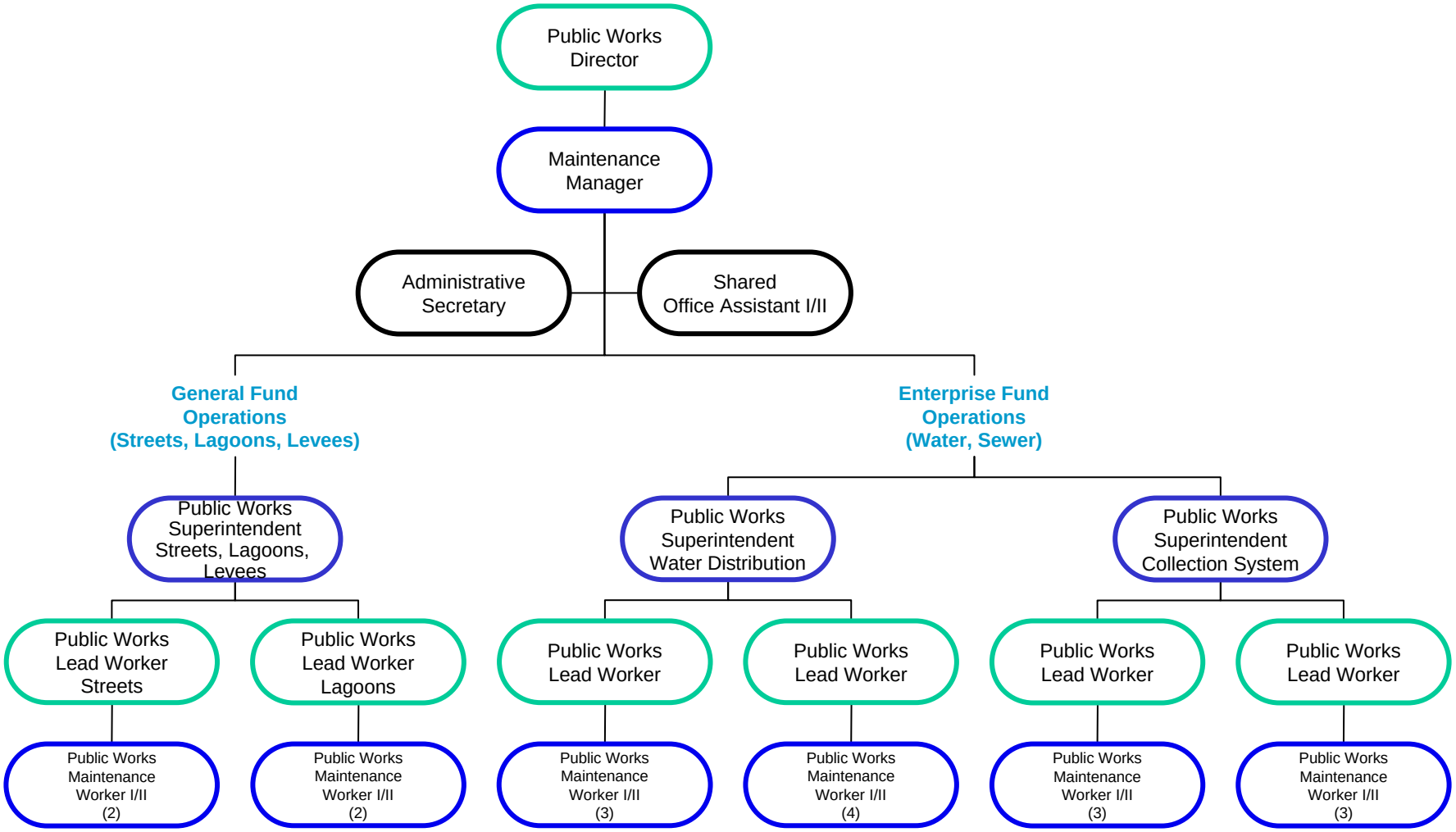
Based on a "10-Year Cash Flow Forecasting" approach in funding CIPs, a moving 10-year window is used to determine actual cash flow needs and sets aside sufficient funds annually to fund CIP projects on a "pay-as-you-go" basis. Adopting this scenario would require $1.37 million of annual funding from the City's General Fund should no other grant funding be available. This amount is the difference over the next 10 years between estimated expenditures and estimated revenues, divided by 10 years. Based on direction provided by the City Council at the Budget Study Session held on March 22, 2010, a $1.37 million fund balance transfer will be incorporated into the FY 2010-2011 annual budget and Five-Year Financial Plan in accordance with the revised General Fund Reserve policy.

Based on the District's "pay-as-you-go" approach to funding water and wastewater Enterprise Fund capital projects, a "10-Year Cash Flow Forecasting" approach is recommended for funding CIP's. This approach provides for a moving 10-year window to determine actual cash flow needs, and sets aside sufficient funds annually to fund CIP projects. This approach, as approved by the District Board, will require about $500,000 to be incorporated annually into the 10-year Water Rate Model, and approximately $1.15 million to be incorporated annually into the 10-year Wastewater Rate Model.

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

	2009-2010		2010-2011
	APPROVED	REVISED	REQUESTED
ADMINISTRATION & ENGINEERING	$ 764,507	$ 764,507	$ 680,849
LAGOON & LEVEES	730,471	730,471	747,629
STREETS	579,601	579,601	461,177
TOTAL FOR PUBLIC WORKS -- General Fund Divisons	**$ 2,074,579**	**$ 2,074,579**	**$ 1,889,655**

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

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 1,648,600	$ 1,648,600	$ 1,538,600
SERVICES AND SUPPLIES	799,150	799,150	813,100
CAPITAL OUTLAY	5,000	5,000	5,000
Subtotal (Total Department-Controlled Expenses)	2,452,750	2,452,750	2,356,700
INTERNAL SERVICES	404,733	404,733	443,717
Subtotal (Total Department Expenses before Reallocations)	2,857,483	2,857,483	2,800,417
REALLOCATIONS	(782,904)	(782,904)	(910,762)
TOTAL FOR PUBLIC WORKS -- General Fund Divisons	**$ 2,074,579**	**$ 2,074,579**	**$ 1,889,655**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2009-2010	Requested 2010-2011
001-0910-431-4110	PERMANENT SALARY	$564,200.00	$491,100.00
	Subtotal	**$564,200.00**	**$491,100.00**
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	$210,500.00	$173,900.00
	Subtotal	**$210,500.00**	**$173,900.00**
	Employee Services Total	**$786,700.00**	**$677,000.00**

Internal Services		Approved 2009-2010	Requested 2010-2011
001-0910-431-4544	VEHICLE REPLACEMENT - UNITS 2, 3, 4, 5	$48,976.00	$53,316.00
	Subtotal	**$48,976.00**	**$53,316.00**
001-0910-431-4557	INFORMATION TECHNOLOGY SERVICES	$68,070.00	$72,118.00
	Subtotal	**$68,070.00**	**$72,118.00**
001-0910-431-4569	BUILDING MAINTENANCE	$34,885.00	$35,197.00
	Subtotal	**$34,885.00**	**$35,197.00**
	Internal Services Total	**$151,931.00**	**$160,631.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	MONITORING / MITIGATION PLAN SEA CLOUD PARK Ph II		$10,000.00	$10,000.00
001-0910-431-4251	OBTAINING REPRODUCIBLE DRAWINGS		$1,000.00	$1,000.00
		Subtotal	**$38,500.00**	**$38,500.00**
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	$2,000.00
001-0910-431-4254	LOCAL MEETINGS		$1,000.00	$700.00
001-0910-431-4254	STATE CONFERENCE/WORKSHOP		$800.00	$800.00
		Subtotal	**$4,800.00**	**$3,500.00**
001-0910-431-4255	PROFESSIONAL TECHNICAL TRAINING		$4,000.00	$3,000.00
		Subtotal	**$4,000.00**	**$3,000.00**

	Services and Supplies Total	**$70,600.00**	**$68,300.00**

Reallocation		Approved 2009-2010	Requested 2010-2011
001-0910-431-4495	ALLOCATION OF CDA EXPENSES 311	($66,729.00)	($55,308.00)
001-0910-431-4495	ALLOCATION OF CDA EXPENSES 312	($66,729.00)	($55,308.00)
	Subtotal	**($133,458.00)**	**($110,616.00)**
001-0910-431-4496	ALLOCATION TO WATER	($55,633.00)	($57,233.00)
	Subtotal	**($55,633.00)**	**($57,233.00)**
001-0910-431-4497	ALLOCATION TO SEWER	($55,633.00)	($57,233.00)
	Subtotal	**($55,633.00)**	**($57,233.00)**
	Reallocation Total	**($244,724.00)**	**($225,082.00)**
	ADMIN & ENGINEERING Total	**$764,507.00**	**$680,849.00**

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

Capital Outlay		Approved 2009-2010	Requested 2010-2011
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 2009-2010	Requested 2010-2011
001-0920-431-4110	PERMANENT SALARIES	$293,100.00	$312,900.00
	Subtotal	**$293,100.00**	**$312,900.00**
001-0920-431-4112	OVERTIME	$5,000.00	$5,000.00
	Subtotal	**$5,000.00**	**$5,000.00**

001-0920-431-4120	FRINGE BENEFITS	$109,400.00	$112,900.00
	Subtotal	**$109,400.00**	**$112,900.00**
	Employee Services Total	**$407,500.00**	**$430,800.00**

Internal Services		Approved 2009-2010	Requested 2010-2011
001-0920-431-4544	VEHICLE REPLACEMENT - UNIT 12	$11,190.00	$12,103.00
	Subtotal	**$11,190.00**	**$12,103.00**
001-0920-431-4556	EQUIPMENT REPLACEMENT	$59,373.00	$59,902.00
001-0920-431-4556	EQUIPMENT REPLACEMENT POOLED RADIOS	$252.00	$252.00
	Subtotal	**$59,625.00**	**$60,154.00**
001-0920-431-4557	INFORMATION TECHNOLOGY SERVICES	$17,872.00	$18,269.00
	Subtotal	**$17,872.00**	**$18,269.00**
001-0920-431-4569	BUILDING MAINTENANCE	$29,434.00	$29,703.00
	Subtotal	**$29,434.00**	**$29,703.00**
	Internal Services Total	**$118,121.00**	**$120,229.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
001-0920-431-4240	BOOTS/UNIFORMS/SAFETY GEAR	$4,500.00	$4,500.00
001-0920-431-4240	LAGOON MANAGEMENT PRODUCTS	$83,000.00	$73,000.00
001-0920-431-4240	SMALL TOOLS	$1,000.00	$1,000.00
	Subtotal	**$88,500.00**	**$78,500.00**
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	$9,000.00	$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	$5,000.00	$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	$5,000.00	$5,000.00
001-0920-431-4251	LAGOON PUMP ENGINE SERVICE	$2,000.00	$2,000.00
001-0920-431-4251	MOSQUITO ABATEMENT PROGRAM	$42,000.00	$44,000.00
001-0920-431-4251	NPDES PERMIT FEE	$25,000.00	$25,000.00
	Subtotal	**$78,000.00**	**$80,000.00**
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	$750.00
	Subtotal	**$1,000.00**	**$750.00**
001-0920-431-4255	TRAINING AND CERTIFICATION	$4,000.00	$4,000.00
	Subtotal	**$4,000.00**	**$4,000.00**
	Services and Supplies Total	**$199,850.00**	**$191,600.00**
	LAGOON & LEVEES Total	**$730,471.00**	**$747,629.00**

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

Employee Services		Approved 2009-2010	Requested 2010-2011
001-0930-431-4110	PERMANENT SALARIES	$320,000.00	$312,900.00
	Subtotal	**$320,000.00**	**$312,900.00**
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	$119,400.00	$112,900.00
	Subtotal	**$119,400.00**	**$112,900.00**

	Employee Services Total	**$444,400.00**	**$430,800.00**

Internal Services		Approved 2009-2010	Requested 2010-2011
001-0930-431-4544	VEHICLE REPLACEMENT - UNITS # 13,14,15,16,23	$45,581.00	$50,761.00
	Subtotal	**$45,581.00**	**$50,761.00**
001-0930-431-4556	EQUIPMENT REPLACEMENT	$39,581.00	$63,872.00
001-0930-431-4556	EQUIPMENT REPLACEMENT POOLED RADIOS	$252.00	$252.00
	Subtotal	**$39,833.00**	**$64,124.00**
001-0930-431-4557	INFORMATION TECHNOLOGY SERVICES	$17,872.00	$18,269.00
	Subtotal	**$17,872.00**	**$18,269.00**
001-0930-431-4558	LONGEVITY RECOGNITION BENEFITS FUND	$1,960.00	$0.00
	Subtotal	**$1,960.00**	**$0.00**
001-0930-431-4569	BUILDING MAINTENANCE	$29,435.00	$29,703.00
	Subtotal	**$29,435.00**	**$29,703.00**
	Internal Services Total	**$134,681.00**	**$162,857.00**

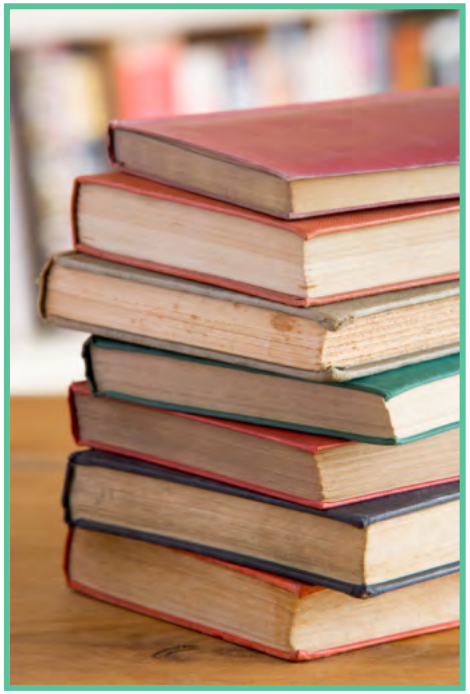
Services and Supplies		Approved 2009-2010	Requested 2010-2011
001-0930-431-4240	BARRICADES AND ACCESSORIES	$1,500.00	$1,500.00
001-0930-431-4240	BOOTS/UNIFORMS/SAFETY GEAR	$6,000.00	$6,000.00
001-0930-431-4240	CONCRETE SAW BLADES	$1,500.00	$1,500.00
001-0930-431-4240	MATERIALS FOR TRAFFIC MARKINGS	$12,500.00	$12,500.00
001-0930-431-4240	MISC. SUPPLIES	$1,500.00	$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	$5,000.00	$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	**$61,000.00**	**$61,000.00**
001-0930-431-4243	MISC. OFFICE SUPPLIES	$1,000.00	$1,500.00
	Subtotal	**$1,000.00**	**$1,500.00**
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	$220,000.00	$230,000.00
	Subtotal	**$220,000.00**	**$230,000.00**
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	$60,500.00	$62,500.00
001-0930-431-4251	MAINTENANCE AND REPAIR OF 25 TRAFFIC SIGNALS	$53,500.00	$55,000.00
001-0930-431-4251	RECYCLE AND DISPOSAL OF HAZARDOUS WASTE	$15,000.00	$15,000.00
001-0930-431-4251	STREET SWEEPING	$89,000.00	$90,000.00
	Subtotal	**$243,000.00**	**$247,500.00**
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	$1,500.00
	Subtotal	**$2,000.00**	**$1,500.00**
001-0930-431-4255	TRAINING AND CERTIFICATION	$3,000.00	$3,000.00
	Subtotal	**$3,000.00**	**$3,000.00**
	Services and Supplies Total	**$538,700.00**	**$553,200.00**

Reallocation		Approved 2009-2010	Requested 2010-2011
001-0930-431-4498	REALLOCATION TO GAS TAX FUNDS	($435,180.00)	($558,680.00)

001-0930-431-4498	REALLOCATION TO TRAFFIC SAFETY FUND	($103,000.00)	($127,000.00)
	Subtotal	**($538,180.00)**	**($685,680.00)**
	Reallocation Total	**($538,180.00)**	**($685,680.00)**
	STREET Total	**$579,601.00**	**$461,177.00**

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. These three additional hours will be funded only through December 31, 2010.

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

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	36,000	36,000	18,000
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	36,000	36,000	18,000
INTERNAL SERVICES	230,407	230,407	230,880
Subtotal (Total Department Expenses before Reallocations)	266,407	266,407	248,880
REALLOCATIONS	-	-	-
TOTAL FOR LIBRARY SERVICES	**$ 266,407**	**$ 266,407**	**$ 248,880**

DETAIL LINE ITEM REPORT

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

Internal Services		Approved 2009-2010	Requested 2010-2011
001-1310-415-4569	BUILDING MAINTENANCE -- LIBRARY	$230,407.00	$230,880.00
	Subtotal	**$230,407.00**	**$230,880.00**
	Internal Services Total	**$230,407.00**	**$230,880.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
001-1310-415-4251	CITY LIBRARY SERVICES (3 ADD'L HOURS to 12/31/10)	$36,000.00	$18,000.00
	Subtotal	**$36,000.00**	**$18,000.00**
	Services and Supplies Total	**$36,000.00**	**$18,000.00**
	LIBRARY SERVICES Total	**$266,407.00**	**$248,880.00**

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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

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	110,000	110,000	110,000
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	110,000	110,000	110,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	110,000	110,000	110,000
REALLOCATIONS	-	-	-
TOTAL FOR PROPERTY TAX ADMINISTRATION	**$ 110,000**	**$ 110,000**	**$ 110,000**

DETAIL LINE ITEM REPORT

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

Services and Supplies		Approved 2009-2010	Requested 2010-2011
002-1120-415-4251	PROPERTY TAX ADMINISTRATION FEE	$110,000.00	$110,000.00
	Subtotal	**$110,000.00**	**$110,000.00**
	Services and Supplies Total	**$110,000.00**	**$110,000.00**
	GENERAL ACCOUNTING Total	**$110,000.00**	**$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.

A portion of the costs incurred in the Public Works – Streets Maintenance Division are charged to the Traffic Safety Fund as an expenditure reallocation.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
PUBLIC WORKS
TRAFFIC SAFETY FUND
Annual Budget Appropriation for Fiscal Year

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	-
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	-
REALLOCATIONS	103,000	103,000	139,000
TOTAL FOR PUBLIC WORKS	**$ 103,000**	**$ 103,000**	**$ 139,000**

DETAIL LINE ITEM REPORT

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

Reallocation		Approved 2009-2010	Requested 2010-2011
101-1120-415-4499	REALLOCATION FROM PW STREETS	$103,000.00	$139,000.00
	Subtotal	**$103,000.00**	**$139,000.00**
	Reallocation Total	**$103,000.00**	**$139,000.00**
	GENERAL ACCOUNTING Total	**$103,000.00**	**$139,000.00**

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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

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	-
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	-
REALLOCATIONS	542,000	542,000	665,500
TOTAL FOR PUBLIC WORKS	**$ 542,000**	**$ 542,000**	**$ 665,500**

DETAIL LINE ITEM REPORT

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

Reallocation		Approved 2009-2010	Requested 2010-2011
103-1120-415-4499	REALLOCATION FROM COUNCIL/BOARD	$106,820.00	$106,820.00
103-1120-415-4499	REALLOCATION FROM PW STREETS	$435,180.00	$558,680.00
	Subtotal	**$542,000.00**	**$665,500.00**
	Reallocation Total	**$542,000.00**	**$665,500.00**
	GENERAL ACCOUNTING Total	**$542,000.00**	**$665,500.00**

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SLESF/COPS Grant

SLESF/COPS Grant Funding – The City has continued to be 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. The 2010-2011 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

	2009-2010		2010-2011
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ 100,000	$ 100,000	$ 100,000
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	100,000	100,000	100,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	100,000	100,000	100,000
REALLOCATIONS	-	-	-
TOTAL FOR SLESF / COPS GRANT	**$ 100,000**	**$ 100,000**	**$ 100,000**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2009-2010	Requested 2010-2011
108-0620-421-4110	ALLOCATION FR GEN'L FUND (POLICE) FOR 1 OFFICER	$100,000.00	$100,000.00
	Subtotal	**$100,000.00**	**$100,000.00**
	Employee Services Total	**$100,000.00**	**$100,000.00**
	FIELD OPERATIONS Total	**$100,000.00**	**$100,000.00**

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In 2004, the City of Foster City took the initiative to create and launch a recruitment website for advertising public sector employment opportunities, which also functions as an applicant tracking and processing tool. The entrepreneurial endeavor was developed by the Human Resources Department in partnership with the Information Technology Division. The Human Resources Department administers the program, handling all aspects of marketing and relationships with employer clients. Job seekers can log on to one web site and search for career opportunities in the public sector, post their resumes, and apply for 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 thereafter. For agencies who are only interested in posting summer internship positions, the fee is $500. Agencies can also opt not to become members and pay $150 per job announcement. A job seeker incurs no cost to submit applications or post resumes.

The City benefits from the creation and maintenance of this entrepreneurial endeavor. The Personnel Allocations greatly subsidize personnel that would otherwise be charged to the General Fund. The savings is approximately $45,000 per year. The Personnel assigned do not spend the allocations apportioned. Additionally, the City would otherwise be either processing all recruitments manually through paper applications and scoring. The use of web-based technology increases the quality of the applicant pool and decreases recruitment times by approximately 60% and has reduced Human Resources staff time spent on recruitments greatly, allowing capacity for more strategic City endeavors. If Foster City were to buy these services on the market, it would cost approximately $7,500 through another vendor. This is an expense that the City does not incur, but rather enjoys for free. Lastly, CalOpps signifies an important partnership of governmental entities to provide these services at an affordable cost.

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 site development 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

	2009-2010		2010-2011
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ 44,200	$ 44,200	$ 59,900
SERVICES AND SUPPLIES	27,500	27,500	13,900
CAPITAL OUTLAY		-	
Subtotal (Total Department-Controlled Expenses)	71,700	71,700	73,800
INTERNAL SERVICES	22,356	22,356	19,153
Subtotal (Total Department Expenses before Reallocations)	94,056	94,056	92,953
REALLOCATIONS	-	-	-
TOTAL FOR HUMAN RESOURCES	**$ 94,056**	**$ 94,056**	**$ 92,953**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2009-2010	Requested 2010-2011
114-1210-415-4110	PERMANENT SALARIES	$33,700.00	$44,100.00
	Subtotal	**$33,700.00**	**$44,100.00**
114-1210-415-4120	FRINGE BENEFITS	$10,500.00	$15,800.00
	Subtotal	**$10,500.00**	**$15,800.00**
	Employee Services Total	**$44,200.00**	**$59,900.00**

Internal Services		Approved 2009-2010	Requested 2010-2011
114-1210-415-4557	INFORMATION TECHNOLOGY SERVICES	$22,356.00	$19,153.00
	Subtotal	**$22,356.00**	**$19,153.00**
	Internal Services Total	**$22,356.00**	**$19,153.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	$20,000.00	$6,400.00
	Subtotal	**$20,000.00**	**$6,400.00**
114-1210-415-4251	CONSULTING FEES -- DOCUMENTATION / TRAINING	$5,000.00	$5,000.00
	Subtotal	**$5,000.00**	**$5,000.00**
	Services and Supplies Total	**$27,500.00**	**$13,900.00**
	ADMINISTRATION Total	**$94,056.00**	**$92,953.00**

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Assessment District Funds

These funds are used to retire the assessment district bonds issued by the City of Foster City on behalf of the developers of the Vintage Park projects. The proceeds from the bond sales were used to construct the public infrastructure required for these developments.

The Vintage Park Assessment District 89-1 obligation was paid in full on September 2, 2009. The Special District assessments to the property owners were eliminated on their tax bills 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

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	447,491	447,491	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	447,491	447,491	-
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	447,491	447,491	-
REALLOCATIONS	-	-	-
TOTAL FOR ASSESSMENT DISTRICTS FUNDS (213-220)	**$ 447,491**	**$ 447,491**	**$ -**

DETAIL LINE ITEM REPORT

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

Services and Supplies		Approved 2009-2010	Requested 2010-2011
219-1110-415-4251	ADMINISTRATION FEE FY 08/09	$8,543.00	$0.00
219-1110-415-4251	MUNI FINANCIAL SERVICES VINTAGE 89-1	$5,000.00	$0.00
	Subtotal	**$13,543.00**	**$0.00**
219-1110-415-4270	PRINCIPAL DUE ON 9/2/09 VINTAGE 89-1	$415,000.00	$0.00
	Subtotal	**$415,000.00**	**$0.00**
219-1110-415-4271	INTEREST DUE ON 9/2/08 VINTAGE 89-1	$15,148.00	$0.00
	Subtotal	**$15,148.00**	**$0.00**
219-1110-415-4273	FISCAL AGENT FEE	$3,800.00	$0.00
	Subtotal	**$3,800.00**	**$0.00**
	Services and Supplies Total	**$447,491.00**	**$0.00**
	ADMINISTRATION Total	**$447,491.00**	**$0.00**

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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.

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. On average, EMID customers consume 5.2 to 5.6 million gallons of water per day (MGD). The Water Supply Assurance from the SFPUC is 5.9 MGD through 2020. Water conservation efforts are underway to ensure that EMID maintains a sufficient amount water for its customers. Conservation-based water rates and expanded rebated programs are being implemented in an effort to provide incentives for customers to conserve.

For further information about the EMID Water Enterprise Fund operations, please refer to the Public Works narrative included earlier in this Budget Document.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
PUBLIC WORKS
WATER ENTERPRISE FUND
Annual Budget Appropriation for Fiscal Year

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 1,541,560	$ 1,541,560	$ 1,491,000
SERVICES AND SUPPLIES	4,900,278	4,900,278	5,271,221
CAPITAL OUTLAY	432,630	432,630	447,917
Subtotal (Total Department-Controlled Expenses)	6,874,468	6,874,468	7,210,138
INTERNAL SERVICES	950,431	950,431	760,528
Subtotal (Total Department Expenses before Reallocations)	7,824,899	7,824,899	7,970,666
REALLOCATIONS	795,550	795,550	843,087
TOTAL FOR WATER ENTERPRISE FUND	**$ 8,620,449**	**$ 8,620,449**	**$ 8,813,753**

DETAIL LINE ITEM REPORT

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

Capital Outlay		Approved 2009-2010	Requested 2010-2011
401-0960-461-4385	EQUIPMENT REPLACEMENT -- WATER FUND	$427,630.00	$442,917.00
401-0960-461-4385	PORTABLE FIELD DATA UNITS	$5,000.00	$5,000.00
	Subtotal	**$432,630.00**	**$447,917.00**
	Capital Outlay Total	**$432,630.00**	**$447,917.00**

Employee Services		Approved 2009-2010	Requested 2010-2011
401-0960-461-4110	PERMANENT SALARIES	$1,082,300.00	$1,080,500.00
	Subtotal	**$1,082,300.00**	**$1,080,500.00**
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	$403,700.00	$388,500.00
401-0960-461-4120	OPEB LIABILITY FUNDING	$33,560.00	$0.00
	Subtotal	**$437,260.00**	**$388,500.00**
	Employee Services Total	**$1,541,560.00**	**$1,491,000.00**

Internal Services		Approved 2009-2010	Requested 2010-2011
401-0960-461-4544	VEHICLE REPLACEMENT - UNITS 17,20,21,22,27,35,36	$102,580.00	$110,414.00
	Subtotal	**$102,580.00**	**$110,414.00**
401-0960-461-4556	EQUIPMENT REPLACEMENT	$490,903.00	$297,820.00
401-0960-461-4556	EQUIPMENT REPLACEMENT POOLED RADIOS	$252.00	$252.00

	Subtotal	**$491,155.00**	**$298,072.00**
401-0960-461-4557	INFORMATION TECHNOLOGY SERVICES	$230,484.00	$228,144.00
	Subtotal	**$230,484.00**	**$228,144.00**
401-0960-461-4558	LONGEVITY RECOGNITION BENEFITS FUND	$2,352.00	$0.00
	Subtotal	**$2,352.00**	**$0.00**
401-0960-461-4562	SELF INSURANCE FUND CHARGE	$65,000.00	$64,500.00
	Subtotal	**$65,000.00**	**$64,500.00**
401-0960-461-4569	BUILDING MAINTENANCE	$58,860.00	$59,398.00
	Subtotal	**$58,860.00**	**$59,398.00**
	Internal Services Total	**$950,431.00**	**$760,528.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	$5,500.00	$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	$1,500.00	$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	$1,500.00	$1,500.00
401-0960-461-4240	STAINLESS STEEL NUTS AND BOLTS	$1,000.00	$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 VALVES AND OPERATION NUTS	$3,500.00	$3,500.00
	Subtotal	**$77,600.00**	**$77,600.00**
401-0960-461-4241	PRINTING FOR PROP 218 NOTIFICATION - WATER/SEWER	$700.00	$700.00
	Subtotal	**$700.00**	**$700.00**

401-0960-461-4242	POSTAGE FOR ANNUAL WATER QUALITY REPORT	$2,000.00	$3,000.00
401-0960-461-4242	POSTAGE FOR PROP 218 NOTIFICATION - WATER/SEWER	$1,800.00	$1,800.00
	Subtotal	**$3,800.00**	**$4,800.00**
401-0960-461-4243	BOOKS, MANUALS & TAPES	$1,000.00	$1,000.00
401-0960-461-4243	MISC. OFFICE SUPPLIES	$1,400.00	$1,500.00
	Subtotal	**$2,400.00**	**$2,500.00**
401-0960-461-4246	AIR RELIEF VALVE REPAIR AND REPLACEMENT	$1,000.00	$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	$3,200.00	$3,000.00
401-0960-461-4246	MAINTENANCE OF COPY MACHINE (1/3)	$1,000.00	$1,000.00
401-0960-461-4246	MAINTENANCE OF PRESSURE REDUCING VALVES	$5,000.00	$3,000.00
401-0960-461-4246	MAINTENANCE REPAIR TO WATER PUMPS/ENGINES	$10,000.00	$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	$4,000.00	$4,000.00
	Subtotal	**$26,500.00**	**$24,300.00**
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	$40,000.00	$40,000.00
401-0960-461-4248	NATURAL GAS FOR WATER PUMP PLANT	$20,000.00	$20,000.00
401-0960-461-4248	SFPUC WATER PURCHASE	$4,465,011.00	$4,800,054.00
401-0960-461-4248	WATER MANAGEMENT FEE (BAWSCA)	$0.00	$100,000.00
	Subtotal	**$4,538,011.00**	**$4,973,054.00**
401-0960-461-4251	ANNUAL WATER QUALITY REPORT - GRAPHICS	$1,000.00	$1,000.00
401-0960-461-4251	BACKFLOW PREVENTION FEES, SAN MATEO COUNTY	$22,000.00	$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	$0.00
401-0960-461-4251	LANDSCAPE WATER AUDIT CONSULTANT	$65,000.00	$0.00
401-0960-461-4251	LEAD AND COPPER TESTING	$4,000.00	$0.00

401-0960-461-4251	POTABLE WATER LAB TESTS	$20,000.00	$32,000.00
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
	Subtotal	**$155,000.00**	**$93,000.00**
401-0960-461-4253	AWWA DUES	$1,500.00	$1,500.00
401-0960-461-4253	BAWSCA DUES AND ASSESSMENT	$84,767.00	$84,767.00
	Subtotal	**$86,267.00**	**$86,267.00**
401-0960-461-4254	TRAVEL, CONFERENCES AND MEETINGS	$4,000.00	$3,000.00
	Subtotal	**$4,000.00**	**$3,000.00**
401-0960-461-4255	TRAINING AND CERTIFICATION	$4,000.00	$4,000.00
	Subtotal	**$4,000.00**	**$4,000.00**
	Services and Supplies Total	**$4,900,278.00**	**$5,271,221.00**

Reallocation		Approved 2009-2010	Requested 2010-2011
401-0960-461-4463	ADMINISTRATIVE SERVICES	$102,306.00	$0.00
401-0960-461-4463	DISTRICT BOARD	$28,297.00	$26,198.00
401-0960-461-4463	DISTRICT LEGAL COUNSEL	$42,509.00	$53,825.00
401-0960-461-4463	DISTRICT MANAGER	$132,866.00	$182,570.00
401-0960-461-4463	DISTRICT SECRETARY	$55,229.00	$68,237.00
401-0960-461-4463	FINANCIAL SERVICES	$289,851.00	$367,974.00
401-0960-461-4463	HUMAN RESOURCES	$88,859.00	$87,050.00
401-0960-461-4463	PW ENGINEERING	$55,633.00	$57,233.00
	Subtotal	**$795,550.00**	**$843,087.00**
	Reallocation Total	**$795,550.00**	**$843,087.00**
	WATER Total	**$8,620,449.00**	**$8,813,753.00**

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

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 1,514,990	$ 1,514,990	$ 1,446,000
SERVICES AND SUPPLIES	2,950,150	2,950,150	2,764,450
CAPITAL OUTLAY	116,205	116,205	87,205
Subtotal (Total Department-Controlled Expenses)	4,581,345	4,581,345	4,297,655
INTERNAL SERVICES	854,389	854,389	836,020
Subtotal (Total Department Expenses before Reallocations)	5,435,734	5,435,734	5,133,675
REALLOCATIONS	718,996	718,996	748,189
TOTAL FOR WASTEWATER COLLECTION SYSTEM FUND	**$ 6,154,730**	**$ 6,154,730**	**$ 5,881,864**

DETAIL LINE ITEM REPORT

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

Capital Outlay		Approved 2009-2010	Requested 2010-2011
451-0970-432-4385	EQUIPMENT REPLACEMENT -- WASTEWATER COLLECTION FD	$111,205.00	$82,205.00
451-0970-432-4385	PORTABLE FIELD DATA UNITS	$5,000.00	$5,000.00
	Subtotal	**$116,205.00**	**$87,205.00**
	Capital Outlay Total	**$116,205.00**	**$87,205.00**

Employee Services		Approved 2009-2010	Requested 2010-2011
451-0970-432-4110	PERMANENT SALARIES	$1,038,000.00	$1,009,600.00
	Subtotal	**$1,038,000.00**	**$1,009,600.00**
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	$32,000.00
	Subtotal	**$16,000.00**	**$32,000.00**
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	$387,200.00	$362,800.00
451-0970-432-4120	OPEB LIABILITY FUNDING	$32,190.00	$0.00
	Subtotal	**$419,390.00**	**$362,800.00**
	Employee Services Total	**$1,514,990.00**	**$1,446,000.00**

Internal Services		Approved 2009-2010	Requested 2010-2011
451-0970-432-4544	VEHICLE REPLACEMENT - 11 Units	$213,699.00	$206,418.00
	Subtotal	**$213,699.00**	**$206,418.00**

451-0970-432-4556	EQUIPMENT REPLACEMENT	$280,313.00	$274,008.00
451-0970-432-4556	EQUIPMENT REPLACEMENT POOLED RADIOS	$252.00	$252.00
	Subtotal	**$280,565.00**	**$274,260.00**
451-0970-432-4557	INFORMATION TECHNOLOGY SERVICES	$233,784.00	$231,444.00
	Subtotal	**$233,784.00**	**$231,444.00**
451-0970-432-4558	LONGEVITY RECOGNITION BENEFITS FUND	$2,481.00	$0.00
	Subtotal	**$2,481.00**	**$0.00**
451-0970-432-4562	SELF INSURANCE FUND CHARGE	$65,000.00	$64,500.00
	Subtotal	**$65,000.00**	**$64,500.00**
451-0970-432-4569	BUILDING MAINTENANCE	$58,860.00	$59,398.00
	Subtotal	**$58,860.00**	**$59,398.00**
	Internal Services Total	**$854,389.00**	**$836,020.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
451-0970-432-4240	BOOTS / UNIFORMS	$6,400.00	$6,400.00
451-0970-432-4240	CABLE/HOSES	$1,000.00	$2,500.00
451-0970-432-4240	COATINGS/EPOXIES	$1,000.00	$2,000.00
451-0970-432-4240	DISPOSAL FEES FOR SANITARY SOLIDS	$5,000.00	$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	$3,000.00
451-0970-432-4240	HYDROGEN PEROXIDE	$85,500.00	$75,000.00
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	$5,500.00
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	$3,000.00
451-0970-432-4240	SMALL TOOLS	$1,000.00	$2,000.00
451-0970-432-4240	STAINLESS STEEL BOLTS/MATERIALS	$1,000.00	$2,000.00
451-0970-432-4240	WASTEWATER SOLIDS DISPOSAL LAB FEES	$2,000.00	$2,000.00
	Subtotal	**$131,400.00**	**$131,400.00**
451-0970-432-4241	PRINTING FOR PROP 218 NOTIFICATION - WATER/SEWER	$700.00	$700.00

	Subtotal	**$700.00**	**$700.00**
451-0970-432-4242	POSTAGE FOR PROP 218 NOTIFICATION - 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	$2,500.00
	Subtotal	**$2,200.00**	**$2,500.00**
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	HEAVY EQUIPMENT MAINTENANCE	$5,000.00	$5,000.00
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	$20,000.00
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	REPAIRS TO L/S GENERATORS / ATS(s)	$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**	**$92,800.00**
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)	$225,000.00	$235,000.00
451-0970-432-4248	MOBILE RADIO MAINTENANCE/SUPPLIES	$1,000.00	$1,000.00
	Subtotal	**$226,000.00**	**$236,000.00**
451-0970-432-4251	ALLOWANCE FOR MAJOR ELECTRICAL REPAIRS	$12,000.00	$12,000.00
451-0970-432-4251	ANNUAL SM WWTP CIP PROGRAM	$500,000.00	$400,000.00
451-0970-432-4251	BAY AREA AIR QUALITY CONTROL BOARD PERMIT FEES	$7,000.00	$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)	$1,900,000.00	$1,800,000.00
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	$4,500.00	$4,500.00
451-0970-432-4251	SPECIAL STUDIES	$25,000.00	$25,000.00
451-0970-432-4251	STATE WATER RESOURCES CONTROL BOARD	$1,500.00	$1,500.00
451-0970-432-4251	UST COMPLIANCE -- LS #29	$750.00	$750.00
	Subtotal	**$2,484,250.00**	**$2,284,250.00**
451-0970-432-4253	MEMBERSHIP DUES AND SUBSCRIPTIONS	$3,000.00	$3,000.00
	Subtotal	**$3,000.00**	**$3,000.00**
451-0970-432-4254	TRAVEL, CONFERENCES, MEETINGS & TECHNICAL TRAINING	$8,000.00	$6,000.00
	Subtotal	**$8,000.00**	**$6,000.00**
451-0970-432-4255	TRAINING AND CERTIFICATION	$5,000.00	$5,000.00
	Subtotal	**$5,000.00**	**$5,000.00**
	Services and Supplies Total	**$2,950,150.00**	**$2,764,450.00**

Reallocation		Approved 2009-2010	Requested 2010-2011
451-0970-432-4463	ADMINISTRATIVE SERVICES	$102,306.00	$0.00
451-0970-432-4463	DISTRICT BOARD	$28,297.00	$26,198.00
451-0970-432-4463	DISTRICT LEGAL COUNSEL	$42,509.00	$53,825.00
451-0970-432-4463	DISTRICT MANAGER	$132,866.00	$182,570.00
451-0970-432-4463	DISTRICT SECRETARY	$55,229.00	$68,237.00
451-0970-432-4463	FINANCIAL SERVICES	$213,297.00	$273,076.00
451-0970-432-4463	HUMAN RESOURCES	$88,859.00	$87,050.00
451-0970-432-4463	PW ENGINEERING	$55,633.00	$57,233.00
	Subtotal	**$718,996.00**	**$748,189.00**
	Reallocation Total	**$718,996.00**	**$748,189.00**
	WASTEWATER Total	**$6,154,730.00**	**$5,881,864.00**

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 SamTrans Route 251 route, 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 manage the Connections Shuttle operation. The Alliance also manages two employer-funded shuttles in Foster City. Operational management includes route adjustments, schedule, coordination with the shuttle operator, grant applications, promotional activities, and responding to inquiries and complaints. The City is the fiscal agent for the shuttle program: 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 with reporting, grant applications and promotional activities.

A new shuttle vendor, PCAM, began work in January 2007. The 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 regulations that classify the City as a Transit Agency. At the recommendation of its Ad Hoc Transportation Committee, the City approved the addition of a second bus to the Red Line route in FY 2008-2009.

Average daily ridership on the Blue Line has decreased from 100 in 2008 to 79 in 2009 (-21%). The average daily ridership on the Red Line increased slightly from 201 in 2008 to 202 in 2009 (+0.5%). The average cost per ride for both lines was approximately $4.00.

For many years, 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. Based upon Council direction, funding for one bus on the Blue Line (current service level), and only one of the current two buses for the Red Line (service level reduction), is included in the FY 2010-2011 budget through June 30, 2011. The total projected annual cost for FY 2010-2011 is $216,000, including $206,900 for contractual services and $9,100 in advertising and promotion. This compares to a FY 2009-2010 budget of $313,000. After 50% reimbursement by the CCAG grant, the total projected annual cost to the City for 2010-2011 is $108,000.

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

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	313,000	313,000	216,000
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	313,000	313,000	216,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	313,000	313,000	216,000
REALLOCATIONS	-	-	-
TOTAL FOR FOSTER CITY CONNECTIONS SHUTTLE	**$ 313,000**	**$ 313,000**	**$ 216,000**

DETAIL LINE ITEM REPORT

COMMUNITY DEVELOPMENT - CONNECTIONS SHUTTLE PROGRAM Account: 499-0840-463 SHUTTLE FUND

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	$303,900.00	$206,900.00
	Subtotal	**$303,900.00**	**$206,900.00**
	Services and Supplies Total	**$313,000.00**	**$216,000.00**
	CONNECTIONS SHUTTLE PROGRAM Total	**$313,000.00**	**$216,000.00**
	Less Offsetting Revenue		**$108,000.00**
	CONNECTIONS SHUTTLE PROGRAM Net Operating Costs	**$313,000.00**	**$108,000.00**

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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. Nine 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 2010-2011.

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

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 374,900	$ 374,900	$ 365,500
SERVICES AND SUPPLIES	483,435	483,435	483,435
CAPITAL OUTLAY	214,000	214,000	362,000
Subtotal (Total Department-Controlled Expenses)	1,072,335	1,072,335	1,210,935
INTERNAL SERVICES	66,882	66,882	102,069
Subtotal (Total Department Expenses before Reallocations)	1,139,217	1,139,217	1,313,004
REALLOCATIONS	-	-	-
TOTAL FOR VEHICLE MAINTENANCE FUND (#501)	**$ 1,139,217**	**$ 1,139,217**	**$ 1,313,004**

DETAIL LINE ITEM REPORT

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

Capital Outlay		Approved 2009-2010	Requested 2010-2011
501-0560-431-4384	VEHICLES TO BE REPLACED	$214,000.00	$362,000.00
	Subtotal	**$214,000.00**	**$362,000.00**
	Capital Outlay Total	**$214,000.00**	**$362,000.00**

Employee Services		Approved 2009-2010	Requested 2010-2011
501-0560-431-4110	PERMANENT SALARIES	$275,900.00	$271,700.00
	Subtotal	**$275,900.00**	**$271,700.00**
501-0560-431-4112	OVERTIME	$1,000.00	$1,000.00
	Subtotal	**$1,000.00**	**$1,000.00**
501-0560-431-4120	FRINGE BENEFITS	$98,000.00	$92,800.00
	Subtotal	**$98,000.00**	**$92,800.00**
	Employee Services Total	**$374,900.00**	**$365,500.00**

Internal Services		Approved 2009-2010	Requested 2010-2011
501-0560-431-4556	EQUIPMENT REPLACEMENT	$13,418.00	$49,022.00
	Subtotal	**$13,418.00**	**$49,022.00**
501-0560-431-4557	INFORMATION TECHNOLOGY SERVICES	$11,464.00	$11,347.00
	Subtotal	**$11,464.00**	**$11,347.00**
501-0560-431-4562	INSURANCE	$42,000.00	$41,700.00
	Subtotal	**$42,000.00**	**$41,700.00**
	Internal Services Total	**$66,882.00**	**$102,069.00**

Services and Supplies	Approved	Requested

		2009-2010	2010-2011
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	$750.00
	Subtotal	**$1,500.00**	**$750.00**
501-0560-431-4255	FORD & TOYOTA DIAGNOSTIC CERT	$0.00	$750.00

Subtotal	**$0.00**	**$750.00**
Services and Supplies Total	**$483,435.00**	**$483,435.00**
VEHICLE MAINTENANCE & REP Total	**$1,139,217.00**	**$1,313,004.00**

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Equipment Replacement Fund

This fund was established to provide for the timely and orderly replacement of equipment valued over $1,000. This internal service fund allows the City to plan ahead for the replacement of its equipment. The expenditure figure represents the schedule of equipment to be replaced during the fiscal year and deemed to be in need of replacement.

A consistent methodology is used to capture replacement funds for operating department replacement needs. Individually significant assets (over $1,000), or a pool of assets (which may be less than $1,000 individually, but when pooled together exceed $1,000) are assigned replacement values and estimated useful lives. Operating departments are then charged an annual replacement charge such that the replacement value is available upon expiration of the asset. Any changes to replacement values and/or estimated useful lives that occur subsequent to the asset being placed on the Equipment Replacement list are handled on a prospective (or “go-forward”) basis.

This Fund accounts for replacement of assets other than those assets related to Water Operations or Wastewater Operations (which are accounted for in those respective Enterprise fund), or those assets specifically relating to the activities of the Vehicle Replacement, Information Technology, and Building Maintenance.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
FINANCIAL SERVICES
EQUIPMENT REPLACEMENT FUND (#502)
Annual Budget Appropriation for Fiscal Year

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	338,361	338,361	305,000
Subtotal (Total Department-Controlled Expenses)	338,361	338,361	305,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	338,361	338,361	305,000
REALLOCATIONS	-	-	-
TOTAL FOR EQUIPMENT REPLACEMENT FUND (#502)	**$ 338,361**	**$ 338,361**	**$ 305,000**

DETAIL LINE ITEM REPORT

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

Capital Outlay		Approved 2009-2010	Requested 2010-2011
502-1110-413-4385	EMERGENCY REPLACEMENT	$50,000.00	$50,000.00
502-1110-413-4385	EQUIPMENT REPLACEMENT -- GENERAL FUND	$288,361.00	$255,000.00
	Subtotal	**$338,361.00**	**$305,000.00**
	Capital Outlay Total	**$338,361.00**	**$305,000.00**
	ADMINISTRATION Total	**$338,361.00**	**$305,000.00**

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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

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	276,000	276,000	285,700
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	276,000	276,000	285,700
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	276,000	276,000	285,700
REALLOCATIONS	-	-	-
TOTAL FOR SELF-INSURANCE FUND (#503)	**$ 276,000**	**$ 276,000**	**$ 285,700**

DETAIL LINE ITEM REPORT

HUMAN RESOURCES - SELF-INSURANCE FUND Account: 503-1220-413 SELF INSURANCE FUND

Services and Supplies		Approved 2009-2010	Requested 2010-2011
503-1220-413-4241	Copies	$0.00	$100.00
	Subtotal	**$0.00**	**$100.00**
503-1220-413-4242	Postage	$0.00	$100.00
	Subtotal	**$0.00**	**$100.00**
503-1220-413-4251	CLAIM SETTLEMENTS, DEFENSE COSTS, OTHER EXPENSES	$80,000.00	$80,000.00
	Subtotal	**$80,000.00**	**$80,000.00**
503-1220-413-4253	PARMA Membership dues	$0.00	$100.00
503-1220-413-4253	PRIMA Membership dues	$0.00	$400.00
	Subtotal	**$0.00**	**$500.00**
503-1220-413-4262	ABAG PLAN PREMIUM	$160,000.00	$163,000.00
503-1220-413-4262	ALL RISK INSURANCE & PUBLIC OFFICIALS BOND	$36,000.00	$42,000.00
	Subtotal	**$196,000.00**	**$205,000.00**
	Services and Supplies Total	**$276,000.00**	**$285,700.00**
	SELF-INSURANCE FUND Total	**$276,000.00**	**$285,700.00**

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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 City Manager Department is to support and maintain the existing Information Technology infrastructures, enterprise-wide and department applications, systems and hardware. IT will continue to have as its highest priority the maintenance of existing network infrastructure, maintaining existing software solutions (of which public safety and financial applications will receive the highest priority of service), and providing desktop support for operating departments. IT will provide proactive assistance in helping departments review business processes, developing or acquiring new applications or revising existing applications and improving existing network infrastructure to support streamlined business processes.

- Support and maintain the existing infrastructures, enterprise-wide and department applications, systems and hardware.
- Maintain at all times the Public Safety applications and Financial Systems that have been identified as critical systems. High priority would be given to the services and systems that support the entire organization.
- Support and maintain the existing applications developed by the City. In addition, support and maintain new development on an as-needed basis.
- Support and maintain the existing 3rd party applications. Work with City departments to integrate new applications, systems or devices.
- Support and maintain network security, virus protection and network administration to protect the City's infrastructure.
- Maintain the City's data / voice communication systems and Internet presence.
- Provide staff training and support for maximum utilization of existing software applications and hardware.

The Information Technology Division's on-going goals, objectives and action plans are included in the City Manager Department budget narrative.

<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

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 658,300	$ 658,300	$ 602,800
SERVICES AND SUPPLIES	537,240	537,240	537,240
CAPITAL OUTLAY	124,300	124,300	173,000
Subtotal (Total Department-Controlled Expenses)	1,319,840	1,319,840	1,313,040
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	1,319,840	1,319,840	1,313,040
REALLOCATIONS	-	-	-
TOTAL FOR INFORMATION TECHNOLOGY FUND (#504)	**$ 1,319,840**	**$ 1,319,840**	**$ 1,313,040**

DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - IT Account: 504-0160-419 COMMUNICATION & INFO SVC

Capital Outlay		Approved 2009-2010	Requested 2010-2011
504-0160-419-4388	ANNUAL SERVER REPLACEMENTS (2)	$11,000.00	$0.00
504-0160-419-4388	BACKUP SERVER and STREAMING SERVER	$0.00	$13,500.00
504-0160-419-4388	BACKUP TAPE AUTOLOADER (HARDWARE)	$0.00	$10,000.00
504-0160-419-4388	COPIER REPLACEMENTS (2)	$19,100.00	$0.00
504-0160-419-4388	IDENTIFICATION CARD KEY SYSTEM	$14,000.00	$0.00
504-0160-419-4388	LAPTOP REPLACEMENTS (Misc Dept 7 Total)	$27,575.00	$8,700.00
504-0160-419-4388	MISC DESKTOP (32)	$1,525.00	$40,800.00
504-0160-419-4388	NETWORK FIBER SWITCH REPLACEMENTS (CH/PD)	$0.00	$10,000.00
504-0160-419-4388	PROJECTORS (Teen Center/3rd Floor Conf Room)	$6,500.00	$0.00
504-0160-419-4388	REPLACE PERFORMANCE REVIEW SOFTWARE	$15,000.00	$0.00
504-0160-419-4388	REPLACEMENT PRINTERS (Misc Departments)	$11,600.00	$0.00
504-0160-419-4388	SCADA SOFTWARE SYSTEM	$18,000.00	$0.00
504-0160-419-4388	STORAGE AREA NETWORK	$0.00	$90,000.00
	Subtotal	**$124,300.00**	**$173,000.00**
	Capital Outlay Total	**$124,300.00**	**$173,000.00**

Employee Services		Approved 2009-2010	Requested 2010-2011
504-0160-419-4110	PERMANENT SALARIES	$501,900.00	$459,900.00
	Subtotal	**$501,900.00**	**$459,900.00**
504-0160-419-4120	FRINGE BENEFITS (F/T Salaries)	$156,400.00	$142,900.00
	Subtotal	**$156,400.00**	**$142,900.00**
	Employee Services Total	**$658,300.00**	**$602,800.00**

Services and Supplies	Approved	Requested

		2009-2010	2010-2011
504-0160-419-4240	CONTINGENCY / EMERGENCY EQUIPMENT REPLACEMENT	$50,000.00	$50,000.00
	Subtotal	**$50,000.00**	**$50,000.00**
504-0160-419-4241	COPIES	$300.00	$300.00
	Subtotal	**$300.00**	**$300.00**
504-0160-419-4242	POSTAGE FOR CORRESPONDENCE, PACKAGES, ETC.	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
504-0160-419-4243	OFFICE SUPPLIES	$1,000.00	$500.00
	Subtotal	**$1,000.00**	**$500.00**
504-0160-419-4246	AV Equipment Maintenance	$0.00	$1,500.00
504-0160-419-4246	BPC	$400.00	$400.00
504-0160-419-4246	DEPT SPECIALIZED SOFTWARE (RECWARE, DB)	$9,000.00	$9,000.00
504-0160-419-4246	DOCUMENT MANAGEMENT SOFTWARE MAINTENANCE	$12,000.00	$12,000.00
504-0160-419-4246	FIREWALL MAINTENANCE	$4,200.00	$6,300.00
504-0160-419-4246	GIS SOFTWARE MAINTENANCE	$14,000.00	$14,000.00
504-0160-419-4246	HTE DISASTER RECOVERY PLAN	$14,400.00	$15,000.00
504-0160-419-4246	HTE RELATED ACOM MAINTENANCE	$3,500.00	$3,500.00
504-0160-419-4246	HTE SOFTWARE ANNUAL SUPPORT & UPGRADES	$67,000.00	$67,000.00
504-0160-419-4246	ISeries (515) SOFTWARE & HARDWARE MAINTENANCE	$5,000.00	$5,000.00
504-0160-419-4246	MICROSOFT SERVER, OFFICE AND CAL LICENSES - EA	$50,000.00	$52,000.00
504-0160-419-4246	OTHER MISC MAINTENANCE AS REQUIRED	$40,500.00	$42,000.00
504-0160-419-4246	PERFORMANCE REVIEW SYSTEM MAINTENANCE	$2,800.00	$6,400.00
504-0160-419-4246	POLICE SOFTWARE MAINTENANCE (CAD/RMS, OTHERS)	$38,600.00	$38,600.00
504-0160-419-4246	PRINTER SUPPLY MAINTENANCE	$3,000.00	$3,000.00
504-0160-419-4246	PRINTER/SCANNER MAINTENANCE	$5,500.00	$5,500.00
504-0160-419-4246	SIRE - Video Streaming Hosting Annual Cost	$0.00	$7,600.00
504-0160-419-4246	SWITCH - ROUTER MAINTENANCE	$3,000.00	$3,000.00
504-0160-419-4246	TELEPHONE MAINTENANCE	$15,500.00	$20,500.00
504-0160-419-4246	VIRUS SOFTWARE MAINTENANCE	$7,000.00	$6,000.00
504-0160-419-4246	WEB CONTENT SOFTWARE MAINTENANCE	$7,100.00	$7,100.00

	Subtotal	**$302,500.00**	**$325,400.00**
504-0160-419-4248	CELL PHONE (CINGULAR/VERIZON)	$30,000.00	$27,000.00
504-0160-419-4248	DATA ACCESS IN VEHICLES (PD,PWM & BLDG)	$13,000.00	$13,000.00
504-0160-419-4248	INTERNET SERVICE PROVIDER	$22,000.00	$22,000.00
504-0160-419-4248	LONG DISTANCE TELEPHONE SERVICES	$2,250.00	$2,000.00
504-0160-419-4248	PACBELL CENTREX TELEPHONE SERVICES	$56,450.00	$50,000.00
	Subtotal	**$123,700.00**	**$114,000.00**
504-0160-419-4253	IT - MEMBERSHIPS, DUES, SUBSCRIPTIONS	$740.00	$740.00
	Subtotal	**$740.00**	**$740.00**
504-0160-419-4254	HTE USER CONFERENCES	$5,000.00	$3,000.00
504-0160-419-4254	IT STAFF CONFERENCES	$1,500.00	$2,000.00
	Subtotal	**$6,500.00**	**$5,000.00**
504-0160-419-4255	HTE END USER ON-SITE TRAINING	$7,000.00	$0.00
504-0160-419-4255	HTE END USER WEBINAR TRAININGS	$0.00	$2,000.00
504-0160-419-4255	IT TECHNICAL TRAINING	$3,000.00	$3,000.00
	Subtotal	**$10,000.00**	**$5,000.00**
504-0160-419-4259	CITY-WIDE HARDWARE & SOFTWARE (UNDER $1,000)	$22,000.00	$18,000.00
504-0160-419-4259	IT - PC SOFTWARE & HARDWARE	$8,000.00	$5,800.00
504-0160-419-4259	MICROSOFT UPGRADE LICENSES - None EA	$9,000.00	$9,000.00
504-0160-419-4259	MISC DEPARTMENT PRINTER/SCANNER REPLACEMENTS	$3,000.00	$3,000.00
	Subtotal	**$42,000.00**	**$35,800.00**
	Services and Supplies Total	**$537,240.00**	**$537,240.00**
	IT Total	**$1,319,840.00**	**$1,313,040.00**

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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

- New carpet, paint and new automatic entry door installed as part of the Library Improvement Project.
- Installed the floating holiday tree display in the lagoon.
- Made wall modifications to the Library exterior to accommodate the new automatic materials handling system.
- Installed hand dryers to replace paper towels in the Library restrooms to save paper and improve cleanliness.
- Dealt with and completed six warranty items issues at the new Teen Center.
- Replaced the carpet in the Corporation Yard training room. Installed new hard flooring that was already in stock and painted the interior of the room.
- Replaced key cutting machine and airless sprayer as part of the equipment replacement plan.
- Evaluated and repaired roof leaks in Police, City Hall and Council Chambers buildings.
- Addressed outstanding safety inspection items in all buildings.
- Took over management of city-wide key card access system.
- Took over management of Council Chambers reservation approval system.

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

- Increase in contractual services of $18,000 for janitorial services
- Increase in contractual services of $8,600 for elevator smoke guard maintenance

Capital Outlay

- After a delay in the Library/Community Center interior painting and flooring replacement, the project was split into two phases. 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 was completed in FY 2009-2010. Other improvements to the Library included the automatic door replacement and automatic book handling system 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 2010-2011 includes HVAC units at the Recreation Center, one heating unit at the Corporation Yard and the back-up generator at the Recreation Center.

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

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 399,560	$ 399,560	$ 401,160
SERVICES AND SUPPLIES	906,249	906,249	932,849
CAPITAL OUTLAY	100,800	100,800	192,185
Subtotal (Total Department-Controlled Expenses)	1,406,609	1,406,609	1,526,194
INTERNAL SERVICES	73,023	73,023	98,426
Subtotal (Total Department Expenses before Reallocations)	1,479,632	1,479,632	1,624,620
REALLOCATIONS	-	-	-
TOTAL FOR BUILDING MAINTENANCE FUND (#505)	**$ 1,479,632**	**$ 1,479,632**	**$ 1,624,620**

DETAIL LINE ITEM REPORT

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

Capital Outlay		Approved 2009-2010	Requested 2010-2011
505-0550-419-4388	CAPITAL OUTLAY	$74,800.00	$192,185.00
505-0550-419-4388	LIBRARY IMPROVEMENTS	$26,000.00	$0.00
	Subtotal	**$100,800.00**	**$192,185.00**
	Capital Outlay Total	**$100,800.00**	**$192,185.00**

Employee Services		Approved 2009-2010	Requested 2010-2011
505-0550-419-4110	PERMANENT SALARIES	$293,300.00	$297,000.00
	Subtotal	**$293,300.00**	**$297,000.00**
505-0550-419-4112	Overtime	$2,160.00	$2,160.00
	Subtotal	**$2,160.00**	**$2,160.00**
505-0550-419-4120	FRINGE BENEFITS	$104,100.00	$102,000.00
	Subtotal	**$104,100.00**	**$102,000.00**
	Employee Services Total	**$399,560.00**	**$401,160.00**

Internal Services		Approved 2009-2010	Requested 2010-2011
505-0550-419-4544	VEHICLE REPLACEMENT UNIT 35 AND UNIT 44	$37,586.00	$40,003.00
	Subtotal	**$37,586.00**	**$40,003.00**
505-0550-419-4556	EQUIPMENT REPLACEMENT	$7,269.00	$31,946.00
	Subtotal	**$7,269.00**	**$31,946.00**
505-0550-419-4557	INFORMATION TECHNOLOGY SERVICES	$26,750.00	$26,477.00
	Subtotal	**$26,750.00**	**$26,477.00**
505-0550-419-4558	LONGEVITY RECOGNITION BENEFITS FUND	$1,418.00	$0.00

	Subtotal	**$1,418.00**	**$0.00**
	Internal Services Total	**$73,023.00**	**$98,426.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	$7,500.00	$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	**$196,971.00**	**$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	ELEVATOR SMOKE GUARD MAINTENANCE	$0.00	$8,600.00

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	$20,000.00	$20,000.00
505-0550-419-4251	GOVERNMENT CENTER MAINTENANCE AND BUILDING REPAIRS	$34,517.00	$34,517.00
505-0550-419-4251	JANITORIAL SERVICES	$146,419.00	$164,419.00
	Subtotal	**$227,961.00**	**$254,561.00**
505-0550-419-4254	EFFECTIVE MAINTENANCE MANAGEMENT SEMINAR	$1,500.00	$750.00
	Subtotal	**$1,500.00**	**$750.00**
505-0550-419-4255	HVAC CONTRACT & INSPECTION	$0.00	$750.00
	Subtotal	**$0.00**	**$750.00**
	Services and Supplies Total	**$906,249.00**	**$932,849.00**
	BUILDING MAINTENANCE Total	**$1,479,632.00**	**$1,624,620.00**

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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 fund was pre-funded at the end of FY 2009-2010 through a transfer of reserves from other Internal Service Funds. The Fund invests the monies in investment instruments allowed under the Plan's Investment Policy, and benefits are paid out of those earnings.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
HUMAN RESOURCES
LONGEVITY RECOGNITION BENEFITS FUND (#507)
Annual Budget Appropriation for Fiscal Year

	2009-2010		2010-2011
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ 100,000	$ 100,000	$ 110,000
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	100,000	100,000	110,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	100,000	100,000	110,000
REALLOCATIONS	-	-	-
TOTAL FOR LONGEVITY RECOGNITION BENEFITS FUND (#507)	**$ 100,000**	**$ 100,000**	**$ 110,000**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2009-2010	Requested 2010-2011
507-1210-415-4158	LONGEVITY RECOGNITION BENEFITS PAYMENTS	$100,000.00	$110,000.00
	Subtotal	**$100,000.00**	**$110,000.00**
	Employee Services Total	**$100,000.00**	**$110,000.00**
	ADMINISTRATION Total	**$100,000.00**	**$110,000.00**

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PEMHCA Benefits Plan Fund

City / District employees participate in a medical benefits plan provided through CalPERS under the Public Employees' Medical and Hospital Care Act (PEMHCA) benefit plan. In accordance with the provisions of the state law, employers must contribute a minimum fixed monthly amount towards the medical benefits costs for current and retired employees participating in the plan. As of January 1, 2010, the minimum monthly employer contribution is $105, and is subject to cost of living increases as determined by the State Legislature.

The PEMHCA Benefits Plan fund was established on June 30, 2010 through a transfer of reserves from other Internal Service Funds. The fund is established to pay for retiree benefit payments in accordance with the mandated minimum contribution as indicated above (current employee benefits are paid out of operating department expenditures). The funds are invested under a separate Investment Policy approved by the City Council.

Based upon the latest actuarial evaluation and expected benefits payments, the expected benefits payments for FY 2010-2011 will total $87,000, which will be paid for out of investment earnings. Actuarial evaluations are performed every two years to determine the appropriate funding for the plan.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
HUMAN RESOURCES
PEMHCA BENEFITS PLAN FUND (#508)
Annual Budget Appropriation for Fiscal Year

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ -	$ -	$ 87,000
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	87,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	87,000
REALLOCATIONS	-	-	-
TOTAL FOR PEMHCA BENEFITS PLAN FUND (#508)	**$ -**	**$ -**	**$ 87,000**

DETAIL LINE ITEM REPORT

HUMAN RESOURCES - ADMINISTRATION Account: 508-1210-415 PEMHCA BENEFITS PLAN

Employee Services		Approved 2009-2010	Requested 2010-2011
508-1210-415-4158	PEMHCA BENEFITS PAYMENTS	$0.00	$87,000.00
	Subtotal	**$0.00**	**$87,000.00**
	Employee Services Total	**$0.00**	**$87,000.00**
	ADMINISTRATION Total	**$0.00**	**$87,000.00**

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Community Development Agency

DEPARTMENT DESCRIPTION

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.

DEPARTMENT PERSONNEL SUMMARY

Project One

Position	08-09	09-10	10-11	11-12	12-13	13-14	14-15
CITY CLERK							
City Clerk	0.10	0.10	0.10	0.05	0.05	0.05	0.05
Deputy City Clerk	0.10	0.10	0.10	0.05	0.05	0.05	0.05
CITY/DISTRICT MANAGER							
City Manager	0.10	0.10	0.10	0.05	0.05	0.05	0.05
Assistant City Manager	0.10	0.10	0.10	0.05	0.05	0.05	0.05
Management Assistant	0.10	0.10	0.10	0.05	0.05	0.05	0.05
COMMUNITY DEVELOPMENT							
Community Development Dir.	0.20	0.20	0.20	0.10	0.10	0.10	0.10
Planning Manager	0.20	0.20	0.20	0.10	0.10	0.10	0.10
Chief Bldg. Official	0.10	0.10	0.10	0.05	0.05	0.05	0.05
Management Assistant	0.15	0.15	0.15	0.08	0.08	0.08	0.08
Building Inspector	0.50	0.50	0.50	0.25	0.25	0.25	0.25
Office Assistant II	0.25	0.25	0.25	0.13	0.13	0.13	0.13
FINANCIAL SERVICES							
Finance Director	0.10	0.10	0.10	0.05	0.05	0.05	0.05
Asst. Finance Director	0.10	0.10	0.10	0.05	0.05	0.05	0.05
Accountant	0.10	0.10	0.10	0.05	0.05	0.05	0.05
Executive Assistant	0.10	0.10	0.10	0.05	0.05	0.05	0.05
Accounting Specialist	0.10	0.10	0.10	0.05	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	0.25	0.25	0.25	-	-	-	-
Sr. Engineering Tech.	0.10	0.10	-	-	-	-	-
Management Assistant	0.10	0.10	0.10	-	-	-	-
Office Assistant II	0.15	0.15	0.15	-	-	-	-
Total Employees	**3.35**	**3.35**	**3.25**	**1.21**	**1.21**	**1.21**	**1.21**

Marlin Cove

Position	08-09	09-10	10-11	11-12	12-13	13-14	14-15
CITY CLERK							
City Clerk	0.05	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	0.05
CITY/DISTRICT MANAGER							
City Manager	0.05	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	0.05
Management Assistant	0.05	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	0.05
Planning Manager	0.10	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	0.05
Office Assistant II	0.10	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	0.10
Asst. Finance Director	0.10	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	0.10
Management Assistant	0.10	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	0.10
Total Employees	**1.05**	**1.05**	**1.05**	**1.05**	**1.05**	**1.05**	**1.05**

Hillsdale/Gull

Position	08-09	09-10	10-11	11-12	12-13	13-14	14-15
CITY CLERK							
City Clerk	0.05	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	0.05
CITY/DISTRICT MANAGER							
City Manager	0.05	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	0.05
Management Assistant	0.05	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	0.05
Planning Manager	0.10	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	0.05
Office Assistant II	0.10	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	0.10
Asst. Finance Director	0.10	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	0.10
Management Assistant	0.10	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	0.10
Total Employees	**1.05**	**1.05**	**1.05**	**1.05**	**1.05**	**1.05**	**1.05**

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.

FIVE-YEAR STRATEGIC PLAN

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

1. Maintain existing affordable housing stock in conformance with state regulations.

2. Utilize affordable housing funds to provide affordable housing opportunities.

3. Assist with providing new affordable housing as opportunities arise.

4. Comply with state mandated Redevelopment Agency reporting requirements.

5. Make adjustments in CDA operations in accordance with Project One reaching revenue cap.

KEY INITIATIVES COMPLETED

The Agency has accomplished the following objectives during the 2009-10 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.

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, a duplex in 2008 and a single family home in 2009. 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. **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. No projects are reflected in the Five-Year CIP Plan.

5. **Sale of Affordable Housing Units — On-Going Implementation**

   The affordable housing program at both Emerald Bay, with six affordable housing units requires 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.

6. **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.

7. **COSTCO Agreement — Administration**

   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 was repaid in FY 2009-10.

INITIATIVES & SERVICE LEVEL EXPECTATIONS FOR FY 2010-2011

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 2009-10.

CHANGES IN FINANCIAL RESOURCES REQUIRED

No significant changes are in financial resources are anticipated to achieve the FY 2010-2011 initiatives other than those indicated below.

- 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.

- Housing Compliance Monitoring Software – Purchase of a license to use a web-based program to monitor compliance with affordable housing requirements was approved and implemented in 2009. Property managers 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 will 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 $3,500 was paid in 2009 with a $4,000 annual license fee.

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Community Development Agency
Summary of Resources and Requirements by Funds
For the Fiscal Year Ended June 30, 2011

Fund		Available July 1, 2010	Estimated Revenues	Transfers In	Transfers Out	Total Available	Operating Expenditures	Capital Expenditures	Loan Repayment to City (2)	Total Requirements	Available June 30, 2011
311	General Fund - Project 1 [1]	**$ 3,640,000**	$ 7,359,000	$ -	$ 5,639,604	**$ 5,359,396**	$ 1,294,997	$ -	$ 1,227,676	**$ 2,522,673**	**$ 2,836,723**
312	Housing Fund - Project 1	**$ 9,674,000**	$ 2,538,000	$ 5,639,604	$ 645,016	**$ 17,206,588**	$ 1,683,183	$ -	$ -	**$ 1,683,183**	**$ 15,523,405**
316	Project Redevelopment Fund -- CIP	**$ 405,000**	$ 6,000	$ -	$ -	**$ 411,000**	$ -		$ -	**$ -**	**$ 411,000**
	Total Project 1	**$ 13,719,000**	$ 9,903,000	$ 5,639,604	$ 6,284,620	**$ 22,976,984**	$ 2,978,180	$ -	$ 1,227,676	**$ 4,205,856**	**$ 18,771,128**
317	General Fund - Marlin Cove	**$ 1,093,000**	$ 588,000	$ -	$ -	**$ 1,681,000**	$ 1,483,652	$ -	$ -	**$ 1,483,652**	**$ 197,348**
318	Housing Fund - Marlin Cove	**$ -**	$ 147,000	$ 353,705	$ -	**$ 500,705**	$ 500,705	$ -	$ -	**$ 500,705**	**$ -**
	Total Marlin Cove	**$ 1,093,000**	$ 735,000	$ 353,705	$ -	**$ 2,181,705**	$ 1,984,357	$ -	$ -	**$ 1,984,357**	**$ 197,348**
319	General Fund - Hillsdale/Gull	**$ 406,000**	$ 150,000	$ -	$ -	**$ 556,000**	$ 76,052	$ -	$ -	**$ 76,052**	**$ 479,948**
320	Housing Fund - Hillsdale/Gull	**$ -**	$ 38,000	$ 291,311	$ -	**$ 329,311**	$ 329,311	$ -	$ -	**$ 329,311**	**$ -**
	Total Hillsdale/Gull	**$ 406,000**	$ 188,000	$ 291,311	$ -	**$ 885,311**	$ 405,363	$ -	$ -	**$ 405,363**	**$ 479,948**
	Totals - All Project Areas		$ 10,826,000				$ 5,367,900	$ -	$ 1,227,676		

[1] The General Fund - Project 1 opening fund balance includes $2,934,000 that is reserved for the repayment of the obligation to the San Mateo Union High School District.
[2] Loan Repayment to the City of Foster City includes $1,115,676 in principal and $112,000 in interest. The interest payment is shown as a City General Fund revenue. With this payment, the loan is fully repaid as of June 30, 2011.

CDA Exhibit B

Community Development Agency

Revenue Report

For the Fiscal Year Ended June 30, 2011

Source		Budget Estimate 2009-2010		Budget Estimate 2010-2011
PROJECT AREA ONE				
Special Fund				
Property Taxes	$	10,146,000	$	-
Investment Earnings - Reserve	$	54,000	$	-
subtotal	$	10,200,000	$	-
General Fund				
Property Taxes	$	-	$	7,286,000
Investment Earnings	$	12,000	$	73,000
subtotal	$	12,000	$	7,359,000
Housing Fund				
Property Taxes	$	3,743,000	$	2,151,000
Investment Earnings	$	587,000	$	387,000
subtotal	$	4,330,000	$	2,538,000
Project Redevelopment Fund				
Investment Earnings	$	-	$	6,000
subtotal	$	-	$	6,000
TOTAL PROJECT AREA ONE	$	14,542,000	$	9,903,000

CDA Exhibit B

Community Development Agency

Revenue Report

For the Fiscal Year Ended June 30, 2011

Source		Budget Estimate 2009-2010		Budget Estimate 2010-2011
MARLIN COVE PROJECT AREA				
General Fund				
Property Taxes	$	623,000	$	587,000
Investment Earnings	$	1,000	$	1,000
subtotal	$	624,000	$	588,000
Housing Fund				
Property Taxes	$	156,000	$	147,000
Investment Earnings	$	-	$	-
subtotal	$	156,000	$	147,000
TOTAL MARLIN COVE	$	780,000	$	735,000
HILLSDALE/GULL PROJECT AREA				
General Fund				
Property Taxes	$	218,000	$	150,000
Investment Earnings	$	-	$	-
subtotal	$	218,000	$	150,000
Housing Fund				
Property Taxes	$	54,000	$	38,000
Investment Earnings	$	-	$	-
subtotal	$	54,000	$	38,000
TOTAL HILLSDALE/GULL PROJECT AREA	$	272,000	$	188,000

CDA CAPITAL IMPROVEMENT PROJECT (CIP) PLAN (FISCAL YEAR 2010-2011)

					Funding Sources
PROJECT NAME	**Funding Source***	**Total Project Cost**	**Prior Years' Funding**	**FY 2010-2011 Funding**	**CDA Project Redevelopment Fund**

NONE

City of Foster City Community Development Agency
Schedule of Fund Balance Transfers
Fiscal Year 2010-2011

	#	Fund	312 Housing Fund - Project 1	318 Housing Fund - Marlin Cove	320 Housing Fund - Hillsdale / Gull	Totals
Transfers Out	1	311 General Fund - Project 1	5,639,604	-	-	5,639,604
	2	312 Housing Fund - Project 1	-	353,705	291,311	645,016
		Totals	5,639,604	353,705	291,311	6,284,620

Footnotes:

1 Repayment of the Loan from Housing Fund - Project 1 relative to the Supplemental ERAF Payment to the State of California in FY 2009-2010.

2 Transfer from Housing Funds - Project 1 to fund Housing Fund operations for the Hillsdale / Gull and Marlin Cove Project areas

DEPARTMENT SUMMARY BY DIVISION
Foster City Community Development Agency
COMMUNITY DEVELOPMENT
2001 TAX ALLOCATION REFUNDING BONDS (#257)
Annual Budget Appropriation for Fiscal Year

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ -	$ -	$ -
SERVICES AND SUPPLIES	3,659,820	3,659,820	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	3,659,820	3,659,820	-
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	3,659,820	3,659,820	-
REALLOCATIONS	-	-	-
TOTAL FOR 2001 TAX ALLOCATION REFUNDING BONDS (#257)	**$ 3,659,820**	**$ 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 2009-2010	Requested 2010-2011
257-0833-463-4251	CONSULTANT TO MONITOR ARBITRAGE	$3,500.00	$0.00
	Subtotal	**$3,500.00**	**$0.00**
257-0833-463-4270	PRINCIPAL DUE 9/1/09	$3,560,000.00	$0.00
	Subtotal	**$3,560,000.00**	**$0.00**
257-0833-463-4271	INTEREST DUE 9/1/09	$78,320.00	$0.00
	Subtotal	**$78,320.00**	**$0.00**
257-0833-463-4273	FISCAL AGENT FEES	$18,000.00	$0.00
	Subtotal	**$18,000.00**	**$0.00**
	Services and Supplies Total	**$3,659,820.00**	**$0.00**
	SPECIAL FUND-PFA Total	**$3,659,820.00**	**$0.00**

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

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 259,347	$ 259,347	$ 246,483
SERVICES AND SUPPLIES	2,299,664	2,299,664	921,600
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	2,559,011	2,559,011	1,168,083
INTERNAL SERVICES	126,631	126,631	126,914
Subtotal (Total Department Expenses before Reallocations)	2,685,642	2,685,642	1,294,997
REALLOCATIONS	-	-	-
TOTAL FOR PROJECT AREA ONE - GENERAL FUND (#311)	**$ 2,685,642**	**$ 2,685,642**	**$ 1,294,997**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2009-2010	Requested 2010-2011
311-0831-463-4110	PERMANENT SALARIES	$194,734.00	$193,789.00
	Subtotal	**$194,734.00**	**$193,789.00**
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	$63,313.00	$51,394.00
	Subtotal	**$63,313.00**	**$51,394.00**
	Employee Services Total	**$259,347.00**	**$246,483.00**

Internal Services		Approved 2009-2010	Requested 2010-2011
311-0831-463-4557	INFORMATION TECHNOLOGY SERVICES	$114,642.00	$113,472.00
	Subtotal	**$114,642.00**	**$113,472.00**
311-0831-463-4569	BUILDING MAINTENANCE	$11,989.00	$13,442.00
	Subtotal	**$11,989.00**	**$13,442.00**
	Internal Services Total	**$126,631.00**	**$126,914.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	$1,400.00	$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	$171,000.00	$174,000.00
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	**$269,400.00**	**$272,400.00**
311-0831-463-4253	CALIFORNIA REDEVELOPMENT ASSOCIATION	$8,564.00	$6,500.00
	Subtotal	**$8,564.00**	**$6,500.00**
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	$695,000.00	$169,000.00
311-0831-463-4265	COSTCO NOTE 1	$864,000.00	$0.00
311-0831-463-4265	SAN MATEO UNION HIGH SCHOOL DISTRICT PER AGREEMENT	$456,000.00	$467,000.00
	Subtotal	**$2,015,000.00**	**$636,000.00**
	Services and Supplies Total	**$2,299,664.00**	**$921,600.00**
	COMMUNITY DEVELOPMENT Total	**$2,685,642.00**	**$1,294,997.00**

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

	2009-2010		2010-2011
	APPROVED	**REVISED**	**REQUESTED**
EMPLOYEE SERVICES	$ 258,047	$ 258,047	$ 245,183
SERVICES AND SUPPLIES	1,441,500	1,441,500	1,438,000
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	1,699,547	1,699,547	1,683,183
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	1,699,547	1,699,547	1,683,183
REALLOCATIONS	-	-	-
TOTAL FOR PROJECT AREA ONE - HOUSING FUND (#312)	**$ 1,699,547**	**$ 1,699,547**	**$ 1,683,183**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2009-2010	Requested 2010-2011
312-0832-463-4110	PERMANENT SALARIES	$194,734.00	$193,789.00
	Subtotal	**$194,734.00**	**$193,789.00**
312-0832-463-4120	FRINGE BENEFITS	$63,313.00	$51,394.00
	Subtotal	**$63,313.00**	**$51,394.00**
	Employee Services Total	**$258,047.00**	**$245,183.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
312-0832-463-4251	AUDIT FEE	$1,400.00	$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	**$62,400.00**	**$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	DEVELOPER PAYMENT - PILGRIM-TRITON	$0.00	$0.01
312-0832-463-4265	EXISTING UNIT PURCHASE PROGRAM	$1,042,000.00	$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	$147,000.00	$147,000.00
312-0832-463-4265	HOUSING COMPLIANCE MONITORING SOFTWARE	$7,500.00	$4,000.00
312-0832-463-4265	REHABILITATION LOAN PROGRAM	$60,000.00	$60,000.00
312-0832-463-4265	SENIOR HOME REPAIR PROGRAM	$10,000.00	$10,000.00
	Subtotal	**$1,366,500.00**	**$1,363,000.01**

Services and Supplies Total	**$1,441,500.00**	**$1,438,000.01**
HOUSING Total	**$1,699,547.00**	**$1,683,183.01**

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

	2009-2010		2010-2011
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ 29,898	$ 29,898	$ 31,352
SERVICES AND SUPPLIES	187,300	187,300	1,452,300
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	217,198	217,198	1,483,652
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	217,198	217,198	1,483,652
REALLOCATIONS	-	-	-
TOTAL FOR MARLIN COVE PROJECT AREA - GENERAL FUND (#317)	**$ 217,198**	**$ 217,198**	**$ 1,483,652**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2009-2010	Requested 2010-2011
317-0831-463-4110	PERMANENT SALARIES	$22,992.00	$24,340.00
	Subtotal	**$22,992.00**	**$24,340.00**
317-0831-463-4120	FRINGE BENEFITS	$6,906.00	$7,012.00
	Subtotal	**$6,906.00**	**$7,012.00**
	Employee Services Total	**$29,898.00**	**$31,352.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	$156,000.00	$147,000.00
317-0831-463-4251	AUDIT FEES	$1,400.00	$1,400.00
317-0831-463-4251	COUNTY PROPERTY TAX ADMINISTRATION FEE	$16,000.00	$15,000.00
317-0831-463-4251	FINANCIAL CONSULTANT FEES	$3,600.00	$3,600.00
317-0831-463-4251	REDEVELOPMENT ATTORNEY FEES	$9,000.00	$9,000.00
	Subtotal	**$186,000.00**	**$176,000.00**
317-0831-463-4254	CRA CONFERENCE & SEMINARS & ECON.DEV.CONFERENCES	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
317-0831-463-4265	SUPPLEMENTAL ERAF PAYMENT TO STATE	$0.00	$1,275,000.00

Subtotal	**$0.00**	**$1,275,000.00**
Services and Supplies Total	**$187,300.00**	**$1,452,300.00**
COMMUNITY DEVELOPMENT Total	**$217,198.00**	**$1,483,652.00**

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

	2009-2010		2010-2011
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ 119,594	$ 119,594	$ 125,411
SERVICES AND SUPPLIES	387,294	387,294	375,294
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	506,888	506,888	500,705
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	506,888	506,888	500,705
REALLOCATIONS	-	-	-
TOTAL FOR MARLIN COVE PROJECT AREA - HOUSING FUND (#318)	**$ 506,888**	**$ 506,888**	**$ 500,705**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2009-2010	Requested 2010-2011
318-0832-463-4110	PERMANENT SALARIES	$91,969.00	$97,362.00
	Subtotal	**$91,969.00**	**$97,362.00**
318-0832-463-4120	FRINGE BENEFITS	$27,625.00	$28,049.00
	Subtotal	**$27,625.00**	**$28,049.00**
	Employee Services Total	**$119,594.00**	**$125,411.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	$1,400.00	$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	**$45,800.00**	**$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	$186,000.00	$175,000.00
318-0832-463-4265	DEVELOPER GRANT PAYMENT	$109,794.00	$109,794.00
318-0832-463-4265	UTILITY SUBSIDY	$42,000.00	$41,000.00

Subtotal	**$337,794.00**	**$325,794.00**
Services and Supplies Total	**$387,294.00**	**$375,294.00**
HOUSING Total	**$506,888.00**	**$500,705.00**

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

	2009-2010		2010-2011
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ 31,198	$ 31,198	$ 32,652
SERVICES AND SUPPLIES	61,400	61,400	43,400
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	92,598	92,598	76,052
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	92,598	92,598	76,052
REALLOCATIONS	-	-	-
TOTAL FOR HILLSDALE / GULL PROJECT AREA - GENERAL FUND (#319)	**$ 92,598**	**$ 92,598**	**$ 76,052**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2009-2010	Requested 2010-2011
319-0831-463-4110	PERMANENT SALARIES	$22,992.00	$24,340.00
	Subtotal	**$22,992.00**	**$24,340.00**
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	$6,906.00	$7,012.00
	Subtotal	**$6,906.00**	**$7,012.00**
	Employee Services Total	**$31,198.00**	**$32,652.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
319-0831-463-4251	AB1290 TAX SHARING PAYMENT	$54,000.00	$38,000.00
319-0831-463-4251	AUDIT FEE	$1,400.00	$1,400.00
319-0831-463-4251	COUNTY PROPERTY TAX ADMINISTRATION FEE	$6,000.00	$4,000.00
	Subtotal	**$61,400.00**	**$43,400.00**
	Services and Supplies Total	**$61,400.00**	**$43,400.00**
	COMMUNITY DEVELOPMENT Total	**$92,598.00**	**$76,052.00**

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

	2009-2010		2010-2011
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	$ 119,594	$ 119,594	$ 125,411
SERVICES AND SUPPLIES	287,559	287,559	203,900
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	407,153	407,153	329,311
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	407,153	407,153	329,311
REALLOCATIONS	-	-	-
TOTAL FOR HILLSDALE / GULL PROJECT AREA - HOUSING FUND (#320)	**$ 407,153**	**$ 407,153**	**$ 329,311**

DETAIL LINE ITEM REPORT

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

Employee Services		Approved 2009-2010	Requested 2010-2011
320-0832-463-4110	PERMANENT SALARIES	$91,969.00	$97,362.00
	Subtotal	**$91,969.00**	**$97,362.00**
320-0832-463-4120	FRINGE BENEFITS	$27,625.00	$28,049.00
	Subtotal	**$27,625.00**	**$28,049.00**
	Employee Services Total	**$119,594.00**	**$125,411.00**

Services and Supplies		Approved 2009-2010	Requested 2010-2011
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	$1,400.00	$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	**$49,400.00**	**$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	$150,000.00
	Subtotal	**$233,659.00**	**$150,000.00**
	Services and Supplies Total	**$287,559.00**	**$203,900.00**

HOUSING Total	**$407,153.00**	**$329,311.00**

Capital Improvement Program

The Capital Improvement Program (CIP) consists of projects to maintain and enhance the City/District's infrastructure of roadways, sidewalks, utilities, structures, and facilities for the benefit of the community.

The primary objective of the CIP is to develop and implement projects to ensure continued, reliable delivery of services to meet the City/District's needs. The following is a summary of active projects to be managed during Fiscal Year 2010-2011:

Ongoing Projects:

- **Sanitary Sewer Lift Station Improvements Project (CIP 603)**
  This project continues the District's program of maintaining sanitary sewer lift stations and addressing preventative maintenance and upgrades to extend the useful life of the lift stations. Since this program was implemented in FY 1999/2000, seventeen (17) of the District's forty-nine (49) lift stations have been rehabilitated. 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 in the amount of $4,298,500 has been approved to date. At the July 20, 2009 meeting, the District Board awarded a contract to the firm of Brown and Caldwell for design and construction support services to rehabilitate six (6) lift stations. In addition, the project also includes the replacement of six (6) standby generators, two (2) portable generators, four (4) control cabinets, and the SCADA system. When construction documents are complete, bidding and award for construction will be brought to the District Board for approval in Summer 2010. Construction is expected to take approximately 12 months with project closeout anticipated in 2011.

- **Park Infrastructure Improvements (2008-2009) (CIP 605)**
  This project consists of renovations to Dog Park and repairs to park pathways and walkways. The first component is the Dog Park renovation with an allocated budget of $120,000. Contracts were awarded in the amount of $82,366 for the following improvements:

  - Installation of new synthetic turf to the big dog and little dog areas
  - Upgrades to lighting – (3) 15 ft light poles were installed
  - Improved drainage, specifically around the drinking fountains

  In addition, staff performed the following improvements at Dog Park:

  - Installation of an additional picnic table
  - Improvements to the entrances
  - Production of new signage with clear and concise rules and regulations

  The Dog Park renovation was completed on March 14, 2009 with project expenditures totaling $104,378.

  The second component of this CIP provided for repairs to park pathways and walkways at the following parks:

  - Arcturus Park
  - Edgewater Park
  - Farragut Park
  - Ketch Park
  - Marlin Park
  - Boothbay Park
  - Erckenbrack Park
  - Gull Park
  - Kildeer Park
  - Port Royal Park
  - Recreation Center
  - Sunfish Park
  - Shad Park
  - Turnstone Park.

  The scope of work was developed by Parks Maintenance staff. Plans and specifications were authorized for bid by the City Council in July 2009 with the award of a construction contract to Rodan Builders in the amount of $262,070 at the September 8, 2009 Council meeting.

  Pathway repairs and root barrier installations were performed in October and November 2009. Slurry sealing of the pathways and walkways, which is scheduled for Spring 2010 when temperatures are more favorable for this type of work, is the last element of this project. The anticipated project completion is June 2010.

- **Levee/Pedway Improvement and Repairs (formerly CIP 301-798) (CIP 607)**
  This project was split off from CIP 798 because the Tennis/Basketball Court Resurfacing component of CIP 798 was completed. The Levee/Pedway Improvement and Repair portion is an ongoing project. This project addresses identified deficiencies along approximately eight miles of the levee pathway system from the City limits north of East Third Ave to portions of the levee pathway along the Marina Lagoon.

  The levee pathway repair and preventive maintenance work include the following:

  - 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
- Re-striping

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 a boundary survey to clearly identify the encroachment of structures, trees, and landscaping into the City's easement and property areas with a three-phase approach to construction of the improvements in a clockwise direction starting at East Third Avenue and ending at the southern end of Shell Cove near East Hillsdale Blvd and the San Mateo Slough.

- **Park Infrastructure Improvements (2009-2010) (CIP 608)**

The first component of the CIP was the removal of the planter boxes from the South Parking Lot at the Recreation Center. Eight (8) square "diamond shaped" concrete planter boxes were identified as a safety hazard and were to be removed as the irrigation to these planter boxes was cut and capped with the 1995 renovation of the Recreation Center. Removal of the planter boxes was completed in September 2009 by American Asphalt Company in the amount of $3,925.

The second component of CIP 608 is the installation of central irrigation computer satellite controllers at identified park locations. Five preliminary park sites were identified for satellite locations. At the December 21, 2009 City Council meeting, City Council authorized the purchase of satellite controllers for the central irrigation system. John Deere Landscapes was awarded a contract in the amount of $124,585 for the installation of 13 satellite controllers at 10 park sites and one weather station. Park site locations include:

- Boat Park
- Erckenbrack Park
- Farragut Park
- Ketch Park
- Killdeer Park
- Leo Ryan Memorial Park
- Marlin Park
- Recreation Center
- Sunfish Park
- Leo Ryan Park/Teen Center

The Parks Division is developing a schedule with the vendor, John Deere Landscapes Green Technology for the

installation of 13 satellite controllers at 10 park locations and one weather station. Work will begin in February/March 2010. Work at all installation sites should be completed within 6 months.

This component of CIP 608 will help the City achieve the goal of increasing the efficiency of the Parks Division water auditing program and aid in the overall goal of water conservation and budget savings.

- **WWTP Expansion Phase II (CIP 730)**
  A contract in the amount of $25,578,050 for construction of the Dewatering Facility Improvements and Anaerobic Digester Project was awarded to Pacific Mechanical Corporation on February 7, 2005. Notice to Proceed was effective on April 12, 2005 with established construction duration of 730 calendar days. Based on executed change orders, the contract completion date was revised from April 12, 2007 to June 20, 2007. However, based on actual construction progress, the Notice of Completion was accepted by the City of San Mateo's City Council on April 6, 2009. Claims issues are being resolved and project closeout is anticipated by June 2010.

  CIP 730 WWTP Expansion Phase II has a total budget of $9,631,000, which represents the District's 25 percent share of the total project costs. Adequate funding is available for the construction costs, change orders and contract amendments.

- **Sewer System Rehabilitation (Mains, Manholes and Force Mains) (CIP 757)**
  This project provides for the repair and rehabilitation of components of the sewer collection system 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 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.

  As part of this project, Public Works crews replaced approximately 50 of the triangular "Silent Knight" manhole frames and covers in Fall-Winter 2009. The triangular covers present problems because of their shape. Based on estimates received from Contractors, savings of $20,000 to $25,000 were achieved by completing this work with City crews.

  Staff has also prepared contract documents for the next phase of this project. The Sewer Spot Repair project will utilize open trench construction to remove and replace damaged or broken sections of gravity sewer main in various locations throughout the District. Bidding of this project is scheduled for Spring 2010 with construction to follow in Summer 2010. Subsequent phases of this project will address sanitary sewer force mains, differential settlement problem areas, and repairs using trenchless rehabilitation methods.

- **Follow Up on Bi-annual Caltrans Bridge Inspection (CIP 762)**
  This project involves the review of bi-annual 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 and 2003) and to prepare a Technical Memorandum (TM) outlining their recommendations and conclusions.

  CSG's TM's, completed in 2004 and 2008 concluded that the bridges appear to be in generally good condition with no significant structural problems. The TM's, however, recommended and prioritized a list of maintenance work items. The repair work was originally planned to be performed over a five-year period as systematic preventive maintenance. In 2006, the first repair project was bid. However, the only bid received for 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.

  Nolte Associates, Inc. was retained to design the project and prepare the plans and specifications. The design work is anticipated to be completed in early 2010 with construction to start in Summer 2010.

<u>Projects Completed and Closed Out in FY 2009-2010</u>

- CIP 602 – Synthetic Turf and Park Improvements – Catamaran and Sea Cloud S-3
- CIP 604 – Residential Street Resurfacing & Repair Project
- CIP 606 – Arterial and Collector Overlay Project
- CIP 609 – Water Valve Replacement
- CIP 736 – Catamaran Park Bulkhead Improvements
- CIP 760 – Water Main Condition Survey
- CIP 792 – Lagoon Pump Station Improvements
- CIP 794 – Foster Center Teen Center and Recreational Facilities

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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. 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 suspected to have hazardous materials may yield a higher contingency factor than a relatively simple replacement of walkways in a park. Staff exercises significant judgment based upon its professional experience in determining both inflationary 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., Measure A 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 2010-2011 TO 2014-2015)

Category	NO.	PROJECT NAME	Funding Source*	TOTAL - Not Including Prior Years	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
		WASTEWATER COLLECTION SYSTEM PROJECTS							
A	1	(NEW CIP) SEWER SYSTEM REHABILITATION – FORCE MAINS, GRAVITY MAINS & MANHOLES (2010-2011 to 2011-2012)	CS	**$800,000**	$150,000	$650,000			
		TOTAL WASTEWATER COLLECTION SYSTEM PROJECTS	**1**	**$800,000**	**$150,000**	**$650,000**	**$0**	**$0**	**$0**
		WATER PROJECTS							
A	2	(NEW CIP) WATER MAIN CONDITION SURVEY (2010-2011)	CW	**$200,000**	$200,000				
		TOTAL WATER PROJECTS	**1**	**$200,000**	**$200,000**	**$0**	**$0**	**$0**	**$0**
		STREETS/TRAFFIC PROJECTS							
A	3	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2010-2011)	MA, P42	**$825,000**	$825,000				
A	4	(NEW CIP) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2011-2012)	MA	**$865,000**		$865,000			
A	5	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2012-2013)	MA, P1B	**$900,000**			$900,000		
A	6	(NEW CIP) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2013-2014)	MA	**$950,000**				$950,000	
A	7	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2014-2015)	MA	**$1,000,000**					$1,000,000
		TOTAL STREETS/TRAFFIC PROJECTS	**5**	**$4,540,000**	**$825,000**	**$865,000**	**$900,000**	**$950,000**	**$1,000,000**
		STORMWATER/LAGOON PROJECTS							
		NONE		**$0**					
		TOTAL STORMWATER/LAGOON PROJECTS	**0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
		PARKS PROJECTS							
C	8	(CIP 607) LEVEE PEDWAY IMPROVEMENTS AND REPAIR (2010-2011 to 2011-2012)	CC	**$1,250,000**	$625,000	$625,000			
C	9	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2010-2011)	CC	**$210,000**	$210,000				
C	10	(NEW CIP) CATAMARAN PARK WOODEN BULKHEAD PRESERVATION (2011-2012)	CC	**$120,000**		$120,000			
C	11	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2011-2012)	CC	**$400,000**		$400,000			
C	12	(NEW CIP) SEA CLOUD S-4 – SYNTHETIC TURF PARK IMPROVEMENTS (2012-2013)	CC, PIL	**$1,580,000**			$1,580,000		
C	13	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2012-2013)	CC	**$160,000**			$160,000		
C	14	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2013-2014)	CC	**$125,000**				$125,000	
C	15	(NEW CIP) LEVEE PARK ("DESTINATION PARK") PARK IMPROVEMENTS (2013-2014)	PIL	**$450,000**				$450,000	
C	16	(NEW CIP) LANDSCAPED CUL-DE-SACS PARK IMPROVEMENTS (2014-2015)	CC	**$650,000**					$650,000
		TOTAL PARKS PROJECTS	**9**	**$4,945,000**	**$835,000**	**$1,145,000**	**$1,740,000**	**$575,000**	**$650,000**
		BUILDING PROJECTS							
		NONE		**$0**					
		TOTAL BUILDING PROJECTS	**0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
		GRAND TOTAL	**16**	**$10,485,000**	**$2,010,000**	**$2,660,000**	**$2,640,000**	**$1,525,000**	**$1,650,000**

* CC=CIP City, MA=Measure A, PIL=Park-in-Lieu Fees, MPTM=Multi-Project Traffic Mitigation Contributions CS=CIP Sewer, CW=CIP Water, P1B = Proposition 1B, P42 = Proposition 42

TABLE A FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FY 2010-2011 TO FY 2014-2015)			
Project No.	**PROJECT DESCRIPTION**		**TOTAL**
	CATEGORY A PROJECTS		
1	(NEW CIP) SEWER SYSTEM REHABILITATION – FORCE MAINS, GRAVITY MAINS & MANHOLES (2010-2011 to 2011-2012)	$800,000	
2	(NEW CIP) WATER MAIN CONDITION SURVEY (2010-2011)	$200,000	
3	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2010-2011)	$825,000	
4	(NEW CIP) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2011-2012)	$865,000	
5	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2012-2013)	$900,000	
6	(NEW CIP) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2013-2014)	$950,000	
7	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2014-2015)	$1,000,000	
		Subtotal for Category A Projects	**$5,540,000**
	CATEGORY B PROJECTS		
	NONE		
		Subtotal for Category B Projects	**$0**
	CATEGORY C PROJECTS		
8	(CIP 607) LEVEE PEDWAY IMPROVEMENTS AND REPAIR (2010-2011 to 2011-2012)	$1,250,000	
9	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2010-2011)	$210,000	
10	(NEW CIP) CATAMARAN PARK WOODEN BULKHEAD PRESERVATION (2011-2012)	$120,000	
11	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2011-2012)	$400,000	
12	(NEW CIP) SEA CLOUD S-4 – SYNTHETIC TURF PARK IMPROVEMENTS (2012-2013)	$1,580,000	
13	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2012-2013)	$160,000	
14	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2013-2014)	$125,000	
15	(NEW CIP) LEVEE PARK ("DESTINATION PARK") PARK IMPROVEMENTS (2013-2014)	$450,000	
16	(NEW CIP) LANDSCAPED CUL-DE-SACS PARK IMPROVEMENTS (2014-2015)	$650,000	
		Subtotal for Category C Projects	**$4,945,000**
	GRAND TOTAL		**$10,485,000**

TABLE B
FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN (FY 2010-2011 to 2014-2015)

No.	DESCRIPTION	CIP - CITY*		Foster City Foundation		GAS TAX (7380)	MEASURE A	PARK-IN-LIEU FEES	PROP 42 TRANS.	PROP 1B TRANS.	CIP WATER	CIP SEWER	TOTAL	No.
	Funds Available for CIP Projects	$4,698,500	(1)	$0		$0	$2,249,900	$0	$41,000	$0	$2,971,700	$2,296,000	$12,257,100	
	Revenue Projections (2)	$750,000		$73,500		$1,405,000	$2,217,000	$5,993,900	$0	$450,000	$3,720,800	$6,528,900	$21,139,100	
	Fund Transfers	$6,067,400	(3)	($73,500)	(4)	$0	$0	($5,993,900)	$0	$0	$0	$0	$0	
	Total Available	$11,515,900		$0		$1,405,000	$4,466,900	$0	$41,000	$450,000	$6,692,500	$8,824,900	$33,396,200	
	CATEGORY A PROJECTS													
1	(NEW CIP) SEWER SYSTEM REHABILITATION – FORCE MAINS, GRAVITY MAINS & MANHOLES (2010-2011 to 2011-2012)											$800,000	$800,000	1
2	(NEW CIP) WATER MAIN CONDITION SURVEY (2010-2011)										$200,000		$200,000	2
3	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2010-2011)						$784,000		$41,000				$825,000	3
4	(NEW CIP) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2011-2012)						$865,000						$865,000	4
5	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2012-2013)						$450,000			$450,000			$900,000	5
6	(NEW CIP) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2013-2014)						$950,000						$950,000	6
7	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2014-2015)						$1,000,000						$1,000,000	7
	SUB TOTAL OF CATEGORY A PROJECTS	**$0**		**$0**		**$0**	**$4,049,000**	**$0**	**$41,000**	**$450,000**	**$200,000**	**$800,000**	**$5,540,000**	
	FUNDS AVAIL. (LESS CATEGORY A PROJECTS)	**$11,515,900**		**$0**		**$1,405,000**	**$417,900**	**$0**	**$0**	**$0**	**$6,492,500**	**$8,024,900**	**$27,856,200**	
	CATEGORY B PROJECTS													
	NONE								$0				$0	
	SUB TOTAL OF CATEGORY B PROJECTS	**$0**		**$0**		**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	
	FUNDS AVAIL. (LESS CATEGORY A AND B PROJECTS)	**$11,515,900**		**$0**		**$1,405,000**	**$417,900**	**$0**	**$0**	**$0**	**$6,492,500**	**$8,024,900**	**$27,856,200**	
	CATEGORY C PROJECTS													
8	(CIP 607) LEVEE PEDWAY IMPROVEMENTS AND REPAIR (2010-2011 to 2011-2012)	$1,250,000											$1,250,000	8
9	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2010-2011)	$210,000											$210,000	9
10	(NEW CIP) CATAMARAN PARK WOODEN BULKHEAD PRESERVATION (2011-2012)	$120,000											$120,000	10
11	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2011-2012)	$400,000											$400,000	11
12	(NEW CIP) SEA CLOUD S-4 – SYNTHETIC TURF PARK IMPROVEMENTS (2012-2013)	$1,580,000	(5)										$1,580,000	12
13	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2012-2013)	$160,000											$160,000	13
14	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2013-2014)	$125,000											$125,000	14
15	(NEW CIP) LEVEE PARK ("DESTINATION PARK") PARK IMPROVEMENTS (2013-2014)	$450,000	(5)										$450,000	15
16	(NEW CIP) LANDSCAPED CUL-DE-SACS PARK IMPROVEMENTS (2014-2015)	$650,000											$650,000	16
	SUB TOTAL OF CATEGORY C PROJECTS	**$4,945,000**		**$0**		**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$4,945,000**	
	FUNDS AVAIL. (LESS CATEGORY A, B, AND C PROJECTS)	**$6,570,900**		**$0**		**$1,405,000**	**$417,900**	**$0**	**$0**	**$0**	**$6,492,500**	**$8,024,900**	**$22,911,200**	

(1) Funds Available include $2.0M Emerg. Reserve for CIP City
(2) Includes Interest Earnings.
(3) Transfers include $73,500 from the Foster City Foundation (see #4 below) and Park-In-Lieu fees of $5,993,900 (see #5 below)
(4) Grants totalling $490,000 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. $416,500 has or will be received by June 30, 2010 with the balance of $73,500 expected over the next three (3) fiscal years. 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 ($2,100,000) associated with the Synthetic Turf Park Improvements

TABLE C
CAPITAL IMPROVEMENT PROJECT (CIP) PLAN (FISCAL YEAR 2010-2011)

					Funding Sources				
PROJECT NAME	**Funding Source***	**Total Project Cost**	**Prior Years' Funding**	**FY 2010-2011 Funding**	**City Capital Investment**	**Measure A**	**Proposition 42**	**Water Capital Investment**	**Sewer Capital Investment**
SEWER PROJECTS									
(NEW CIP) SEWER SYSTEM REHABILITATION – FORCE MAINS, GRAVITY MAINS & MANHOLES (2010-2011 to 2011-2012)	CS	$ 150,000	$ -	$ 150,000	$ -	$ -	$ -	$ -	$ 150,000
TOTAL SEWER PROJECTS	**1**	**$ 150,000**	**$ -**	**$ 150,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 150,000**
WATER PROJECTS									
(NEW CIP) WATER MAIN CONDITION SURVEY (2010-2011)	CW	$ 200,000	$ -	$ 200,000	$ -	$ -	$ -	$ 200,000	$ -
TOTAL WATER PROJECTS	**1**	**$ 200,000**	**$ -**	**$ 200,000**	**$ -**	**$ -**	**$ -**	**$ 200,000**	**$ -**
STREETS/TRAFFIC PROJECTS									
(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2010-2011)	MA, P42	$ 825,000	**$ -**	$ 825,000	$ -	$ 784,000	$ 41,000	$ -	$ -
TOTAL STREETS/TRAFFIC PROJECTS	**1**	**$ 825,000**	**$ -**	**$ 825,000**	**$ -**	**$ 784,000**	**$ 41,000**	**$ -**	**$ -**
STORMWATER/LAGOON PROJECTS									
NONE									
TOTAL STORMWATER/LAGOON PROJECTS	**0**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
PARKS PROJECTS									
(CIP 607) LEVEE PEDWAY IMPROVEMENTS AND REPAIR (2010-2011 to 2011-2012)	CC	$ 1,575,000	$ 950,000	$ 625,000	$ 625,000	$ -	$ -	$ -	$ -
(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2010-2011)	CC	$ 210,000	$ -	$ 210,000	$ 210,000	$ -	$ -	$ -	$ -
TOTAL PARKS PROJECTS	**2**	**$ 1,785,000**	**$ 950,000**	**$ 835,000**	**$ 835,000**	**$ -**	**$ -**	**$ -**	**$ -**
BUILDING PROJECTS									
NONE									
TOTAL BUILDING PROJECTS	**0**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
GRAND TOTAL	**5**	**$ 2,960,000**	**$ 950,000**	**$ 2,010,000**	**$ 835,000**	**$ 784,000**	**$ 41,000**	**$ 200,000**	**$ 150,000**

* CC=CIP City; MA=Measure A; P42=Proposition 42; CS=CIP Sewer; CW=CIP Water

TABLE D
ACTIVE AND PROPOSED CIP'S THROUGH FY 2014-2015

ACTIVE PROJECT	DESCRIPTION	FY AUTH	PRIOR YEARS BUDGET AND ADJUSTMENT	CURRENT YEAR BUDGET AND ADJUSTMENT (2009-2010)		TOTAL APPROVED BUDGET AND ADJUSTMENT	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	ESTIMATED TOTAL PROJECT BUDGET
455-603	SANITARY SEWER LIFT STATION IMPROVEMENTS	08/09	$ 998,000	$ 3,300,000		$ 4,298,000	$ -	$ -	$ -	$ -	$ -	$ 4,298,000
301-605	PARK INFRASTRUCTURE IMPROVEMENTS	08/09	$ 370,000	$ 25,270		$ 395,270	$ -	$ -	$ -	$ -	$ -	$ 395,270
301-607	(CIP 607) LEVEE PEDWAY IMPROVEMENTS AND REPAIR (2010-2011 to 2011-2012)	06/07	$ 250,000	$ 700,000		$ 950,000	$ 625,000	$ 625,000	$ -	$ -	$ -	$ 2,200,000
301-608	PARK INFRASTRUCTURE IMPROVEMENTS	09/10	$ -	$ 210,000		$ 210,000	$ -	$ -	$ -	$ -	$ -	$ 210,000
455-730	WWTP EXPANSION PHASE II - SOLIDS HANDLING FACILITY	98/99	$ 9,631,000	$ -		$ 9,631,000	$ -	$ -	$ -	$ -	$ -	$ 9,631,000
455-757	SEWER SYSTEM REHABILITATION	00/01	$ 630,000	$ -		$ 630,000	$ -	$ -	$ -	$ -	$ -	$ 630,000
301-762	FOLLOW-UP ON BI-ANNUAL CALTRANS BRIDGE INSPECTIONS	00/01	$ 230,000	$ 535,000		$ 765,000	$ -	$ -	$ -	$ -	$ -	$ 765,000
NEW CIP	(NEW CIP) SEWER SYSTEM REHABILITATION – FORCE MAINS, GRAVITY MAINS & MANHOLES (2010-2011 to 2011-2012)	10/11	$ -	$ -		$ -	$ 150,000	$ 650,000	$ -	$ -	$ -	$ 800,000
NEW CIP	(NEW CIP) WATER MAIN CONDITION SURVEY (2010-2011)	10/11	$ -	$ -		$ -	$ 200,000	$ -	$ -	$ -	$ -	$ 200,000
NEW CIP	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2010-2011)	10/11	$ -	$ -		$ -	$ 825,000	$ -	$ -	$ -	$ -	$ 825,000
NEW CIP	(NEW CIP) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2011-2012)	11/12	$ -	$ -		$ -	$ -	$ 865,000	$ -	$ -	$ -	$ 865,000
NEW CIP	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2012-2013)	12/13	$ -	$ -		$ -	$ -	$ -	$ 900,000	$ -	$ -	$ 900,000
NEW CIP	(NEW CIP) ARTERIAL AND COLLECTOR OVERLAY PROJECT (2013-2014)	13/14	$ -	$ -		$ -	$ -	$ -	$ -	$ 950,000	$ -	$ 950,000
NEW CIP	(NEW CIP) RESIDENTIAL STREET RESURFACING AND REPAIR (2014-2015)	14/15	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ 1,000,000	$ 1,000,000
NEW CIP	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2010-2011)	10/11	$ -	$ -		$ -	$ 210,000	$ -	$ -	$ -	$ -	$ 210,000
NEW CIP	(NEW CIP) CATAMARAN PARK WOODEN BULKHEAD PRESERVATION (2011-2012)	11/12	$ -	$ -		$ -	$ -	$ 120,000	$ -	$ -	$ -	$ 120,000
NEW CIP	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2011-2012)	11/12	$ -	$ -		$ -	$ -	$ 400,000	$ -	$ -	$ -	$ 400,000
NEW CIP	(NEW CIP) SEA CLOUD S-4 – SYNTHETIC TURF PARK IMPROVEMENTS (2012-2013)	12/13	$ -	$ -		$ -	$ -	$ -	$ 1,580,000	$ -	$ -	$ 1,580,000
NEW CIP	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2012-2013)	12/13	$ -	$ -		$ -	$ -	$ -	$ 160,000	$ -	$ -	$ 160,000
NEW CIP	(NEW CIP) PARK INFRASTRUCTURE IMPROVEMENTS (2013-2014)	13/14	$ -	$ -		$ -	$ -	$ -	$ -	$ 125,000	$ -	$ 125,000
NEW CIP	(NEW CIP) LEVEE PARK ("DESTINATION PARK") PARK IMPROVEMENTS (2013-2014)	13/14	$ -	$ -		$ -	$ -	$ -	$ -	$ 450,000	$ -	$ 450,000
NEW CIP	(NEW CIP) LANDSCAPED CUL-DE-SACS PARK IMPROVEMENTS (2014-2015)	14/15	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ 650,000	$ 650,000
	TOTAL		**$ 12,109,000**	**$ 4,770,270**		**$ 16,879,270**	**$ 2,010,000**	**$ 2,660,000**	**$ 2,640,000**	**$ 1,525,000**	**$ 1,650,000**	**$ 27,364,270**

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SEWER SYSTEM REHABILITATION – FORCE MAINS, GRAVITY MAINS & MANHOLES (2010-2011 to 2011-2012)

	Funding Sources	
Funding	**CIP Sewer**	**Total**
2010-2011	150,000	150,000
2011-2012	650,000	650,000
2012-2013		-
2013-2014	-	-
2014-2015	-	-
Total	**800,000**	**800,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2010-2011		120,000		-	120,000
2011-2012		495,250	5%	24,800	520,050
2012-2013		-	10%	-	-
2013-2014			15%	-	-
2014-2015		-	20%	-	-
Subtotal		615,250		24,800	640,050
Contingency	25%	153,800		6,200	160,000
Totals		**769,050**		**31,000**	**800,050**

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 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 deposit 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 MAIN CONDITION SURVEY (2010-2011)

Funding	Funding Sources: CIP Water	Total
2010-2011	200,000	200,000
2011-2012	-	-
2012-2013	-	-
2013-2014	-	-
2014-2015	-	-
Total	**200,000**	**200,000**

Expenditures		Expenditure Categories: Design and CM	Construction	Inflation %	Inflation Escalation	Total
2010-2011		200,000	-		-	200,000
2011-2012			-	5%	-	-
2012-2013		-		10%	-	-
2013-2014		-	-	15%	-	-
2014-2015		-	-	20%	-	-
Subtotal		200,000	-		-	200,000
Contingency						
Design	10%		-		-	-
Construct.	25%	-	-		-	-
Totals		**200,000**	**-**		**-**	**200,000**

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 included the replacement of various existing gate valves and air release valves, and installation of cathodic protection test stations to monitor the main as the system ages. Phase II improvements also included the construction of entry points along the 24-inch transmission main to inspect and monitor the condition of the interior of the pipeline. Phase II work was completed in Summer 2009.

Although initial surveys indicate that the transmission main is in good condition, this project will allow staff to investigate the interior walls of the main for the majority of its 4-mile length. It is anticipated that inspections of the interior of the pipeline would be performed by inserting television cameras through the access points constructed along the pipeline as part of the Phase II work. A budget of $200,000 is proposed in FY 2010-2011 to provide for subsequent investigations and assessment work.

Staff will investigate the current technologies available to perform internal pipeline investigation and develop an RFP for issuance in Summer 2010 to contract with a firm to perform the inspections for obtaining additional information regarding the condition of the pipeline.

Based on the results of the survey, any additional construction costs would be identified at that time.

ESTIMATED PROJECT SCHEDULE:

Investigation and Condition Assessment FY 2010-2011

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

RESIDENTIAL STREET RESURFACING AND REPAIR (2010-2011)

	Funding Sources		
Funding	**Prop. 42**	**Measure A**	**Total**
2010-2011	41,000	784,000	825,000
2011-2012	-	-	-
2012-2013	-	-	-
2013-2014	-	-	-
2014-2015	-	-	-
Total	**41,000**	**784,000**	**825,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2010-2011		660,000		-	660,000
2011-2012		-	5%	-	-
2012-2013		-	10%	-	-
2013-2014		-	15%	-	-
2014-2015		-	20%	-	-
Subtotal		660,000		-	660,000
Contingency	25%	165,000		-	165,000
Totals		**825,000**		**-**	**825,000**

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 through Proposition 42 and 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**
2010-2011	-	-
2011-2012	865,000	865,000
2012-2013	-	-
2013-2014	-	-
2014-2015	-	-
Total	**865,000**	**865,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2010-2011		-		-	-
2011-2012		660,000	5%	33,000	693,000
2012-2013		-	10%	-	-
2013-2014		-	15%	-	-
2014-2015		-	20%	-	-
Subtotal		660,000		33,000	693,000
Contingency	25%	165,000		8,300	173,300
Totals		**825,000**		**41,300**	**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**
2010-2011	-	-	-
2011-2012	-	-	-
2012-2013	450,000	450,000	900,000
2013-2014	-	-	-
2014-2015	-	-	-
Total	**450,000**	**450,000**	**900,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2010-2011		-		-	-
2011-2012		-	5%	-	-
2012-2013		655,000	10%	65,500	720,500
2013-2014		-	15%	-	-
2014-2015		-	20%	-	-
Subtotal		655,000		65,500	720,500
Contingency	25%	163,800		16,400	180,200
Totals		**818,800**		**81,900**	**900,700**

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. An 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**
2010-2011	-	-	-
2011-2012	-	-	-
2012-2013	-	-	-
2013-20114	-	950,000	950,000
2014-2015	-	-	-
Total	**-**	**950,000**	**950,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2010-2011		-		-	-
2011-2012		-	5%	-	-
2012-2013		-	10%	-	-
2013-2014		660,000	15%	99,000	759,000
2014-2015		-	20%	-	-
Subtotal		660,000		99,000	759,000
Contingency	25%	165,000		24,800	189,800
Totals		**825,000**		**123,800**	**948,800**

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 essential. 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

RESIDENTIAL STREET RESURFACING AND REPAIR (2014-2015)

	Funding Sources	
Funding	**Measure A**	**Total**
2010-2011	-	-
2011-2012	-	-
2012-2013	-	-
2013-2014	-	-
2014-2015	1,000,000	1,000,000
Total	**1,000,000**	**1,000,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2010-2011		-		-	-
2011-2012		-	5%	-	-
2012-2013		-	10%	-	-
2013-2014		-	15%	-	-
2014-2015		665,000	20%	133,000	798,000
Subtotal		665,000		133,000	798,000
Contingency	25%	166,300		33,300	199,600
Totals		**831,300**		**166,300**	**997,600**

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 2014-2015
Construction	Summer 2015

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

LEVEE/PEDWAY IMPROVEMENTS AND REPAIRS (2009-2010 TO 2011-2012)

	Funding Sources			
Funding		**CIP City**		**Total**
2010-2011		625,000		625,000
2011-2012		625,000		625,000
2012-2013		-		-
2013-2014		-		-
2014-2015		-		-
Total	**-**	**1,250,000**	**-**	**1,250,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2010-2011		500,000		-	500,000
2011-2012		475,000	5%	23,800	498,800
2012-2013		-	10%	-	-
2013-2014			15%	-	-
2014-2015		-	20%	-	-
Subtotal		975,000		23,800	998,800
Contingency	25%	243,800		6,000	249,800
Totals		**1,218,800**		**29,800**	**1,248,600**

PROJECT PRIORITY CATEGORY: C

PROJECT DESCRIPTION

Maintenance of the levee pedway performed in 2001 included applying top coating, slurry sealing, and line striping of the asphalt. The levee pedway is a heavily used recreational amenity and several areas are showing significant wear. Maintenance items that are necessary to keep the pedway in good condition include:

- Installation of root barriers
- Removal and replacement of failed asphalt
- Seal coating
- Crack sealing
- Asphalt top coating
- Refurbishment of the walking track
- Adjustment of surface grades in select areas

The project is estimated to be $2,150,000. With $250,000 included in the FY 2006/2007 budget and $700,000 proposed in FY 2009-2010, additional funding in the amount of $1,250,000 is required.

$100,000 was expended for the completion of a boundary survey and other preliminary design work. $600,000 is estimated for the construction of Phase I, which includes the preventive maintenance and repair work for the levee pedway from the City limit 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 would include the area between the west end of Lantern Cove and the south end of Shell Cove. The total for Phase II and III is estimated to be $1,250,000. 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.

A revised plan for prioritizing, scheduling, and funding the pedway improvements is presently being developed by staff. A boundary survey identifying encroachment of private structures, trees, and landscaping into the City's easements for the levee pedway has been completed.

Plans and Specifications for Phase I have been completed and bids were opened in January 2010. Construction is anticipated to begin by Summer 2010.

ESTIMATED PROJECT SCHEDULE

Survey	FY 2009-2010 - Completed
Phase I Construction	FY 2009-2010 – In Progress
Phase II Construction	FY 2010-2011
Phase III Construction	FY 2011-2012

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS (2010-2011)

	Funding Sources			
Funding		**CIP City**		**Total**
2010-2011	-	210,000	-	210,000
2011-2012	-	-	-	-
2012-2013	-	-	-	-
2013-2014	-	-	-	-
2014-2015	-	-	-	-
Total		**210,000**		**210,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2010-2011		175,000	0%	-	175,000
2011-2012		-	5%	-	-
2012-2013		-	10%	-	-
2013-2014		-	15%	-	-
2014-2015		-	20%	-	-
Subtotal		175,000		-	175,000
Contingency	20%	35,000		-	35,000
Totals		**210,000**		**-**	**210,000**

PROJECT PRIORITY CATEGORY: C

PROJECT DESCRIPTION

1. **Tennis Court Resurfacing - $100,000**. Resurfacing of tennis courts should typically be performed 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)

2. **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 (2003)

3. **Boardwalk Re-finishing and Re-sealing - $25,000.** Re-finishing and re-sealing of the wooden boardwalk and chain-rail support poles at Leo J. Ryan Park should be done every three to five years.

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

CATAMARAN PARK WOODEN BULKHEAD PRESERVATION

Funding	Funding Sources: CIP City	Total
2010-2011	-	-
2011-2012	120,000	120,000
2012-2013	-	-
2013-2014	-	-
2014-2015	-	-
Total	**120,000**	**120,000**

Expenditures		Expenditure Categories: Estimated Project Cost	Inflation %	Inflation Escalation	Total
2010-2011		-		-	-
2011-2012		91,000	5%	4,600	95,600
2012-2013		-	10%	-	-
2013-2014		-	15%	-	-
2014-2015		-	20%	-	-
Subtotal		91,000		4,600	95,600
Contingency	25%	22,800		1,200	24,000
Totals		**113,800**		**5,800**	**119,600**

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 mudline 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 Longwater and Pitcairn Homeowners Associations' lagoon frontage.

ESTIMATED PROJECT SCHEDULE:

Design / Preparation of Contract Documents	FY 2011-2012
Construction	Summer/Fall 2012

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS (2011-2012)

	Funding Sources	
Funding	**CIP City**	**Total**
2010-2011	-	-
2011-2012	400,000	400,000
2012-2013	-	-
2013-2014	-	-
2014-2015	-	-
Total	**400,000**	**400,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2010-2011		-	0%	-	-
2011-2012		350,000	5%	17,500	367,500
2012-2013		-	10%	-	-
2013-2014		-	15%	-	-
2014-2015		-	20%	-	-
Subtotal		350,000		17,500	367,500
Contingency	10%	35,000		1,800	36,800
Totals		385,000		19,300	404,300

PROJECT PRIORITY CATEGORY: C

PROJECT DESCRIPTION

1. **Parking Lot Resurfacing - $250,000**. 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)

2. **Boothbay Park - Turf Renovation - $100,000**. The grass turf at the northeast side of the park is in poor condition. The turf on this field is marginal at best and is in serious need of renovation. **Extensive** turf repair will be performed with the installation of new sod, about 60,000 sq. ft. This will include "contracted out" and parks' staff "in-house" work. **Scope of work:**
    a. Grading - Grading the "field" to level (12" or more)
    b. Drainage - Correcting drainage flow and possibly relocating drains; new irrigation heads/re-location.
    c. New top soil – Top soil with specified amendments
    d. Sod - Premium sports turf blend of "large roll" sod.

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

SEA CLOUD S-4 – SYNTHETIC TURF PARK IMPROVEMENTS (2012-2013)

	Funding Sources		
Funding	**City CIP**	**Park in Lieu**	**Total**
2010-2011	-	-	-
2011-2012	-	-	-
2012-2013	862,500	717,500	1,580,000
2013-2014		-	-
2014-2015		-	-
Total	**862,500**	**717,500**	**1,580,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2010-2011		-	5%	-	-
2011-2012		-	10%	-	-
2012-2013		1,100,000	15%	165,000	1,265,000
2013-2014		-	20%	-	-
2014-2015		-	25%	-	-
Subtotal		1,100,000		165,000	1,265,000
Contingency	25%	275,000		41,300	316,300
Totals		**1,375,000**		**206,300**	**1,581,300**

PROJECT PRIORITY CATEGORY: C

OTHER POSSIBLE FUNDING SOURCES:

1. Land Water Conservation Grant
2. 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 also considered superior to natural grass fields in safety for the players.

   The timing of this project is currently dependent upon the collection of Park in Lieu fees from anticipated development. If other revenue sources become available (e.g., grants, donations, etc.), the timing of this project will be revisited.

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS (2012-2013)

	Funding Sources			
Funding		**CIP City**		**Total**
2010-2011	-	-	-	-
2011-2012	-	-	-	-
2012-2013	-	160,000	-	160,000
2013-2014				
2014-2015	-	-	-	-
Total		**160,000**		**160,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2010-2011		-	0%	-	-
2011-2012		-	5%	-	-
2012-2013		120,000	10%	12,000	132,000
2013-2014			15%		
2014-2015		-	20%	-	
Total		120,000		12,000	132,000
Contingency	20%	24,000		2,400	26,400
Totals		**144,000**		**14,400**	**158,400**

PROJECT PRIORITY CATEGORY: C

PROJECT DESCRIPTION

1. **Basketball and Tennis Court Resurfacing - $120,000**. The basketball courts and tennis courts listed below will be in need of repairs. 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 typically performed 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. Two (2) basketballs courts and five (5) tennis courts will be in need of repairs (date of last resurfacing is shown below):

    a. Edgewater Park – 5 tennis courts (2006)
    b. Edgewater Park -1 basketball court (2003)
    c. Boothbay Park - 1 basketball court (2006)

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

PARK INFRASTRUCTURE IMPROVEMENTS (2013-2014)

Funding	Funding Sources: CIP City	Total
2010-2011	-	-
2011-2012	-	-
2012-2013	-	-
2013-2014	125,000	125,000
2014-2015	-	-
Total	**125,000**	**125,000**

Expenditures		Expenditure Categories: Estimated Project Cost	Inflation %	Inflation Escalation	Total
2010-2011		-	0%	-	-
2011-2012		-	5%	-	-
2012-2013		-	10%	-	-
2013-2014		90,000	15%	13,500	103,500
2014-2015			20%		-
Subtotal		90,000		-	103,500
Contingency	20%	18,000		-	18,000
Totals		**108,000**		**-**	**121,500**

PROJECT PRIORITY CATEGORY: C

PROJECT DESCRIPTION

1. **Basketball Court Resurfacing - $40,000**. 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 typically performed every five to seven years based upon the condition of each court. The total costs include all resurfacing and painting of lines. These courts were last resurfaced in 2006.

    a. Catamaran Park -1 basketball court (2006)
    b. Ketch Park - 1 basketball court (2006)

2. **Tennis Court Resurfacing - $50,000**. 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.

    - Catamaran Park – 2 tennis courts (2006)

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

LEVEE PARK (“DESTINATION PARK”) PARK IMPROVEMENTS (2013-2014)

	Funding Sources	
Funding	**Park in Lieu**	**Total**
2010-2011	-	-
2011-2012	-	-
2012-2013	-	-
2013-2014	450,000	450,000
2014-2015	-	-
Total	**450,000**	**450,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2010-2011		-	0%	-	-
2011-2012		-	5%	-	-
2012-2013		-	10%	-	-
2013-2014		310,000	15%	46,500	356,500
2014-2015		-	20%	-	-
Subtotal		310,000		46,500	356,500
Contingency	25%	77,500		11,600	89,100
Totals		**387,500**		**58,100**	**445,600**

PROJECT PRIORITY CATEGORY: C

OTHER POSSIBLE FUNDING SOURCES:

1. Capital Investment – City Fund
2. Land and Water Conservation Fund (Federal Grant)
3. State Park Bond Grant (Proposition 84)
4. Bay Trails Grants
5. CCAG Bikeway Grant

PROJECT DESCRIPTION

1. **Levee Park (“Destination Park”) - $310,000**. 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.

CIP PROJECT DESCRIPTION FOR FIVE-YEAR FINANCIAL PLAN

LANDSCAPED CUL-DE-SACS PARK IMPROVEMENTS (2014-2015)

	Funding Sources	
Funding	**CIP City**	**Total**
2010-2011	-	-
2011-2012	-	-
2012-2013	-	-
2013-2014	-	-
2014-2015	650,000	650,000
Total	**650,000**	**650,000**

		Expenditure Categories			
Expenditures		**Estimated Project Cost**	**Inflation %**	**Inflation Escalation**	**Total**
2010-2011		-	0%	-	-
2011-2012		-	5%	-	-
2012-2013		-	10%	-	-
2013-2014		-	15%	-	-
2014-2015		450,000	20%	90,000	540,000
Subtotal		450,000		90,000	540,000
Contingency	20%	90,000		18,000	108,000
Totals		540,000		108,000	648,000

PROJECT PRIORITY CATEGORY: C

PROJECT DESCRIPTION

Cul-de-sacs Refurbishment - $450,000. The total project proposal is to refurbish 28 cul-de-sacs totaling approximately 10 acres of landscaped areas over a 5 year period. This would include replacing lawn and shrub areas with drought tolerant, low maintenance planting, perhaps even synthetic turf in some areas, including irrigation change-out and installation of Central Irrigation System clocks in each cul-de-sac.

The 28 cul-de-sacs include:
Sunfish, Mullet, Bluefish, Shad, Sandpiper, Stilt, Puffin, Kildeer, Turnstone, Avocet, Loon, Curlew, Pelican and Duck Courts.

This first year's phase of the project includes:
Design and refurbishment of six Cul-de-sacs, including:
Bluefish (2), Loon (2), and Curlew (2) Courts.

This would be a multi-year project.
Funding for the first year of this project is estimated to be $450,000.
Total estimated project cost over 5 years is: $1,850,000