

# 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
<b>Full-Time Employees</b>							
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
<b>Part-Time Employees</b>							
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
<b>TOTAL EMPLOYEES</b>	<b>5.0</b>	<b>5.0</b>	<b>11.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>

\*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)
  - Evaluate compensation packages, ensuring that compensation policies and practices are competitive and sustainable.
  - Provide dynamic, progressive, empowering, challenging and collaborative opportunities for professional growth and development.
  - Manage the successful transition of City workforce, incorporating new personnel and departmental leadership.
  - 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)
  - Streamline the organization in response to diminishing fiscal resources while managing expectations about what can be done with the staffing resources in the organization.
  - Improve operational and financial analysis at the Citywide and Department level.
  - Explore new or increased revenue sources.
  - Oversee reaching the tax increment cap of CDA Project Area 1.
  - Explore opportunities for shared or contractual services.
  - Identify and reevaluate areas of expanded service in the past 15 years.
  - 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)
  - Evaluate impact of sea level rise on levee system.
  - Develop, implement and communicate water conservation policies and programs.
  - Pursue reliable and uninterruptible alternative sources of water.
  - 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.

➤ Goals and Objectives: Emergency Preparedness Division

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.



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.

- Keep abreast of new technology trends that provide more cost-effective solutions.
4. Demonstrate and identify more cost-effective uses of technology. (2010-2014)
    - Ensure new technology is evaluated as to life-cycle costs and business requirements that achieve a Strategic Plan initiative.
    - Use the most cost-effective means to meet the business needs of the departments.
    - Develop a “Return on Investment (ROI)” analysis.
  5. Create a positive user experience by timely and effectively responding to customer’s requests. (2010-2014)
    - Follow up with end users to ensure the request was completed in a satisfactory manner.
    - Maintain an environment where end users seek IT’s assistance for all technology needs.
    - Provide feedback and updates on each request (FedEx Model).
    - 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)
    - Achieve 99.9% of up time for the data center (Network and Servers).
    - Achieve 99.9% application up time.
  7. Manage timelines and priorities to meet City goals and objectives. (2010-2014)
    - Implement redundancy options where it is cost effective.
    - Develop Business Continuity Plans to meet business requirements.
    - At time of purchase and ongoing evaluate all purchases for cost and business need.
    - Implement Project Management Methodology and Tools.
    - Set realistic timelines and milestones based on known and competing priorities.
    - Eliminate projects that will not be successful.
    - Meet published deadlines 90% of the time.
  8. Celebrate the successes that meet the ultimate goals of the organization. (2010-2014)
    - Debrief with all stakeholders and partners after each major project to evaluate project.
    - Ensure that people continue to want to use the solution.
    - 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 1<sup>st</sup> 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 Penderly 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

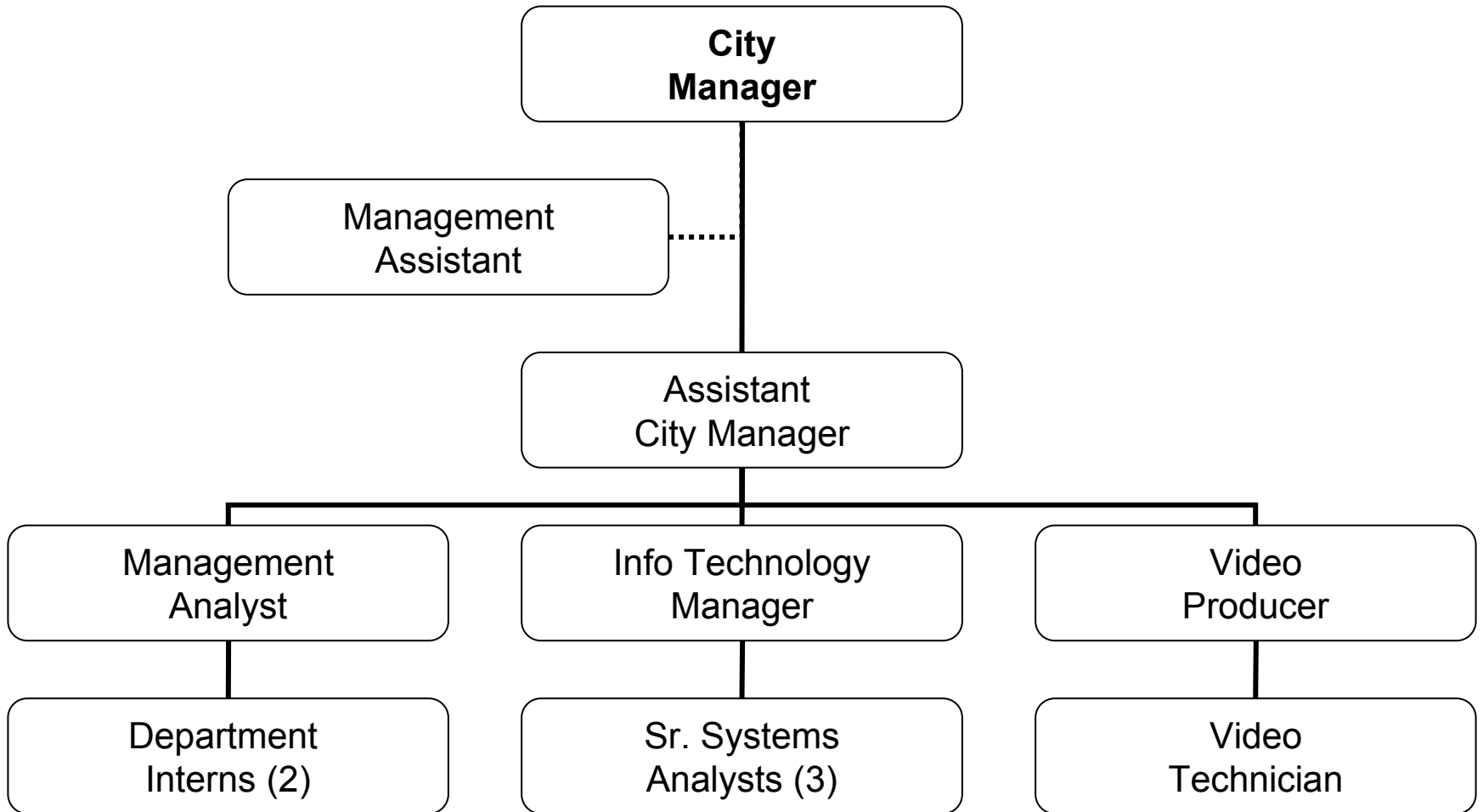
- Implement Desktop Virtualization and related backup solutions
- Upgrade Department software applications
- Evaluate phone system alternatives

### ***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



**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
<b>TOTAL FOR CITY / DISTRICT MANAGER</b>	<b>\$ 774,645</b>	<b>\$ 774,645</b>	<b>\$ 878,658</b>

**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)
<b>TOTAL FOR CITY / DISTRICT MANAGER</b>	<b>\$ 774,645</b>	<b>\$ 774,645</b>	<b>\$ 878,658</b>

# DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - ADMINISTRATION

Account: 001-0110-413

GENERAL FUND

<b><i>Employee Services</i></b>		Approved 2009-2010	Requested 2010-2011
001-0110-413-4110	PERMANENT SALARIES	\$555,700.00	\$575,000.00
	Subtotal	<b>\$555,700.00</b>	<b>\$575,000.00</b>
001-0110-413-4120	FRINGE BENEFITS	\$161,800.00	\$178,600.00
	Subtotal	<b>\$161,800.00</b>	<b>\$178,600.00</b>
	<b>Employee Services Total</b>	<b>\$717,500.00</b>	<b>\$753,600.00</b>
<b><i>Internal Services</i></b>		Approved 2009-2010	Requested 2010-2011
001-0110-413-4544	VEHICLE REPLACEMENT	\$12,196.00	\$8,830.00
	Subtotal	<b>\$12,196.00</b>	<b>\$8,830.00</b>
001-0110-413-4557	INFORMATION TECHNOLOGY SERVICES	\$14,873.00	\$46,736.00
	Subtotal	<b>\$14,873.00</b>	<b>\$46,736.00</b>
001-0110-413-4562	SELF-INSURANCE (moved to Human Resources 10-11)	\$138,000.00	\$0.00
	Subtotal	<b>\$138,000.00</b>	<b>\$0.00</b>
001-0110-413-4569	BUILDING MAINTENANCE	\$21,517.00	\$35,188.00
	Subtotal	<b>\$21,517.00</b>	<b>\$35,188.00</b>
	<b>Internal Services Total</b>	<b>\$186,586.00</b>	<b>\$90,754.00</b>
<b><i>Services and Supplies</i></b>		Approved 2009-2010	Requested 2010-2011
001-0110-413-4241	COPY EXPENSE	\$1,500.00	\$1,500.00
	Subtotal	<b>\$1,500.00</b>	<b>\$1,500.00</b>
001-0110-413-4242	POSTAGE	\$150.00	\$150.00
	Subtotal	<b>\$150.00</b>	<b>\$150.00</b>

001-0110-413-4243	GENERAL OFFICE SUPPLIES	\$2,000.00	\$2,000.00
	Subtotal	<b>\$2,000.00</b>	<b>\$2,000.00</b>
001-0110-413-4246	MAINT-FACILITY & EQUIP.	\$100.00	\$0.00
	Subtotal	<b>\$100.00</b>	<b>\$0.00</b>
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	<b>\$102,001.00</b>	<b>\$111,862.00</b>
001-0110-413-4253	CAPIO MEMBERSHIP DUES	\$175.00	\$175.00
001-0110-413-4253	ICMA MEMBERSHIP DUES (2)	\$2,800.00	\$2,800.00
001-0110-413-4253	MISCELLANEOUS	\$300.00	\$300.00
001-0110-413-4253	MMANC MEMBERSHIP DUES	\$130.00	\$130.00
001-0110-413-4253	NEWSPAPER SUBSCRIPTIONS (2)	\$350.00	\$350.00
001-0110-413-4253	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	<b>\$4,470.00</b>	<b>\$4,305.00</b>
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	<b>\$8,050.00</b>	<b>\$6,400.00</b>
	<b>Services and Supplies Total</b>	<b>\$118,271.00</b>	<b>\$126,217.00</b>

<b>Reallocation</b>		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	<b>(\$118,400.00)</b>	<b>(\$123,196.00)</b>
001-0110-413-4496	ALLOCATION TO EXP. TO WATER	(\$117,653.00)	(\$129,107.00)
	Subtotal	<b>(\$117,653.00)</b>	<b>(\$129,107.00)</b>
001-0110-413-4497	ALLOCATION TO EXP. TO SEWER	(\$117,653.00)	(\$129,107.00)
	Subtotal	<b>(\$117,653.00)</b>	<b>(\$129,107.00)</b>
	<b>Reallocation Total</b>	<b>(\$353,706.00)</b>	<b>(\$381,410.00)</b>
	<b>ADMINISTRATION Total</b>	<b>\$668,651.00</b>	<b>\$589,161.00</b>

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

<b>Internal Services</b>		Approved 2009-2010	Requested 2010-2011
001-0120-413-4544	VEHICLE REPLACEMENT	\$8,697.00	\$8,830.00
	Subtotal	<b>\$8,697.00</b>	<b>\$8,830.00</b>
	<b>Internal Services Total</b>	<b>\$8,697.00</b>	<b>\$8,830.00</b>
<b>Services and Supplies</b>		Approved 2009-2010	Requested 2010-2011
001-0120-413-4240	COMMUNITY OUTREACH - EMERGENCY PREPAREDNESS	\$4,750.00	\$4,750.00
	Subtotal	<b>\$4,750.00</b>	<b>\$4,750.00</b>
001-0120-413-4241	COMMUNITY OUTREACH - EMERGENCY PREPAREDNESS	\$2,250.00	\$2,250.00
	Subtotal	<b>\$2,250.00</b>	<b>\$2,250.00</b>
001-0120-413-4243	COMMUNITY OUTREACH - EMERGENCY PREPAREDNESS	\$2,000.00	\$2,000.00

001-0120-413-4243	OFFICE SUPPLIES	\$1,000.00	\$1,000.00
	Subtotal	<b>\$3,000.00</b>	<b>\$3,000.00</b>
001-0120-413-4251	OES / EMERGENCY SERVICES JPA	\$43,623.00	\$44,106.00
	Subtotal	<b>\$43,623.00</b>	<b>\$44,106.00</b>
001-0120-413-4255	TRAINING	\$2,500.00	\$2,500.00
	Subtotal	<b>\$2,500.00</b>	<b>\$2,500.00</b>
	<b>Services and Supplies Total</b>	<b>\$56,123.00</b>	<b>\$56,606.00</b>

**Reallocation**

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

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

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

<b>Services and Supplies</b>		Approved 2009-2010	Requested 2010-2011
001-0130-413-4251	ENVIRONMENTAL SUSTAINABILITY INITIATIVES	\$10,000.00	\$5,000.00
	Subtotal	<b>\$10,000.00</b>	<b>\$5,000.00</b>
001-0130-413-4253	ICLEI	\$600.00	\$600.00
001-0130-413-4253	SUSTAINABLE SILICON VALLEY	\$1,000.00	\$0.00
	Subtotal	<b>\$1,600.00</b>	<b>\$600.00</b>
	<b>Services and Supplies Total</b>	<b>\$11,600.00</b>	<b>\$5,600.00</b>
<b>Reallocation</b>		Approved 2009-2010	Requested 2010-2011
001-0130-413-4496	ALLOCATION TO EXP. TO WATER	(\$5,490.00)	(\$4,665.00)
	Subtotal	<b>(\$5,490.00)</b>	<b>(\$4,665.00)</b>
001-0130-413-4497	ALLOCATION TO EXP. TO SEWER	(\$5,490.00)	(\$4,665.00)
	Subtotal	<b>(\$5,490.00)</b>	<b>(\$4,665.00)</b>
	<b>Reallocation Total</b>	<b>(\$10,980.00)</b>	<b>(\$9,330.00)</b>
	<b>ENVIRONMENTAL SUSTAINABILITY Total</b>	<b>\$25,620.00</b>	<b>\$21,770.00</b>

CITY/DISTRICT MANAGER - TRANSPORTATION

Account: 001-0140-413

GENERAL FUND

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

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

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

GENERAL FUND

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

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

<b>Services and Supplies</b>		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
<b>Services and Supplies Total</b>			<b>\$0.00</b>	<b>\$44,950.00</b>

<b>Reallocation</b>		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)
<b>Reallocation Total</b>	<b>\$0.00</b>	<b>(\$77,966.00)</b>
<b>FCTV Total</b>	<b>\$0.00</b>	<b>\$181,921.00</b>

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

GENERAL FUND

		Approved 2009-2010	Requested 2010-2011
<b>Employee Services</b>			
001-0151-413-4110	PERMANENT SALARIES (from Admin Svcs)	\$0.00	\$6,800.00
	Subtotal	<b>\$0.00</b>	<b>\$6,800.00</b>
001-0151-413-4120	FRINGE BENEFITS (from Admin Svcs)	\$0.00	\$2,200.00
	Subtotal	<b>\$0.00</b>	<b>\$2,200.00</b>
	<b>Employee Services Total</b>	<b>\$0.00</b>	<b>\$9,000.00</b>
<b>Services and Supplies</b>			
001-0151-413-4243	SUPPLIES (from Admin Svcs)	\$0.00	\$500.00
	Subtotal	<b>\$0.00</b>	<b>\$500.00</b>
	<b>Services and Supplies Total</b>	<b>\$0.00</b>	<b>\$500.00</b>
	<b>PenTV Total</b>	<b>\$0.00</b>	<b>\$9,500.00</b>
	<b>Less Offsetting Revenue</b>		<b>\$11,500.00</b>
	<b>PenTV Net Operating Costs</b>	<b>\$0.00</b>	<b>(\$2,000.00)</b>