



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

Function	Department	Personnel
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

<i>Employee Services</i>		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
<i>Internal Services</i>		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
<i>Services and Supplies</i>		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

ADMINISTRATIVE SERVICES - PENTV CABLECASTING

Account: 001-0441-415

GENERAL FUND

<i>Employee Services</i>		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
<i>Services and Supplies</i>		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
		Less Offsetting Revenue	\$68,000.00
		PenTV Net Operating Costs	(\$5,100.00)

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