



# Communications- City Clerk/ Administrative Services

*October 18, 2023*



**01**

**City Clerk Division**





## Role of the City Clerk

**Ensures  
Transparency  
between the City of  
Foster City and the  
public**



**Legislative  
Administrator**



**Records  
Manager**



**Elections  
Official**



# City Council Meetings

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- City Council meets every 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month
- Agendas are published at least 72 hours before the meeting day -  
<https://www.fostercity.org/agendasandminutes>
- Subscribe to Council Agenda Listserv –  
<https://www.fostercity.org/subscribe>



# Records Management

**Laserfiche**      Browse    Search      My Public Portal    Help    About

**Welcome to City of Foster City's Laserfiche Public Portal**  
The gateway to the City's document repository.

Search in Public Portal 

[Resolutions, Ordinances, and Minute Orders \(Keyword Search - searches entire doc text\)](#)  
[Resolutions, Ordinances, and Minute Orders \(Advanced Field Search\)](#)  
[Active Insurance](#)  
[Agreements \(Keyword Search\)](#)

Powered by Laserfiche

<https://portal.laserfiche.com/Portal/Welcome.aspx?repo=r-0ff32e1a>



# Public Records Request

PUBLIC RECORD REQUESTS

FOSTER CITY, CA

[MAKE REQUEST](#)

[ALL REQUESTS](#)

[DOCUMENTS](#)

[ALL TASKS](#)

[ADMIN](#) ▾

[SIGNED IN](#) ▾



## Public Records

City documents, including agreements, legislative information and meeting minutes, are available on the [City Records portal](#). If the document(s) you are requesting are not available online, please submit a request via this portal.

Search

 Search **514** requests and counting.

Make Request

 Make a new public records request.

[FAQS](#)

[HELP](#)

[PRIVACY](#)

[TERMS](#)

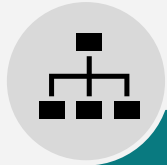
 **NextRequest**  
POWERED BY CIVICPLUS

<https://cityoffostercityca.nextrequest.com/>



# Elections

- Next General Municipal Election – November 5, 2024
- 3 open seats



## Councilmembers

- 5 City Council elected seats
- Elections held on even years
- Consolidated with the county



## Filings

- Form 501
- Form 460/470
- Form 700



## Becoming a Candidate

- Nomination Period
- Raising Money

# Committees and Commissions

- City Clerk oversees recruiting for all Committees and Commissions  
<https://www.fostercity.org/bc/page/citizen-advisory-committees>

## FOSTER CITY COMMITTEES AND COMMISSIONS

Planning Commission (5 residents)	*Parks and Recreation (7 residents)
Traffic Review Committee (7 total, 1 resident)	Levee Bond Oversight Committee (2 businesses, 3 residents)
Audit Committee (5 residents)	Youth Advisory Committee (15 youth)
Citizens Sustainability Advisory Committee (5 residents, 2 youth, 2 businesses, 1 nonprofit)	

\*Currently open for recruitment







**Communications Division**

# Who are we?



## COMMUNICATIONS DIVISION

City of Foster City



**PRISCILLA SCHAUS**  
*Communications Director / City Clerk*  
650.286.3253 | [pschaus@fostercity.org](mailto:pschaus@fostercity.org)

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*Communications Manager*  
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**DANIELLA FALKOWSKI**  
*Social Media & Communications Assistant*  
650.286.3203 | [dfalkowski@fostercity.org](mailto:dfalkowski@fostercity.org)



# What do we do?

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The Communications Division, responsible for providing effective communication with community members, staff and council, works to increase the understanding of and support for city programs, policies and projects, and to develop positive relations through impactful outreach.

The Communications Division is comprised of the following functions:

- External Communication: Press releases, media engagements, Foster City Current newsletter, the Community Annual Report, flyers/graphics, City Council support, event coordination.
- Video Services/FCTV: Production of videos posted on the City's YouTube channel and Instagram, and facilitation of FCTV, the government access television channel that can be found on Comcast (channel 27), AT&T (channel 99), YouTube, and the City's website.
- Social Media: Facebook, Twitter, Instagram, LinkedIn, YouTube, Simplicity.



# What does that look like?

## Household Hazardous Waste Collection Event in Foster City

For immediate release: July 31, 2023

Contact: Public Works Department, (650) 286-3270, [publicworks@fostercity.org](mailto:publicworks@fostercity.org)

The San Mateo County Household Hazardous Waste (HHW) Program is hosting a drop-off event in Foster City on Saturday, August 26, 2023. **Appointments are required** in order to participate and can be made at San Mateo County's HHW Program website: <https://www.smchealth.org/post/make-hhw-drop-appointment>, or by calling (650) 372-6200. The event location will be disclosed once your appointment is confirmed. There is a strict limit of 10 gallons or 50 pounds per appointment (per car load). If you have more than those amounts, you must schedule a separate appointment.



July 27, 2023 - Enjoy this edition of the Foster City bi-weekly e-newsletter!

APPLY TO JOIN THE CIVICS ACADEMY

### CIVICS ACADEMY

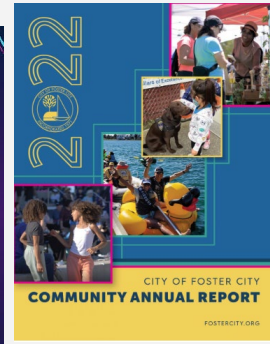
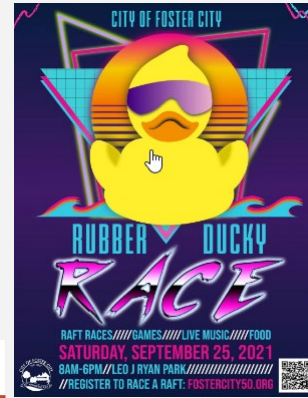
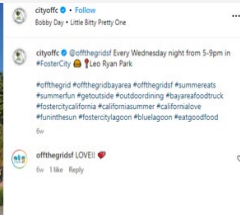


[FOSTERCITY.ORG/CIVICSACADEMY](https://www.fostercity.org/civicsacademy)

Foster City is excited to announce its first ever Civics Academy! The seven-week program will offer a free, immersive, and entertaining look at how local government functions. Those

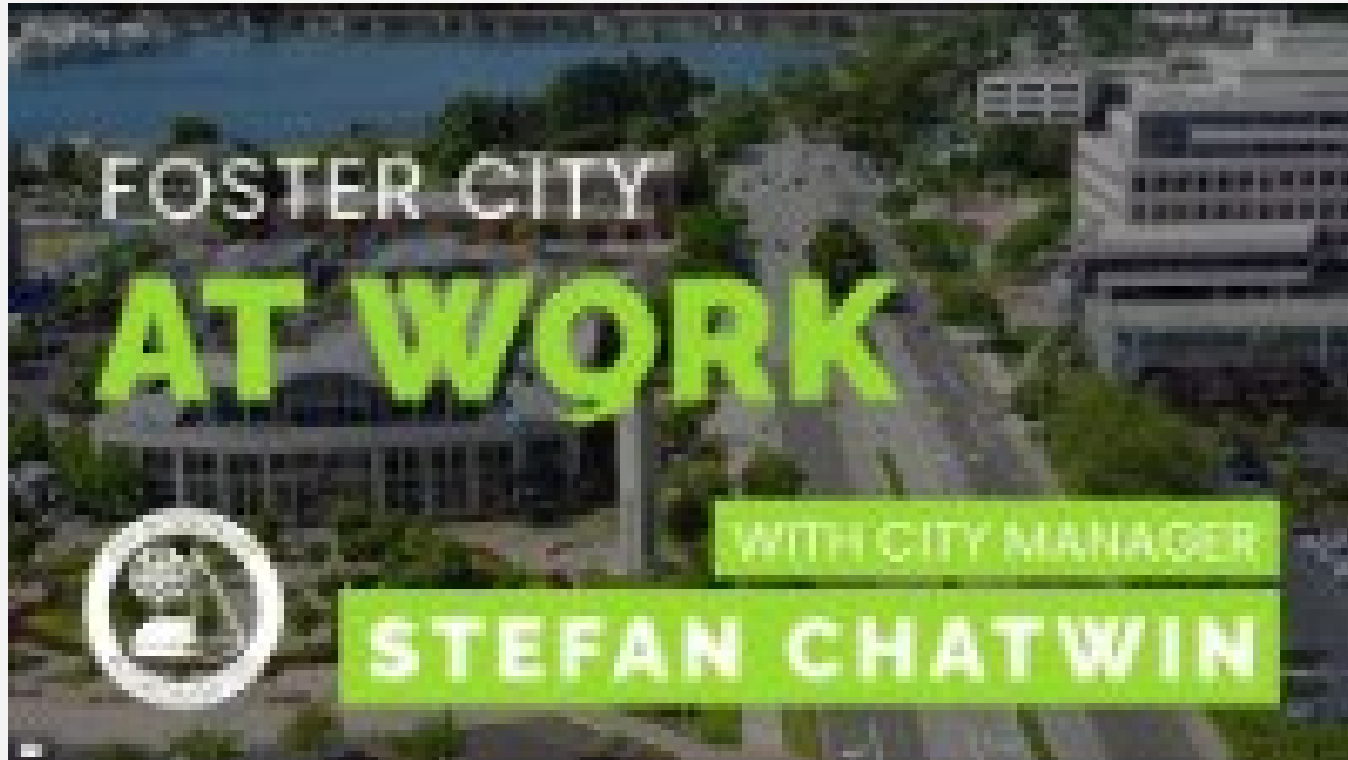


### Workforce Housing Ribbon Cutting



Is there more?

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## Where can you see our work?

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Facebook: <https://www.facebook.com/CityofFosterCity/>

Twitter/ X: <https://twitter.com/CityofFC>

Instagram: <https://www.instagram.com/cityoffc>

YouTube: <https://www.youtube.com/user/cityoffostercity>

Nextdoor: <https://nextdoor.com/city/foster-city--ca/>

Linkedin: <https://www.linkedin.com/company/city-of-foster-city/>

Simplicity: <https://www.fostercity.org/community/page/simplicity-app>

Press releases: <https://www.fostercity.org/pressrelease>

Community Annual Report:

<https://www.fostercity.org/community/page/community-annual-report>

Foster City Current: <https://www.fostercity.org/cityclerk/page/foster-city-current>



**Any questions?**

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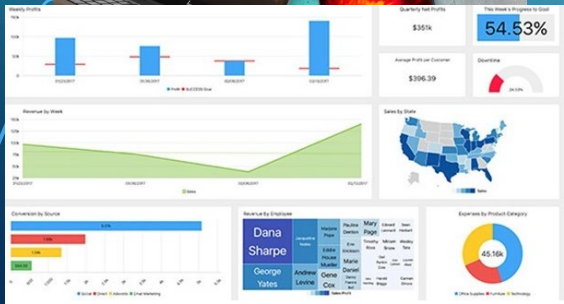


# FOSTER CITY INFORMATION TECHNOLOGY DIVISION

CIVICS ACADEMY PRESENTATION



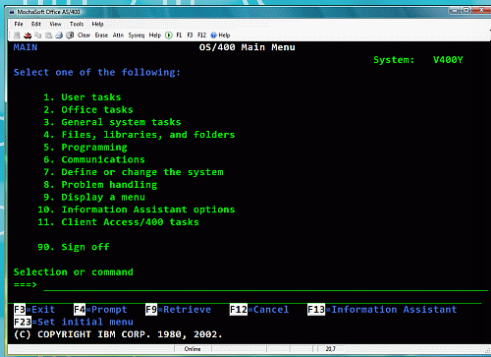
Lap



```
25
26 def check_db():
27     if not os.path.isfile(FILE_URI):
28         db.create_all()
29
30 @app.route("/")
31 def home():
32     check_db()
33     all_books = db.session.query(Book).all()
34     return render_template("index.html", books=all_books)
35
36 @app.route("/edit", methods=['GET', 'POST'])
37 def edit():
38
39     if request.method == 'POST':
40         book_id = request.form["id"]
41         book_to_update = Book.query.get(book_id)
42         book_to_update.rating = request.form["rating"]
43         db.session.commit()
44         return redirect(url_for("home"))
```





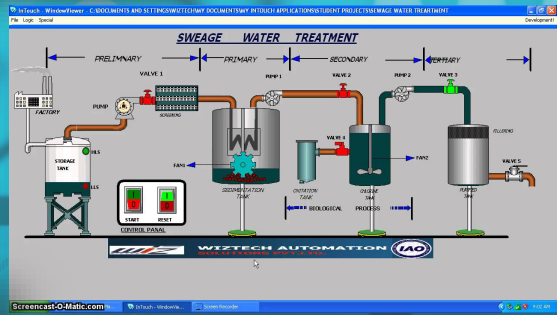


  
**AS/400  
RUNNING  
THE MATRIX  
SINCE  
1988**

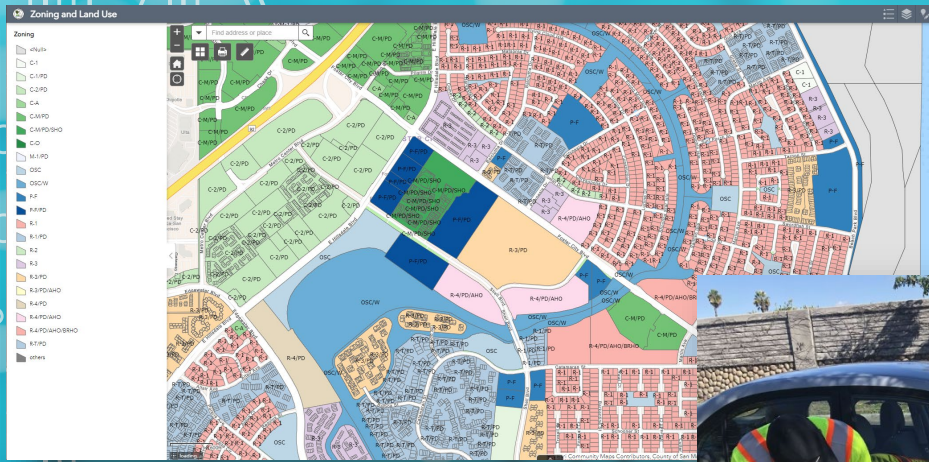
# BUT DOES YOUR IT DO THIS?

## FOSTER CITY IT...

- Maintains an AS/400 – this “mini-mainframe” runs the City’s Financial software
- Helps maintain the City’s SCADA system (Supervisory control and data acquisition) that monitors and controls the Water and Wastewater pumps
- Deploy and maintain Police Mobile Data Terminals (MDTs) and Body Worn Cameras (BWCs)







BUT DOES YOUR IT DO THIS?

FOSTER CITY IT...



- Manages the City's GIS (Geographic Information System)
- Helps maintain the City's water meter radio-read Utility Billing system
- Offer a "Gadget Gift" presentation each year prior to Thanksgiving/Black Friday to City staff

**THE BEST  
TECH GIFTS  
FOR 2022**



 **CalOpps**

BUT DOES YOUR IT DO  
THIS?

FOSTER CITY IT...

- Helps support CalOpps – a shared-resource job recruiting site used by 100+ California public agencies
- Helps support SMCFire – the regional Fire agency consisting of San Mateo, Foster City, and Belmont Fire
- Helps support FCTV – live broadcasting of City meetings

**fosterCity**.tv

The image features a blue gradient background with white circuit-like lines in the corners. These lines consist of straight paths that turn at right angles and terminate in small circles, resembling a printed circuit board layout. The lines are positioned in the top-left, top-right, bottom-left, and bottom-right corners, framing the central text.

THANK YOU!



# Human Resources



# A Year of Time...

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- . 8,760
- . 2,080
- . 2,920
- . 1,880



# A Year of Time...

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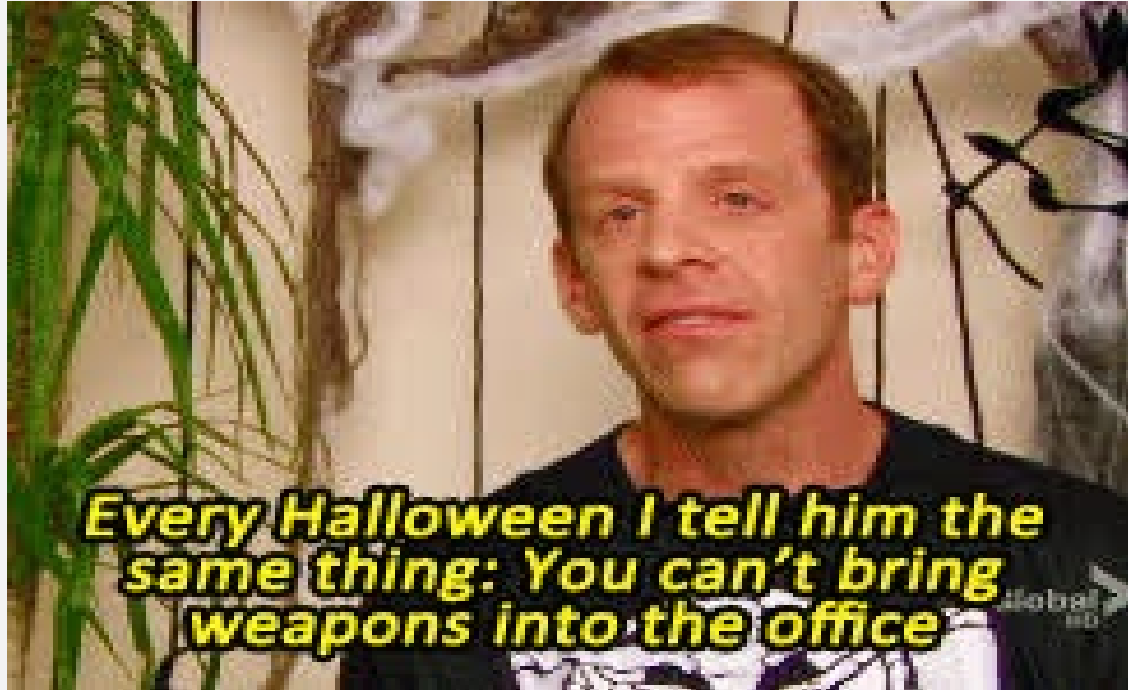
- 8,760 = Hours in a year
- 2,080 = 40 hours x 52 weeks
- 2,920 = 8 hours of sleep x 365 days
- 1,880 = Actual number of work hours
- 21% of your time is spent working



# What does Human Resources do?



# What does Human Resources do?



# What does Human Resources do?

- Compliance
  - Laws
  - Rules
  - Policies
- So much more than that
- City services you have learned about in your sessions....
  - All require people



# What does Human Resources do?

- Labor Market drives HR priorities
  - Shrinking workforce
  - Demographic changes
  - High Demand for Skilled Workers
  - Unemployment
- Important to hire the best employees
- Important to retain the good employees
- Important to create a healthy work environment

Under 18 years	22.2%
18–44 years	35.9%
45–64 years	25.2%
65 and over	16.8%





# What does Human Resources do?

- Top 5 Priorities for HR Leaders in 2024
  - Leader and Management Development
  - Culture and Change Management
  - Improve HR Technology
  - Career Management and Internal Mobility
  - Retention



# What does Human Resources do?



# Day in the Life of HR

- Not predictable
  - Customer Service priority
    - Walk-ins/calls happen a lot
  - Unexpected issues arise
    - Family emergency
    - Employee Injury
    - Overlapping deadlines



# Skills Needed in HR

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- Confidentiality
- Patience
- Ability to Listen
- Communication (written and verbal)
- Multi-task oriented
- Problem solvers
- Integrity/Ethical
- Calmness



# Goal of Human Resources

- Protect Foster City from unnecessary risk
- Create policies and processes that are fair and equitable
- Encourage collaboration amongst teams and employees
- Provide environment where employees can do their best
- Look out for employees and managers equally
- Support the other Departments with their strategic priorities







Questions?





## City Council-City Manager

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The City of Foster City has a \_\_\_\_\_ Form of Government.

A - Chief Administrative Officer (CAO)

B – Council-Manager

C – Strong Mayor-Council

D - Commission



## Finance

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What is Foster City's Sales Tax Rate?

A – 9.4%

B – 9.375%

C – 10%

D - None



## Public Works

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What is the total storage capacity of the four water tanks located at the Corp Yard?

A – 10 Million Gallons

B – 50 Million Gallons

C – 20 Million Gallons

D – 5 Million Gallons



## Fire Department

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How many Fire Stations are under the San Mateo Consolidated Fire Department?

A - 10

B - 7

C - 9

D - 8

## Parks and Recreation

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Foster City has the most park space per capita in San Mateo County with a total of \_\_\_\_ parks.

A - 18

B - 21

C - 26

D - 24





## Police Department

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Foster City has ALPR cameras at the entrances and exits of the City. What does ALPR stand for?

A - Alley Lane Parking Ramp

B – Authentic License Plate Readers

C – Automated License Plate Readers

D - Automated Light Passing Road



## City Clerk

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When can a person pull papers to become a City Council candidate?

A – Nomination Period

B – Candidate Filing Period

C – Voting Period

D - Anytime



# Communications

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Which type of outreach is NOT a commonly used by the Communications Division?

A – Press Conference

B – Newsletter

C – Social Media

D – Press Release



## Information Technology

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What is the type of server that runs the City's financial software?

A – Linux

B – Supermicro

C – Nutanix

D – AS/400



# Human Resources

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Which one of these functions is NOT an HR responsibility?

A - Recruitment

B – Payroll

C – Learning and Development

D - Training

