

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 FINANCIAL RESOURCES REQUIRED

Personnel

No change.

Services and Supplies

Increase of approximately \$64,000 in diesel and gasoline fuel costs.

Capital Outlay

No vehicles are recommended for replacement.

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 2011-2012.



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

	2010-2011		2011-2012
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 365,500	\$ 365,500	\$ 388,300
SERVICES AND SUPPLIES	483,435	483,435	547,850
CAPITAL OUTLAY	362,000	362,000	-
Subtotal (Total Department-Controlled Expenses)	1,210,935	1,210,935	936,150
INTERNAL SERVICES	102,069	102,069	63,281
Subtotal (Total Department Expenses before Reallocations)	1,313,004	1,313,004	999,431
REALLOCATIONS	-	-	-
TOTAL FOR VEHICLE MAINTENANCE FUND (#501)	\$ 1,313,004	\$ 1,313,004	\$ 999,431

DETAIL LINE ITEM REPORT

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

Capital Outlay	Approved 2010-2011	Requested 2011-2012
501-0560-431-4384 VEHICLES TO BE REPLACED	\$362,000.00	\$0.00
Subtotal	\$362,000.00	\$0.00
Capital Outlay Total	\$362,000.00	\$0.00
Employee Services	Approved 2010-2011	Requested 2011-2012
501-0560-431-4110 PERMANENT SALARIES	\$271,700.00	\$278,400.00
Subtotal	\$271,700.00	\$278,400.00
501-0560-431-4112 OVERTIME	\$1,000.00	\$1,000.00
Subtotal	\$1,000.00	\$1,000.00
501-0560-431-4120 FRINGE BENEFITS	\$92,800.00	\$108,900.00
Subtotal	\$92,800.00	\$108,900.00
Employee Services Total	\$365,500.00	\$388,300.00
Internal Services	Approved 2010-2011	Requested 2011-2012
501-0560-431-4556 EQUIPMENT REPLACEMENT	\$49,022.00	\$32,744.00
Subtotal	\$49,022.00	\$32,744.00
501-0560-431-4557 INFORMATION TECHNOLOGY SERVICES	\$11,347.00	\$9,437.00
Subtotal	\$11,347.00	\$9,437.00
501-0560-431-4562 INSURANCE	\$41,700.00	\$21,100.00
Subtotal	\$41,700.00	\$21,100.00
Internal Services Total	\$102,069.00	\$63,281.00
Services and Supplies	Approved	Requested

		2010-2011	2011-2012
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	\$56,000.00
501-0560-431-4246*	FIRE APPARATUS - REPAIR/PM	\$57,500.00	\$57,500.00
501-0560-431-4246*	GASOLINE	\$209,229.00	\$260,000.00
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	\$471,000.00
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	NATIONAL AUTOMOBILE FLEET ASSOCIATION (NAFA)	\$250.00	\$500.00
	Subtotal	\$250.00	\$500.00
501-0560-431-4254	FLEET MAINTENANCE/NOR CAL CONFERENCES	\$750.00	\$500.00
	Subtotal	\$750.00	\$500.00
501-0560-431-4255	FORD & TOYOTA DIAGNOSTIC CERT TRAINING	\$750.00	\$750.00

Subtotal	\$750.00	\$750.00
Services and Supplies Total	\$483,435.00	\$547,850.00
VEHICLE MAINTENANCE & REP Total	\$1,313,004.00	\$999,431.00

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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 funds), 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

	2010-2011		2011-2012
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	305,000	305,000	306,925
Subtotal (Total Department-Controlled Expenses)	305,000	305,000	306,925
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	305,000	305,000	306,925
REALLOCATIONS	-	-	-
TOTAL FOR EQUIPMENT REPLACEMENT FUND (#502)	\$ 305,000	\$ 305,000	\$ 306,925

DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - ADMINISTRATION

Account: 502-1110-413

EQUIPMENT REPLACEMENT FD

Capital Outlay		Approved 2010-2011	Requested 2011-2012
502-1110-413-4385	EMERGENCY REPLACEMENT	\$50,000.00	\$50,000.00
502-1110-413-4385	EQUIPMENT REPLACEMENT -- GENERAL FUND	\$255,000.00	\$78,500.00
	Subtotal	\$305,000.00	\$128,500.00
	Capital Outlay Total	\$305,000.00	\$128,500.00
Services and Supplies		Approved 2010-2011	Requested 2011-2012
502-1110-413-4245	Equipment Replacement - Tools and Equipment	\$0.00	\$178,425.00
	Subtotal	\$0.00	\$178,425.00
	Services and Supplies Total	\$0.00	\$178,425.00
	ADMINISTRATION Total	\$305,000.00	\$306,925.00

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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

	2010-2011		2011-2012
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	285,700	285,700	297,700
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	285,700	285,700	297,700
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	285,700	285,700	297,700
REALLOCATIONS	-	-	-
TOTAL FOR SELF-INSURANCE FUND (#503)	\$ 285,700	\$ 285,700	\$ 297,700

DETAIL LINE ITEM REPORT

HUMAN RESOURCES - SELF-INSURANCE FUND

Account: 503-1220-413

SELF INSURANCE FUND

Services and Supplies		Approved 2010-2011	Requested 2011-2012
503-1220-413-4241	Copies	\$100.00	\$100.00
Subtotal		\$100.00	\$100.00
503-1220-413-4242	Postage	\$100.00	\$100.00
Subtotal		\$100.00	\$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	\$100.00	\$100.00
503-1220-413-4253	PRIMA Membership dues	\$400.00	\$400.00
Subtotal		\$500.00	\$500.00
503-1220-413-4262	ABAG PLAN PREMIUM	\$163,000.00	\$172,000.00
503-1220-413-4262	ALL RISK INSURANCE & PUBLIC OFFICIALS BOND	\$42,000.00	\$45,000.00
Subtotal		\$205,000.00	\$217,000.00
Services and Supplies Total		\$285,700.00	\$297,700.00
SELF-INSURANCE FUND Total		\$285,700.00	\$297,700.00

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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, completed initiatives and anticipated initiatives are included in the City Manager Department budget narrative.

Total IT internal service charges for FY 2011-2012 will be \$ 1,287,605 which is \$ 206,409 (or ~ 13.5%) lower than internal service charges for 2010-2011 of \$ 1,494,014.

- In the IT Services and Supplies budget a 10% reduction will be achieved by reducing cell phones (voice and data) and miscellaneous desktop software; elimination of pay phones and disaster recovery assistance for Sungard Municipal software.
- In the ISF Replacement Charges, Departments reduced or eliminated equipment that was no longer needed. The net reductions can be attributed to a reduced replacement charge for funding the City's phone system. In FY 2010-2011 the replacement charge was increased to accelerate funding for the system.

Capital Outlay

- The only item requested for replacement is the Police Department Mobile Data Computers (MDC). The MDC's are fully funded. Funding includes replacement MDC units and in-vehicle brackets and wiring.

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

	2010-2011		2011-2012
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 602,800	\$ 602,800	\$ 623,000
SERVICES AND SUPPLIES	537,240	537,240	481,140
CAPITAL OUTLAY	173,000	173,000	115,000
Subtotal (Total Department-Controlled Expenses)	1,313,040	1,313,040	1,219,140
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	1,313,040	1,313,040	1,219,140
REALLOCATIONS	-	-	-
TOTAL FOR INFORMATION TECHNOLOGY FUND (#504)	\$ 1,313,040	\$ 1,313,040	\$ 1,219,140

DETAIL LINE ITEM REPORT

CITY/DISTRICT MANAGER - IT Account: 504-0160-419

COMMUNICATION & INFO SVC

Capital Outlay		Approved 2010-2011	Requested 2011-2012
504-0160-419-4388	BACKUP SERVER and STREAMING SERVER	\$13,500.00	\$0.00
504-0160-419-4388	BACKUP TAPE AUTOLOADER (HARDWARE)	\$10,000.00	\$0.00
504-0160-419-4388	LAPTOP REPLACEMENTS (Misc Dept 7 Total)	\$8,700.00	\$0.00
504-0160-419-4388	MISC DESKTOP (32)	\$40,800.00	\$0.00
504-0160-419-4388	NETWORK FIBER SWITCH REPLACEMENTS (CH/PD)	\$10,000.00	\$0.00
504-0160-419-4388	Planning, Design, Spec - Phone System Replacement	\$0.00	\$15,000.00
504-0160-419-4388	Police Department Mobile Data Terminal Replacement	\$0.00	\$100,000.00
504-0160-419-4388	STORAGE AREA NETWORK	\$90,000.00	\$0.00
	Subtotal	\$173,000.00	\$115,000.00
	Capital Outlay Total	\$173,000.00	\$115,000.00
Employee Services		Approved 2010-2011	Requested 2011-2012
504-0160-419-4110	PERMANENT SALARIES	\$459,900.00	\$460,000.00
	Subtotal	\$459,900.00	\$460,000.00
504-0160-419-4120	FRINGE BENEFITS (F/T Salaries)	\$142,900.00	\$163,000.00
	Subtotal	\$142,900.00	\$163,000.00
	Employee Services Total	\$602,800.00	\$623,000.00
Services and Supplies		Approved 2010-2011	Requested 2011-2012
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	\$500.00	\$500.00
	Subtotal	\$500.00	\$500.00
504-0160-419-4246	AV Equipment Maintenance	\$1,500.00	\$1,500.00
504-0160-419-4246	BPC - Internet Code Publishing	\$400.00	\$400.00
504-0160-419-4246	DEPT SPECIALIZED SOFTWARE (RECWARE, DB)	\$9,000.00	\$10,000.00
504-0160-419-4246	DOCUMENT MANAGEMENT SOFTWARE MAINTENANCE	\$12,000.00	\$17,500.00
504-0160-419-4246	FIREWALL MAINTENANCE	\$6,300.00	\$6,000.00
504-0160-419-4246	GIS SOFTWARE MAINTENANCE	\$14,000.00	\$13,500.00
504-0160-419-4246	HTE DISASTER RECOVERY PLAN	\$15,000.00	\$0.00
504-0160-419-4246	HTE RELATED ACOM MAINTENANCE	\$3,500.00	\$3,000.00
504-0160-419-4246	HTE SOFTWARE ANNUAL SUPPORT & UPGRADES	\$67,000.00	\$68,000.00
504-0160-419-4246	ISeries (515) SOFTWARE & HARDWARE MAINTENANCE	\$5,000.00	\$5,800.00
504-0160-419-4246	MICROSOFT SERVER, OFFICE AND CAL LICENSES - EA	\$52,000.00	\$47,000.00
504-0160-419-4246	OTHER MISC MAINTENANCE AS REQUIRED	\$42,000.00	\$48,000.00
504-0160-419-4246	PERFORMANCE REVIEW SYSTEM MAINTENANCE	\$6,400.00	\$6,400.00
504-0160-419-4246	POLICE SOFTWARE MAINTENANCE (CAD/RMS, OTHERS)	\$38,600.00	\$34,000.00
504-0160-419-4246	PRINTER SUPPLY MAINTENANCE	\$3,000.00	\$0.00
504-0160-419-4246	PRINTER&SCANNER MAINT/TONER/REPAIR	\$5,500.00	\$5,000.00
504-0160-419-4246	SIRE - Video Streaming Hosting Annual Cost	\$7,600.00	\$6,500.00
504-0160-419-4246	SWITCH - ROUTER MAINTENANCE	\$3,000.00	\$0.00
504-0160-419-4246	TELEPHONE MAINTENANCE	\$20,500.00	\$12,500.00
504-0160-419-4246	VIRUS SOFTWARE MAINTENANCE	\$6,000.00	\$6,200.00
504-0160-419-4246	WEB CONTENT SOFTWARE MAINTENANCE	\$7,100.00	\$7,000.00
	Subtotal	\$325,400.00	\$298,300.00
504-0160-419-4248	CELL PHONE (CINGULAR/VERIZON)	\$27,000.00	\$20,250.00
504-0160-419-4248	DATA ACCESS IN VEHICLES (PD/IT)	\$13,000.00	\$6,000.00
504-0160-419-4248	INTERNET SERVICE PROVIDER	\$22,000.00	\$20,000.00

504-0160-419-4248	LONG DISTANCE TELEPHONE SERVICES	\$2,000.00	\$2,000.00
504-0160-419-4248	PACBELL CENTREX TELEPHONE SERVICES	\$50,000.00	\$42,000.00
	Subtotal	\$114,000.00	\$90,250.00
504-0160-419-4253	IT - MEMBERSHIPS, DUES, SUBSCRIPTIONS	\$740.00	\$740.00
	Subtotal	\$740.00	\$740.00
504-0160-419-4254	HTE USER CONFERENCES	\$3,000.00	\$2,250.00
504-0160-419-4254	IT STAFF CONFERENCES	\$2,000.00	\$1,500.00
	Subtotal	\$5,000.00	\$3,750.00
504-0160-419-4255	HTE END USER WEBINAR TRAININGS	\$2,000.00	\$2,000.00
504-0160-419-4255	IT TECHNICAL TRAINING	\$3,000.00	\$3,000.00
	Subtotal	\$5,000.00	\$5,000.00
504-0160-419-4259	CITY-WIDE HARDWARE & SOFTWARE (UNDER \$1,000)	\$18,000.00	\$15,000.00
504-0160-419-4259	IT - PC SOFTWARE & HARDWARE	\$5,800.00	\$5,800.00
504-0160-419-4259	MICROSOFT UPGRADE LICENSES - None EA	\$9,000.00	\$8,000.00
504-0160-419-4259	MISC DEPARTMENT PRINTER/SCANNER REPLACEMENTS	\$3,000.00	\$3,000.00
	Subtotal	\$35,800.00	\$31,800.00
	Services and Supplies Total	\$537,240.00	\$481,140.00
	IT Total	\$1,313,040.00	\$1,219,140.00

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

Janitorial Service

- Janitorial services are under City contract to complete all janitorial tasks.

Outside Contractors

- Staff will continue to utilize contractors to complete work beyond the scope of their professional training and to assist in completing preventative maintenance work (such as elevator inspections, repairs, and monitoring; heating and air conditioning unit repair and regular maintenance).

ACCOMPLISHMENTS

- Installed automatic door for disabled persons at the main entry of City Hall through the use of grant money.
- Replaced soap, paper towel and toilet paper dispensers in all city facilities for the use of more cost efficient and “green” products.
- Purchased and installed synthetic plants in City facilities.
- Installed security door access in City Hall second floor access doors.
- Replaced contractor owned vending machines with energy efficient machines and added healthy options.
- Installed key card access reader in the City Hall elevator for 3rd floor access.
- Replaced the two dishwashers in the Recreation Center kitchens.
- Replaced HVAC units due for replacement at the Recreation Center.
- Replaced back-up generator at the Recreation Center.

CHANGES IN RESOURCES REQUIRED

This Division requires the same resources as the previous fiscal year to protect public and employee safety and the City infrastructure.

Personnel

- No changes are recommended.

Service and Supplies

- No changes are recommended.

Capital Outlay

- Nothing scheduled for 2011/2012

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 2011-2012 includes the roof replacement at the Corporation Yard Administration building.

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

	2010-2011		2011-2012
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 401,160	\$ 401,160	\$ 415,960
SERVICES AND SUPPLIES	932,849	932,849	910,583
CAPITAL OUTLAY	192,185	192,185	107,000
Subtotal (Total Department-Controlled Expenses)	1,526,194	1,526,194	1,433,543
INTERNAL SERVICES	98,426	98,426	92,494
Subtotal (Total Department Expenses before Reallocations)	1,624,620	1,624,620	1,526,037
REALLOCATIONS	-	-	-
TOTAL FOR BUILDING MAINTENANCE FUND (#505)	\$ 1,624,620	\$ 1,624,620	\$ 1,526,037

DETAIL LINE ITEM REPORT

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

Capital Outlay	Approved 2010-2011	Requested 2011-2012
505-0550-419-4388 CAPITAL OUTLAY	\$192,185.00	\$107,000.00
Subtotal	\$192,185.00	\$107,000.00
Capital Outlay Total	\$192,185.00	\$107,000.00
Employee Services	Approved 2010-2011	Requested 2011-2012
505-0550-419-4110 PERMANENT SALARIES	\$297,000.00	\$297,000.00
Subtotal	\$297,000.00	\$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	\$102,000.00	\$116,800.00
Subtotal	\$102,000.00	\$116,800.00
Employee Services Total	\$401,160.00	\$415,960.00
Internal Services	Approved 2010-2011	Requested 2011-2012
505-0550-419-4544 VEHICLE REPLACEMENT UNIT 35 AND UNIT 44	\$40,003.00	\$38,369.00
Subtotal	\$40,003.00	\$38,369.00
505-0550-419-4556 EQUIPMENT REPLACEMENT	\$31,946.00	\$32,104.00
Subtotal	\$31,946.00	\$32,104.00
505-0550-419-4557 INFORMATION TECHNOLOGY SERVICES	\$26,477.00	\$22,021.00
Subtotal	\$26,477.00	\$22,021.00
Internal Services Total	\$98,426.00	\$92,494.00
Services and Supplies	Approved	Requested

		2010-2011	2011-2012
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	\$0.00
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	\$194,955.00
505-0550-419-4248	UTILITIES FOR ALL CITY FACILITIES/JOINT USE	\$426,817.00	\$426,817.00
	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	\$8,600.00	\$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	\$0.00
505-0550-419-4251	GOVERNMENT CENTER MAINTENANCE AND BUILDING REPAIRS	\$34,517.00	\$34,517.00

505-0550-419-4251	JANITORIAL SERVICES	\$164,419.00	\$164,419.00
	Subtotal	\$254,561.00	\$234,561.00
505-0550-419-4254	MAINTENANCE MANAGEMENT SEMINAR	\$750.00	\$500.00
	Subtotal	\$750.00	\$500.00
505-0550-419-4255	HVAC INSPECTION	\$750.00	\$750.00
	Subtotal	\$750.00	\$750.00
	Services and Supplies Total	\$932,849.00	\$910,583.00
	BUILDING MAINTENANCE Total	\$1,624,620.00	\$1,526,037.00

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Longevity Recognition Benefits Fund

The Longevity Recognition Benefits Fund was established in FY 2004-2005. The City / District agreed to provide this post-retirement benefit in Memoranda of Understanding with employees represented by the Foster City Police Officers' Association (FCPOA) the International Association of Firefighters (IAFF), San Mateo County Local 2400, the American Federation of State, County and Municipal Employees Local 829 (AFSCME), and employees covered 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 of their retirement from the City.



In FY 2007-2008, all AFSCME and non-public safety management employees currently employed with the City voluntarily eliminated the Longevity Recognition plan from their employee agreements. Current FCPOA, IAFF and public safety management employees will continue to participate in the program, but new employees in those groups hired after January 1, 2012 will no longer be eligible to participate in the program.

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 2011 actuarial evaluation and expected benefits payments, the fund was pre-funded at the end of FY 2010-2011 with excess reserves transferred to the underfunded PEMHCA Benefits Plan. 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

	2010-2011		2011-2012
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 110,000	\$ 110,000	\$ 112,000
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	110,000	110,000	112,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	110,000	110,000	112,000
REALLOCATIONS	-	-	-
TOTAL FOR LONGEVITY RECOGNITION BENEFITS FUND (#507)	\$ 110,000	\$ 110,000	\$ 112,000

DETAIL LINE ITEM REPORT

HUMAN RESOURCES - ADMINISTRATION
415

Account: 507-1210-

LONGEVITY RECOGNITION BENEFITS
FUND

<i>Employee Services</i>		Approved 2010-2011	Requested 2011-2012
507-1210-415-4158	LONGEVITY RECOGNITION BENEFITS PAYMENTS	\$110,000.00	\$112,000.00
	Subtotal	\$110,000.00	\$112,000.00
	Employee Services Total	\$110,000.00	\$112,000.00
	ADMINISTRATION Total	\$110,000.00	\$112,000.00

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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, 2011, the minimum monthly employer contribution is \$108, and is subject to cost of living increases as determined by the State Legislature. The expected monthly contribution effective January 1, 2012 is \$112.

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). Based upon the 2011 actuarial evaluation and expected benefits payments, the fund was pre-funded at the end of FY 2010-2011 through a transfer of excess 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.

The expected benefits payments for FY 2011-2012 will total \$100,000, which will be paid for out of investment earnings.



DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
HUMAN RESOURCES
PEMHCA BENEFITS PLAN FUND (#508)
Annual Budget Appropriation for Fiscal Year

	2010-2011		2011-2012
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 87,000	\$ 87,000	\$ 100,000
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	87,000	87,000	100,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	87,000	87,000	100,000
REALLOCATIONS	-	-	-
TOTAL FOR PEMHCA BENEFITS PLAN FUND (#508)	\$ 87,000	\$ 87,000	\$ 100,000

DETAIL LINE ITEM REPORT

HUMAN RESOURCES - ADMINISTRATION

Account: 508-1210-415

PEMHCA BENEFITS PLAN

<i>Employee Services</i>		Approved 2010-2011	Requested 2011-2012
508-1210-415-4158	PEMHCA BENEFITS PAYMENTS	\$87,000.00	\$100,000.00
	Subtotal	\$87,000.00	\$100,000.00
	Employee Services Total	\$87,000.00	\$100,000.00
	ADMINISTRATION Total	\$87,000.00	\$100,000.00

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