

# Vehicle Replacement Fund

The Mission of the Vehicle Replacement Fund, operated by the Vehicle Maintenance Division of the Parks and Recreation Department, is to provide management, maintenance, and inspection of all City/District vehicles and equipment. The Division continues to develop ongoing maintenance programs for City vehicles and works to develop a cost-effective inventory system. Providing an efficient and safe vehicle fleet is emphasized while the utilization of a biannual vehicle inspection program assists the Department in accomplishing this goal.



## ***PROPOSED SERVICE LEVELS***

The Vehicle Maintenance Division will supervise and conduct an ongoing maintenance program for City/District vehicles and Equipment, and will manage the vehicle replacement schedule and fund. The Division staff reflects 15% of time from the Director of Parks and Recreation, 15% of a Recreation Superintendent's time, and 100% from the Supervising Mechanic, one Mechanic I, and one Small Engine Mechanic.

## ***CHANGES IN RESOURCES REQUIRED***

### Personnel

No change.

### Services and Supplies

No changes

### Capital Outlay

Existing vehicles scheduled for replacement are included in capital outlay. Ten new vehicles are recommended.

### Internal Services Charges

Vehicle replacement internal service charges were updated based on reassessment of the existing fleet as to useful life and replacement value, considering anticipated replacements of existing vehicles for FY 2010-2011.



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

	2009-2010		2010-2011
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 374,900	\$ 374,900	\$ 363,200
SERVICES AND SUPPLIES	483,435	483,435	483,435
CAPITAL OUTLAY	214,000	214,000	393,000
Subtotal (Total Department-Controlled Expenses)	1,072,335	1,072,335	1,239,635
INTERNAL SERVICES	66,882	66,882	68,733
Subtotal (Total Department Expenses before Reallocations)	1,139,217	1,139,217	1,308,368
REALLOCATIONS	-	-	-
<b>TOTAL FOR VEHICLE MAINTENANCE FUND (#501)</b>	<b>\$ 1,139,217</b>	<b>\$ 1,139,217</b>	<b>\$ 1,308,368</b>

## DETAIL LINE ITEM REPORT

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

<b>Capital Outlay</b>	Approved 2009-2010	Requested 2010-2011
501-0560-431-4384    VEHICLES TO BE REPLACED	\$214,000.00	\$393,000.00
Subtotal	<b>\$214,000.00</b>	<b>\$393,000.00</b>
<b>Capital Outlay Total</b>	<b>\$214,000.00</b>	<b>\$393,000.00</b>
<b>Employee Services</b>	Approved 2009-2010	Requested 2010-2011
501-0560-431-4110    PERMANENT SALARIES	\$275,900.00	\$278,400.00
Subtotal	<b>\$275,900.00</b>	<b>\$278,400.00</b>
501-0560-431-4112    OVERTIME	\$1,000.00	\$1,000.00
Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
501-0560-431-4120    FRINGE BENEFITS	\$98,000.00	\$83,800.00
Subtotal	<b>\$98,000.00</b>	<b>\$83,800.00</b>
<b>Employee Services Total</b>	<b>\$374,900.00</b>	<b>\$363,200.00</b>
<b>Internal Services</b>	Approved 2009-2010	Requested 2010-2011
501-0560-431-4556    EQUIPMENT REPLACEMENT	\$13,418.00	\$13,418.00
Subtotal	<b>\$13,418.00</b>	<b>\$13,418.00</b>
501-0560-431-4557    INFORMATION TECHNOLOGY SERVICES	\$11,464.00	\$11,315.00
Subtotal	<b>\$11,464.00</b>	<b>\$11,315.00</b>
501-0560-431-4562    INSURANCE	\$42,000.00	\$44,000.00
Subtotal	<b>\$42,000.00</b>	<b>\$44,000.00</b>
<b>Internal Services Total</b>	<b>\$66,882.00</b>	<b>\$68,733.00</b>
<b>Services and Supplies</b>	Approved	Requested

		2009-2010	2010-2011
501-0560-431-4240	VEHICLE REPLACEMENT CONTINGENCY	\$50,000.00	\$50,000.00
	Subtotal	<b>\$50,000.00</b>	<b>\$50,000.00</b>
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	<b>\$1,200.00</b>	<b>\$1,200.00</b>
501-0560-431-4246*	AUTO PARTS	\$30,000.00	\$30,000.00
501-0560-431-4246*	DIESEL FUEL	\$42,356.00	\$42,356.00
501-0560-431-4246*	FIRE APPARATUS - REPAIR/PM	\$57,500.00	\$57,500.00
501-0560-431-4246*	GASOLINE	\$209,229.00	\$209,229.00
501-0560-431-4246*	RECYCLING, TIRES DISPOSAL, BATTERIES, FILTERS	\$2,500.00	\$2,500.00
501-0560-431-4246	RETROFIT EXHAUST SYSTEMS ON DIESEL VEHICLES	\$10,000.00	\$10,000.00
501-0560-431-4246*	TIRES (REPLACEMENT, REPAIR, FRONT END WORK)	\$20,000.00	\$20,000.00
501-0560-431-4246*	VEHICLE REPAIRS	\$32,000.00	\$32,000.00
501-0560-431-4246*	WASH, DETAIL, TOUCH UP STAFF VEHICLES	\$3,000.00	\$3,000.00
	Subtotal	<b>\$406,585.00</b>	<b>\$406,585.00</b>
501-0560-431-4247	RENTAL OF MISCELLANEOUS EQUIPMENT	\$800.00	\$800.00
	Subtotal	<b>\$800.00</b>	<b>\$800.00</b>
501-0560-431-4248	RADIO MAINTENANCE	\$4,000.00	\$4,000.00
	Subtotal	<b>\$4,000.00</b>	<b>\$4,000.00</b>
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	<b>\$19,100.00</b>	<b>\$19,100.00</b>
501-0560-431-4253	MEMBERSHIP DUES & SUBSCRIPTION	\$250.00	\$250.00
	Subtotal	<b>\$250.00</b>	<b>\$250.00</b>
501-0560-431-4254	FLEET MAINTENANCE MEETINGS & CONFERENCES	\$1,500.00	\$750.00
	Subtotal	<b>\$1,500.00</b>	<b>\$750.00</b>
501-0560-431-4255	FORD & TOYOTA DIAGNOSTIC CERT	\$0.00	\$750.00

Subtotal	\$0.00	\$750.00
<b>Services and Supplies Total</b>	<b>\$483,435.00</b>	<b>\$483,435.00</b>
<b>VEHICLE MAINTENANCE &amp; REP Total</b>	<b>\$1,139,217.00</b>	<b>\$1,308,368.00</b>

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# Equipment Replacement Fund

This fund was established to provide for the timely and orderly replacement of equipment valued over \$1,000. This internal service fund allows the City to plan ahead for the replacement of its equipment. The expenditure figure represents the schedule of equipment to be replaced during the fiscal year and deemed to be in need of replacement.



A consistent methodology is used to capture replacement funds for operating department replacement needs. Individually significant assets (over \$1,000), or a pool of assets (which may be less than \$1,000 individually, but when pooled together exceed \$1,000) are assigned replacement values and estimated useful lives. Operating departments are then charged an annual replacement charge such that the replacement value is available upon expiration of the asset. Any changes to replacement values and/or estimated useful lives that occur subsequent to the asset being placed on the Equipment Replacement list are handled on a prospective (or “go-forward”) basis.



This Fund accounts for replacement of assets other than those assets related to Water Operations or Wastewater Operations (which are accounted for in those respective Enterprise fund), or those assets specifically relating to the activities of the Vehicle Replacement, Information Technology, and Building Maintenance.



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
**FINANCIAL SERVICES**  
**EQUIPMENT REPLACEMENT FUND (#502)**  
**Annual Budget Appropriation for Fiscal Year**

	2009-2010		2010-2011
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	338,361	338,361	305,000
Subtotal (Total Department-Controlled Expenses)	338,361	338,361	305,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	338,361	338,361	305,000
REALLOCATIONS	-	-	-
<b>TOTAL FOR EQUIPMENT REPLACEMENT FUND (#502)</b>	<b>\$ 338,361</b>	<b>\$ 338,361</b>	<b>\$ 305,000</b>

## DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - ADMINISTRATION

Account: 502-1110-413

EQUIPMENT REPLACEMENT FD

<b>Capital Outlay</b>		Approved 2009-2010	Requested 2010-2011
502-1110-413-4385	EMERGENCY REPLACEMENT	\$50,000.00	\$50,000.00
502-1110-413-4385	EQUIPMENT REPLACEMENT -- GENERAL FUND	\$288,361.00	\$255,000.00
	Subtotal	<b>\$338,361.00</b>	<b>\$305,000.00</b>
	<b>Capital Outlay Total</b>	<b>\$338,361.00</b>	<b>\$305,000.00</b>
	<b>ADMINISTRATION Total</b>	<b>\$338,361.00</b>	<b>\$305,000.00</b>

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# Self Insurance Fund

The Self Insurance Fund was established years ago as a cost savings tool to address the high cost of purchasing commercial liability insurance. The City/District currently has a self-insured retention of \$100,000, meaning that the City/District pays all expenses associated with a claim up to the first \$100,000.

The City of Foster City is a member of a self-insured insurance pool known as ABAG PLAN that provides general liability coverage from \$100,000 to \$25,000,000 per claim. Any claim over \$25,000,000 is the City's responsibility. The pool also jointly purchases all-risk (property) and public officials' bond insurance coverage for member agencies.

Expenditures in this fund represent the ABAG PLAN premium and an allowance for expenses that may be incurred below the \$100,000 liability self-insured retention and property and vehicle damage deductibles. ABAG PLAN premiums are largely based on the member's payroll.

Revenues are derived from assessments to the City General Fund, vehicle replacement fund, water fund and sewer fund; interest earnings; and any rebates of the ABAG PLAN premiums based on positive experience and ABAG PLAN policy.

The Self-Insurance Fund is funded to a target reserve level of \$1 million.



**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
CITY MANAGER  
SELF-INSURANCE FUND (#503)  
Annual Budget Appropriation for Fiscal Year

	2009-2010		2010-2011
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	276,000	276,000	298,700
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	276,000	276,000	298,700
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	276,000	276,000	298,700
REALLOCATIONS	-	-	-
<b>TOTAL FOR SELF-INSURANCE FUND (#503)</b>	<b>\$ 276,000</b>	<b>\$ 276,000</b>	<b>\$ 298,700</b>

## DETAIL LINE ITEM REPORT

HUMAN RESOURCES - SELF-INSURANCE FUND

Account: 503-1220-413

SELF INSURANCE FUND

<b>Services and Supplies</b>		Approved 2009-2010	Requested 2010-2011
503-1220-413-4241	Copies	\$0.00	\$100.00
Subtotal		<b>\$0.00</b>	<b>\$100.00</b>
503-1220-413-4242	Postage	\$0.00	\$100.00
Subtotal		<b>\$0.00</b>	<b>\$100.00</b>
503-1220-413-4251	CLAIM SETTLEMENTS, DEFENSE COSTS, OTHER EXPENSES	\$80,000.00	\$80,000.00
Subtotal		<b>\$80,000.00</b>	<b>\$80,000.00</b>
503-1220-413-4253	PARMA Membership dues	\$0.00	\$100.00
503-1220-413-4253	PRIMA Membership dues	\$0.00	\$400.00
Subtotal		<b>\$0.00</b>	<b>\$500.00</b>
503-1220-413-4262	ABAG PLAN PREMIUM	\$160,000.00	\$176,000.00
503-1220-413-4262	ALL RISK INSURANCE & PUBLIC OFFICIALS BOND	\$36,000.00	\$42,000.00
Subtotal		<b>\$196,000.00</b>	<b>\$218,000.00</b>
<b>Services and Supplies Total</b>		<b>\$276,000.00</b>	<b>\$298,700.00</b>
<b>SELF-INSURANCE FUND Total</b>		<b>\$276,000.00</b>	<b>\$298,700.00</b>

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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 3<sup>rd</sup> party applications. Work with City departments to integrate new applications, systems or devices.
- Support and maintain network security, virus protection and network administration to protect the City's infrastructure.
- Maintain the City's data / voice communication systems and Internet presence.
- Provide staff training and support for maximum utilization of existing software applications and hardware.

The Information Technology Division's on-going goals, objectives and action plans are included in the City Manager Department budget narrative.

## Capital Outlay

The capital outlay requests in the Information Technology ISF funds are to replace existing equipment.

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

	2009-2010		2010-2011
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 658,300	\$ 658,300	\$ 598,500
SERVICES AND SUPPLIES	537,240	537,240	537,240
CAPITAL OUTLAY	124,300	124,300	173,000
Subtotal (Total Department-Controlled Expenses)	1,319,840	1,319,840	1,308,740
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	1,319,840	1,319,840	1,308,740
REALLOCATIONS	-	-	-
<b>TOTAL FOR INFORMATION TECHNOLOGY FUND (#504)</b>	<b>\$ 1,319,840</b>	<b>\$ 1,319,840</b>	<b>\$ 1,308,740</b>

## DETAIL LINE ITEM REPORT

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

COMMUNICATION & INFO SVC

<b>Capital Outlay</b>	Approved 2009-2010	Requested 2010-2011
504-0160-419-4388    ANNUAL SERVER REPLACEMENTS (2)	\$11,000.00	\$0.00
504-0160-419-4388    BACKUP SERVER and STREAMING SERVER	\$0.00	\$13,500.00
504-0160-419-4388    BACKUP TAPE AUTOLOADER (HARDWARE)	\$0.00	\$10,000.00
504-0160-419-4388    COPIER REPLACEMENTS (2)	\$19,100.00	\$0.00
504-0160-419-4388    IDENTIFICATION CARD KEY SYSTEM	\$14,000.00	\$0.00
504-0160-419-4388    LAPTOP REPLACEMENTS (Misc Dept 7 Total)	\$27,575.00	\$8,700.00
504-0160-419-4388    MISC DESKTOP (32)	\$1,525.00	\$40,800.00
504-0160-419-4388    NETWORK FIBER SWITCH REPLACEMENTS (CH/PD)	\$0.00	\$10,000.00
504-0160-419-4388    PROJECTORS (Teen Center/3rd Floor Conf Room)	\$6,500.00	\$0.00
504-0160-419-4388    REPLACE PERFORMANCE REVIEW SOFTWARE	\$15,000.00	\$0.00
504-0160-419-4388    REPLACEMENT PRINTERS (Misc Departments)	\$11,600.00	\$0.00
504-0160-419-4388    SCADA SOFTWARE SYSTEM	\$18,000.00	\$0.00
504-0160-419-4388    STORAGE AREA NETWORK	\$0.00	\$90,000.00
Subtotal	<b>\$124,300.00</b>	<b>\$173,000.00</b>
<b>Capital Outlay Total</b>	<b>\$124,300.00</b>	<b>\$173,000.00</b>
<b>Employee Services</b>	Approved 2009-2010	Requested 2010-2011
504-0160-419-4110    PERMANENT SALARIES	\$501,900.00	\$466,700.00
Subtotal	<b>\$501,900.00</b>	<b>\$466,700.00</b>
504-0160-419-4120    FRINGE BENEFITS (F/T Salaries)	\$156,400.00	\$131,800.00
Subtotal	<b>\$156,400.00</b>	<b>\$131,800.00</b>
<b>Employee Services Total</b>	<b>\$658,300.00</b>	<b>\$598,500.00</b>
<b>Services and Supplies</b>	Approved	Requested

		2009-2010	2010-2011
504-0160-419-4240	CONTINGENCY / EMERGENCY EQUIPMENT REPLACEMENT	\$50,000.00	\$50,000.00
	Subtotal	<b>\$50,000.00</b>	<b>\$50,000.00</b>
504-0160-419-4241	COPIES	\$300.00	\$300.00
	Subtotal	<b>\$300.00</b>	<b>\$300.00</b>
504-0160-419-4242	POSTAGE FOR CORRESPONDENCE, PACKAGES, ETC.	\$500.00	\$500.00
	Subtotal	<b>\$500.00</b>	<b>\$500.00</b>
504-0160-419-4243	OFFICE SUPPLIES	\$1,000.00	\$500.00
	Subtotal	<b>\$1,000.00</b>	<b>\$500.00</b>
504-0160-419-4246	AV Equipment Maintenance	\$0.00	\$1,500.00
504-0160-419-4246	BPC	\$400.00	\$400.00
504-0160-419-4246	DEPT SPECIALIZED SOFTWARE (RECWARE, DB)	\$9,000.00	\$9,000.00
504-0160-419-4246	DOCUMENT MANAGEMENT SOFTWARE MAINTENANCE	\$12,000.00	\$12,000.00
504-0160-419-4246	FIREWALL MAINTENANCE	\$4,200.00	\$6,300.00
504-0160-419-4246	GIS SOFTWARE MAINTENANCE	\$14,000.00	\$14,000.00
504-0160-419-4246	HTE DISASTER RECOVERY PLAN	\$14,400.00	\$15,000.00
504-0160-419-4246	HTE RELATED ACOM MAINTENANCE	\$3,500.00	\$3,500.00
504-0160-419-4246	HTE SOFTWARE ANNUAL SUPPORT & UPGRADES	\$67,000.00	\$67,000.00
504-0160-419-4246	ISeries (515) SOFTWARE & HARDWARE MAINTENANCE	\$5,000.00	\$5,000.00
504-0160-419-4246	MICROSOFT SERVER, OFFICE AND CAL LICENSES - EA	\$50,000.00	\$52,000.00
504-0160-419-4246	OTHER MISC MAINTENANCE AS REQUIRED	\$40,500.00	\$42,000.00
504-0160-419-4246	PERFORMANCE REVIEW SYSTEM MAINTENANCE	\$2,800.00	\$6,400.00
504-0160-419-4246	POLICE SOFTWARE MAINTENANCE (CAD/RMS, OTHERS)	\$38,600.00	\$38,600.00
504-0160-419-4246	PRINTER SUPPLY MAINTENANCE	\$3,000.00	\$3,000.00
504-0160-419-4246	PRINTER/SCANNER MAINTENANCE	\$5,500.00	\$5,500.00
504-0160-419-4246	SIRE - Video Streaming Hosting Annual Cost	\$0.00	\$7,600.00
504-0160-419-4246	SWITCH - ROUTER MAINTENANCE	\$3,000.00	\$3,000.00
504-0160-419-4246	TELEPHONE MAINTENANCE	\$15,500.00	\$20,500.00
504-0160-419-4246	VIRUS SOFTWARE MAINTENANCE	\$7,000.00	\$6,000.00
504-0160-419-4246	WEB CONTENT SOFTWARE MAINTENANCE	\$7,100.00	\$7,100.00

		Subtotal	<b>\$302,500.00</b>	<b>\$325,400.00</b>
504-0160-419-4248	CELL PHONE (CINGULAR/VERIZON)		\$30,000.00	\$27,000.00
504-0160-419-4248	DATA ACCESS IN VEHICLES (PD,PWM & BLDG)		\$13,000.00	\$13,000.00
504-0160-419-4248	INTERNET SERVICE PROVIDER		\$22,000.00	\$22,000.00
504-0160-419-4248	LONG DISTANCE TELEPHONE SERVICES		\$2,250.00	\$2,000.00
504-0160-419-4248	PACBELL CENTREX TELEPHONE SERVICES		\$56,450.00	\$50,000.00
		Subtotal	<b>\$123,700.00</b>	<b>\$114,000.00</b>
504-0160-419-4253	IT - MEMBERSHIPS, DUES, SUBSCRIPTIONS		\$740.00	\$740.00
		Subtotal	<b>\$740.00</b>	<b>\$740.00</b>
504-0160-419-4254	HTE USER CONFERENCES		\$5,000.00	\$3,000.00
504-0160-419-4254	IT STAFF CONFERENCES		\$1,500.00	\$2,000.00
		Subtotal	<b>\$6,500.00</b>	<b>\$5,000.00</b>
504-0160-419-4255	HTE END USER ON-SITE TRAINING		\$7,000.00	\$0.00
504-0160-419-4255	HTE END USER WEBINAR TRAININGS		\$0.00	\$2,000.00
504-0160-419-4255	IT TECHNICAL TRAINING		\$3,000.00	\$3,000.00
		Subtotal	<b>\$10,000.00</b>	<b>\$5,000.00</b>
504-0160-419-4259	CITY-WIDE HARDWARE & SOFTWARE (UNDER \$1,000)		\$22,000.00	\$18,000.00
504-0160-419-4259	IT - PC SOFTWARE & HARDWARE		\$8,000.00	\$5,800.00
504-0160-419-4259	MICROSOFT UPGRADE LICENSES - None EA		\$9,000.00	\$9,000.00
504-0160-419-4259	MISC DEPARTMENT PRINTER/SCANNER REPLACEMENTS		\$3,000.00	\$3,000.00
		Subtotal	<b>\$42,000.00</b>	<b>\$35,800.00</b>
		<b>Services and Supplies Total</b>	<b>\$537,240.00</b>	<b>\$537,240.00</b>
		<b>IT Total</b>	<b>\$1,319,840.00</b>	<b>\$1,308,740.00</b>

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# Building Maintenance Fund



**Mission:** To provide management, maintenance, and daily inspection of all City/District buildings and equipment.



The Building Maintenance Division will continue to develop ongoing maintenance systems and procedures for City-wide facilities. To maintain the diverse facilities and hours of operation, staff will provide efficient, timely and quality service to meet community needs and industry standards. The Division will continue to evaluate building maintenance functions and its service requirements.

## ***PROPOSED SERVICE LEVELS***

The Building Maintenance Division manages City facilities totaling 171,342 square feet. The Division staff includes the Director of Parks and Recreation (15% time), a 50% time Superintendent (50% shared with the Recreation Division) and three (3) Building Maintenance Worker II positions. The standard of care includes ensuring that all City facilities are safe and clean by completing work requests, emergency and regular repairs in a timely manner with the support of outside contractors to assist with preventative maintenance tasks and special projects.



Building Maintenance Division Staff duties include but are not limited to:

- Emergency Repairs – such as a gas leak or a water pipe break
- Work Requests – such as an electrical outlet failure or carpet stain removal
- Regular Repairs – lighting ballast replacement or restroom plumbing
- Supplies/Inventory – order and organize regularly stocked supplies and materials, such as light bulbs
- Preventative Maintenance – within Industry Standards, such as inspecting fire extinguishers monthly
- Special Projects – such as painting a facility interior or exterior and installing the Holiday Floating Tree Light Display

## Janitorial Service

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

### Outside Contractors

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

### ***ACCOMPLISHMENTS***

- New carpet, paint and new automatic entry door installed as part of the Library Improvement Project.
- Installed the floating holiday tree display in the lagoon.
- Made wall modifications to the Library exterior to accommodate the new automatic materials handling system.
- Installed hand dryers to replace paper towels in the Library restrooms to save paper and improve cleanliness.
- Dealt with and completed six warranty items issues at the new Teen Center.
- Replaced the carpet in the Corporation Yard training room. Installed new hard flooring that was already in stock and painted the interior of the room.
- Replaced key cutting machine and airless sprayer as part of the equipment replacement plan.
- Evaluated and repaired roof leaks in Police, City Hall and Council Chambers buildings.
- Addressed outstanding safety inspection items in all buildings.
- Took over management of city-wide key card access system.
- Took over management of Council Chambers reservation approval system.

### ***CHANGES IN RESOURCES REQUIRED***

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

### Personnel

- No changes are recommended.

### Service and Supplies

- Increase in contractual services of \$18,000 for janitorial services
- Increase in contractual services of \$8,600 for elevator smoke guard maintenance

### Capital Outlay

- After a delay in the Library/Community Center interior painting and flooring replacement, the project was split into two phases. The first part of the project was completed in 2008/2009 fiscal year. The Community Center interior was painted and the flooring was replaced. The second phase of the project was completed in FY 2009-2010. Other improvements to the Library included the automatic door replacement and automatic book handling system in addition to the interior painting and flooring replacement.

### Equipment Replacement Charges

- The Division will continue to plan for equipment replacement costs for such items as roofing, carpets, painting, and HVAC (heating/ventilation/air conditioning) units by including them in the Building Maintenance internal service charges allocated to operating departments. This allows the City to proactively fund the replacement of these vital building improvements.
- Equipment scheduled for replacement in FY 2010-2011 includes HVAC units at the Recreation Center, one heating unit at the Corporation Yard and the back-up generator at the Recreation Center.

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

	2009-2010		2010-2011
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 399,560	\$ 399,560	\$ 400,460
SERVICES AND SUPPLIES	906,249	906,249	932,849
CAPITAL OUTLAY	100,800	100,800	192,185
Subtotal (Total Department-Controlled Expenses)	1,406,609	1,406,609	1,525,494
INTERNAL SERVICES	73,023	73,023	96,875
Subtotal (Total Department Expenses before Reallocations)	1,479,632	1,479,632	1,622,369
REALLOCATIONS	-	-	-
<b>TOTAL FOR BUILDING MAINTENANCE FUND (#505)</b>	<b>\$ 1,479,632</b>	<b>\$ 1,479,632</b>	<b>\$ 1,622,369</b>

## DETAIL LINE ITEM REPORT

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

<b>Capital Outlay</b>		Approved 2009-2010	Requested 2010-2011
505-0550-419-4388	CAPITAL OUTLAY	\$74,800.00	\$192,185.00
505-0550-419-4388	LIBRARY IMPROVEMENTS	\$26,000.00	\$0.00
	Subtotal	<b>\$100,800.00</b>	<b>\$192,185.00</b>
	<b>Capital Outlay Total</b>	<b>\$100,800.00</b>	<b>\$192,185.00</b>
<b>Employee Services</b>		Approved 2009-2010	Requested 2010-2011
505-0550-419-4110	PERMANENT SALARIES	\$293,300.00	\$305,700.00
	Subtotal	<b>\$293,300.00</b>	<b>\$305,700.00</b>
505-0550-419-4112	Overtime	\$2,160.00	\$2,160.00
	Subtotal	<b>\$2,160.00</b>	<b>\$2,160.00</b>
505-0550-419-4120	FRINGE BENEFITS	\$104,100.00	\$92,600.00
	Subtotal	<b>\$104,100.00</b>	<b>\$92,600.00</b>
	<b>Employee Services Total</b>	<b>\$399,560.00</b>	<b>\$400,460.00</b>
<b>Internal Services</b>		Approved 2009-2010	Requested 2010-2011
505-0550-419-4544	VEHICLE REPLACEMENT UNIT 35 AND UNIT 44	\$37,586.00	\$38,527.00
	Subtotal	<b>\$37,586.00</b>	<b>\$38,527.00</b>
505-0550-419-4556	EQUIPMENT REPLACEMENT	\$7,269.00	\$31,946.00
	Subtotal	<b>\$7,269.00</b>	<b>\$31,946.00</b>
505-0550-419-4557	INFORMATION TECHNOLOGY SERVICES	\$26,750.00	\$26,402.00
	Subtotal	<b>\$26,750.00</b>	<b>\$26,402.00</b>
505-0550-419-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$1,418.00	\$0.00

Subtotal	\$1,418.00	\$0.00
<b>Internal Services Total</b>	<b>\$73,023.00</b>	<b>\$96,875.00</b>

**Services and Supplies**

		Approved 2009-2010	Requested 2010-2011
505-0550-419-4240	BUILDING CONTINGENCY	\$50,000.00	\$50,000.00
	Subtotal	<b>\$50,000.00</b>	<b>\$50,000.00</b>
505-0550-419-4243	DEPARTMENT SUPPLIES	\$3,000.00	\$3,000.00
	Subtotal	<b>\$3,000.00</b>	<b>\$3,000.00</b>
505-0550-419-4246	BLDG. MATERIAL - LUMBER, HARDWARE, PAINT, ETC.	\$20,000.00	\$20,000.00
505-0550-419-4246	CARPET/WINDOW MAINTENANCE	\$14,000.00	\$14,000.00
505-0550-419-4246	ELECTRICAL SUPPLIES AND REPAIRS	\$5,000.00	\$5,000.00
505-0550-419-4246	FIRE DEPARTMENT AUTOMATIC DOOR MAINTENANCE	\$7,500.00	\$7,500.00
505-0550-419-4246	GOVERNMENT CENTER FOUNTAIN MAINTENANCE	\$5,100.00	\$5,100.00
505-0550-419-4246	GOVERNMENT CENTER MAINTENANCE	\$58,000.00	\$58,000.00
505-0550-419-4246	HVAC REPAIR AND MAINTENANCE	\$27,025.00	\$27,025.00
505-0550-419-4246*	INTERIOR PLANTS FOR GOVERNMENT CENTER	\$2,016.00	\$2,016.00
505-0550-419-4246	JANITORIAL SUPPLIES	\$36,000.00	\$36,000.00
505-0550-419-4246	LOCKS AND KEYS	\$3,000.00	\$3,000.00
505-0550-419-4246	PEST CONTROL FOR CITY BUILDINGS	\$8,700.00	\$8,700.00
505-0550-419-4246	PLUMBING SUPPLIES	\$2,000.00	\$2,000.00
505-0550-419-4246	STANDBY GENERATORS REPAIR	\$7,630.00	\$7,630.00
505-0550-419-4246	VANDALISM REPAIRS	\$1,000.00	\$1,000.00
	Subtotal	<b>\$196,971.00</b>	<b>\$196,971.00</b>
505-0550-419-4248	UTILITIES FOR ALL CITY FACILITIES	\$12,431.00	\$12,431.00
505-0550-419-4248	UTILITIES FOR ALL CITY FACILITIES/JOINT USE	\$414,386.00	\$414,386.00
	Subtotal	<b>\$426,817.00</b>	<b>\$426,817.00</b>
505-0550-419-4251	DISPOSAL OF HAZARDOUS MATERIALS	\$4,600.00	\$4,600.00
505-0550-419-4251	ELEVATOR MAINTENANCE CONTRACT	\$5,750.00	\$5,750.00
505-0550-419-4251	ELEVATOR SMOKE GUARD MAINTENANCE	\$0.00	\$8,600.00

505-0550-419-4251	FIRE EXTINGUISHER MAINTENANCE	\$4,025.00	\$4,025.00
505-0550-419-4251	FIRE PROTECTION SYSTEM	\$12,650.00	\$12,650.00
505-0550-419-4251	GOVERNMENT CENTER GENERATOR ARC FLASH TESTING	\$20,000.00	\$20,000.00
505-0550-419-4251	GOVERNMENT CENTER MAINTENANCE AND BUILDING REPAIRS	\$34,517.00	\$34,517.00
505-0550-419-4251	JANITORIAL SERVICES	\$146,419.00	\$164,419.00
	Subtotal	<b>\$227,961.00</b>	<b>\$254,561.00</b>
505-0550-419-4254	EFFECTIVE MAINTENANCE MANAGEMENT SEMINAR	\$1,500.00	\$750.00
	Subtotal	<b>\$1,500.00</b>	<b>\$750.00</b>
505-0550-419-4255	HVAC CONTRACT & INSPECTION	\$0.00	\$750.00
	Subtotal	<b>\$0.00</b>	<b>\$750.00</b>
	<b>Services and Supplies Total</b>	<b>\$906,249.00</b>	<b>\$932,849.00</b>
	<b>BUILDING MAINTENANCE Total</b>	<b>\$1,479,632.00</b>	<b>\$1,622,369.00</b>

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# Longevity Recognition Benefits Fund

The Longevity Recognition Benefits Fund was established in FY 2004-2005. The City / District has agreed to provide this defined benefit post-retirement benefit in Memoranda of Understanding with employees represented by the Foster City Police Officers' Association (FCPOA) and the International Association of Firefighters (IAFF), San Mateo County Local 2400, as well as the public safety managers employed under the Management Employees Compensation and Benefits Plan. This plan provides monthly benefit payments based upon an employee's length of service with the City at the time or their retirement from the City.



In FY 2007-2008, all employees covered under the Miscellaneous Employee Retirement Plan with CalPERS voluntarily eliminated the Longevity Recognition plan from their employee agreements.

This fund has been established as an internal services fund to capture the actuarially determined employer rate that needs to be invested to pay out the benefits. Based upon the latest actuarial evaluation and expected benefits payments, the fund was pre-funded at the end of FY 2009-2010 through a transfer of reserves from other Internal Service Funds. The Fund invests the monies in investment instruments allowed under the Plan's Investment Policy, and benefits are paid out of those earnings.

**DEPARTMENT SUMMARY BY DIVISION**  
**City of Foster City, California**  
HUMAN RESOURCES  
LONGEVITY RECOGNITION BENEFITS FUND (#507)  
Annual Budget Appropriation for Fiscal Year

	2009-2010		2010-2011
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 100,000	\$ 100,000	\$ 110,000
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	100,000	100,000	110,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	100,000	100,000	110,000
REALLOCATIONS	-	-	-
<b>TOTAL FOR LONGEVITY RECOGNITION BENEFITS FUND (#507)</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 110,000</b>

## DETAIL LINE ITEM REPORT

HUMAN RESOURCES - ADMINISTRATION  
415

Account: 507-1210-

LONGEVITY RECOGNITION BENEFITS  
FUND

<b><i>Employee Services</i></b>		Approved 2009-2010	Requested 2010-2011
507-1210-415-4158	LONGEVITY RECOGNITION BENEFITS PAYMENTS	\$100,000.00	\$110,000.00
	Subtotal	<b>\$100,000.00</b>	<b>\$110,000.00</b>
	<b>Employee Services Total</b>	<b>\$100,000.00</b>	<b>\$110,000.00</b>
	<b>ADMINISTRATION Total</b>	<b>\$100,000.00</b>	<b>\$110,000.00</b>

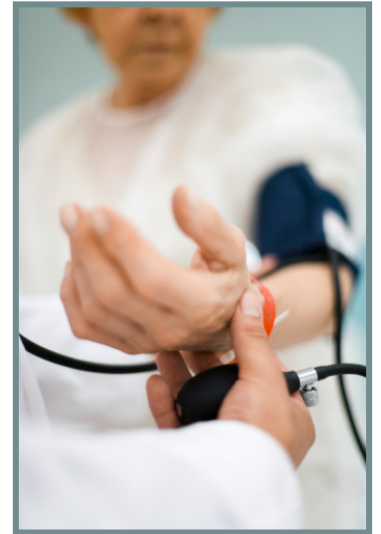
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# PEMHCA Benefits Plan Fund

City / District employees participate in a medical benefits plan provided through CalPERS under the Public Employees' Medical and Hospital Care Act (PEMHCA) benefit plan. In accordance with the provisions of the state law, employers must contribute a minimum fixed monthly amount towards the medical benefits costs for current and retired employees participating in the plan. As of January 1, 2010, the minimum monthly employer contribution is \$105, and is subject to cost of living increases as determined by the State Legislature.

The PEMHCA Benefits Plan fund was established on June 30, 2010 through a transfer of reserves from other Internal Service Funds. The fund is established to pay for retiree benefit payments in accordance with the mandated minimum contribution as indicated above (current employee benefits are paid out of operating department expenditures). The funds are invested under a separate Investment Policy approved by the City Council.

Based upon the latest actuarial evaluation and expected benefits payments, the expected benefits payments for FY 2010-2011 will total \$87,000, which will be paid for out of investment earnings. Actuarial evaluations are performed every two years to determine the appropriate funding for the plan.



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

	2009-2010		2010-2011
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ -	\$ -	\$ 87,000
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	-	-	87,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	-	-	87,000
REALLOCATIONS	-	-	-
<b>TOTAL FOR PEMHCA BENEFITS PLAN FUND (#508)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 87,000</b>

## DETAIL LINE ITEM REPORT

HUMAN RESOURCES - ADMINISTRATION

Account: 508-1210-415

PEMHCA BENEFITS PLAN

<i>Employee Services</i>		Approved 2009-2010	Requested 2010-2011
508-1210-415-4158	PEMHCA BENEFITS PAYMENTS	\$0.00	\$87,000.00
	Subtotal	<b>\$0.00</b>	<b>\$87,000.00</b>
	<b>Employee Services Total</b>	<b>\$0.00</b>	<b>\$87,000.00</b>
	<b>ADMINISTRATION Total</b>	<b>\$0.00</b>	<b>\$87,000.00</b>

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