

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. Eight 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 2009-2010.

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

	2008-2009		2009-2010
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 377,300	\$ 377,300	\$ 374,900
SERVICES AND SUPPLIES	483,435	483,435	483,435
CAPITAL OUTLAY	407,000	407,000	214,000
Subtotal (Total Department-Controlled Expenses)	1,267,735	1,267,735	1,072,335
INTERNAL SERVICES	51,855	51,855	66,882
Subtotal (Total Department Expenses before Reallocations)	1,319,590	1,319,590	1,139,217
REALLOCATIONS	-	-	-
TOTAL FOR VEHICLE MAINTENANCE FUND (#501)	\$ 1,319,590	\$ 1,319,590	\$ 1,139,217

DETAIL LINE ITEM REPORT

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

<i>Capital Outlay</i>		Approved 2008-2009	Requested 2009-2010
501-0560-431-4384	VEHICLES TO BE REPLACED	\$407,000.00	\$214,000.00
Subtotal		\$407,000.00	\$214,000.00
Capital Outlay Total		\$407,000.00	\$214,000.00
<i>Employee Services</i>		Approved 2008-2009	Requested 2009-2010
501-0560-431-4110	PERMANENT SALARIES	\$277,700.00	\$275,900.00
Subtotal		\$277,700.00	\$275,900.00
501-0560-431-4112	OVERTIME	\$1,000.00	\$1,000.00
Subtotal		\$1,000.00	\$1,000.00
501-0560-431-4120	FRINGE BENEFITS	\$98,600.00	\$98,000.00
Subtotal		\$98,600.00	\$98,000.00
Employee Services Total		\$377,300.00	\$374,900.00
<i>Internal Services</i>		Approved 2008-2009	Requested 2009-2010
501-0560-431-4556	EQUIPMENT REPLACEMENT	\$12,416.00	\$13,418.00
Subtotal		\$12,416.00	\$13,418.00
501-0560-431-4557	INFORMATION TECHNOLOGY SERVICES	\$11,439.00	\$11,464.00
Subtotal		\$11,439.00	\$11,464.00
501-0560-431-4562	INSURANCE	\$28,000.00	\$42,000.00
Subtotal		\$28,000.00	\$42,000.00
Internal Services Total		\$51,855.00	\$66,882.00
<i>Services and Supplies</i>		Approved 2008-2009	Requested 2009-2010
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	\$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	\$406,585.00	\$406,585.00
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	MEMBERSHIP DUES & SUBSCRIPTION	\$250.00	\$250.00
	Subtotal	\$250.00	\$250.00
501-0560-431-4254	FLEET MAINTENANCE MEETINGS & CONFERENCES	\$1,500.00	\$1,500.00
	Subtotal	\$1,500.00	\$1,500.00
	Services and Supplies Total	\$483,435.00	\$483,435.00
	VEHICLE MAINTENANCE & REP Total	\$1,319,590.00	\$1,139,217.00

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 specifically relating to the activities of the Vehicle Replacement, Information Technology, and Building Maintenance.



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

	2008-2009		2009-2010
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	1,486,344	1,486,344	877,196
Subtotal (Total Department-Controlled Expenses)	1,486,344	1,486,344	877,196
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	1,486,344	1,486,344	877,196
REALLOCATIONS	-	-	-
TOTAL FOR EQUIPMENT REPLACEMENT FUND (#502)	\$ 1,486,344	\$ 1,486,344	\$ 877,196

DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - ADMINISTRATION

Account: 502-1110-413

EQUIPMENT REPLACEMENT FD

Capital Outlay		Approved 2008-2009	Requested 2009-2010
502-1110-413-4385	EMERGENCY REPLACEMENT	\$50,000.00	\$50,000.00
502-1110-413-4385	EQUIPMENT REPLACEMENT -- GENERAL FUND	\$255,075.00	\$288,361.00
502-1110-413-4385	EQUIPMENT REPLACEMENT -- WASTEWATER COLLECTION FD	\$725,055.00	\$111,205.00
502-1110-413-4385	EQUIPMENT REPLACEMENT -- WATER FUND	\$456,214.00	\$427,630.00
Subtotal		\$1,486,344.00	\$877,196.00
Capital Outlay Total		\$1,486,344.00	\$877,196.00
ADMINISTRATION Total		\$1,486,344.00	\$877,196.00

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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

	2008-2009		2009-2010
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES	211,500	211,500	276,000
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	211,500	211,500	276,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	211,500	211,500	276,000
REALLOCATIONS	-	-	-
TOTAL FOR SELF-INSURANCE FUND (#503)	\$ 211,500	\$ 211,500	\$ 276,000

DETAIL LINE ITEM REPORT

FINANCIAL SERVICES - ADMINISTRATION

Account: 503-1110-413

SELF INSURANCE FUND

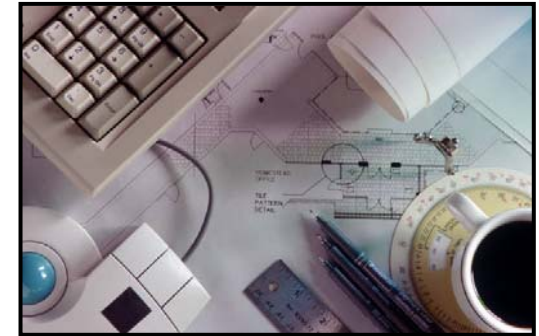
<i>Services and Supplies</i>		Approved 2008-2009	Requested 2009-2010
503-1110-413-4251	CLAIM SETTLEMENTS, DEFENSE COSTS, OTHER EXPENSES	\$34,000.00	\$80,000.00
Subtotal		\$34,000.00	\$80,000.00
503-1110-413-4262	ABAG PLAN PREMIUM	\$142,500.00	\$160,000.00
503-1110-413-4262	ALL RISK INSURANCE & PUBLIC OFFICIALS BOND	\$35,000.00	\$36,000.00
Subtotal		\$177,500.00	\$196,000.00
Services and Supplies Total		\$211,500.00	\$276,000.00
ADMINISTRATION Total		\$211,500.00	\$276,000.00

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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 Administrative Services 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.

CHANGES IN RESOURCES REQUIRED

None

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

	2008-2009		2009-2010
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 649,500	\$ 649,500	\$ 658,300
SERVICES AND SUPPLIES	537,240	537,240	537,240
CAPITAL OUTLAY	272,500	272,500	124,300
Subtotal (Total Department-Controlled Expenses)	1,459,240	1,459,240	1,319,840
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	1,459,240	1,459,240	1,319,840
REALLOCATIONS	-	-	-
TOTAL FOR INFORMATION TECHNOLOGY FUND (#504)	\$ 1,459,240	\$ 1,459,240	\$ 1,319,840

DETAIL LINE ITEM REPORT

ADMINISTRATIVE SERVICES - SUPPORT SERVICES
419

Account: 504-0430-

COMMUNICATION & INFO
SVC

Capital Outlay		Approved 2008-2009	Requested 2009-2010
504-0430-419-4388	ANNUAL SERVER REPLACEMENTS (2)	\$48,000.00	\$11,000.00
504-0430-419-4388	CITY FIREWALL SECURITY APPLIANCE	\$20,000.00	\$0.00
504-0430-419-4388	COPIER REPLACEMENTS (2)	\$36,000.00	\$19,100.00
504-0430-419-4388	IDENTIFICATION CARD KEY SYSTEM	\$0.00	\$14,000.00
504-0430-419-4388	LAPTOP REPLACEMENTS (Misc Dept 13 Total)	\$12,500.00	\$27,575.00
504-0430-419-4388	MISC DESKTOP	\$128,000.00	\$1,525.00
504-0430-419-4388	PROJECTORS (Teen Center/3rd Floor Conf Room)	\$22,000.00	\$6,500.00
504-0430-419-4388	REPLACE PERFORMANCE REVIEW SOFTWARE	\$0.00	\$15,000.00
504-0430-419-4388	REPLACEMENT PRINTERS (Misc Departments)	\$6,000.00	\$11,600.00
504-0430-419-4388	SCADA SOFTWARE SYSTEM	\$0.00	\$18,000.00
	Subtotal	\$272,500.00	\$124,300.00
	Capital Outlay Total	\$272,500.00	\$124,300.00
Employee Services		Approved 2008-2009	Requested 2009-2010
504-0430-419-4110	PERMANENT SALARIES	\$495,800.00	\$501,900.00
	Subtotal	\$495,800.00	\$501,900.00
504-0430-419-4120	FRINGE BENEFITS (F/T Salaries)	\$153,700.00	\$156,400.00
	Subtotal	\$153,700.00	\$156,400.00
	Employee Services Total	\$649,500.00	\$658,300.00
Services and Supplies		Approved 2008-2009	Requested 2009-2010
504-0430-419-4240	CONTINGENCY / EMERGENCY EQUIPMENT REPLACEMENT	\$50,000.00	\$50,000.00

		Subtotal	\$50,000.00	\$50,000.00
504-0430-419-4241	COPIES		\$300.00	\$300.00
		Subtotal	\$300.00	\$300.00
504-0430-419-4242	POSTAGE FOR CORRESPONDENCE, PACKAGES, ETC.		\$600.00	\$500.00
		Subtotal	\$600.00	\$500.00
504-0430-419-4243	OFFICE SUPPLIES		\$1,100.00	\$1,000.00
		Subtotal	\$1,100.00	\$1,000.00
504-0430-419-4246	BPC		\$400.00	\$400.00
504-0430-419-4246	DEPT SPECIALIZED SOFTWARE (RECWARE, DB)		\$9,000.00	\$9,000.00
504-0430-419-4246	DOCUMENT MANAGEMENT SOFTWARE MAINTENANCE		\$12,000.00	\$12,000.00
504-0430-419-4246	FIREWALL MAINTENANCE		\$4,200.00	\$4,200.00
504-0430-419-4246	GIS SOFTWARE MAINTENANCE		\$14,000.00	\$14,000.00
504-0430-419-4246	HTE DISASTER RECOVERY PLAN		\$14,400.00	\$14,400.00
504-0430-419-4246	HTE RELATED ACOM MAINTENANCE		\$4,000.00	\$3,500.00
504-0430-419-4246	HTE SOFTWARE ANNUAL SUPPORT & UPGRADES		\$65,000.00	\$67,000.00
504-0430-419-4246	ISeries (515) SOFTWARE & HARDWARE MAINTENANCE		\$5,000.00	\$5,000.00
504-0430-419-4246	KNOWLEDGE POINT MAINTENANCE		\$2,800.00	\$2,800.00
504-0430-419-4246	MICROSOFT SERVER, OFFICE AND CAL LICENSES - EA		\$47,000.00	\$50,000.00
504-0430-419-4246	OTHER MISC MAINTENANCE AS REQUIRED		\$32,000.00	\$40,500.00
504-0430-419-4246	POLICE SOFTWARE MAINTENANCE (CAD/RMS, OTHERS)		\$37,000.00	\$38,600.00
504-0430-419-4246	PRINTER SUPPLY MAINTENANCE		\$4,000.00	\$3,000.00
504-0430-419-4246	PRINTER/SCANNER MAINTENANCE		\$5,500.00	\$5,500.00
504-0430-419-4246	SWITCH - ROUTER MAINTENANCE		\$1,800.00	\$3,000.00
504-0430-419-4246	TELEPHONE MAINTENANCE		\$15,500.00	\$15,500.00
504-0430-419-4246	VIRUS SOFTWARE MAINTENANCE		\$7,000.00	\$7,000.00
504-0430-419-4246	WEB CONTENT SOFTWARE MAINTENANCE		\$7,100.00	\$7,100.00
504-0430-419-4246	WEBTRENDS -- WEB STATISTICS SOFTWARE		\$1,000.00	\$0.00
		Subtotal	\$288,700.00	\$302,500.00
504-0430-419-4248	CELL PHONE (CINGULAR/VERIZON)		\$35,000.00	\$30,000.00

504-0430-419-4248	DATA ACCESS IN VEHICLES (PD,PWM & BLDG)	\$13,800.00	\$13,000.00
504-0430-419-4248	INTERNET SERVICE PROVIDER	\$15,000.00	\$22,000.00
504-0430-419-4248	LONG DISTANCE TELEPHONE SERVICES	\$2,500.00	\$2,250.00
504-0430-419-4248	PACBELL CENTREX TELEPHONE SERVICES	\$70,000.00	\$56,450.00
	Subtotal	\$136,300.00	\$123,700.00
504-0430-419-4253	IT - MEMBERSHIPS, DUES, SUBSCRIPTIONS	\$740.00	\$740.00
	Subtotal	\$740.00	\$740.00
504-0430-419-4255	HTE CONFERENCES	\$5,000.00	\$5,000.00
504-0430-419-4255	HTE END USER ON-SITE TRAINING	\$8,000.00	\$7,000.00
504-0430-419-4255	IT/GIS-RELATED TRAINING & CONFERENCES	\$1,500.00	\$1,500.00
504-0430-419-4255	MIS MCSE-RELATED TRAINING	\$3,000.00	\$3,000.00
	Subtotal	\$17,500.00	\$16,500.00
504-0430-419-4259	CITY-WIDE HARDWARE & SOFTWARE (UNDER \$1,000)	\$22,000.00	\$22,000.00
504-0430-419-4259	IT - PC SOFTWARE & HARDWARE	\$8,000.00	\$8,000.00
504-0430-419-4259	MICROSOFT UPGRADE LICENSES - None EA	\$9,000.00	\$9,000.00
504-0430-419-4259	MISC DEPARTMENT PRINTER/SCANNER REPLACEMENTS	\$3,000.00	\$3,000.00
	Subtotal	\$42,000.00	\$42,000.00
	Services and Supplies Total	\$537,240.00	\$537,240.00
	SUPPORT SERVICES Total	\$1,459,240.00	\$1,319,840.00

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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

- Installed new vertical blinds in the Wind and Port Rooms of the Community Center.
- Installed the floating holiday tree display in the lagoon.
- Installed new Corian countertops in the Library restrooms to replace worn countertops.
- Replaced old carpet in the Recreation Center hallway with hardwood-like commercial vinyl flooring.
- Reversed the doors at the City Hall fitness center entry from the restrooms to accommodate the new equipment.
- Purchased and installed Tennis Club shed at Edgewater Park.
- Replaced the carpet in the Wind Room with hardwood-like vinyl flooring. Installed new carpet and repainted the interior of the Community Center.
- Replaced all flushers in the Library restrooms with auto flushers.
- Fixed leaking roof areas in the Police Department and the Council Chambers (contractor).
- Fixed leaking window areas in the Library and Recreation Center (contractor).
- Re-built two motors at a discount for use in HVAC units.
- Purchased and installed new charbroiler in the Recreation Center large kitchen.
- Purchased new refrigerator to replace old one in the City Hall lunch room.
- Met with a solar power company to assess the possibility of using solar energy to power the Library/Community Center (Created a Report).

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

- After a delay in the Library/Community Center interior painting and flooring replacement, the project was split into two phases during FY 2008-2009. 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 is scheduled for completion in FY 2009-2010. Other improvements to the Library include the automatic door replacement and book sorter 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 2009-2010 includes the Airless Sprayer and the Key Machine.

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

	2008-2009		2009-2010
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 398,360	\$ 398,360	\$ 399,560
SERVICES AND SUPPLIES	878,749	878,749	906,249
CAPITAL OUTLAY	8,900	8,900	100,800
Subtotal (Total Department-Controlled Expenses)	1,286,009	1,286,009	1,406,609
INTERNAL SERVICES	70,974	70,974	73,023
Subtotal (Total Department Expenses before Reallocations)	1,356,983	1,356,983	1,479,632
REALLOCATIONS	-	-	-
TOTAL FOR BUILDING MAINTENANCE FUND (#505)	\$ 1,356,983	\$ 1,356,983	\$ 1,479,632

DETAIL LINE ITEM REPORT

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

Capital Outlay		Approved 2008-2009	Requested 2009-2010
505-0550-419-4388	CAPITAL OUTLAY	\$8,900.00	\$74,800.00
505-0550-419-4388	LIBRARY IMPROVEMENTS	\$0.00	\$26,000.00
Subtotal		\$8,900.00	\$100,800.00
Capital Outlay Total		\$8,900.00	\$100,800.00
Employee Services		Approved 2008-2009	Requested 2009-2010
505-0550-419-4110	PERMANENT SALARIES	\$292,400.00	\$293,300.00
Subtotal		\$292,400.00	\$293,300.00
505-0550-419-4112	Overtime	\$2,160.00	\$2,160.00
Subtotal		\$2,160.00	\$2,160.00
505-0550-419-4120	FRINGE BENEFITS	\$103,800.00	\$104,100.00
Subtotal		\$103,800.00	\$104,100.00
Employee Services Total		\$398,360.00	\$399,560.00
Internal Services		Approved 2008-2009	Requested 2009-2010
505-0550-419-4544	VEHICLE REPLACEMENT UNIT 35, UNIT 3, UNIT 44	\$36,228.00	\$37,586.00
Subtotal		\$36,228.00	\$37,586.00
505-0550-419-4556	EQUIPMENT REPLACEMENT	\$7,667.00	\$7,269.00
Subtotal		\$7,667.00	\$7,269.00
505-0550-419-4557	INFORMATION TECHNOLOGY SERVICES	\$26,690.00	\$26,750.00
Subtotal		\$26,690.00	\$26,750.00
505-0550-419-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$389.00	\$1,418.00

Subtotal	\$389.00	\$1,418.00
Internal Services Total	\$70,974.00	\$73,023.00

Services and Supplies

	Approved 2008-2009	Requested 2009-2010
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	\$0.00	\$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	\$189,471.00	\$196,971.00
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	\$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 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	\$0.00	\$20,000.00
505-0550-419-4251	GOVERNMENT CENTER MAINTENANCE	\$34,517.00	\$34,517.00
505-0550-419-4251	JANITORIAL SERVICES	\$146,419.00	\$146,419.00
	Subtotal	\$207,961.00	\$227,961.00
505-0550-419-4254	EFFECTIVE MAINTENANCE MANAGEMENT SEMINAR	\$1,500.00	\$1,500.00
	Subtotal	\$1,500.00	\$1,500.00
	Services and Supplies Total	\$878,749.00	\$906,249.00
	BUILDING MAINTENANCE Total	\$1,356,983.00	\$1,479,632.00

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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 voluntary 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 contribution for FY 2009-2010 will be \$147,000. The Fund invests the monies in investment instruments allowed under the Plan and the City's Investment Policy, and benefits are paid out of those funds.

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

	2008-2009		2009-2010
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 86,000	\$ 86,000	\$ 100,000
SERVICES AND SUPPLIES	-	-	-
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	86,000	86,000	100,000
INTERNAL SERVICES	-	-	-
Subtotal (Total Department Expenses before Reallocations)	86,000	86,000	100,000
REALLOCATIONS	-	-	-
TOTAL FOR LONGEVITY RECOGNITION BENEFITS FUND (#507)	\$ 86,000	\$ 86,000	\$ 100,000

DETAIL LINE ITEM REPORT

HUMAN RESOURCES - ADMINISTRATION
415

Account: 507-1210-

LONGEVITY RECOGNITION BENEFITS
FUND

Employee Services		Approved 2008-2009	Requested 2009-2010
507-1210-415-4158	LONGEVITY RECOGNITION BENEFITS PAYMENTS	\$86,000.00	\$100,000.00
	Subtotal	\$86,000.00	\$100,000.00
	Employee Services Total	\$86,000.00	\$100,000.00
	ADMINISTRATION Total	\$86,000.00	\$100,000.00

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