



Staff Report

DATE: June 24, 2009

TO: Honorable Mayor and City Council and Redevelopment Agency Board

FROM: Jim Steele, Director of Finance

SUBJECT: A RESOLUTION APPROVING THE 2009-10 OPERATING BUDGET FOR THE CITY OF SOUTH SAN FRANCISCO

RECOMMENDATION

It is recommended that the City Council adopt a resolution that approves the proposed 2009-10 Budget.

BACKGROUND/DISCUSSION

The proposed 2009-10 budget is attached for review and discussion as a continuation of the discussion with the Council held at a Study Session on May 20, 2009. However, due to the concern expressed at that Study Session about reductions that may affect full time positions, the proposed budget essentially no longer contains salary or hour reductions to filled, regular positions.

Given the severe recession that continues, the budget will be balanced by a combination of budget reductions totaling over \$5.1 million, use of General Fund reserves \$201,000, and a continuation of the wage freeze already in place into next year. The \$5.1 million in reductions will be made by reducing services that will be visible to the community, but which should not affect key public safety items. The Council and the community will notice the following impacts next year:

- A reduction in park and landscape median maintenance;
- A reduction in the frequency of building maintenance/cleaning;
- A reduction in School Liaison services by the Police Department;
- A reduction in library hours;
- A reduction in street and sidewalk maintenance, which will include a longer response time to non-safety related calls for service;

Staff Report

Subject: Proposed 2009-10 Budget

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- One of the fire stations staffed with two (rather than three) staff members much of the time, meaning for the times that engine responds to emergency incidents, it will have to wait for the second responding engine to arrive before certain suppression actions may begin. However, most responses will be joined by a second engine within 1-2 minutes, and the initial work at an emergency incident requires surveying the situation first, so the public should not experience a degradation of effective response time;
- Holding positions vacant in most City departments;
- The consolidation of the middle school sports programs;
- Closing the Orange Park pool on Sundays;
- Reduction in public convenience hours at the Police front office on nights and weekends, with no impact on 911 calls or responses;
- Reductions and trimming across the board in all departments for travel, meetings, and departmental supply budgets.


Given the probability that PERS retirement rates are likely to escalate dramatically in 2011-12, further budget realignment will need to become an ongoing priority over the next two years. While this budget assumes no employee benefit reductions, management continues to meet and confer with bargaining groups to look for benefit savings that can make wages and benefits more sustainable over time, as well as more comparable to other local cities. A long term solution to the post-retiree health benefit cost escalation is needed, as that benefit cost structure is not sustainable over time. Consolidation of services with surrounding communities will be considered where feasible over the next year as well. In the near term, staff plans on bringing several revenue measures to the Council in early July for consideration for the November ballot, but those revenues are not yet factored into the budget. Additional fee proposals will be brought to the Council in July as well. This budget does, however, assume modest fee revenue increases in the Recreation area, as was already discussed with the Council.

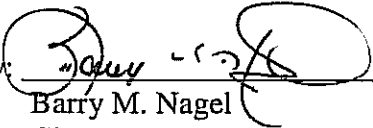
FISCAL IMPACT

- Balanced General Fund Operating Budget, prior to transfers out for capital improvements, retiree health liability, and debt service;
- \$65,000 General Fund CIP;
- Projected ending balance for the General Fund Undesignated Reserve of \$4.5 million;
- No additional contribution towards post-retiree health liabilities;
- General Fund reserves are within reserve policy guidelines.

CONCLUSION

The attached 2009-10 budget is balanced and a financially prudent response to a severe downturn. Longer term savings will need to be evaluated in the coming one to two years. A full, published budget document will be prepared for Council's information in July.

Prepared by: 
Jim Steele
Finance Director

Approved by: 
Barry M. Nagel
City Manager

Attachments: Resolution

Budget Documents

Table of Contents

- General Fund Summary by Department
- General Fund Reserves and Reserve Policy Compliance
- General Fund Revenue Detail
- All Other Fund Summaries
- Position Summary

RESOLUTION NO. _____

CITY COUNCIL AND REDEVELOPMENT AGENCY BOARD,
CITY OF SOUTH SAN FRANCISCO, STATE OF CALIFORNIA

A RESOLUTION APPROVING THE 2009-10 OPERATING BUDGET
FOR THE CITY OF SOUTH SAN FRANCISCO AND
APPROPRIATING THE CORRESPONDING FUNDS,
AUTHORIZING THE CITY MANAGER TO MAKE SPECIFIED
EXPENDITURES AND APPROVING THE GANN
SPENDING LIMIT

WHEREAS, the proposed 2009-10 City of South San Francisco Operating Budget is attached hereto; and

WHEREAS, Section 33334.3(d) of the California Health and Safety Code ("Code") states that moneys in the Redevelopment Agency's Low and Moderate Income Housing Fund ("Housing Fund") shall be used to increase, improve, and preserve the supply of low and moderate income housing within the territorial jurisdiction of the Redevelopment Agency; and

WHEREAS, the Code further provides that the Redevelopment Agency shall determine annually that the planning and administrative expenses incurred in the Housing Fund are necessary for the production, improvement, or preservation of low and moderate income housing.

NOW, THEREFORE, BE IT RESOLVED by the City Council and the Redevelopment Agency Board of the City of South San Francisco, that the fiscal year 2009-10 Operating Budget for the City of South San Francisco is hereby approved, and hereby appropriates the funds set forth therein.

BE IT FURTHER RESOLVED that consistent with the limitations set forth herein, any and all expenditures for agreements relating to either the programs or materials contained in the 2009-10 Operating Budget or the Capital Budget for construction projects not to exceed \$25,000 may be expended or entered into under authority of or by the City Manager and are hereby authorized and the payments therefore may be made by the Director of Finance.

BE IT FURTHER RESOLVED that monies received during fiscal year 2009-10 as a consequence of a grant award approved by the City Council are hereby appropriated for the purposes for which the grant has been approved. Such appropriation includes authorization for the City Manager to expend such monies and for the Finance Director to make payments therefore in accordance with the terms and conditions and for the purpose of the grant.

BE IT FURTHER RESOLVED that the Finance Director is hereby granted the authority to increase budgeted revenues and budgeted expenses in departments specifically for development related expenses such as expedited plan checks, legal reviews, traffic studies,

geotechnical studies, etc., where the developers pay up front for expenses that the City contracts out for. In those cases, the Finance Director, upon receiving those deposits or payments, will increase the budget for revenues in the General Fund and expenses in the appropriate departments where those expenses will take place by a corresponding amount. Said transactions will have no net impact on General Fund Reserves, as revenue will offset expenses.

BE IT FURTHER RESOLVED that the Finance Director is hereby authorized to increase budgeted revenues and expenses in departments so that departments may use donations made to them. Said transactions will have no net impact on General Fund Reserves, as revenue will offset expenses.

BE IT FURTHER RESOLVED that the 2009-10 budget attached hereto is hereby officially adopted:

- By department by fund for General Fund operating budget appropriations;
- and
- By fund for other operating budget appropriations.

BE IT FURTHER RESOLVED that the Gann Appropriations Limit enclosed in the budget pages that follow is approved, and that the Finance Director may make minor adjustments or corrections to this Gann Limit Schedule if needed to comply with audit requirements.

BE IT FURTHER RESOLVED that the City Manager may authorize the Director of Finance to transfer budgets during the year in accordance with generally accepted accounting principles between the following budget categories provided the overall appropriation by funding source is not increased without City Council approval:

- Departments within the same fund; and
- Capital projects with the same funding source or type; and
- Operating and capital budgets for the same department if funded by the same funding source or type.

BE IT FURTHER RESOLVED that the Redevelopment Agency Board and the City Council of the City of South San Francisco hereby find that the planning and administrative expenses for fiscal 2009-10 as proposed in the attached budget document for the Redevelopment Housing Fund are necessary for the production, improvement, or preservation of low and moderate income housing, pursuant to Section 33334.3 of the California Health and Safety Code.

BE IT FURTHER RESOLVED that the Director of Finance is hereby authorized to use professional judgment to make corrections to the adopted budget schedules if any related numbers represented on one budget schedule herein do not match the corresponding number as represented in another budget schedule herein.

BE IT FURTHER RESOLVED that the Director of Finance is hereby authorized and directed to rollover any outstanding encumbrances from Fiscal Year 2008-09 into

Fiscal Year 2009-10 were sufficient budget savings otherwise allows the rollover.

BE IT FURTHER RESOLVED that the Director of Finance is hereby authorized and directed to rollover unencumbered appropriations from grants received in 2008-09 or prior years if so allowed under the terms of the grant.

BE IT FURTHER RESOLVED that the staffing levels for each department, as detailed in the 2009-10 Operating Budget are hereby approved.

BE IT FURTHER RESOLVED that the Director of Finance is hereby authorized and directed to carry forward unspent 2008-09 unencumbered non-recurring project budgets in the operating budget such as litigation projects.

BE IT FURTHER RESOLVED that the master fee schedule for fees for services approved by the City Council for the 2008-09 year is hereby renewed for the 2009-10 year until a new fee schedule is presented; estimated to be in July 2009.

* * * * *

I hereby certify that the foregoing resolution was regularly introduced and adopted by the City Council of the City of South San Francisco at a regular meeting held on the ___ day of June, 2009 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST: _____

City Clerk

**PROPOSED OPERATING BUDGET FY 2009-10
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GENERAL FUND SUMMARY

	Actual 2007-08	Adopted 2008-09	Amended 2008-09	3rd Quarter Projection	Proposed 2009-10	Variance to 3rd Qtr Proj. Favorable/ (Unfavorable)	% Change	Projected 2010-11	Projected 2011-12
Revenues and Other Financing Sources									
Property Taxes	13,987,597	14,390,507	15,170,298	15,159,632	12,958,000	-2,201,632	-15%	13,260,000	13,456,000
ERAF Refund from County	1,429,004	780,000	1,436,000	1,630,474	780,000	-850,474	-52%	780,000	780,000
Sales Tax	12,510,233	12,715,229	11,572,467	11,364,667	10,870,000	-494,667	-4%	11,229,000	11,545,000
Transient Occupancy Tax	7,098,284	6,450,000	6,183,000	5,847,090	5,603,911	-243,180	-4%	5,884,911	6,446,911
Motor Vehicle In Lieu Fees	4,875,710	5,015,520	4,958,000	4,958,000	4,888,000	-70,000	-1%	5,031,000	5,176,000
Revenue from Other Agencies	1,588,527	999,400	1,502,826	2,094,699	999,400	-1,095,299	-52%	999,400	999,400
Franchise Fees	3,119,273	3,313,000	3,313,000	3,313,000	3,250,000	-63,000	-2%	3,250,000	3,250,000
Business License	659,703	1,052,000	1,052,000	1,052,000	1,052,000	-	0%	1,073,000	1,094,000
Commercial Parking Tax	1,930,331	2,306,637	2,107,000	2,107,000	2,107,000	-	0%	2,170,000	2,235,000
Building and Fire Permits	3,125,990	3,520,000	2,580,683	2,431,631	2,416,200	-15,431	-1%	2,786,200	3,376,200
Charges for Services	6,332,600	5,818,200	6,052,200	6,673,058	5,795,400	-877,658	-13%	6,100,200	6,310,200
Fines	1,077,003	1,140,000	1,140,000	1,140,000	1,205,000	65,000	6%	1,215,000	1,245,000
Interest	1,046,866	650,000	574,000	489,000	861,000	372,000	76%	911,000	936,000
Net Change Investment Value	591,312	-	-	-	-	-	-	-	-
Rent	2,509,670	2,686,281	2,586,281	2,736,281	2,716,577	-19,704	-1%	2,762,929	2,826,586
Administrative Charges	2,118,614	2,225,000	2,225,000	2,225,000	2,225,000	-	0%	2,292,000	2,361,000
Other	745,609	618,710	618,710	532,830	844,000	311,170	58%	835,000	838,000
Transfers In	925,089	815,749	945,749	907,968	910,749	2,781	0%	936,749	962,749
Subtotal Revenues	65,671,414	64,496,233	64,017,214	64,662,331	59,482,237	-5,180,094		61,516,389	63,838,046
Plus Prior Year Carryovers			210,849	210,849					
Total Revenues and Other Financing Sources	65,671,414	64,496,233	64,228,064	64,873,180	59,482,237			61,516,389	63,838,046

	Actual 2007-08	Adopted 2008-09	Amended 2008-09	3rd Quarter Projection	Proposed 2009-10	Variance to 3rd Qtr Proj. Favorable/ (Unfavorable)	% Change	Projected 2010-11	Projected 2011-12
Operating Budget Expenditures									
City Council	155,015	201,992	200,410	200,410	192,118	8,292	4.1%	-	-
City Clerk	391,474	403,163	357,849	357,849	389,249	(31,400)	-8.8%	(120,436)	(120,436)
City Treasurer	36,270	42,472	88,887	131,387	48,664	82,723	63.0%	-	-
City Attorney	777,576	788,023	775,597	775,597	745,747	29,850	3.8%	(41,000)	(41,000)
City Manager	733,744	745,172	757,520	757,520	742,880	14,640	1.9%	-	-
Finance	1,718,753	1,782,414	1,632,872	1,632,872	1,617,943	14,929	0.9%	(230,290)	(230,290)
Non-Departmental	821,793	864,374	800,873	800,873	708,594	92,279	11.5%	(193,800)	(193,800)
Human Resources	1,078,237	1,019,500	1,017,043	1,017,043	986,209	30,834	3.0%	(26,000)	(26,000)
Economic & Comm. Dev.	3,066,407	3,060,610	3,133,231	3,333,231	2,503,161	830,070	24.9%	(569,500)	(569,500)
Fire	16,893,671	16,609,207	16,894,992	17,194,992	16,254,703	940,289	5.5%	(766,000)	(766,000)
Library	4,766,810	4,538,421	4,762,085	4,762,085	4,072,299	689,786	14.5%	(328,600)	(328,600)
Police	18,648,009	19,428,219	19,418,304	19,918,304	18,697,185	1,221,120	6.1%	(412,500)	(412,500)
Public Works	4,044,417	3,754,335	3,751,369	3,751,369	3,270,717	480,652	12.8%	(743,000)	(743,000)
Parks and Recreation	10,826,043	10,711,990	10,533,678	10,533,678	9,802,056	731,622	6.9%	(1,023,742)	(1,023,742)
PERS Increase									2,000,000
Excess Vacation Payouts *					157,000	(157,000)		161,710	166,561
Retiree Health Cost Increase				575,000		575,000			
Provision for State budget hits		400,000	-	-					
Total Operating Budget Expenditures	63,958,221	64,349,892	64,124,711	65,742,211	60,188,523			(4,293,158)	(2,288,307)

Operating Budget Impact	\$ 1,713,192	\$ 146,341	\$ 103,353	\$ (869,030)	\$ (706,286)			\$ 65,809,547	\$ 66,126,353
Take Insurance Rebate from Reserves					505,000				
Gap Still Remaining (2009-10 From Reserves):					\$ (201,286)			\$ 65,809,547	\$ 66,126,353

Note:

* Includes Supplemental Admin leave reduction of \$93,000.

** City Manager has cut existing CIP projects back this year to close this year's gap.

**Total General Fund Operating and Capital Budget,
& Projected Changes to General Fund Reserves**

	Actual 2007-08	Adopted 2008-09	Amended 2008-09	3rd Qtr Projection 2008-09	Proposed 2009-10
Net Operating Budget Impact (from Table I)	\$ 1,713,192	\$ 146,341	\$ 103,353	\$ (869,030)	\$ (201,286)
Less Transfers to Capital Projects:	(545,304)	(1,403,500)	(2,821,682)	(1,859,433)	(65,000)
Less Transfers to Retiree Health Fund	(4,000,000)	(500,000)	(500,000)	(500,000)	-
Less Transfers to Debt Service	(320,727)	(210,000)	(150,000)	(150,000)	(150,000)
= Net Impact on General Fund Reserves	<u>\$ (3,152,839)</u>	<u>\$ (1,967,159)</u>	<u>\$ (3,368,329)</u>	<u>\$ (3,378,464)</u>	<u>\$ (416,286)</u>
General Fund Reserves Projection					
I. Discretionary Reserves/ Liquid Reserves Available					
Emergencies	1,307,000	1,290,000	1,132,000	1,293,000	1,190,000
Economic Contingencies	4,576,000	4,515,000	3,961,000	4,526,000	4,164,000
Designated for future Economic Development and Capital Projects	4,399,131	3,695,589	3,743,000	4,808,354	4,743,354
Undesignated Reserve	<u>5,955,787</u>	<u>4,120,734</u>	<u>5,689,997</u>	<u>4,393,508</u>	<u>4,507,222</u>
Subtotal, Discretionary (Available) Reserves	<u>\$ 16,237,918</u>	<u>\$ 17,507,919</u>	<u>\$ 14,525,997</u>	<u>\$ 15,020,862</u>	<u>\$ 14,604,575</u>
II. Non-Discretionary Reserves/ Reserves Already Committed					
Encumbrances	283,435				
Advances to Other Funds					
Inventory and Other		45,210	45,210	45,210	45,210
Appropriated Capital Projects	1,418,182				
Subtotal, Non Discretionary (Committed) Reserves	<u>1,701,617</u>	<u>45,210</u>	<u>45,210</u>	<u>45,210</u>	<u>45,210</u>
Total General Fund Reserves	<u>17,939,535</u>	<u>17,553,129</u>	<u>\$ 14,571,207</u>	<u>\$ 15,066,072</u>	<u>\$ 14,649,785</u>

**City of South San Francisco
 General Fund Budget: Projected Year End 2008-09 & Proposed 2009-10
 Reserves & Compliance with Reserves Policy**

Fund/Reserve	Reserve Target Recommendation	Projected 2008-09 Year End Reserves/ Does Reserve Fall Within Target Recommendation?	Proposed 2009-10 Budget Reserves/ Does Reserve Fall Within Target Recommendation?
General Fund / Reserve for Emergencies	2% of General Fund operating budget	\$1,293,000 Meets Target	\$1,190,000 Meets Target
General Fund/Economic Contingencies	7% of General Fund operating budget	\$4,526,000 Meets target	\$4,164,000 Meets target
General Fund/Undesignated Reserve	5% of General Fund operating budget. No maximum set.	\$4,393,508 Exceeds minimum, within Policy guidelines.	\$4,507,222 Exceeds minimum, within Policy guidelines.
General Fund/ Reserve for Future Economic Development & Capital Projects	No target. Can be used for one time capital expenditures or capital investments that foster economic growth	\$4,808,354 No target.	\$4,743,354 No target.

**PROPOSED GENERAL FUND OPERATING BUDGET
2009-10 REVENUE DETAIL**

OPERATING REVENUES	Actual 2007-08	Adopted 2008-09	Amended 2008-09	3rd Quarter Projection	Proposed 2009-10	Projected 2010-11	Projected 2011-2012
Secured Property Tax	13,259,342	13,667,313	14,732,795	14,732,795	12,435,000	12,435,000	12,435,000
Unsecured Property Tax	86,398	415,462	493,528	493,528	583,000	583,000	583,000
Supplemental-Secured	698,696	550,000	50,000	177,500	100,000	359,000	550,000
Other Property Taxes	95,562	20,800	160,043	18,877	0	43,000	48,000
Property Tax Appeal	-152,402	(100,000)	(100,000)	(100,000)	0	0	0
County Administration Fee		(163,068)	(163,068)	(163,068)	(160,000)	(160,000)	(160,000)
All other							
PROPERTY TAX SUBTOTAL	13,987,597	14,390,507	15,173,298	15,159,632	12,958,000	13,260,000	13,456,000
County ERAF Refund	1,429,004	780,000	780,000	1,630,474	780,000	780,000	780,000
TOTAL PROPERTY TAX	15,416,601	15,170,507	15,953,298	16,790,106	13,738,000	14,040,000	14,236,000
Sales & Use	8,925,698	9,381,922	9,381,922	8,369,000	7,998,000	8,267,000	8,504,000
Sales Tax Audit Findings	(28,802)	(44,000)	(44,000)	(44,000)	(44,000)	(44,000)	(44,000)
Public Safety Sales Tax	300,546	250,000	250,000	250,000	250,000	250,000	250,000
Prop 57 Sales Tax Flip	3,312,791	3,127,307	3,127,307	2,789,667	2,666,000	2,756,000	2,835,000
Franchise Fees	3,119,273	3,250,000	3,250,000	3,250,000	3,250,000	3,250,000	3,250,000
Peg Access	48,297	63,000	63,000	63,000	63,000	63,000	63,000
Transient Occupancy-8%	6,309,586	5,733,333	5,733,333	5,197,414	4,980,911	5,230,911	5,730,911
Transient Occupancy-1%	788,697	716,667	716,667	649,677	623,000	654,000	716,000
Real Property Transfer	376,243	475,000	475,000	230,120	475,000	475,000	475,000
TOTAL OTHER TAXES	23,152,329	22,953,229	22,953,229	20,754,878	20,261,911	20,901,911	21,779,911
Business Licenses	628,512	1,052,000	1,052,000	1,052,000	1,052,000	1,073,000	1,094,000
Commercial Parking Tax	1,930,331	2,306,637	2,306,637	2,107,000	2,107,000	2,170,000	2,235,000
Building Permits	2,174,690	2,500,000	1,800,000	1,600,000	1,400,000	1,650,000	2,150,000
Grading & Public Works Permits	108,090	280,000	140,000	150,200	150,000	220,000	290,000
Fire Permits	828,683	710,000	610,683	639,645	822,000	872,000	892,000
Code Enforcement DB Mgmt Fee	31,191	30,000	30,000	30,000	44,200	44,200	44,200
Bldg Special Inspection	3,010	-	-	4,904	-	-	-
10% Energy Plan Check	11,367	-	-	3,246	-	-	-
PD Alarm Registration Fee	-	-	-	-	-	-	-
Special Activity Fire Permits	-	-	-	-	-	-	-
Microfilming-Fire	-	-	-	2,522	-	-	-
Marbella Insp Fee	-	-	-	1,115	-	-	-
McLellan Inspection	-	-	-	-	-	-	-
Tree Permit	150	-	-	-	-	-	-
Health and Safety	-	-	-	-	-	-	-
TOTAL LICENSES AND PERMITS	5,716,024	6,878,637	5,939,320	5,590,631	5,575,200	6,029,200	6,705,200
Traffic & Court Fines	916,145	950,000	950,000	950,000	1,000,000	1,010,000	1,040,000
Library Fines	89,392	80,000	80,000	80,000	80,000	80,000	80,000
Administrative Citation Fines	71,466	110,000	110,000	110,000	125,000	125,000	125,000
Police Alarm Fine	-	-	-	-	15,000	15,000	15,000
TOTAL FINES & FORFEITURES	1,077,003	1,140,000	1,140,000	1,140,000	1,205,000	1,215,000	1,245,000
Note: Many grants are budgeted during the year as notification comes in)							
Federal Grant	102,170	-	-	623,974	-	-	-
State Grant	40,232	-	-	120,000	-	-	-
Library Local Government Grants	3,775	-	-	-	-	-	-
Increase library grant charges	-	-	-	-	-	-	-
Library Foundation	24,052	21,600	21,600	21,600	21,600	21,600	21,600
Ca. Library Literacy Grant	39,695	36,000	36,000	36,000	36,000	36,000	36,000
Library County Grants	18,550	28,300	28,300	28,300	28,300	28,300	28,300
Ca. Library Service Act	622,232	421,000	427,000	535,575	421,000	421,000	421,000
Senior Citizens Grant	109,977	120,500	120,500	120,500	120,500	120,500	120,500
State Booking Fee Reimbursement	-	-	-	-	-	-	-
Other State Revenue (AB 1396)	-	-	-	-	-	-	-
Property Tax in lieu of MVLF	4,608,649	4,615,520	4,615,520	4,768,000	4,673,000	4,766,000	4,861,000

CITY OF SOUTH SAN FRANCISCO OPERATING BUDGET, PROPOSED 2009-10 THROUGH 2011-12

PROPOSED GENERAL FUND OPERATING BUDGET
2009-10 REVENUE DETAIL

OPERATING REVENUES	Actual 2007-08	Adopted 2008-09	Amended 2008-09	3rd Quarter Projection	Proposed 2009-10	Projected 2010-11	Projected 2011-2012
Property Tax in lieu of MVLF	4,608,649	4,615,520	4,615,520	4,768,000	4,673,000	4,766,000	4,861,000
Motor Vehicle License Fees	267,061	400,000	400,000	190,000	215,000	265,000	315,000
Clean Air Funds	-	-	-	-	-	-	-
Trailer Coach License Fee	-	-	-	-	-	-	-
POST Reimbursement	31,136	18,000	18,000	18,000	18,000	18,000	18,000
Homeowner Tax Relief	126,459	130,000	130,000	130,000	130,000	130,000	130,000
Mandate Cost Reimbursement	71,586	50,000	50,000	50,000	50,000	50,000	50,000
Traffic Signal Maintenance	14,720	1,500	1,500	1,500	1,500	1,500	1,500
Off Highway Vehicle Fees	-	2,000	2,000	2,000	2,000	2,000	2,000
Property Abatement Reimbursement	2,502	-	-	-	-	-	-
Summer Youth Employment	-	500	500	500	500	500	500
REAL (Prop 49) After School Program	223,889	135,000	135,000	135,000	135,000	135,000	135,000
FRESH (Kaiser Grant/Childhood	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Intergovt. Program Reimbursement	39,731	-	-	74,750	-	-	-
Disaster Recovery	-	-	-	-	-	-	-
Other Agencies	87,822	5,000	5,000	167,000	5,000	5,000	5,000
TOTAL FROM OTHER AGENCIES	6,464,237	6,014,920	6,020,920	7,052,699	5,887,400	6,030,400	6,175,400
City Forces General	51,878	22,000	22,000	30,000	22,000	22,000	22,000
County Task Force Reimbursement	299,451	198,000	198,000	198,000	198,000	198,000	198,000
Police Service Charges	301,905	250,000	250,000	250,000	255,000	263,000	271,000
Dispatch Service-Colma	90,557	90,000	90,000	90,000	92,000	95,000	98,000
Police Recovery Charges	25,579	40,000	40,000	40,000	40,000	40,000	40,000
Alarm Registration Fee	-	-	-	50,000	50,000	50,000	50,000
Permit Program Maintenance Fee	-	-	-	-	-	-	-
Fire Service Fees	1,758	5,000	5,000	5,000	5,000	5,000	5,000
Paramedic Service Fees (ALS)	1,165,542	1,200,000	1,200,000	1,250,000	1,250,000	1,288,000	1,327,000
BLS Transport Service Fees	509,224	881,000	881,000	440,500	440,500	454,000	468,000
Paramedic Intern Training	-	-	-	-	-	-	-
Restitution Damages	4,792	2,000	2,000	2,000	2,000	2,000	2,000
IT Services	-	-	-	-	-	-	-
Large Development Reimbursement	241,692	-	-	680,000	-	-	-
Engineering Fees	-	500	500	500	500	500	500
Planning Fees	220,085	175,000	175,000	175,000	175,000	200,000	225,000
Microfilm-Building	57,446	50,000	50,000	50,000	50,000	50,000	50,000
Developer Reimbursement	-	200	200	200	200	200	200
Passport Processing Fee	25,616	20,000	20,000	20,000	20,000	20,000	20,000
Other Reimbursement	349,154	5,000	5,000	328,358	5,000	5,000	5,000
Building Rental Fees	333,244	378,000	378,000	378,000	414,233	431,000	448,000
Playground Programs	8,647	11,500	11,500	11,500	22,733	24,000	25,000
Aquatic Programs	352,125	326,000	326,000	326,000	330,233	343,000	357,000
Sports/Athletics	189,726	221,000	221,000	221,000	246,000	256,000	266,000
Special Classes/Events	539,929	579,000	579,000	579,000	629,000	654,000	680,000
Child Care Programs	1,308,530	1,116,000	1,300,000	1,300,000	1,300,000	1,442,000	1,485,000
Adult Day Care	167,389	164,000	164,000	164,000	164,000	171,000	178,000
Senior Programs	58,365	60,500	60,500	60,500	60,500	63,000	66,000
Community Gardens	2,158	2,000	2,000	2,000	2,000	2,000	2,000
Sale of Printed Material	2,943	5,000	5,000	5,000	5,000	5,000	5,000
Westborough Learning Center Fee	16,530	-	-	-	-	-	-
Miscellaneous Library Charges	6,278	14,500	14,500	14,500	14,500	14,500	14,500
Library DVD rental fee	130	-	-	-	-	-	-
S. Airport/United Parking	1,931	2,000	2,000	2,000	2,000	2,000	2,000
City Administrative Fees	2,118,614	2,225,000	2,225,000	2,225,000	2,225,000	2,292,000	2,361,000
TOTAL CHARGES - CURRENT SVCS	8,451,214	8,043,200	8,227,200	8,898,058	8,020,400	8,392,200	8,671,200
Rent	2,408,612	2,586,281	2,586,281	2,586,281	2,616,577	2,662,929	2,726,586
Cell Rental	101,058	100,000	100,000	150,000	100,000	100,000	100,000
Interest Income Investment	1,045,991	650,000	650,000	489,000	861,000	911,000	936,000
Interest Income Miscellaneous	875	-	-	-	-	-	-
Unrealized Gains/Losses	591,312	-	-	-	-	-	-
TOTAL USE OF MONEY & PROPERTY	4,147,848	3,336,281	3,336,281	3,225,281	3,577,577	3,673,929	3,762,586

CITY OF SOUTH SAN FRANCISCO OPERATING BUDGET, PROPOSED 2009-10 THROUGH 2011-12

**PROPOSED GENERAL FUND OPERATING BUDGET
2009-10 REVENUE DETAIL**

OPERATING REVENUES	Actual 2007-08	Adopted 2008-09	Amended 2008-09	3rd Quarter Projection	Proposed 2009-10	Projected 2010-11	Projected 2011-2012
Sale of Unclaimed Property	6,617	-	-	-	-	-	-
Claims Settlement	104,273	-	-	-	-	-	-
Jury Duty	46	-	-	-	-	-	-
Sale of Property	3,804	-	-	-	-	-	-
Miscellaneous Donations	121,377	-	-	-	-	-	-
Communications Charges	85,000	93,710	93,710	93,710	97,000	100,000	103,000
Deposits Over/Under	(48)	-	-	-	-	-	-
Miscellaneous Revenue	-	50,000	50,000	209,000	209,000	197,000	197,000
TOTAL OTHER REVENUES	321,069	143,710	143,710	302,710	306,000	297,000	300,000
SUBTOTAL	64,746,325	63,680,484	63,713,958	63,754,363	58,521,488	60,529,640	62,825,297
INTERFUND TRANSFERS:							
Gas Tax	836,000	686,000	686,000	686,000	686,000	707,000	728,000
Redevelopment Funds (Pass-throughs)	-	70,000	70,000	162,219	165,000	170,000	175,000
Federal Grants Fund	54,840	26,500	26,500	26,500	26,500	26,500	26,500
CDBG Fund	34,249	33,249	33,249	33,249	33,249	33,249	33,249
Donation/Trust Accounts	-	-	-	-	-	-	-
Parking District Fund	-	-	-	-	-	-	-
Measure A	-	-	-	-	-	-	-
Health and Benefits Fund	-	-	-	-	-	-	-
Self Insurance Fund	-	-	-	-	-	-	-
Spec Revenue Funds (Day in the Park)	-	-	-	-	-	-	-
TOTAL FUND TRANSFERS	925,089	815,749	815,749	907,968	910,749	936,749	962,749
TOTAL GENERAL FUND	65,671,414	64,496,233	64,529,707	64,662,331	59,432,237	61,466,389	63,788,046

Proposed Budget 2009-10

General Fund Administrative Allocation to other Funds, 2009-2010

Fund Description	2008-09 Amended	2009-10 Proposed	Change	% Change
Aircraft Noise Insulation Program (ANIP)*	11,000	11,000	-	0.0%
Community Development Block Grant (CDBG) *	10,000	10,000	-	0.0%
West Park Maintenance Districts 1&2	72,000	88,000	16,000	22.2%
West Park Maintenance District 3	68,000	135,000	67,000	98.5%
Stonegate Maintenance District	67,000	44,000	(23,000)	-34.3%
Willow Gardens Maintenance District	68,000	8,000	(60,000)	-88.2%
Solid Waste Fund	19,000	19,000	-	0.0%
Redevelopment Agency (non-housing)	620,144	625,144	5,000	0.8%
Low Mod Housing	315,206	315,206	-	0.0%
Sewer Maintenance	66,150	66,150	-	0.0%
Water Quality Control Plant	790,000	790,000	-	0.0%
Parking District Fund	98,000	98,000	-	0.0%
Storm Water Fund	-	-	-	0.0%
Fund 44, Bond Redemption	2,500	-	(2,500)	-100.0%
Fund 87, Non Obligated Bonds	2,500	-	(2,500)	-100.0%
Fund 26, East of 101 Traffic Improvements	2,500	2,500	-	0.0%
Conference Center	13,000	13,000	-	0.0%
Total	2,225,000	2,225,000	-	0.0%

*ANIP and CDBG charged according to OMB regulations from DMG

GANN APPROPRIATIONS LIMIT, 2009-10

GANN Appropriations Limit - Cumulative Percent Growth

	CPI / Personal Income % Change	Population % Change	Change Factor	Cumulative Change Factor	Appropriation Limit
1978-79	---- base year ----				
1979-80	10.17	0.23	10.42	10.42	21,453,172
1980-81	12.11	1.33	13.60	25.44	24,371,032
1981-82	9.12	0.74	9.93	37.90	26,790,463
1982-83	6.79	0.59	7.42	48.13	28,778,332
1983-84	2.35	0.32	2.68	52.09	29,548,877
1984-85	4.74	1.72	6.54	62.05	31,481,825
1985-86	3.74	0.60	4.36	69.12	32,855,201
1986-87	2.30	0.48	2.79	73.84	33,772,203
1987-88	3.47	1.39	4.91	82.37	35,429,821
1988-89	4.66	0.51	5.19	91.84	37,269,963
1989-90	5.19	1.21	6.46	104.24	39,678,646
1990-91	4.21	1.26	5.52	115.52	41,870,116
1991-92	4.14	1.56	5.76	127.95	44,283,754
1992-93	(0.64)	1.83	1.18	130.63	44,805,544
1993-94	2.72	1.62	4.38	140.74	46,769,848
1994-95	0.71	1.54	2.26	146.19	47,827,283
1995-96	4.72	0.27	5.00	158.50	50,219,960
1996-97	4.67	0.79	5.50	172.71	52,980,497
1997-98	4.67	0.77	5.48	187.65	55,881,688
1998-99	4.15	2.23	6.47	206.26	59,498,655
1999-2000	4.53	2.75	7.40	228.94	63,903,388
2000-01	4.91	2.42	7.45	253.44	68,663,438
2001-02	7.82	0.85	8.74	284.33	74,664,622
2002-03	(1.27)	0.11	-1.16	279.87	73,798,513
2003-04	2.31	0.17	2.48	289.29	75,628,716
2004-05	3.28	0.43	3.72	303.77	78,442,104
2005-06	5.26	1.16	6.48	329.94	83,525,152
2006-07	3.96	0.69	4.68	350.06	87,434,129
2007-08	4.42	0.96	5.42	374.45	92,173,059
2008-09	4.29	2.25	6.64	405.96	98,293,350
2009-10	0.62	2.31	2.94	420.83	101,183,175

Note: 1987-88 to 1990-91 based on County population growth
 1991-92 based on City growth
 1992-93 and 1993-94 based on County growth
 1994 -95 through 2000-01 based on City growth, California per capita income
 2000-01 through current based on state Department of Finance statistics

Appropriations Subject to Limit

	2005 - 2006	2006 - 2007	2007 - 2008	2008-2009	2009-2010
Proceeds of Taxes	34,482,381	39,271,119	41,809,768	47,060,893	42,517,629
Appropriations Subject to Limit	34,482,381	39,271,119	41,809,768	47,060,893	42,517,629
Current Limit	83,525,152	87,434,129	92,173,059	98,293,350	101,183,175
Amount Under Limit	49,042,771	48,163,010	50,363,291	51,232,457	58,665,546

NON-DEPARTMENTAL, 2009-10

Non - Departmental, 2009-10

Account #	ORGANIZATION/PROGRAM SUPPORTED	Adopted 2008-09	Proposed 2009-10
4210	Animal Control	408,500	386,000
4220	Professional Tech. Services – Gov't • C/CAG • C/CAG Congestion Relief Plan	54,723 166,325	54,723 166,325
4301	Office Supplies • Newsletter • Printing • Business Cards	3,000 24,430 12,000 2,000	- - - -
4307	Postage	20,213	20,213
4310	Dues, Meetings, Mileage • Peninsula Conflict • League of CA Cities • ABAG • Airport Community Round Table • Chamber of Commerce • SAMCEDA • Peninsula T.V. • SAMCAT (Cable TV oversight) • LAFCO	17,000 18,690 10,750 1,302 2,500 10,300 43,050 2,756 8,048	17,000 18,690 10,750 1,302 - - - 2,756 8,048
4365	Maintenance/Operating Equipment • Phones/Computers for Council Chambers • Non-Departmental Equipment	5,000 1,000	5,000 1,000
4380	Promotional – TOT Allocation • Chamber of Commerce • Plymire-Schwarz Museum and Fire Museum	25,000 6,000	- -
4399	Misc.	10,000	5,000
4410	Phone Service	7,286	7,286
21310	Housing Authority	4,501	4,501
	Total	864,374	708,594

REDEVELOPMENT AGENCY FUNDS, 2009-10

MERGED REDEVELOPMENT PROJECT AREA SUMMARY
Summary of Revenues and Expenditures

	Actual 2007-08	Adopted 2008-09	Amended 2008-09	Projected 2008-09	Proposed 2009-10	Change From Projected 2008-09	% Change
REVENUES							
<u>Gross Tax Increment Allocated</u>							
Gateway	8,519,479	8,173,154	8,393,710	8,883,748	8,283,877	(599,872)	-6.8%
Shearwater	3,847,502	3,334,927	5,706,730	5,936,854	5,693,104	(243,750)	-4.1%
Downtown	12,749,421	12,602,501	17,276,828	18,245,347	16,063,163	(2,182,184)	-12.0%
Downtown Annex				30,278	30,278	-	
El Camino	3,445,927	3,954,947	3,596,413	3,587,665	2,476,895	(1,110,770)	-31.0%
El Camino Annex				233,160	203,538	(29,622)	-12.7%
Subtotal	28,562,329	28,065,529	34,973,681	36,917,053	32,750,854	(4,166,198)	-11.3%
Adjustments: Other Appeals & Settlements	(753,117)	-	(300,000)	(300,000)	(300,000)	-	
Adjustments: County Admin & Other	(445,530)	(280,655)	(368,146)	(369,171)	(327,509)	41,662	-11.3%
Rent	104,859	105,000	105,000	111,430	105,000	(6,430)	-5.8%
Interest & Other	3,324,354	1,274,000	652,138	1,274,000	1,100,000	(174,000)	-13.7%
TOTAL SOURCES OF FUNDS:	30,792,895	29,163,874	35,062,673	37,633,312	33,328,346	(4,304,966)	-11.4%
EXPENDITURES							
Redevelopment Activities	2,824,311	4,357,835	4,977,008	2,909,040	4,840,642	1,931,602	66.4%
Prior Year Tax Adjustment		3,800,000	-	-	-	-	
Capital Outlay	36,506	61,000	82,996	7,595	53,000	45,405	597.8%
Debt Service	4,853,913	5,115,751	5,115,751	5,115,751	5,111,449	(4,302)	-0.1%
Special Projects		900,000	900,000	900,000	900,000	-	
County Settlement	823,872	850,000	850,000	1,027,594	-	(1,027,594)	-100.0%
Transfers to Low/Moderate Income Housing Fund	5,561,843	5,583,106	7,332,935	7,383,411	6,550,171	(833,240)	-11.3%
<u>Pass Through Payments to Taxing Entities</u>							
Gateway	324,034	463,043	2,557,288	641,295	490,618	(150,677)	-23.5%
Shearwater	1,003,929	884,294	884,294	1,755,066	1,673,990	(81,076)	-4.6%
Downtown	3,072,717	3,049,710	3,049,710	4,166,325	3,760,550	(405,775)	-9.7%
El Camino	254,941	317,467	317,467	287,589	274,256	(13,433)	-4.7%
Subtotal, Pass Through Payments	4,655,621	4,714,514		6,850,375	6,199,414	(650,961)	-9.5%
<u>Capital Projects</u>							
Tax Increment-Funded Projects, Current	14,661,748	1,235,800	2,630,572	126,015	6,415,000	6,288,985	
Tax Increment Carryovers from Prior Year			3,814,061		6,263,618	6,263,618	
Subtotal, Capital Projects	14,661,748	1,235,800	1,235,800	126,015	12,678,618	12,552,604	
TOTAL USES OF FUNDS:	33,417,814	26,618,006	20,494,491	24,319,781	36,333,294	12,013,514	49.4%
Excess of Revenues over (under) Expenditures	(2,624,919)	2,545,867	14,568,182	13,313,531	(3,004,948)	(16,318,480)	
Fund Balance	38,503,328			51,816,859	48,811,911	(16,318,480)	-31.5%
Reserved for Loans Receivable	264,215			302,322	502,322		
Designated for Capital Projects	8,991,454			-	-		
Reserved for Advances to Other Funds	19,409,727			20,409,727	30,909,727		
Designated for ERAF shift				1,754,096			
Designated for Genentech Property Tax				8,416,485			
All Other Reserved Funds	291,166			-	300,000		
Unreserved / Undesignated Fund Balance	12,565,940	-	-	20,934,228	17,099,861	(3,834,367)	-18.3%

Resource or program level changes in 2009-10:

- Beginning in 09/10, the RDA is funding the following positions previously charged to the General Fund:
 - 1 Accountant and 1 Accounting Assistant, previously charged to the Finance Department;
 - 1 Deputy City Clerk, previously charged to the City Clerk Department;
 - 1 Systems Administrator, previously charged to the Information Technology Fund.

REDEVELOPMENT AGENCY FUNDS, 2009-10

REDEVELOPMENT BOND FUNDS SUMMARY
Summary of Earnings and Uses

	Projected 2007-08	Proposed 2008-09	Amended 2008-09	Projected 2008-09	Proposed 2009-10	Change From Projected 2008-09	% Change
BOND FUNDS							
2006 RDA Bond Sale Net Proceeds							
Interest	1,626,534	1,600,000	1,600,000	1,997,773	1,600,000	(397,773)	-19.9%
Interest on Advances							
TOTAL SOURCES OF FUNDS:	1,626,534	1,600,000		1,997,773	1,600,000	(397,773)	-19.9%
USE OF BOND FUNDS							
Capital Projects, Carryover from Prior Year			5,110,758		6,298,195	6,298,195	
Capital Projects, Current	18,739,898	3,000,000	3,995,579	1,468,142	4,000,000	2,531,858	
Total, Capital Projects	18,739,898	3,000,000	9,106,337	1,468,142	10,298,195	8,830,054	
Advances, Actual	4,231,304			1,000,000		(1,000,000)	
TOTAL USES OF FUNDS:	22,971,202	3,000,000	9,106,337	2,468,142	10,298,195	7,830,054	317.2%
Excess of Bond Funds over (under) Uses of Funds	(21,344,668)	(1,400,000)	(9,106,337)	(470,369)	(8,698,195)		
Bond Funds, Balance After Actual Advances	19,731,264			19,260,895	10,562,700	(8,698,195)	-45.2%
Less Future Advances to Other Funds					(10,500,000)		
Bond Funds, End of Year, After All Advances	19,731,264			19,260,895	62,700		

REDEVELOPMENT AGENCY FUNDS, 2009-10

LOW & MODERATE HOUSING
Summary of Revenues, Expenditures, and Changes in Fund Balance

	Actual 2007-08	Adopted 2008-09	Amended 2008-09	Projected 2008-09	Proposed 2009-10	Change From Projected 2008-09	% Change
REVENUES							
Transfers In from Redevelopment Project Areas	5,561,843	5,583,106	7,332,935	7,383,411	6,550,171	(833,240)	-11.3%
Interest & Other	718,429	300,000	300,000	410,494	300,000	(110,494)	-26.9%
Misc. Revenue / Rent	120,650	100,000	100,000	133,696	100,000	(33,696)	-25.2%
Total Revenues:	6,400,922	5,983,106	7,732,935	7,927,601	6,950,171	(977,430)	-12.3%
USES OF FUNDS							
Program Expenditures	595,776	3,499,154	8,776,189	3,499,154	3,181,806	(317,348)	-9.1%
Capital Outlay	681,019	-	-	-	1,000,000	1,000,000	-
County Settlement	750,000	180,000	180,000	-	-	-	-
Debt Service	276,877	348,235	348,235	348,235	345,431	(2,804)	-0.8%
Housing Capital Projects (TI-funded)	2,619,435	-	5,131,224	-	6,631,224	6,631,224	-
Housing Capital Projects (Bond-funded)	-	-	-	-	-	-	-
Total Uses of Funds:	4,923,106	4,027,389	14,435,648	3,847,389	11,158,461	7,311,072	190.0%
Excess of Revenues over (under) Expenditures	1,477,815	1,955,717	(6,702,713)	4,080,212	(4,208,290)		
Fund Balance	21,702,450			25,782,662	21,574,372	(4,208,290)	-16.3%
Less:							
Loan Commitments to Mid Pen and Other	1,026,632			1,026,632	1,026,632		
Loans Receivable	4,538,938			9,045,801	9,545,801		
Bond Funds, End of Year	2,211,597			2,211,597	2,211,597		
All Other Reserved Funds	7,026,036			7,026,036	394,812		
Unreserved / Undesignated Fund Balance	6,899,247			6,472,596	8,395,530		

LOW & MODERATE INCOME HOUSING FUND

Information Only: Planning and Administrative Budget
 Conformance with Health and Safety Code
 (Refer to Budget Adoption Resolution)

The Housing Fund obtains funding through the transfer of 20% of the proceeds of property tax increment from each of the Redevelopment Project areas, as required by State Redevelopment Law. The Health and Safety Code Section 33334.3(d) states that it is the intent of the State Legislature that Housing Funds be used to the fullest extent possible toward the production, improvement, or preservation of affordable housing, with planning and administrative expenditures kept at reasonable levels. The following identifies the total planning and administrative costs included in the adopted 2008-09 budget. As part of the budget adoption resolution, the City Council and Redevelopment Agency Board certify that the costs shown here are not an unreasonable amount to be spent on planning and administrative expenses, and that these costs are necessary to incur in order to foster the production, improvement, or preservation of affordable housing:

Low/Moderate Housing Funds, 2009-10		6,950,171
	Adopted 2008-09	% of Low Mod Housing Funds
Program Staff Costs:	67,708	1.0%
Advertising, Printing, Supplies, Meetings, Insurance Other Support Costs:	73,870	1.1%
Legal, Financial, Computer, Human Resource, and Other City Administrative Support for Housing:	315,206	4.5%
All Other Planning and Administrative Costs:	<u>1,335,663</u>	<u>19.2%</u>
Total Costs, not directly providing housing:	1,792,447	25.8%

* Legal, accounting, budget, human resources, utilities, computer, and building maintenance support costs provided to the Housing Fund.

Sewer Fund

Summary of Revenues, Expenditures, and Changes in Fund Balance

	Actual 2007-08	Adopted 2008-09	Amended 2008-09	Projected Actual 2008-09	Proposed 2009-10	Change From Projected 2008-09	% Change 2008-09
REVENUES							
Operations:							
SSF Service Charge Revenue	13,455,322	14,976,600	14,743,000	14,743,000	17,784,000	3,041,000	20.6%
Other Agency Service Chg Rev.	3,493,681	3,821,000	3,658,260	3,835,306	3,900,225	64,919	1.7%
Other Agency CIP Reimb.	29,620	26,979	26,979	35,441	191,140	155,699	439.3%
Other Agency Loan Pymt Reimb	1,245,492	1,245,492	1,245,492	1,245,492	1,245,492		0.0%
Connection Fees	58,101	610,000	100,000	142,000	50,000	(92,000)	-64.8%
Sewer Impact Fees	106,512	200,000	100,000	47,000	25,000	(22,000)	-46.8%
Developer Contributions	755,615		5,620,000	5,631,088		(5,631,088)	-100.0%
Grants			42,921				
Interest/Other Income	113,471	150,000	165,000	101,600	200,000	98,400	96.9%
Transfers In	93,000		278,933	278,933		(278,933)	
Loans and Bonds	4,279,521			5,614,514	7,000,000	1,385,486	24.7%
Advances from RDA	1,700,000			1,000,000		(1,000,000)	
Total Revenues and Other Sources of Funding:	25,330,335	21,030,071	25,980,585	32,674,374	30,395,857	(2,278,517)	-7.0%
EXPENDITURES							
Operating Expenses	16,733,095	14,027,452	12,518,316	12,418,316	13,760,230	1,341,914	10.8%
Debt Service	5,671,952	5,805,000	5,805,207	5,726,299	6,306,902	580,603	10.1%
Capital Expenditures	15,434,624	203,000	13,597,876	13,346,876	3,021,000	(10,325,876)	-77.4%
Transfers Out to CIP	123,670	900,000	1,913,571				
Total Expenditures	37,963,341	20,935,452	33,834,971	31,491,491	23,088,132	(8,403,359)	-26.7%
Net Income	(12,633,006)	94,619	(7,854,386)	1,182,883	7,307,725	6,124,842	517.8%
Total Fund Balance	3,923,413			5,106,296	12,414,021	7,307,725	143.1%
Emergency Capital Repairs and Rate Stabilization Reserve	1,480,000			1,887,000	2,293,000	406,000	21.5%
Advances from Redevelopment Agency *	1,700,000			2,919,200	3,199,443	280,243	9.6%
Reserved Bond Proceeds					5,650,000	5,650,000	
Reserved for East of 101 Sewer Projects *	3,085,836			(2,599,088)	(2,738,088)	(139,000)	5.3%
Undesignated Reserve, End of Year	(2,342,423)			2,899,184	4,009,666	1,110,482	38.3%

Capital Improvement Projects include key East of 101 infrastructure improvements that will be funded through sewer impact fees and developer contributions over the next 3-5 years as development occurs. Advances from the Redevelopment Agency will allow up front completion of these projects to facilitate new development. The advances will be paid back over approximately 5 years with interest.

2009-10 is the beginning of a new 5 year rate program.

The Sewer Fund consists of the Water Quality Control Plant Division, the Sewer Maintenance Division, and planned sewer capital project expenses.

Parking District Fund
Summary of Revenues, Expenditures, and Changes in Fund Balance

	Actual 2006-07	Actual 2007-08	Adopted Budget 2008-09	Amended Budget 2008-09	Projected 2008-09	Proposed 2009-10	Change from Projected 2008-09	% Change
REVENUES								
Operations:								
Parking Fees	449,836	553,317	542,267	542,267	512,601	515,000	2,399	0.5%
Interest and Other	41,691	41,127	27,000	27,000	12,000	12,000	-	0.0%
Advance from RDA	-	-	-	9,412,676	350,000	9,062,676	8,712,676	2489.3%
Total Revenues	491,527	594,444	569,267	9,981,943	874,601	9,589,676	8,715,075	996.5%
EXPENDITURES								
Operating Expenses	352,629	358,398	378,006	334,106	324,000	388,320	64,320	19.9%
Transfers Out	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	9,458,743	350,000	9,062,676	8,712,676	2489.3%
Debt Service								
Total Expenditures	352,629	358,398	378,006	9,792,849	674,000	9,450,996	8,776,996	1302.2%
Net Income	138,898	236,046	191,261	189,094	200,601	138,680	-61,921	-30.9%
Undesignated Fund Equity *	782,381	1,018,427			1,219,028	1,357,708	138,680	11.4%
Advances from Other Funds				9,412,676	350,000	9,412,676	9,062,676	2589.3%

* Net of Fixed Assets

The Parking District is borrowing funds from the Redevelopment Agency for a period of up to 20 years to pay for a new Parking Garage on Miller Ave. The Agency will be paid back from parking permit and parking meter revenues, which will need to be raised over time to pay for the loan costs.

Storm Water Fund

Summary of Revenues, Expenditures, and Changes in Fund Balance

	Actual 2007-08	Adopted 2008-09	Amended 2008-09	Projected Actual 2008-09	Proposed 2009-10	Change From Projected 2008-09	% Change
REVENUES							
Operations:							
Service Charges	413,827	415,000	415,000	414,000	414,000		0.0%
Transfer In from Gas Taxes	200,000	250,000	250,000	250,000	445,000	195,000	78.0%
Interest and Other	15,567	5,800	5,800	5,800	5,000	(800)	-13.8%
Total Revenues	629,394	670,800	670,800	669,800	864,000	194,200	29.0%
EXPENDITURES							
Operating Expenses	705,099	826,479	842,479	767,419	831,904	64,485	8.4%
Total Expenditures	705,099	826,479	842,479	767,419	831,904	64,485	8.4%
Net Income	(75,705)	(155,679)	(171,679)	(97,619)	32,096	129,715	-132.9%
Fund Balance	70,429			(27,190)	4,906	32,096	-118.0%

The Stormwater Fund has a capped revenue stream, so additional funding from the Gas Tax Fund has been used to supplement the Stormwater Fund over the past three years. This trend will continue without a new revenue source.

SPECIAL REVENUE FUNDS, 2009-10

Gas Tax Fund

Summary of Revenues, Expenditures, and Changes in Fund Balance

	Actual 2007-08	Adopted 2008-09	Amended 2008-09	Projected Actual 2008-09	Proposed 2009-10	Change From Proj/Actual 2008-09	% Change 2008-09
REVENUES							
Gas Tax	1,144,994	1,150,000	1,150,000	1,150,000	0	(1,150,000)	
Traffic Congestion Relief-Prop 42 City/County Association of Governments.(C/CAG)		150,000	150,000	545,000	545,000	0	0.0%
Prop 1B State Grant	162,996	59,800	59,800	110,000	110,000	0	0.0%
Federal Stimulus Grant (ARRA)	1,007,104			930,841	0	(930,841)	
Interest/other income	90,188	35,000	35,000	30,000	1,001,000	1,001,000	
					30,000	0	0.0%
Total Revenues	2,405,282	1,394,800	1,394,800	2,765,841	1,686,000	(1,079,841)	-39.0%
EXPENDITURES							
Transfer Out to General Fund for Street Maint/Gen Engineering	636,299	686,000	536,000	536,000	536,000	0	0.0%
Transfers Out to General Fund for Congestion Relief	199,701	150,000	150,000	150,000	150,000	0	0.0%
Transfer Out to Sewer Fund	93,000		103,933	103,933			0.0%
Transfer Out to Stormwater Fund	200,000	250,000	250,000	250,000	445,000	195,000	78.0%
Transfers Out to CIP Fund	668,100	1,705,500	2,298,079	2,034,079	1,931,000	(103,079)	-5.1%
Total Expenditures	1,797,100	2,791,500	3,338,012	3,074,012	3,062,000	(12,012)	-0.4%
Net Income	608,182	(1,396,700)	(1,943,212)	(308,171)	(1,376,000)	(1,067,829)	
Designated for Future Street Improvement Capital Projects	2,185,261			1,877,090	501,090	(1,376,000)	-73.3%

Gas Tax and Propositions 42 and 1B funding are distributed by the State of California and used for street and related improvements. In Fiscal Year 2009/10, the State is considering taking away these funds to help balance the State's budget. At the time of this budget production, staff has assumed no Gas Tax (HUTA) dollars, however the final allocation could be as high as \$1.1 million after the State budget is passed.

Prop. 42 revenues are a share of the State's portion of sales taxes on gasoline for transportation projects.

The C/CAG funding is from fees on motor vehicles to be used for traffic congestion and stormwater pollution relief.

Prop. 1B revenues are proceeds from State bonds for improvements to streets and roadways.

SPECIAL REVENUE FUNDS, 2009-10

Measure A Fund

Summary of Revenues, Expenditures, and Changes in Fund Balance

	Actual 2007-08	Adopted 2008-09	Amended 2008-09	Projected Actual 2008-09	Proposed 2009-10	Change From Proj/Actual 2008-09	% Change 2008-09
REVENUES							
Measure A Sales Tax	1,089,108	1,075,000	1,075,000	1,030,000	927,000	(103,000)	-10.0%
Interest and Other	49,811	50,000	50,000	40,000	37,200	(2,800)	-7.0%
Total Revenues	1,138,919	1,125,000	1,125,000	1,070,000	964,200	(105,800)	-9.9%
EXPENDITURES							
Transfer Out to General Fund							
Transfers Out to CIP Fund for Street Improvement Projects	1,165,699	1,149,333	1,528,939	828,939	994,000	165,061	19.9%
Transfer Out to Sewer Fund			175,000	175,000		(175,000)	
Total Expenditures	1,165,699	1,149,333	1,703,939	1,003,939	994,000	(9,939)	-1.0%
Net Income	(26,781)	(24,333)	(578,939)	66,061	(29,800)	(95,861)	-145.1%
Designated for Future Street Improvement Capital Projects	655,368	631,035	76,429	721,429	691,629	(29,800)	-4.1%

Measure A sales tax revenues are distributed by the County of San Mateo to be used for road and traffic improvements.

Community Development Block Grant Fund

Summary of Revenues, Expenditures, and Changes in Fund Balance

	Actual 2007-08	Adopted Budget 2008-09	Amended Budget 2008-09	Projected 2008-09	Proposed 2009-10	Change From Projected 2008-09	% Change
REVENUES							
CDBG Entitlement	708,320	594,766	594,766	594,766	601,729	6,963	1.2%
HOME Investment Partnership	16,674	16,175	16,175	16,175	13,000	(3,175)	-19.6%
Interest / Other Income	8,289	122,800	122,800	237,000	158,800	(78,200)	-33.0%
Prior Year Allocation Carry-over		200,000	200,000	200,000	92,426	(107,574)	-53.8%
Total Revenues	733,282	933,741	933,741	1,047,941	865,955	(74,412)	-7.1%
EXPENDITURES							
CDBG Program Expenditures	611,627	726,692	741,766	776,692	805,706	29,014	3.7%
Transfers Out - General Fund	34,249	33,249	33,249	33,249	34,249	1,000	3.0%
New Loans		121,000	121,000	190,000		(190,000)	-100.0%
Total Expenditures	645,876	880,941	896,015	999,941	839,955	(159,986)	-16.0%
Net Income	87,406	52,800	37,726	48,000	26,000	(22,000)	
Total Fund Balance	1,624,884			1,672,884	1,650,884		
Reserved for Loans Receivable	1,285,327			1,330,327	1,230,327		
Advances to Other Funds	346,748			346,748	346,748		
Designated for CDBG Programs *	(7,191)			(4,191)	73,809		

*Negative fund balance reflects lag in funding from CDBG (reimbursement basis).

Common Greens Maintenance Districts

Summary of Revenues, Expenditures, and Changes in Fund Balance

	Actual 2007-08	Adopted 2008-09	Amended 2008-09	Projected Actual 2008-09	Proposed 2009-10	Change From Proj/Actual 2008-09	% Change
REVENUES							
Property Taxes West Park 1&2	439,355	372,840	372,840	440,000	435,000	(5,000)	-1.1%
Property Taxes West Park 3	675,306	639,000	639,000	669,000	662,000	(7,000)	-1.0%
Property Taxes Stonegate Rdg	225,779	216,040	216,040	238,000	236,000	(2,000)	-0.8%
Property Taxes Willow Gardens	44,763	50,120	50,120	46,000	45,000	(1,000)	-2.2%
Total Revenues	1,385,204	1,278,000	1,278,000	1,393,000	1,378,000	(15,000)	-1.1%
EXPENDITURES							
Maintenance Expenditures							
West Park 1&2	513,174	546,214	546,214	546,214	565,162	18,948	3.5%
West Park 3	653,877	669,712	669,712	669,712	768,360	98,648	14.7%
Stonegate Ridge	150,278	200,359	200,359	200,359	177,391	(22,968)	-11.5%
Willow Gardens	104,701	107,451	107,451	107,451	49,419	(58,032)	-54.0%
Total Maintenance Expenditures	1,422,030	1,523,736	1,523,736	1,523,736	1,560,332	36,596	2.4%
Transfers Out to Capital Improvement Fund	296,033	1,206,072	1,056,072	1,056,072	160,000	(896,072)	-84.8%
Total Expenditures	1,718,063	2,729,808	2,579,808	2,579,808	1,720,332	(859,476)	-33.3%
Net Income	(332,859)	(1,451,808)	(1,301,808)	(1,186,808)	(342,332)	844,476	-71.2%
Designated for Common Greens Maintenance and Capital Improvements	2,071,670			884,862	542,530	(342,332)	-38.7%

Solid Waste Fund

Summary of Revenues, Expenditures, and Changes in Fund Balance

	Actual 2007-08	Adopted 2008-09	Amended 2008-09	Projected Actual 2008-09	Proposed 2009-10	Change From Projected 2008-09	% Change
REVENUES							
Franchise Fee Revenue	187,769	177,000	177,000	173,325	173,325		0.0%
Total Revenues	187,769	177,000	177,000	173,325	173,325	0	0.0%
EXPENDITURES							
Operating Expenditures	30,856	170,616	184,104	140,000	139,000	(1,000)	-0.7%
Transfers Out to Capital Improvement Fund	118,143		98,014	98,014			
Total Expenditures	148,999	170,616	282,118	238,014	139,000	(99,014)	-41.6%
Net Income	38,770	6,384	(105,118)	(64,689)	34,325		
Designated for Other Solid Waste Reduction Purposes	679,412	685,796	574,294	614,723	649,048	34,325	5.6%

The Solid Waste Fund is funded from a portion of the Solid Waste Franchise Fees received from the South San Francisco Scavenger Company. Funding is used to pay for monitoring and remediation costs associated with the closed Oyster Point landfill.

Miscellaneous Other Special Revenue Funds

Summary of Revenues, Expenditures, and Net Income

	Day in the Park	Commute Reduction Programs	HR Consortium	Total Proposed 2009-10
REVENUES				
Donations	80,000	6,500		86,500
Raffle Ticket Sales	30,000			30,000
Other City Contributions			29,000	29,000
Total Revenues	110,000	6,500	29,000	145,500
EXPENDITURES				
Day in the Park	110,000			110,000
Downtown Dasher		6,500		6,500
Joint City Human Resources Expenses			29,000	29,000
Total Expenditures	110,000	6,500	29,000	145,500
Net Income	-	-	-	-

Vehicle Maintenance (City Garage)
Summary of Revenues and Expenditures

	Actual 2007-08	Adopted Budget 2008-09	Amended 2008-09	Projected 2008-09	Proposed 2009-10	Change From Projected 2008-09	% Change
REVENUES							
Charges to Departments	1,517,704	1,547,218	1,524,218	1,542,218	1,413,384	(128,834)	-8.4%
Total Revenues	1,517,704	1,547,218	1,524,218	1,542,218	1,413,384	(128,834)	-8.4%
EXPENDITURES							
Salaries & Benefit	609,277	608,748	608,748	608,748	502,993	(105,755)	-17.4%
Materials & Services	920,667	927,651	904,651	904,651	910,391	5,740	0.6%
Capital Outlay					20,110		
Total Expenditures	1,529,945	1,536,399	1,513,399	1,513,399	1,433,494	(79,905)	-5.3%
Excess of Revenues over Expenditures	(12,241)			28,819	(20,110)		
Undesignated Reserve End of Year	35,443	(70,469)		64,262	44,152		

Equipment Replacement Fund

Summary of Revenues and Expenditures

	Actual 2007-08	Adopted Budget 2008-09	Amended Budget 2008-09	Projected 2008-09	Proposed 2009-10	Change from Projected 2008-09	% Change
REVENUES							
Operating Budget Charges:							
Equipment	276,285	355,545	355,545	355,545	387,686	32,141	109.0%
Vehicles	693,663	477,600	477,600	477,600	468,068	(9,532)	-2.0%
Lease Proceeds		180,000	180,000	-	280,000	280,000	
Interest & Other Income	120,855	95,000	95,000	55,862	56,000	138	0.2%
Total Revenues	1,090,802	1,108,145	1,108,145	889,007	1,191,754	302,747	34.1%
EXPENDITURES							
Vehicle Replacement	1,204,280	532,000	596,852	473,802	237,000	(236,802)	-50.0%
Equipment Replacement	130,513	543,150	627,368	475,177	481,500	6,323	1.3%
Lease Purchase (Vehicles)	-	906,000	180,000	-	280,000	280,000	
Debt Service							
Transfer Out to Capital Improvement Fund	107,727	105,400	415,362	189,063	-	(189,063)	0.0%
Total Expenditures	1,442,519	2,086,550	1,819,582	1,138,041	998,500	(139,541)	-12.3%
Excess of Revenues over Expenditures	(351,717)	(978,405)	(711,437)	(249,034)	193,254	442,288	-177.6%
Undesignated Reserve	1,927,268			1,678,234	1,871,488	193,254	11.5%

The Equipment Replacement Fund is used to accumulate funds for replacement of equipment and vehicles. Departments are charged an annual replacement charge to cover future needs.

EQUIPMENT REPLACEMENT FUND
PROPOSED VEHICLE PURCHASES, 2009-10

Department / Division	Veh #	Vehicle to be Replaced	Estimated Replacement Cost in 09-10	
Fire - ALS	126	CHEVY LUMINA	\$ 20,000	Replace w/Cobalt or Focus
Fire - Code Enforcement	241	CHEVY S-10	\$ 21,000	Replace w/Ford Ranger 4 cyl.
Fire - ALS	505	FREIGHTLINER FL60	\$ 280,000	Lease Purchase
Parks & Rec. - Park Maintenance	200	GMC SONOMA PICK-UP	\$ 21,000	Replace w/Ford Ranger 4 cyl.
Parks & Rec. - Park Maintenance	204	DODGE 1500 4X4 PICK-UP	\$ 25,000	Replace w/Ford Ranger 4 cyl.
Parks & Rec. - Building Maintenance	246	GMC 1500 LONG BED PICK-UP	\$ 25,000	Replace with 3/4 reg. cab
Police Department - Patrol	9	CROWN VICTORIA	\$ 35,000	Replace with Crown Victoria
Police Department - Patrol	14	CROWN VICTORIA	\$ 35,000	Replace with Crown Victoria
Police Department - Patrol	19	CHEVY PICK-UP	\$ 20,000	Replace w/Ford Ranger 4 cyl.
Public Works - Street Maintenance	212	GMC 3500 FLAT BED DUMP TRUCK	\$ 35,000	Replace with flat bed, tool cabs.

Total, Equipment Replacement Fund:

\$ 517,000

Other Funds: (Budgeted in Sewer Fund)

WQCP	203	CHEVY VAN	\$ 19,000	Deferred from 08-09
Sewer	316	L8000 COMBINATION UNIT	\$ 250,000	Replace with Vector

Total, Other Funds:

\$ 269,000

INTERNAL SERVICE FUNDS, 2009-10

EQUIPMENT REPLACEMENT FUND

PROPOSED EQUIPMENT PURCHASES, 2009-10

Department / Division	Equipment to be Purchased	Replacement Cost FY 09-10
City Manager	1 Laptop	\$ 1,950
City Manager	1 Printer/Scanner/Fax	500
Finance - Admin	2 PCs	4,000
Finance - Accounting	1 PC	2,000
Finance - Accounting	1 Printer (for front counter)	2,000
Building	2 Notebooks	4,000
Building	1 Laptop	2,000
Fire - Admin.	10 Rugged Laptops - Toughbooks	50,000
Fire - Admin.	1 Laptop	2,000
Fire - Admin.	2 PCs	4,000
Fire - Admin.	1 Server	5,000
Fire - Admin.	2 Printers (deferred from 08-09 budget)	3,900
Fire - Prevention	4 PCs	8,000
Fire - ALS	1 PC	2,000
Fire - Suppression	6 PCs (1 deferred from 08-09 budget)	12,000
Fire - Suppression	1 Laptop	2,000
Fire - Suppression	1 Rugged Laptop - Toughbook	5,000
Fire - Suppression	Lifepacks	108,000
Library - Admin.	1 Printer	2,000
Library - Admin.	5 PCs (4 deferred from 08-09)	8,000
Library - Main - Circ.	1 PC (deferred from 08-09)	2,000
Library - Main - Children's	2 PCs	4,000
Library - Project Read	1 PC (deferred from 08-09)	2,000
Library - Learning Center	5 PCs (4 deferred from 08-09)	10,000
Library - Children's Services	1 PC (deferred from 08-09)	2,000
Library - Main - Reference	3 PCs (deferred from 08-09)	4,000
Library - Main - Circulation	1 PC (deferred from 08-09)	2,000
Police - Admin.	Server	12,000
Police - Admin.	4 Printers (deferred from 08-09)	8,000
Police - Communications	Spectracom Netclock System (deferred from 06-07)	5,300
Police - Communications	Tape Drive Back-up System (deferred from 05-06)	4,450
Police - Communications	Server (deferred from 05-06)	5,000
Police - Communications	4 RIMS Servers	56,000
Police - Services Admin.	2 Printers (deferred from 05-06)	4,000
Police - Patrol	Night Vision Equipment (deferred from 07-08)	10,750
Police - Traffic	Parking Management System (deferred from 08-09)	9,100
Parks & Rec. - Rec. Admin.	4 PCs	8,000
Parks & Rec. - Comm. Svcs.	1 PC (from 08-09 budget)	2,000
Parks & Rec. - Facilities Admin.	1 PC	2,000
Public Works - Engineering	1 Kyocera Mopier	28,000
Public Works - Traffic Safety	3 PCs (2 deferred from 08-09)	6,000
Public Works - Street Maint.	1 Ingersol-Rand Roller	40,000
Public Works - Street Maint.	1 Ingersol-Rand Compressor	20,000
Public Works - Signals	1 Conflict Monitor Tester	6,550
Total, Equipment Replacement Fund:		\$ 481,500

INTERNAL SERVICE FUNDS, 2009-10
EQUIPMENT REPLACEMENT FUND
PROPOSED EQUIPMENT PURCHASES, 2009-10 (Continued)

Department / Division	Equipment to be Purchased	Replacement Cost FY 09-10
Other Funds: (Information Only, Budgeted in the Following Funds)		
IT	Network Equipment	\$ 180,130
Garage	Impact hammer w/cutter	14,810
Garage	Pressure washer	5,300
Sewer	4 PCs (3 deferred from 08-09)	2,000
Sewer	1 Laptop (deferred from 08-09)	2,000
Sewer	1 Server	7,000
Sewer	SCADA software upgrade	20,000
Total, Other Funds:		\$ 231,240

EQUIPMENT REPLACEMENT FUND
DEFERRED VEHICLE REPLACEMENTS

Department / Division	Veh #	Vehicle (Eligible for Replacement; to be Deferred)	Estimated Replacement Cost in 09-10	
City Council	106	SEDAN - HYBRID (deferred from 08-09)	\$ 30,000	
ECD - Admin.	131	FORD 500	\$ 30,000	
ECD - Code Enforcement	241	S-10 PICKUP	\$ 20,000	
ECD - Code Enforcement	242	CHEVY S-10	\$ 16,000	
Finance / Mail	127	CHEVY BLAZER (deferred from 08-09)	\$ 25,000	
Fire - ALS	101	CHEVY ASTRO	\$ 24,000	
Fire - Education	132	CHEVY IMPALA (deferred from 08-09)	\$ 26,000	
Fire - Code Enforcement	217	CHEVY S-10	\$ 16,000	
Fire - Suppression	259	GMC 3500	\$ 17,600	
Police - Patrol	4	FORD CROWN VIC (deferred from 08-09)	\$ 30,000	
Police - Patrol	10	FORD CROWN VIC (deferred from 08-09)	\$ 30,000	
Police - Patrol	12	FORD CROWN VIC (deferred from 08-09)	\$ 30,000	
Police - Patrol	15	FORD CROWN VICTORIA	\$ 30,000	
Police - Traffic	41	KAWASAKI MOTOR	\$ 15,000	
Police - Traffic	44	KAWASAKI MOTOR (deferred from 08-09)	\$ 15,000	
Police - Training	110	FORD FUSION	\$ 20,000	
Police - Services Admin.	121	FORD FUSION	\$ 20,000	
Police - Traffic	404	INTERCEPTER 2	\$ 25,000	
Police - Traffic	405	INTERCEPTER 2 (deferred from 08-09)	\$ 25,000	
Parks & Rec - Parks Maint.	200	GMC SONOMA (deferred from 08-09)	\$ 17,000	
Parks & Rec - Parks Maint.	204	DODGE 4X4 (deferred from 08-09)	\$ 17,775	
Parks & Rec - Parks Maint.	216	GMC 2500 (deferred from 08-09)	\$ 22,000	
Parks & Rec - Parks Maint.	239	GMC SIERRA (deferred from 08-09)	\$ 18,000	Replace 10-11
Parks & Rec - Building Maint.	245	FORD F150 4X2 PICKUP	\$ 18,000	
Parks & Rec - Building Maint.	246	GMC 1500 (deferred from 08-09)	\$ 20,000	
Parks & Rec - Parks Maint.	250	CHEVY P.U 4X4	\$ 22,000	Replace 10-11
Parks & Rec - Parks Maint.	256	GMC 1500 (deferred from 08-09)	\$ 17,600	Replace 10-11
Parks & Rec - Parks Maint.	260	GMC 2500 (deferred from 08-09)	\$ 20,000	
Parks & Rec - Parks Maint.	273	JOHN DEERE GATOR (def. from 08-09)	\$ 9,000	
Parks & Rec - Parks Maint.	625	MADVAC (deferred from 08-09)	\$ 30,000	
Parks & Rec - Parks Maint.	635	MAD VAC VACUUM (def. from 08-09)	\$ 30,135	
Parks & Rec - Parks Maint.	723	CHAMPION TRAILER	\$ 4,500	
Parks & Rec - Parks Maint.	781	JOHN DEER MOWER	\$ 19,700	
Public Works - Streets Admin.	226	CHEVY 3500HD	\$ 65,000	
Public Works - Streets & Medians	261	GMC 3500 (deferred from 08-09)	\$ 31,000	
Public Works - Street Tree Maint.	262	GMC 2500 (deferred from 08-09)	\$ 27,000	
Public Works - Streets Maint.	621	SMALL ROLLER TRAILER	\$ 4,700	
Public Works - Traffic Markings	701	TITAN PAINT LINER	\$ 5,000	
Public Works - Streets Maint.	746	CARSON TRAILER (deferred from 08-09)	\$ 5,000	
Public Works - Streets Maint.	747	LINE MASTER (deferred from 08-09)	\$ 17,000	
Public Works - Sidewalks & Curbs	794	EDCO COMPACT PLANER	\$ 2,500	
Total, Equipment Replacement Fund, Deferred Vehicles:			\$ 837,510	
Other Funds:				
Sewer - Drainage	213	FORD F-250	\$ 25,000	
WQCP - ADMIN.	230	GMC SAFARI	\$ 14,500	
WQCP - ADMIN.	263	CHEVY 2500	\$ 21,000	
WQCP - ADMIN.	287	LAWN MOWER JX-75	\$ 900	
WQCP - ADMIN.	288	GAS SCOOTER	\$ 7,500	
Sewer - Maintenance	713	SEWER RODDER	\$ 7,000	
Total, Other Funds, Deferred Vehicles:			\$ 75,900	

INTERNAL SERVICE FUNDS, 2009-10

EQUIPMENT REPLACEMENT FUND

DEFERRED EQUIPMENT REPLACEMENT

Department / Division	Purchases to be Deferred *	Replacement Cost
Building	Copier/Scanner/Fax Machine	\$ 9,200
Building	PC	2,000
Building	Printer	2,000
Building	3 PCs (deferred from 08-09 budget)	6,000
City Attorney	2 PCs	4,000
City Attorney	2 Printers	4,000
City Clerk	Scanner	5,000
City Clerk	LaserJet Printer (deferred from 08-09 budget)	1,950
City Manager	2 PCs	4,000
ECD	PC	2,000
Fire - Admin.	Upgrade Fire Alerting System (deferred from 06-07)	31,000
Fire - Training	Projector (deferred from 07-08)	5,700
Human Resources	Notebook	3,850
Human Resources	Projector	3,900
Library - Admin.	Projector & screen (deferred from 08-09 budget)	3,300
Library - Admin.	2 Printers	5,250
Library - Admin.	Notebook	2,500
Library - Main - Reference	2 Scanners (deferred from 08-09 budget)	9,700
Library - Main - Reference	Printer	2,000
Library - Grand Ave.	Microprinter (deferred from 08-09 budget)	5,300
Library - Grand Ave.	3 Printers (deferred from 08-09 budget)	6,000
Library - Project Read	Projector (deferred from 08-09 budget)	1,900
Library - Project Read	Printer	2,000
Planning	Digital Video Camera	2,250
Planning	Printer	2,000
Parks & Rec - Parks Admin.	PC	2,000
Parks & Rec - Comm. Svcs.	2 PCs	4,000
Parks & Rec - Comm. Svcs.	Printer	830
Parks & Rec - Comm. Svcs.	Notebook	2,000
Parks & Rec - Rec. Admin.	Printer	830
Parks & Rec - Childcare	PC	2,000
Parks & Rec - Senior Center	PC	2,000
Parks & Rec - Rec. Admin.	PC (deferred from 08-09 budget)	2,000
Parks & Rec - Comm. Svcs.	3 PCs (deferred from 08-09 budget)	6,000
Parks & Rec - Childcare	3 PCs (deferred from 08-09 budget)	6,000
Police - Admin.	RIMS Dispatch Software & Training (deferred from 08-09)	353,195
Police - Admin.	RIMS Software Engin. Services (deferred from 08-09)	5,250
Police - Admin.	2 Scanners	11,500
Police - Admin.	5 PCs (deferred from 08-09)	10,000
Police - Communications	Server (deferred from 06-07)	9,500
Police - Communications	Digital Comparator (deferred from 05-06)	10,800
Police - Communications	Scanner with Autocarrier (deferred from 05-06)	10,500
Police - Communications	1 Printer (deferred from 05-06)	2,000
Police - Communications	ARC GIS - Mapping	14,500

INTERNAL SERVICE FUNDS, 2009-10

EQUIPMENT REPLACEMENT FUND

DEFERRED EQUIPMENT REPLACEMENT (Continued)

Department / Division	Purchases to be Deferred *	Replacement Cost
Police - Services Admin.	2 Printers (deferred from 05-06)	\$ 4,000
Police - Patrol Admin.	1 Printer (deferred from 06-07)	2,000
Police - Patrol Admin.	2 Printers (deferred from 07-08)	6,750
Police - Patrol Admin.	11 Notebooks (deferred from 08-09)	22,400
Police - Patrol	1 Printer (deferred from 06-07)	2,000
Total, Deferred Equipment Replacement:		\$ 618,855
Other Funds:		
IT	Network equipment	\$ 249,527
Public Works - Garage	8 PCs	16,000
Public Works - Garage	1 Laptop	2,000
Total, Deferred Equipment Replacement, Other Funds:		\$ 1,505,237

* The items listed above are eligible for replacement based on their age, but the department has deferred replacing them, as they are still functional.

Information Technology Operating Budget

	Actual 2007-08	Adopted 2008-09	Amended 2008-09	Projected 2008-09	Proposed 2009-10	Change From Projected 2008-09	% Change
REVENUES							
Charges to Departments	1,286,354	1,501,057	1,301,057	1,301,057	1,300,492	(565)	0.0%
Telephone Maintenance	44,024	44,024	44,024	44,024	44,110		
Charges to Other Agencies	45,131	10,000	10,000	53,290	8,000	(45,290)	-85.0%
Other Revenue		50,000	50,000	50,162	50,000	(162)	-0.3%
Transfers in for Capital Improvements	75,316		114,683	114,683	-	(114,683)	-100.0%
Total Revenues	1,450,826	1,605,081	1,519,764	1,563,216	1,402,602	(160,700)	-10.3%
EXPENDITURES							
Salaries & Benefit	632,842	852,663	690,783	690,783	713,762	22,979	3.3%
Materials & Services	758,181	732,762	757,185	757,185	688,362	(68,823)	-9.1%
GIS expenses	75,316	-	118,884	118,884	-	(118,884)	-100.0%
Network Equipment Replacement					180,130		
Transfers Out to Capital Impr Fund	47,312		220,808	220,808	-	(220,808)	-100.0%
Total Expenditures	1,513,651	1,585,425	1,787,660	1,787,660	1,582,254	(385,536)	-21.6%
Excess of Revenues over Expenditures	(62,826)	19,660	(267,900)	(224,440)	(179,650)		
Total Fund Balance	903,296			678,856	499,206		
Reserved for Encumbrances	56,623			56,623	-		
Telecommunications Improvements	345,557			345,557	345,557		
Designated for Capital	220,808						
Reserved for All Other	16,901			16,901	-		
Unrestricted Fund Balance	263,408			259,776	153,649		

Funds are set aside from charges to departments to pay for needed Information Technology upgrades.

Dollars reserved in this fund are set aside for future replacement of the citywide phone system.

INTERNAL SERVICE FUNDS, 2009-10

Self Insurance Fund

Summary of Revenues and Expenditures

	Actual 2007-08	Adopted 2008-09	Amended 2008-09	Projected 2008-09	Proposed Budget 2009-10	Change From Projected 2008-09	% Change
REVENUES							
Charges to Departments	2,916,913	2,641,237	3,000,000	2,920,000	2,920,000	(80,000)	-2.7%
ABAG Risk Management Grants					170,000		
Interest Income	107,348	60,000	60,000	85,000	85,000	25,000	41.7%
Insurance Rebate					505,000		
Other							
Total Revenue	3,024,261	2,701,237	3,060,000	3,005,000	3,680,000	(55,000)	-2%
EXPENDITURES							
Injury Pay	524,187	432,966	524,000	524,000	524,000	-	0.0%
Claims Defense & Management	294,405	325,000	325,000	320,000	320,000	(5,000)	-1.5%
Insurance Premiums	832,331	1,030,000	1,050,000	1,050,000	983,000	(67,000)	-6.4%
Workers Compensation Claims	1,049,760	1,016,600	1,038,000	1,038,000	1,142,000	104,000	10.0%
Liability Claims	295,034	110,000	110,000	110,000	234,000	124,000	112.7%
ABAG Grant Program Expenses					170,000		
Transfer Out to Benefits Fund:	250,000						
Transfer Out to General Fund					505,000		
Total Expenses	3,245,717	2,914,566	3,047,000	3,042,000	3,373,000	156,000	5%
Excess of Revenues over/(under) Expenses	(221,456)	(213,329)	13,000	(37,000)	307,000		
Cash Balance, End of Year	2,167,131		2,281,128	2,130,131	2,437,131 *		
Estimated Liabilities	3,525,000		3,571,990	6,023,000	6,023,000 *		
Cash as a % of Liability:	61%			35%	40% *		
General Fund Reserve Coverage Required in order to Maintain a 75% confidence level of funding for Liabilities *:				3,892,869	3,585,869 *		

*Note: A recent actuarial analysis of the self insurance fund recommends that funding be increased to cover the 75% level of confidence for expected losses. The General Fund has sufficient reserves to provide this additional coverage. Staff recommends modifying the Reserves Policy to allow for this change.

Health and Benefits Internal Service Fund

Summary of Revenues and Expenditures

	Actual 2007-08	Adopted 2008-09	Amended 2008-09	Projected 2008-09	Proposed Budget 2009-10	Change From Projected 2008-09	% Change
REVENUES							
Benefit Charges to Departments	2,054,066	2,495,000	3,561,000	3,561,000	3,739,050	178,050	5.0%
Leave Accrual Charges to Departments	325,637	367,000	367,000	367,000	378,389	11,389	3.1%
Insurance Refund	22,669						
Transfers In from Other Funds for Retiree Health Liability	4,250,000	500,000	500,000	500,000		(500,000)	-100.0%
Total Revenue	6,652,372	3,362,000	4,428,000	4,428,000	4,117,439	(310,561)	-7.5%
EXPENDITURES							
Vacation payouts	541,688	495,000	542,000	408,000	542,000	134,000	32.8%
Sick Leave payouts	134,621	128,000	128,000	128,000	135,000	7,000	5.5%
Accrued Vac/Sick Leave	(11,503)	50,000	50,000	50,000	50,000	-	0.0%
Dental and Vision	616,359	641,055	641,055	641,055	673,000	31,945	5.0%
Retiree Health Insurance	1,681,755	1,854,438	2,293,000	2,293,000	2,751,600	458,600	20.0%
Unemployment Insurance	33,176	43,472	46,000	46,000	46,000	-	0.0%
All Other	15,192	27,170	27,170	27,170	27,170	-	0.0%
Total Expenditures	3,011,288	3,239,135	3,727,225	3,593,225	4,224,770	631,545	14.9%
Excess of Revenues over Expenditures	3,641,084	122,865	700,775	834,775	(107,331)	(942,106)	
Reserved for Retiree Health Benefit Liability *	4,236,312			5,071,087	4,963,756		

* Funds are being accumulated to pay down the retiree health liability, currently estimated by an actuary to be \$59.5 million. This actuarial study and its implications will be presented to the Council in a study session over the summer.

SUMMARY OF BUDGETED POSITIONS

2006-2007 2007-2008 2008-2009 2009-2010
 Adopted Adopted Adopted Proposed Change

Administrative Departments

City Clerk

O310	Administrative Assistant II		1.00	1.00	-	-	-
O285	Assistant City Clerk		-	-	1.00	1.00	-
E100	City Clerk	(Elected official)	1.00	1.00	1.00	1.00	-
O320	Deputy City Clerk		-	-	1.00	1.00	-
			2.00	2.00	3.00	3.00	-
<i>Part-Time Hourly Positions</i>							
X415	P/T Office Specialist		1.07	1.07	-	-	-
<i>Department Total</i>			3.07	3.07	3.00	3.00	-

City Manager

O305	Administrative Aide		1.00	1.00	1.00	1.00	-
N100	Assistant City Manager (In ECD)		-	-	-	-	-
N180	Assistant to the City Manager		1.00	1.00	1.00	1.00	-
N115	City Manager		1.00	1.00	1.00	1.00	-
M550	Executive Assistant to City Manager		1.00	1.00	1.00	1.00	-
<i>Department Total</i>			4.00	4.00	4.00	4.00	-

Human Resources

N130	Director of Human Resources		1.00	1.00	1.00	1.00	-
M270	Human Resources Analyst II / Senior Human Resources Analyst	(flexible staffing)	3.00	3.00	3.00	3.00	-
O265	Human Resources Technician		-	1.00	1.00	1.00	-
			4.00	5.00	5.00	5.00	-
<i>Part-Time Hourly Positions</i>							
R310	Human Resources Clerk		0.81	-	-	-	-
<i>Subtotal for Part-Time Positions</i>			0.81	-	-	-	-
<i>Department Total</i>			4.81	5.00	5.00	5.00	-

E105	City Treasurer	(Elected official)	1.00	1.00	1.00	1.00	-
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Finance

M620	Accountant I / II / Senior Accountant	(flexible staffing)	2.00	2.00	2.00	2.00	-
A225	Accounting Assistant II		4.00	4.00	4.00	4.00	-
O310	Administrative Assistant II		1.00	1.00	1.00	1.00	-
M105	Assistant Director of Finance		1.00	1.00	-	-	-
M635	Budget and Financial Manager		-	-	1.00	1.00	-
A455	Courier		1.00	1.00	1.00	1.00	-
N145	Director of Finance		1.00	1.00	1.00	1.00	-
M610	Financial Analyst I / II / Senior Financial Analyst	(flexible staffing)	2.00	2.00	2.00	2.00	-
M540	Financial Services Supervisor		1.00	1.00	1.00	1.00	-
<i>Department Total</i>			13.00	13.00	13.00	13.00	-

Information Technology

O310	Administrative Assistant II		1.00	1.00	1.00	1.00	-
N165	Director of Information Technology		1.00	1.00	1.00	1.00	-
A525	Information Systems Technician		2.00	2.00	2.00	2.00	-
M650	System Administrators		2.00	2.00	2.00	2.00	-
<i>Department Total</i>			6.00	6.00	6.00	6.00	-

SUMMARY OF BUDGETED POSITIONS

2006-2007 2007-2008 2008-2009 2009-2010
 Adopted Adopted Adopted Proposed Change

Operating Departments

Economic and Community Development

Economic Development and Planning Division

O310	Administrative Assistant II		2.00	2.00	2.00	2.00	-
N100	Assistant City Manager		1.00	1.00	1.00	1.00	-
M125 / M335	Associate Planner / Senior Planner	(flexible staffing)	1.00	3.00	5.00	5.00	-
M155	City Planner		1.00	1.00	1.00	1.00	-
M725	Community Development Coordinator		1.00	1.00	1.00	1.00	-
M185	Economic & Community Development Coordinator		-	-	1.00	1.00	-
M145	Manager of Housing and Redevelopment		1.00	1.00	1.00	1.00	-
A295	Office Specialist		1.95	0.95	0.95	0.95	-
A245	Parking Meter Collector/Repairer		1.00	1.00	1.00	1.00	-
A460	Planning Technician		-	1.00	1.00	1.00	-
M590	Principal Planner		1.00	-	-	-	-
M335	Senior Planner	(shown with Assoc Planner)	2.00	2.00	-	-	-

12.95 13.95 14.95 14.95 -

Part-Time Hourly Positions

X415	P/T Office Specialist		-	0.50	0.50	0.50	-
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E&CD Subtotal

12.95 14.45 15.45 15.45 -

Building Division

O315	Administrative Assistant I		1.00	1.00	1.00	1.00	-
	Assistant Building Official		-	-	1.00	1.00	-
A135	Building Inspector		5.00	5.00	5.00	5.00	-
M210	City Building Official		1.00	1.00	1.00	1.00	-
A295	Office Specialist		1.00	1.00	1.00	1.00	-
A460	Permit Technician		1.00	1.00	1.00	1.00	-
A400	Senior Building Inspector		1.00	1.00	1.00	1.00	-

Building Subtotal

10.00 10.00 11.00 11.00 -

Engineering Division *

O315	Administrative Assistant I	(moved to Public Works)	1.00	1.00	-	-	-
M115	Associate Engineer	(moved to Public Works)	1.00	2.00	-	-	-
M430	City Engineer	(moved to Public Works)	1.00	1.00	-	-	-
A167	Engineering Technician	(moved to Public Works)	1.00	1.00	-	-	-
M340	Senior Engineer	(moved to Public Works)	2.00	2.00	-	-	-

Engineering Subtotal

6.00 7.00 - - -

Department Total

28.95 31.45 26.45 26.45 -

* Oversight of the Engineering Division has been moved from the Economic and Community Development Department to the Public Works Department.

SUMMARY OF BUDGETED POSITIONS

	<u>2006-2007</u> Adopted	<u>2007-2008</u> Adopted	<u>2008-2009</u> Adopted	<u>2009-2010</u> Proposed	Change
Fire					
O315 Administrative Assistant I	1.00	1.00	1.00	1.00	-
M205 Battalion Chief (40 Hours)	1.00	1.00	1.00	1.00	-
M390 Battalion Chief (shift)	3.00	3.00	3.00	3.00	-
M110 Deputy Fire Chief	1.00	1.00	1.00	1.00	-
B185 EMS Captain	-	1.00	1.00	1.00	-
B185 EMS Coordinator	1.00	-	-	-	-
B120 Fire Apparatus Engineer	15.00	15.00	15.00	15.00	-
B100 Fire Captain	15.00	15.00	15.00	15.00	-
N150 Fire Chief	1.00	1.00	1.00	1.00	-
M410 Fire Marshall	1.00	1.00	1.00	1.00	-
B125 Firefighter	6.00	6.00	6.00	6.00	-
M560 Management Analyst II	-	1.00	1.00	1.00	-
B130 Paramedic / Firefighter *	30.00	30.00	30.00	30.00	-
B200 Safety Inspector I	2.00	2.00	4.00	4.00	-
B190 Safety Inspector III	-	-	1.00	1.00	-
O340 Senior Administrative Assistant	1.00	1.00	1.00	1.00	-
	78.00	79.00	82.00	82.00	-
<i>Part-Time Hourly Positions</i>					
X540 Courier	0.48	0.48	0.48	0.48	-
	78.48	79.48	82.48	82.48	-
<i>Department Total</i>					

* In addition to the total count shown, authority to overhire by three in this position has been granted to the City Manager. No additional dollars have been added for these potential overhires.

SUMMARY OF BUDGETED POSITIONS			<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	
			Adopted	Adopted	Adopted	Proposed	Change
Library							
O315	Administrative Assistant I		3.00	3.00	3.00	3.00	-
M640	Assistant Library Director		1.00	1.00	1.00	1.00	-
M580	Circulation Supervisor		1.00	-	-	-	-
A240	Librarian II		4.00	4.00	4.00	4.00	-
A215	Library Assistant II		3.00	3.00	3.00	3.00	-
N110	Library Director		1.00	1.00	1.00	1.00	-
M235	Library Program Manager		4.00	5.00	5.00	5.00	-
M500	Literacy Program Manager		2.00	2.00	2.00	2.00	-
A445	Literacy Services Coordinator	(1.5 grant-funded)	3.00	3.00	3.00	3.00	-
R630	Local History Specialist		-	0.05	0.05	0.05	-
O330	Management Assistant		1.00	-	-	-	-
M570	Management Analyst I		-	1.00	1.00	1.00	-
			23.00	23.05	23.05	23.05	-
<i>Part-Time Hourly Positions</i>							
R210	Librarian I		0.50	0.50	0.50	0.50	-
R240	Librarian II		1.25	1.35	1.35	1.35	-
X670	Librarian II		-	0.40	0.40	0.40	-
R220	Library Assistant I		2.75	3.00	3.00	3.00	-
X220	Library Assistant I		0.76	1.11	1.11	1.11	-
R215	Library Assistant II		0.50	0.50	0.50	0.50	-
X235	Library Clerk		0.19	0.32	0.32	0.32	-
X250	Library Pages	(partial grant funding)	7.60	7.90	7.90	7.90	-
X665	Literacy Services Assistant I	(partial grant funding)	1.86	1.95	1.95	1.95	-
X655	Literacy Services Coordinator	(partial grant funding)	0.06	0.06	0.06	0.06	-
X440	Office Assistant	(partial grant funding)	0.68	0.68	0.68	0.68	-
<i>Subtotal for Part-Time Positions</i>			16.15	17.76	17.76	17.76	-
<i>Department Total</i>			39.15	40.81	40.81	40.81	-

SUMMARY OF BUDGETED POSITIONS

			<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	
			Adopted	Adopted	Adopted	Proposed	Change
Parks and Recreation *							
O315	Administrative Assistant I	(formerly in Public Works)	-	-	1.00	1.00	-
O310	Administrative Assistant II	(.05 formerly in Public Works)	1.00	1.00	1.05	1.05	-
A465	Building Maintenance Craftsworker	(formerly in Public Works)	-	-	2.00	2.00	-
A140	Building Maintenance Custodian	(formerly in Public Works)	-	-	6.00	6.00	-
A425	Community Services Site Coordinator		-	-	-	-	-
N175	Director of Recreation and Community Services		1.00	1.00	1.00	1.00	-
A505	Groundsperson	(formerly in Public Works)	-	-	2.00	2.00	-
A190	Lead Building Maintenance Custodian	(formerly in Public Works)	-	-	2.00	2.00	-
A195	Lead Park Maintenance Worker	(formerly in Public Works)	-	-	1.85	1.85	-
A280	Maintenance Craftsworker	(formerly in Public Works)	-	-	2.00	2.00	-
A295	Office Specialist		2.00	2.00	2.00	2.00	-
A250	Park Maintenance Worker	(13.85 formerly in Public Works,	-	-	12.85	12.85	-
A495	Preschool Teacher		5.00	5.00	5.00	5.00	-
M255	Public Works Supervisor (Building Maintenance)	(formerly in Public Works)	-	-	1.00	1.00	-
M255	Public Works Supervisor (Electrical)	(formerly in Public Works)	-	-	0.40	0.40	-
M255	Public Works Supervisor (Parks)	(formerly in Public Works)	-	-	2.00	2.00	-
M715	Recreation & Community Services Manager		1.00	1.00	1.00	1.00	-
M530	Recreation & Community Services Program Coordinator		5.00	5.00	5.00	5.00	-
M295	Recreation & Community Services Supervisor		6.00	6.00	6.00	6.00	-
A515	Recreation Leader IV		1.00	1.00	1.00	1.00	-
A320	Senior Building Maintenance Custodian	(formerly in Public Works)	-	-	3.00	3.00	-
A350	Senior Park Maintenance Worker	(formerly in Public Works)	-	-	2.00	2.00	-
M360	Superintendent of Parks and Facilities Maintenance	(formerly in Public Works)	-	-	1.00	1.00	-
A375	Tree Trimmer	(formerly in Public Works)	-	-	3.00	3.00	-
A510	Van Driver		1.00	1.00	1.00	1.00	-
			23.00	23.00	65.15	65.15	-
<i>Part-Time Hourly Positions</i>							
R660	Community Services Site Coordinator	(partial grant funding)	0.50	2.25	2.50	2.50	-
R650	Cultural Arts Specialist		0.50	0.50	0.50	0.50	-
X350	Recreation Instructor		5.42	5.42	5.42	5.42	-
X360	Recreation Leader I		1.09	1.09	1.09	1.09	-
R365	Recreation Leader II		1.25	1.25	1.25	1.25	-
X365	Recreation Leader II	(partial grant funding)	10.85	11.57	11.57	11.57	-
R370	Recreation Leader III		5.16	4.12	4.12	4.12	-
X370	Recreation Leader III	(partial grant funding)	16.16	16.88	18.08	18.08	-
R375	Recreation Leader IV		0.22	0.22	0.22	0.22	-
X375	Recreation Leader IV	(partial grant funding)	4.16	4.64	4.51	4.51	-
X370	Sports Coach		1.92	1.92	1.92	1.92	-
<i>Subtotal for Part-Time Positions</i>			47.23	49.87	51.19	51.19	-
<i>Department Total</i>			70.23	72.87	116.34		(116.34)

* Oversight of the Parks and Building Maintenance Divisions has been moved from Public Works to the Parks and Recreation Department.

SUMMARY OF BUDGETED POSITIONS		<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	Change
		Adopted	Adopted	Adopted	Proposed	
Police						
N155	Chief of Police	1.00	1.00	1.00	1.00	-
M280	Police Captain	2.00	2.00	2.00	2.00	-
M275	Police Lieutenant	5.00	5.00	5.00	5.00	-
C165	Police Sergeant	10.00	10.00	10.00	10.00	-
C100	Police Corporal	15.00	15.00	15.00	15.00	-
C115	Police Officer *	46.00	46.00	46.00	46.00	-
C175	Parking Enforcement Officer	3.00	3.00	3.00	3.00	-
C125	Police Service Technician	4.00	4.00	4.00	4.00	-
C180	Senior Police Records Specialist	4.00	4.00	4.00	4.00	-
C105	Police Records Specialist	4.00	4.00	4.00	4.00	-
C110	Police Property & Evidence Specialist	1.00	1.00	1.00	1.00	-
M290	Police Records Manager	1.00	1.00	1.00	1.00	-
M165	Communications Manager	1.00	1.00	1.00	1.00	-
A365	Supervising Communications Dispatcher	2.00	2.00	2.00	2.00	-
A150	Communications Dispatcher *	9.20	9.20	10.00	10.00	-
O340	Senior Administrative Assistant	1.00	1.00	1.00	1.00	-
O315	Administrative Assistant I	1.00	1.00	1.00	1.00	-
		110.20	110.20	111.00	111.00	-
<i>Part-Time Hourly Positions</i>						
X193	Court Liaison	0.48	0.48	0.48	0.48	-
X190	Police Evidence Clerk	0.48	0.48	0.48	0.48	-
X325	Police Reserve Officer	1.31	1.31	1.31	1.31	-
X405	School Crossing Guard	1.38	1.38	1.38	1.38	-
<i>Subtotal for Part-Time Positions</i>		3.65	3.65	3.65	3.65	-
<i>Department Total</i>		113.85	113.85	114.65	114.65	-

* Due to the long lead-time needed to recruit and train new Officers, in addition to the total count shown, authority to overhire by three in this position has been granted to the City Manager. No additional dollars have been added for these potential overhires.

SUMMARY OF BUDGETED POSITIONS

			<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	
			Adopted	Adopted	Adopted	Proposed	Change
Public Works *							
O315	Administrative Assistant I	(1 moved to Parks & Rec)	2.00	2.00	1.00	1.00	-
O310	Administrative Assistant II	(.05 moved to Parks & Rec)	1.00	1.00	0.95	0.95	-
A465	Building Maintenance Craftsworker	(moved to Parks & Rec)	2.00	2.00	-	-	-
A140	Building Maintenance Custodian	(moved to Parks & Rec)	6.00	6.00	-	-	-
N160	Director of Public Works		1.00	1.00	1.00	1.00	-
A160	Electrical Technician		2.00	2.00	2.00	2.00	-
A170	Equipment Mechanic		3.00	3.00	3.00	3.00	-
A175	Equipment Operator		1.00	2.00	2.00	2.00	-
A505	Groundsperson	(moved to Parks & Rec)	2.00	2.00	-	-	-
A190	Lead Building Maintenance Custodian	(moved to Parks & Rec)	2.00	2.00	-	-	-
A335	Lead Electrical Technician		1.00	1.00	1.00	1.00	-
A345	Lead Equipment Mechanic		1.00	1.00	1.00	1.00	-
A195	Lead Park Maintenance Worker	(1.85 moved to Parks & Rec)	2.00	2.00	0.15	0.15	-
A200	Lead Public Works Maint. Worker		4.00	4.00	4.00	4.00	-
A280	Maintenance Craftsworker	(moved to Parks & Rec)	1.00	1.00	-	-	-
A250	Park Maintenance Worker	(13.85 moved to Parks & Rec)	15.00	15.00	1.15	1.15	-
A310	Public Works Inspector		1.00	1.00	1.00	1.00	-
A275	Public Works Maintenance Worker		7.00	9.00	9.00	9.00	-
M255	Public Works Supervisor	(1 moved to Parks & Rec)	2.00	2.00	1.00	1.00	-
M255	Public Works Supervisor (Building Maintenance)	(moved to Parks & Rec)	1.00	1.00	-	-	-
M255	Public Works Supervisor (Electrical)	(.4 moved to Parks & Rec)	1.00	1.00	0.60	0.60	-
M255	Public Works Supervisor (Garage)		1.00	1.00	1.00	1.00	-
M255	Public Works Supervisor (Parks)	(moved to Parks & Rec)	1.00	1.00	-	-	-
A320	Senior Building Maintenance Custodian	(moved to Parks & Rec)	3.00	3.00	-	-	-
M340	Senior Engineer		1.00	1.00	1.00	1.00	-
A350	Senior Park Maintenance Worker	(moved to Parks & Rec)	2.00	2.00	-	-	-
A360	Senior Public Works Maint. Worker		4.00	3.00	3.00	3.00	-
M360	Superintendent of Parks and Facilities Maintenance	(moved to Parks & Rec)	1.00	1.00	-	-	-
M630	Superintendent of Public Works		1.00	1.00	1.00	1.00	-
A370	Sweeper Operator		2.00	2.00	2.00	2.00	-
A375	Tree Trimmer	(moved to Parks & Rec)	3.00	3.00	-	-	-
			77.00	79.00	36.85	36.85	-
<i>Part-Time Hourly Positions</i>							
X570	Greenhouse Manager		-	-	-	-	-
Subtotal			77.00	79.00	36.85	36.85	-
Engineering Division							
O315	Administrative Assistant I	(formerly In ECD)	-	-	1.00	1.00	-
M115	Associate Engineer	(formerly In ECD)	-	-	2.00	2.00	-
M430	City Engineer	(formerly In ECD)	-	-	1.00	1.00	-
A167	Engineering Technician	(formerly In ECD)	-	-	1.00	1.00	-
M340	Senior Engineer	(formerly In ECD)	-	-	2.00	2.00	-
Engineering Subtotal			-	-	7.00	7.00	-

* Oversight of the Parks and Building Maintenance Divisions has been moved from Public Works to the Parks and Recreation Department.

SUMMARY OF BUDGETED POSITIONS

	<u>2006-2007</u> Adopted	<u>2007-2008</u> Adopted	<u>2008-2009</u> Adopted	<u>2009-2010</u> Proposed	Change
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WQCP & Stormwater Division

O315	Administrative Assistant I	2.00	2.00	2.00	2.00	-
D100	Apprentice Operator I	1.00	1.00	1.00	1.00	-
M465	Assistant WQCP Superintendent	1.00	1.00	1.00	1.00	-
D120	Chemist	2.00	2.00	2.00	2.00	-
M450	Environmental Compliance Coordinator	-	-	-	-	-
D155	Environmental Compliance Inspector	2.00	2.00	2.00	2.00	-
D180	Lead WQCP Mechanic	2.00	2.00	2.00	2.00	-
A295	Office Specialist	0.80	0.80	0.80	0.80	-
D150	Operator II	13.00	13.00	13.00	13.00	-
D105	Plant Electrician I (Assistant Plant Electrician)	1.00	1.00	1.00	1.00	-
D140	Plant Electrician II (Plant Electrician)	2.00	2.00	2.00	2.00	-
D130	Plant Mechanic I (Assistant Plant Mechanic)	2.00	2.00	2.00	2.00	-
D135	Plant Mechanic II (Plant Mechanic)	4.00	4.00	4.00	4.00	-
D160	Senior Environmental Compliance Inspector	1.00	1.00	1.00	1.00	-
(new)	Senior Lab Chemist	-	-	-	1.00	1.00
M355	Superintendent of Water Quality	1.00	1.00	1.00	1.00	-
M735	Technical Services Supervisor	1.00	1.00	1.00	1.00	-
D125	Utility Worker	2.00	2.00	2.00	2.00	-

		37.80	37.80	37.80	38.80	1.00
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Part-Time Hourly Positions

X110	Administrative Assistant I	-	-	-	-	-
X545	Laboratory Chemist	0.50	0.50	0.50	0.50	-
X440	Office Assistant	-	-	-	-	-
X570	WQCP Consultant	0.24	0.24	0.24	0.24	-

Subtotal for Part-Time Positions

		0.74	0.74	0.74	0.74	-
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WQCP Subtotal

		38.54	38.54	38.54	39.54	1.00
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Department Total

		115.54	117.54	82.39	83.39	1.00
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Total City:

Total Full Time	407.95	414.00	420.80	421.80	1.00
Total Part Time Hourly	70.13	74.07	74.32	74.32	-

GRAND TOTAL	478.08	488.07	495.12	496.12	1.00
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SUMMARY OF FROZEN POSITIONS

The following positions were frozen as part of the prior years' budget processes. Several additional positions are being held vacant in the proposed budget to achieve needed budget savings to present a balanced budget for 2009-10. Those vacancies are not yet reflected here as "frozen", as staff believes there will likely be changes to the reductions by the next budget year.

<u>Department</u>	<u>Positions</u>	<u>Previous Year's Frozen (Total Frozen)</u>
City Clerk	Office Specialist (Part-time)	0.57
	Office Specialist (Full-time)	0.00
		<u>0.57</u>
City Manager	Director of Community Outreach	(1.00)
Information Tech	Support Coordinator	(1.00)
	Information Technology Manager	(1.00)
	PC Technician	(1.00)
		<u>(3.00)</u>
Finance	Accounting Assistant II	(1.00)
E&CD	Associate Planner	
	Assistant Building Official	0.00
		<u>0.00</u>
Fire	Safety Inspector III	0.00
	Fire Inspector II	(3.00)
	Administrative Assistant II	(1.00)
	Battalion Chief	(1.00)
	Management Analyst II	0.00
		<u>(5.00)</u>
Library	Part-Time Hours (as FTEs)	(5.69)
Recreation	Superintendent of Recreation	(1.00)
	Pre-School Teacher	(2.00)
	Community Services Site Coordinator	(1.00)
	Part-Time Hours (as FTEs)	(7.10)
		<u>(11.10)</u>
Police	Police Services Technician	(1.00)
	Police Records Specialist	(1.00)
	Communications Dispatcher *	0.00
		<u>(2.00)</u>
Engineering	Associate Engineer	0.00
	Assistant Engineer	(1.00)
	Director of Public Works	(1.00)
	Development Review Coordinator	(1.00)
	Part-Time CIP Project Engineer	(0.48)
		<u>(3.48)</u>
Public Works	Building Maintenance Custodian	(1.00)
	Equipment Mechanic	(1.00)
	Parks Maintenance Worker	
	Public Works Maintenance Worker	(4.00)
	Lead PW Maintenance Worker	(1.00)
	Senior PW Maintenance Worker	(2.00)
	Senior Electrical Technician	(1.00)
	Groundsperson	(1.00)
Equipment Operator	0.00	
		<u>(11.00)</u>
TOTAL FROZEN POSITIONS		<u><u>(42.70)</u></u>

* Not counting 1.0 Dispatcher position eliminated with shift of Fire Dispatch Services to County Fire Dispatch.