

THE CITY OF SOUTH SAN FRANCISCO



Adopted Operating Budget 2010-11

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**City of South San Francisco
Adopted Operating Budget
Fiscal Year 2010-2011**

Prepared by:
Department of Finance
400 Grand Ave
South San Francisco, CA 94080

Cover Photo: Joseph A. Fernekas Recreation Building by John Wong

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CITY OF SOUTH SAN FRANCISCO



2010-2011

ADOPTED OPERATING BUDGET

Adopted by the City Council June 23, 2010

MEMBERS OF THE CITY COUNCIL

Mark N. Addiego
Mayor

Kevin Mullin
Vice Mayor

Richard A. Garbarino
Council Member

Pedro Gonzalez
Council Member

Karyl Matsumoto
Council Member

CITY OFFICIALS

Barry M. Nagel
City Manager

Richard Battaglia
City Treasurer

Krista Martinelli-Larson
City Clerk

Steven T. Mattas
City Attorney

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EXECUTIVE SUMMARY

LONG TERM FINANCIAL POLICIES

The City's focus each budget cycle is to prepare a balanced General Fund budget, that is, one in which expenditures are covered by revenues or planned draws on reserves. Ideally, all General Fund operating costs will be covered by revenues without using reserves; any General Fund money used to fund the Capital Improvement Program typically comes from reserves, including the reserve for Future Economic Development and Capital Projects.

The City prepares a ten-year forecast, with special emphasis on the next five years. That forecast is updated every two to three years. The forecasts are focused on historical growth rates for the large revenue categories (Property, Sales, Transient Occupancy, and Parking Taxes), and test those assumptions against projected CalPERS retirement rates and health premium cost increases, which are the largest cost drivers in the operating budget. The result is a rolling five-year estimate of the City's structural budget deficit, that is, the ongoing difference between revenue growth and expenditure growth. This allows the City to target budget reductions in a proactive manner, so that it is able to maintain adequate reserves while preparing decision makers and the organization for budget adjustments.

The City's current ten-year forecast has targeted the need to realign the budget by a total of \$6 million within five years, or nearly 10% of the operating budget. That figure will allow the City to bear the higher CalPERS retirement costs and continued cost growth in health care premiums of at least 10% annually, prepare for additional State mandates in stormwater mitigation, and add back some of the deferred facility maintenance that it has cut from the budget in recent years.

LONG TERM NON-FINANCIAL GOALS

In accordance with its overall mission to provide residents a safe, attractive, and well-maintained community, the City has a number of goals it looks forward to tackling in the future.

The new Miller Avenue Parking Garage and adjoining breezeway, expected to be completed in FY 2010-11, is in effort to enhance the downtown and create more of a burgeoning socio-economic city center. Additionally, the City will look to attract new development and to partner with existing businesses to expand and improve services, all as part of the General Plan Update for the Downtown Commercial Core. The City and Redevelopment Agency will also continue to look for opportunities to improve areas along El Camino Real, the City's main thoroughfare connecting the City with the peninsula, to provide new housing opportunities, and to improve the condition of existing properties.

Other goals in line with the City's mission include developing and implementing a Bike Master Plan, completing numerous capital improvement projects in the City's common green areas, and bringing sewer and stormwater facilities in line with new mandates. The City also hopes to update or renovate several parks, playgrounds, and a childcare facility, and to encourage the community to participate in parks maintenance efforts when possible. In addition, the City as a whole is looking forward to incorporating more green energy activities and promoting the use of climate-friendly resources in the community.

FY 2010-11 BUDGET: PRIORITIES AND ISSUES

During the five-year period from FY 2004-05 to FY 2008-09, total revenues grew annually for a cumulative increase of about 25% (not including a one-time property tax adjustment received in 2008-09). At the time of the preparation of the FY 2010-11 budget, year-end 2009-10 projections showed that total revenues had dropped 9% from the prior year, with decreases in major categories as follows: Property Tax, -4%; Sales Tax, -24%; and Transient Occupancy Tax (TOT), -3%.

In order to brace itself for the continued effects of the recession, the City's FY 2010-11 budget includes lowered expectations of the large revenue categories, with some exceptions built in for known factors, such as a full year of the voter-approved increased TOT rate and an increase to some construction-

related revenue. Overall however, the City is confronting growing personnel costs and dwindling revenue streams and has accordingly had to take large reductions across departments in FY 10-11: this marks the third cycle of budget cuts in the last six years. A discussion of large revenue and expenditure changes follows below.

MAJOR REVENUE CHANGES

The City of South San Francisco's major revenue sources, Property Tax, Sales Tax, and Transient Occupancy Tax, make up 22%, 17%, and 10%, respectively, of the total General Fund budgeted revenues in FY 2010-11.

Property Tax: In March of each year the County of San Mateo makes available a listing of the prior year final assessed valuations for the local agencies in its jurisdiction. The listing includes a projected change in assessed values for the coming year. In FY 2010-11 the County reported a decrease in the City of South San Francisco's property values of -0.07%. Using this projection in conjunction with trend data for the last several years and reports of the state of the California economy, the Finance Department proposed a decrease of the FY 2009-10 projected property tax revenue by -0.15%. This represents an increase by \$860,000 over the adopted 2009-10 budget, and a slight negative change to the 2009-10 year-end projection.

Motor Vehicle In-Lieu fees: This revenue category is essentially a subset of property taxes, as it is a property tax backfill for the reduction to the Vehicle License Fee revenue allocated to cities and counties. The amounts therefore change with changes in assessed valuations statewide. The City expects the FY 2010-11 amount to be \$330,000 higher than the adopted 2009-10 budget, with a minimal decrease to the 2009-10 year-end projection.

Sales Tax: The City contracts with MBIA Muniservices Company to receive quarterly sales tax reports and projections. Using this data, the Finance Department works with the consultant to develop a conservative scenario for the coming year's receipts. In FY 2010-11, no real growth is projected, but due to changes in the State's calculation of the triple flip (property tax backfill for diverted sales tax revenue), the Finance Department expects the City to see an increase of \$1.2 million over projected 2009-10 receipts. This is still \$600,000 less than the adopted 2009-10 budget.

Transient Occupancy Tax (TOT): The FY 2010-11 proposed budget for hotel tax revenue includes a slight recovery from the recession through the latter half of the year, and accounts for a full year of a 1% increase to the tax rate. This increase was approved by City voters in November 2009 and went into effect January 1, 2010. FY 2010-11 will be the first year the City will benefit from twelve months of the increased tax.

Commercial Parking Tax: Notwithstanding the closure of one small uncovered City parking lot, the City expects FY 2010-11 receipts to be in line with projected FY 2009-10 year-end revenue, due primarily to an increase in use of one of the larger covered lots. This represents an increase of \$300,000 over the FY 2009-10 adopted budget.

Building Permits: Each year the Finance Department works with the Economic and Community Development Department to arrive at a conservative projection of revenue generated through the City's provision of a variety of construction-related permits. In FY 2010-11 the City expects to see a continued revenue stream from several building and tenant improvement projects in the East of 101 area that began in the latter half of FY 2009-10. The increase is projected at \$150,000 above projected FY 2009-10 permit revenues, and \$720,000 above the adopted FY 2009-10 budget.

Redevelopment Agency Revenues: The City is projecting that FY 2010-11 tax increment revenues will not change from year-end 2009-10 results; the budget does include a conservative estimate of the June 2011 supplemental payment, leaving room for decreases in assessed values. However, FY 2010-11 will be the second year of a two-year State take-away of redevelopment funds statewide: South San Francisco's share in FY 2009-10 was \$8,519,894; in FY 2010-11 it is \$905,210.

MAJOR EXPENDITURE CHANGES

Personnel Costs: Since FY 2009-10 marked the third consecutive year of an overall City wage freeze, the City included a 2% wage increase across the board in the FY 2010-11 budget. Medical costs, however, have been increasing between 10% and 15% per year. In FY 2009-10, City Council approved a modified benefits package that went into effect April 1, 2010. FY 2010-11 will be the first full year on the new benefits plan, and the City expects to see some savings as a result.

Department Reductions: Departments were asked to identify budget reductions in other areas in order to mitigate the continuing effects of the recession. The resulting proposals totaled \$636,000 in budget reductions across departments. These reductions, which are detailed on page 30, include cuts to supplies, contractual services, and staff development budgets, funding shifts where possible, and proposals to leave several vacant positions unfilled for the year. The budget also provides for the restoration of some Police services that had been cut the prior year, and for the restoration of the previously frozen Deputy Fire Chief position (starting in December 2010). No permanent regular employees were affected by the budget reduction proposals.

Other Contributions: Due to new mandates guiding storm water operations, the Storm Water Fund will need \$350,000 added to its expense budget for FY 2010-11. This will cover maintenance, the purchase of equipment and other supplies, and the addition of staff. The positions that may be added were not defined in this budget cycle; only a lump sum was identified to meet one year of the increased cost due to the new requirements. In FY 2010-11 the General Fund will contribute \$250,000 for this purpose, with the remainder coming from the Storm Water Fund. This will be an annual budget item, with an ongoing contribution from the General Fund.

Redevelopment Agency Expenses: The FY 2010-11 budget includes an additional investment of \$100,000 by the Agency to fund the Police Department's bike patrol services in the downtown project area. Additionally, the Low-Moderate Income Housing Fund expects to provide \$2 million loan funding for a downtown housing project.

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STAFF REPORT



Staff Report

DATE: June 23, 2010

TO: Honorable Mayor and City Council

FROM: Jim Steele, Director of Finance

SUBJECT: A RESOLUTION APPROVING THE 2010-11 OPERATING BUDGET FOR
THE CITY OF SOUTH SAN FRANCISCO

RECOMMENDATION:

It is recommended that the City Council adopt a resolution that approves the proposed 2010-11 Operating Budget. The proposed Capital Improvement Program (CIP) budget will be transmitted by the Engineering Division separately.

BACKGROUND DISCUSSION:

The proposed 2010-11 Operating Budget is attached for review and approval in continuation of the discussion with the Council held at a Study Session on May 19, 2010.

FISCAL IMPACT:

- The proposed General Fund Operating Budget has a surplus of \$20,000 before transfers out to the Capital Improvement Program
- The General Fund portion of the CIP is proposed at \$358,000, funded from reserves
- General Fund Reserves meet Council's Reserves Policy:
 - ▣ Projected ending balance of Undesignated Reserve of \$5.1 million
 - ▣ Total General Fund Reserves of \$14.4 million
- No additional contribution towards retiree health liability costs (OPEB) is included in this budget
- \$636,000 in departmental reductions
- \$250,000 transfer to the Storm Water Fund for increased storm water regulations

Staff Report
Subject: Study Session for 2010-11 Operating Budget
Page 2 of 2

CONCLUSION:

The attached General Fund budget is balanced and financially prudent.

Prepared by:  _____ Approved by:  _____
Jim Steele Barry M. Nagel
Finance Director City Manager

Attachments: Resolution
Proposed 2010-11 City of South San Francisco Operating Budget

CI/JS/BN:ed

RESOLUTION TO ADOPT FY 2010-11 BUDGET

RESOLUTION NO. 61-2010

CITY COUNCIL, CITY OF SOUTH SAN FRANCISCO, STATE OF CALIFORNIA

A JOINT RESOLUTION APPROVING THE FISCAL YEAR 2010-11 OPERATING BUDGET FOR THE CITY OF SOUTH SAN FRANCISCO AND THE REDEVELOPMENT AGENCY OF SOUTH SAN FRANCISCO; APPROPRIATING THE CORRESPONDING FUNDS; AUTHORIZING THE CITY MANAGER/AGENCY EXECUTIVE DIRECTOR TO MAKE SPECIFIED EXPENDITURES; AND APPROVING THE GANN SPENDING LIMIT.

WHEREAS, the proposed fiscal year 2010-11 City of South San Francisco Operating Budget is attached hereto; and

WHEREAS, the City of South San Francisco ("City") Operating Budget contains the Redevelopment Agency of South San Francisco ("Redevelopment Agency") Operating Budget; and

WHEREAS, the City Operating Budget and the Redevelopment Agency Operating Budget shall hereafter be referred to collectively as the "Operating Budget" for purposes of adopting this Resolution; and

WHEREAS, Section 33606 of the California Health and Safety Code ("Code") requires the Redevelopment Agency to adopt an annual budget; and

WHEREAS, Section 33334.3(d) of the 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 of the City of South San Francisco ("City Council") and the Redevelopment Agency Board of Directors of the City of South San Francisco ("Board"), that the fiscal year 2010-11 Operating Budget 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 fiscal year 2010-11 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/Agency Executive Director 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 2010-11 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/Agency Executive Director 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 and expenses in the appropriate departments where those expenses will take place by a corresponding amount. Said transactions will have no net impact on 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 Reserves, as revenue will offset expenses.

BE IT FURTHER RESOLVED that the fiscal year 2010-11 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, including for the Redevelopment Agency.

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/Agency Executive Director 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 or Redevelopment Agency Board 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 year 2010-11 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 2009-10 into fiscal year 2010-11 where sufficient budget savings otherwise allow the rollover.

BE IT FURTHER RESOLVED that the Director of Finance is hereby authorized and directed to rollover unencumbered appropriations from grants received in fiscal year 2009-10 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 fiscal year 2010-11 Operating Budget are hereby approved.

BE IT FURTHER RESOLVED that the Director of Finance is hereby authorized and directed to carry forward unspent fiscal year 2009-10 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 fiscal year 2010-11 year is hereby approved.

* * * * *

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 23rd day of June, 2010 by the following vote:

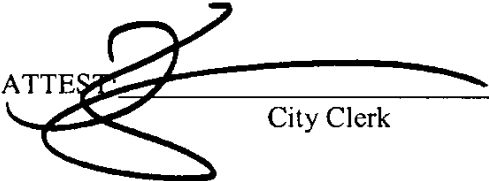
AYES: Councilmembers Pedro Gonzalez, Richard A. Garbarino, and Karyl Matsumoto,

Vice Mayor Kevin Mullin and Mayor Mark Addiego

NOES: None

ABSTAIN: None

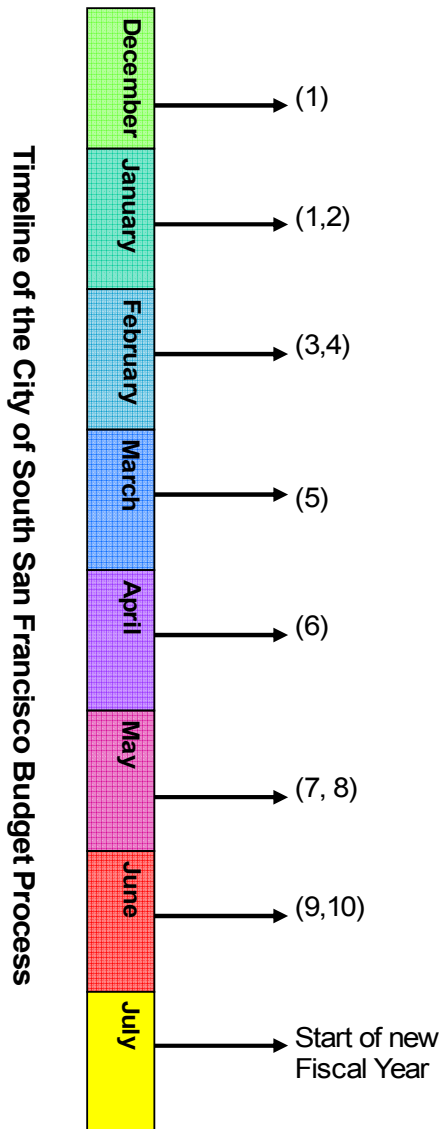
ABSENT: None

ATTEST 
City Clerk

OPERATING BUDGET DOCUMENT OVERVIEW

The City of South San Francisco's (the City) operating budget is composed of funds which are grouped by types; governmental, proprietary and fiduciary. Within each fund type there are major funds and non-major funds. This budget document gives an overview of the financial structure of the City and then details the revenues and expenses of the largest governmental fund called the General Fund. The General Fund consists of administrative or operating departments, the detail of which is found in the Department Pages section. Following the General Fund, each major fund and non-major governmental and proprietary funds are summarized.

Fund budgets listed in this book are adopted on a modified accrual basis except for the Capital Improvement Funds. The Capital Improvement Funds are adopted in a multi-year project basis where funds for specific projects receive an annual appropriation. In Capital Improvement projects, any unused appropriated funds may be re-appropriated in the following year. All other fund appropriations lapse at year end.



BUDGET PROCESS

The South San Francisco budget process begins approximately six months before the start of the fiscal year and is outlined below:

- (1) Current fiscal year mid-year analysis begins.
- (2) Initial projections of upcoming fiscal year based on current mid-year analysis of expenses and revenues.
- (3) Meetings with the City Manager and Finance Department to discuss issues and develop goals and objectives related to upcoming fiscal year.
- (4) Discussions with department heads for preliminary budget projections.
- (5) Meeting with the City Council budget sub-committee
- (6) Finance Department refines revenue forecasts for current year and budget year and develops revenue and expense scenarios based on prior meetings with City Council and City Manager.
- (7) Finance presents a preliminary proposed budget to the City Manager.
- (8) The City Manager and Finance present the preliminary proposed budget to City Council at a study session.
- (9) Finance prepares a final proposed budget to present at the last City Council meeting in June.
- (10) City Council adopts the operating budget for the fiscal year.

The operating budget is adopted by the City Council and controlled at the department level for the General Fund and at the fund level for all other funds with adopted operating budgets. Capital Improvement project budgets are adopted and controlled at the project level. From the start of the Fiscal Year, the expenditure amounts stated as adopted become appropriations to the various City departments. The City Council may amend the budget by resolution during the fiscal year.

The resolution to adopt the operating budget (found on pages 7-9), approved by the City Council, includes the guidelines of how the budget may be increased without a resolution approved by the City Council. To summarize the guidelines outlined in the resolution; the Finance Director may increase the expense and revenue budgets where there is a zero net impact on the fund and the City Manager may authorize the transfer of budget amounts between projects within the same fund. All other budgetary changes after the budget adoption are subject to approval by the City Council.

In addition to any budget amendment that may occur during the fiscal year, the Finance department presents a quarterly review of expenditures and revenues of the City's finances to the City Council. At the time of the quarterly budget review, Finance can recommend budget amendments to the City Council.

GANN APPROPRIATIONS LIMIT

In 1979, California voters approved Proposition 4 known as the Gann Appropriations Limit (Gann Limit). The Gann limit is part of the California State Constitution Article XIII B. The Gann Limit sets an annual appropriation limit of tax proceeds to all California municipalities. In addition to limits of tax proceeds, the Gann Limit sets a limit of money a city can appropriate based on the previous year appropriations plus a per capita personal income (CPI) change and a percent population change. Since its initial passage, the Gann Limit has been modified through various propositions. The most recent modification was approved by the voters in 1990 under Proposition 111. Prop 111 exempted some appropriations such as Redevelopment money and changed the calculation formula, which greatly increased the appropriations limit. Currently, the City of South San Francisco uses the California Department of Finance statistics of CPI and percent population change to formulate the Gann Limit for the City for each fiscal year.

The City of South San Francisco is currently \$56 million under the Gann appropriations limit. Given that the City has a structural deficit that will be addressed over the next five years (where the operating budget will be reduced) the amount under the Gann limit will grow over time.

GANN Appropriations Limit - Cumulative Percent Growth

	CPI / Personal Income % Change	Population % Change	Change Factor	Cumulative Change Factor	Appropriation Limit
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
2010-11	(2.54)	1.34	(1.23)	414.43	99,938,622

Note: 2000-01 through current based on state Department of Finance statistics

Appropriations Subject to Limit

	2006-2007	2007-2008	2008-2009	2009-2010	2010-11
Proceeds of Taxes	39,271,119	41,809,768	47,060,893	42,517,629	42,991,856
Appropriations Subject to Limit	39,271,119	41,809,768	47,060,893	42,517,629	42,991,856
Current Limit	87,434,129	92,173,059	98,293,350	101,183,175	99,938,622
Amount Under Limit	48,163,010	50,363,291	51,232,457	58,665,546	56,946,765

FINANCIAL STRUCTURE

In accordance with the Governmental Accounting Standards Board (GASB), the City's budgeted funds are grouped into three fund types; governmental, proprietary, and fiduciary. Within each type, funds are further classified into the following categories; agency, CIP, debt service, enterprise, internal service fund, and special revenue. Additionally the funds are divided between major and non-major. For budgeting purposes a major fund represents a fund or fund category that has revenues or expenditures that equal more than ten percent of the City's whole appropriated budget. This budget document will focus more detail on the General Fund since it is the main operating fund of the City.

MAJOR FUNDS¹

GOVERNMENTAL FUNDS

General Fund – The General Fund is always considered a major fund. It accounts for resources traditionally associated with government such as administration, public safety, library, parks and recreation and maintenance outside of those accounted for in other funds.

Redevelopment Agency Funds – For accounting and budgeting purposes the Redevelopment Agency is separated into different funds according to project areas. In this budget document the Redevelopment Agency is separated into the Merged Redevelopment Area (which includes the Gateway, Downtown, Shearwater, El Camino, Downtown addition and El Camino Addition project areas), Redevelopment Agency Bond Fund, and Redevelopment Agency Low and Moderate Income Housing Fund.

Capital Improvement Fund – Accounts for revenues and expenditures associated with the acquisition, construction, or improvement of City owned facilities and infrastructure. Funding comes from the General Fund, Special Revenue Funds, grants and fees.

PROPRIETARY FUNDS

Sewer Enterprise Fund – Accounts for user charges supporting the operation, maintenance, and capital renovation of the wastewater collection and treatment system. The City co-owns and operated a regional treatment plant with the City of San Bruno.

Parking District Fund – Accounts for meter and parking permit fees used to maintain or expand parking facilities in the downtown area.

Storm Water Fund – Accounts for user charges sustaining the Storm Water Management Program mandated by state and federal authorities. In order to meet the increasingly strict environmental requirements, the General Fund subsidizes the Storm Water Fund.

NON-MAJOR FUNDS

GOVERNMENTAL FUNDS

Community Development Block Grant Fund – Accounts for Federal monies received to be expended for development of social services for lower-income residents.

¹ For budgeting purposes the Governmental type Federal Aviation Grant Fund is considered a non-major fund and the Fiduciary type Non-Obligated Bond Fund is considered a non major fund, however, the audited financial statement lists the Federal Aviation Grant Fund and the Non-Obligated Bond Fund as major funds.

Common Greens Maintenance District Funds – Accounts for property taxes earmarked to provide funds for the maintenance of landscaped areas within designated housing developments also known as West Park Maintenance District, Stone Gate Maintenance District and Willow Gardens Maintenance District. These property taxes come out of regular City allocation.

Debt Service Funds – These funds account for the payments of principal and interest on the City's general governmental debt obligations.

East of 101 Sewer Impact Fee Fund – Accounts for fees paid by developers used to fund capital expenditures that improve the sewer infrastructure in the areas where new business development has shown a need for improved sewer system.

Gas Tax – Accounts for State monies received and expended for street or storm drain improvements, repairs, engineering, and administration under Streets and Highway Code Sections 2105, 2106, 2107 and 2107.5. Includes sales tax on gasoline received from the State's Traffic Congestion Relief Fund.

Measure A Transportation Sales Tax Fund – Accounts for the half-cent sales tax in the County of San Mateo that provides resources for street repairs and improvements.

Other Special Revenue Funds – The City uses other special revenue funds such as the Federal Aviation Grant Fund, Miscellaneous Federal Grants Fund and Supplemental Law Enforcement Services Fund to account for special revenues that are to be used for designated programs.

Other Impact Fee Funds – There are other impact fees funds that developers pay a deposit pay to fund the improvement of the city infrastructure such as streets and child care facilities.

Sewer Capacity Charge Fund – Accounts for revenues paid by users for first time connections to the sewer system or by users who increase their sanitary sewage use through facility expansion. Fees are paid when building permits are issued.

Solid Waste Fund – Accounts for solid waste franchise revenues received to support environmental compliance costs associated with solid waste. A portion of the revenues are used to support the monitoring and remediation of the closed Oyster Point landfill.

PROPRIETARY FUNDS

City Service Fund- Internal service fund that accounts for vehicle maintenance services provided to City departments.

Equipment Replacement – Internal service fund that accounts for the ongoing equipment and vehicle purchases as well as resources set-aside for the future replacement of City vehicles and equipment.

Health and Retirement Benefits – Internal service fund that accounts for health and retirement benefits paid on behalf of eligible City employees.

Information Technology – Internal service fund that accounts for the information technology services provided to City departments.

Self Insurance Fund – Internal service fund that accounts for costs associated with workers compensation and general liability.

SUMMARY OF APPROPRIATED FUNDS

All of the funds in the following list are appropriated by the City Council, with the exceptions noted with an asterisk. The Internal Service Funds are paid through charges to departments in all other funds. Any fund that had a City Council approved budget either adopted or amended in FY 2009-10 or FY 2010-11 is included in the list below.

Title	Major / Non Major	Type	Category
Capital Improvements Fund*	Major	Governmental	CIP
General Fund	Major	Governmental	General Fund
RDA Capital Project (Non-Housing)*	Major	Governmental	CIP
RDA Debt Fund	Major	Governmental	Debt Svc
RDA Merged Project Areas	Major	Governmental	Agency
RDA-Restricted Housing	Major	Governmental	Agency
Parking District Fund	Major	Proprietary	Enterprise
Sewer Enterprise Fund	Major	Proprietary	Enterprise
Storm Water Fund	Major	Proprietary	Enterprise
Child Care Impact Fees Fund*	Non Major	Governmental	CIP
City Programs Special Rev Fund	Non Major	Governmental	Special Revenue
Common Greens Funds	Non Major	Governmental	Special Revenue
Community Development Block Grant	Non Major	Governmental	Special Revenue
E. Of 101 Sewer Impact Fees Fund*	Non Major	Governmental	CIP
E. Of 101 Traffic Impact Fees Fund*	Non Major	Governmental	CIP
Federal Aviation Grant Fund*	Non Major	Governmental	CIP
Gas Tax Fund	Non Major	Governmental	Special Revenue
Gateway Assessment District Fund*	Non Major	Governmental	CIP
Interagency Special Revenue - Misc	Non Major	Governmental	Special Revenue
Measure A-1/2 Transportation Sales Tax	Non Major	Governmental	Special Revenue
Miscellaneous Federal Grant Fund	Non Major	Governmental	Special Revenue
Oyster Point Interchange Impact Fees Fund*	Non Major	Governmental	CIP
Park In-Lieu Fees Fund*	Non Major	Governmental	CIP
Sewer Capacity Charges Fund*	Non Major	Governmental	CIP
Solid Waste Reduction	Non Major	Governmental	Special Revenue
Supplemental Law Enforcement Services	Non Major	Governmental	Special Revenue
Benefits Fund	Non Major	Proprietary	ISF
City Service Fund	Non Major	Proprietary	ISF
Equipment Replacement Fund	Non Major	Proprietary	ISF
Information Technology Fund	Non Major	Proprietary	ISF
Self Insurance Fund	Non Major	Proprietary	ISF

*Capital improvement projects are appropriated using these funds. The funding sources are listed in the Capital Improvement Program section of this book and in CIP Budget Document.

APPROPRIATED FUNDS REVENUE SUMMARY

Title	Actual 2008-09	Adopted 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
Capital Improvements Fund	7,688,612	3,614,167	5,860,900	2,246,733	62.2%
General Fund	67,536,865	59,532,237	61,459,835	1,927,598	3.2%
RDA Capital Project (Non-Housing)	7,788,006	7,425,000	3,250,000	(4,175,000)	-56.2%
RDA Debt Fund	5,657,261	5,456,880	5,443,887	(12,993)	-0.2%
RDA Merged Project Areas	41,857,228	32,917,032	37,434,790	4,517,758	13.7%
RDA-Restricted Housing (Low & Mod Housing)	10,834,046	6,950,171	8,208,000	1,257,829	18.1%
Parking District Fund	619,278	527,000	537,000	10,000	1.9%
Sewer Enterprise Fund	30,148,217	23,911,737	31,530,168	7,618,431	31.9%
Storm Water Fund	770,471	864,000	1,107,000	243,000	28.1%
Child Care Impact Fees Fund	70,744	-	-	-	0.0%
City Programs Special Rev Fund	1,381,460	-	-	-	0.0%
Common Greens Funds	1,454,511	1,378,000	1,320,000	(58,000)	-4.2%
Community Development Block Grant	615,978	865,955	793,456	(72,499)	-8.4%
E. Of 101 Sewer Impact Fees Fund	(77,624)	25,000	75,000	50,000	200.0%
E. Of 101 Traffic Impact Fees Fund	230,394	-	-	-	0.0%
Federal Aviation Grant Fund	241,149	-	-	-	0.0%
Gas Tax Fund	2,606,018	1,686,000	1,704,535	18,535	1.1%
Gateway Assessment District Fund	23,149	-	-	-	0.0%
Interagency Special Revenue - Misc	168,525	145,500	86,500	(59,000)	-40.5%
Measure A-1/2 Transportation Sales Tax	1,032,983	964,200	775,000	(189,200)	-19.6%
Miscellaneous Federal Grant Fund	98,022	-	-	-	0.0%
Oyster Point Interchange Impact Fees Fund	171,444	-	-	-	0.0%
Park In-Lieu Fees Fund	1,942,985	-	-	-	0.0%
Sewer Capacity Charges Fund	144,679	-	256,500	256,500	0.0%
Solid Waste Reduction	173,325	173,325	173,325	-	0.0%
Supplemental Law Enforcement Services	93,677	120,000	100,000	(20,000)	-16.7%
Benefits Fund*	4,318,902	3,739,050	3,354,740	(384,310)	-10.3%
City Service Fund*	1,431,148	1,413,384	1,398,352	(15,032)	-1.1%
Equipment Replacement Fund*	958,710	1,191,754	2,585,754	1,394,000	117.0%
Information Technology Fund*	1,563,216	1,402,602	1,463,820	61,218	4.4%
Self Insurance Fund*	3,441,471	3,005,000	2,671,800	(333,200)	-11.1%
Total Revenues	194,984,849	157,307,994	171,590,362	14,282,368	9.1%

*The Internal Service Funds revenues are not represented in the charts in the following pages because the revenues come from charges to other funds.

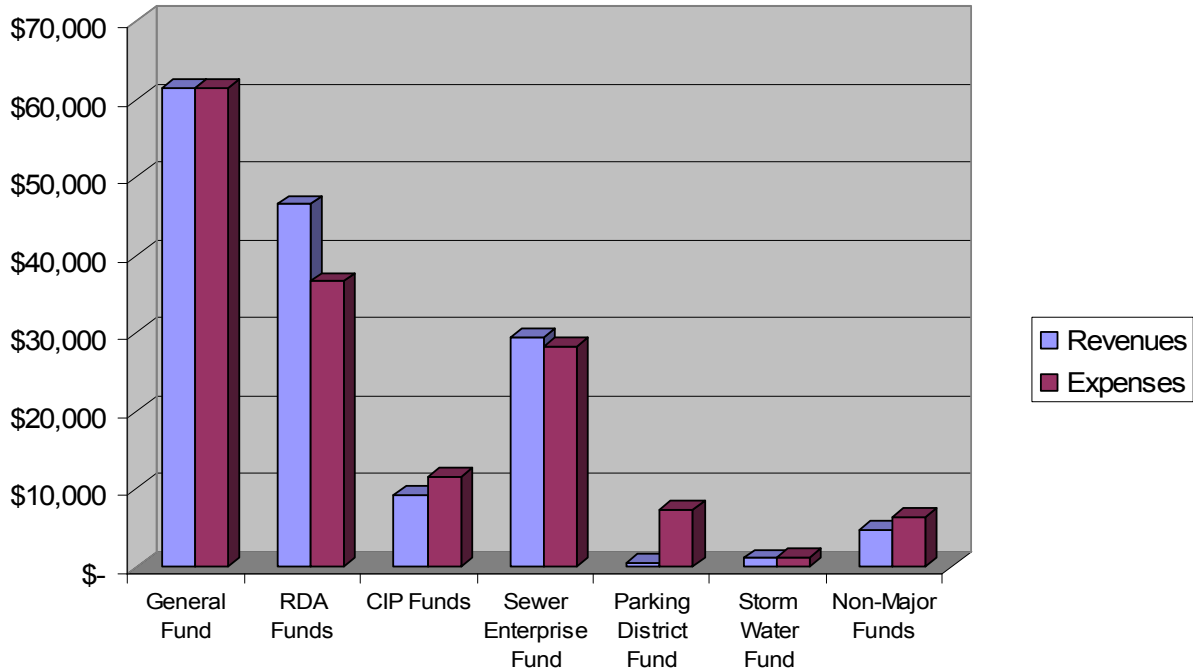
APPROPRIATED FUNDS EXPENDITURE SUMMARY

Title	Actual 2008-09	Adopted 2009-10	Adopted 2010-11	Change from Adopted 2009-10	%
				Change	Change
Capital Improvements Fund	7,280,508	5,397,481	6,102,257	704,776	13.1%
General Fund	65,760,241	60,238,525	61,442,459	1,203,934	2.0%
RDA Capital Project (Non-Housing)	4,225,162	8,102,924	10,246,137	2,143,213	26.4%
RDA Debt Fund	5,483,238	5,456,880	5,448,378	(8,502)	-0.2%
RDA Merged Project Areas	34,225,636	36,297,294	36,938,941	641,647	1.8%
RDA-Restricted Housing (Low & Mod Housing)	1,262,027	11,158,461	12,171,079	1,012,618	9.1%
Parking District Fund	341,101	388,320	395,189	6,869	1.8%
Sewer Enterprise Fund	25,938,932	22,889,101	30,057,311	7,168,210	31.3%
Storm Water Fund	746,315	831,904	1,097,049	265,145	31.9%
Child Care Impact Fees Fund	243	-	58,500	58,500	0.0%
City Programs Special Rev Fund	360,755	143,252	-	(143,252)	-100.0%
Common Greens Funds	1,648,659	1,720,322	1,588,407	(131,915)	-7.7%
Community Development Block Grant	581,328	839,955	781,456	(58,499)	-7.0%
E. Of 101 Sewer Impact Fees Fund	1,078,964	183,750	136,500	(47,250)	-25.7%
E. Of 101 Traffic Impact Fees Fund	94,058	1,025,500	1,122,500	97,000	9.5%
Federal Aviation Grant Fund	241,149	24,063	28,057	3,994	16.6%
Gas Tax Fund	1,989,135	2,132,000	2,599,000	467,000	21.9%
Gateway Assessment District Fund	13,893	-	-	-	0.0%
Interagency Special Revenue - Misc	187,293	145,500	56,500	(89,000)	-61.2%
Measure A-1/2 Transportation Sales Tax	575,527	1,018,000	940,000	(78,000)	-7.7%
Miscellaneous Federal Grant Fund	-	26,500	-	(26,500)	-100.0%
Oyster Point Interchange Impact Fees Fund	882,542	-	19,808	19,808	0.0%
Park In-Lieu Fees Fund*	428,399	90,000	99,500	9,500	10.6%
Sewer Capacity Charges Fund	144,679	-	152,500	152,500	0.0%
Solid Waste Reduction	111,712	139,000	129,570	(9,430)	-6.8%
Supplemental Law Enforcement Services	95,829	143,252	100,000	(43,252)	-30.2%
Benefits Fund*	2,940,489	4,224,770	3,329,814	(894,956)	-21.2%
City Service Fund*	1,420,438	1,433,484	1,398,352	(35,132)	-2.5%
Equipment Replacement Fund*	935,814	998,500	2,377,000	1,378,500	138.1%
Information Technology Fund*	1,672,848	1,582,254	1,649,493	67,239	4.2%
Self Insurance Fund*	3,982,786	3,708,000	2,853,710	(854,290)	-23.0%
Total Expenses	164,649,700	170,338,992	183,319,467	12,980,475	7.6%

*The Internal Service Funds expenditures are not represented in the charts in the following pages.

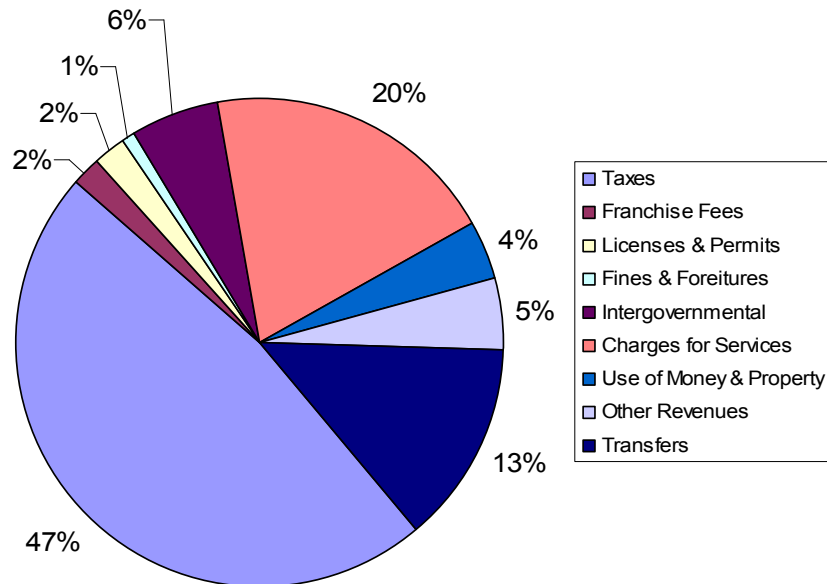
SUMMARY OF REVENUE & EXPENDITURE APPROPRIATIONS FY 2010-11

CHART 1
Adopted FY 2010-11 Revenues & Expenditures for Major Funds
(\\$ in the 000s)



*The Parking District Fund is paying for the construction of a new parking garage on Miller Avenue. The fund is receiving loan (which is not reflected in the chart) from the RDA funds to pay for the project.

CHART 2
Adopted FY 2010-11 Revenues by Funding Source
(Not Including Internal Service Funds)



ADOPTED FY 2010-11 REVENUES BY FUNDING SOURCE

Funding Source	Adopted 2010-11
Taxes	
General Fund	34,896,045
Non-Major Funds	2,180,800
RDA Merged Project Areas Funds	37,540,000
Subtotal Taxes	74,616,845
Franchise Fees	
General Fund	3,250,000
Subtotal Franchise Fees	3,250,000
Licenses & Permits	
General Fund	3,172,099
Subtotal Licenses & Permits	3,172,099
Fines & Forfeitures	
General Fund	1,283,000
Subtotal Fines & Forfeitures	1,283,000
Intergovernmental	
Capital Improvement Funds	635,290
General Fund	6,516,632
Non-Major Funds	2,342,991
Subtotal Intergovernmental	9,494,913
Charges for Services	
General Fund	8,098,801
Parking District Fund	525,000
Sewer Enterprise Fund	21,916,168
Storm Water Fund	412,000
Subtotal Charges for Services	30,951,969
Use of Money & Property	
Capital Improvement Funds	5,100
General Fund	3,260,710
Non-Major Funds	40,000
Parking District Fund	12,000
RDA Capital Projects Fund	1,200,000
RDA Restricted Housing Fund	400,000
RDA Merged Project Areas Funds	800,000
Sewer Enterprise Fund	130,000
Subtotal Use of Money & Property	5,847,810
Other Revenues	
Capital Improvement Funds	175,000
General Fund	329,000
Non-Major Funds	56,500
Sewer Enterprise Fund	7,200,000
Subtotal Other Revenues	7,760,500
Transfers	
Capital Improvement Funds	3,666,110
General Fund	821,749
RDA Capital Projects Fund	2,050,000
RDA Debt Service Fund	5,448,378
RDA Restricted Housing Fund	7,808,000
Sewer Enterprise Fund	284,000
Storm Water Fund	695,000
Subtotal Transfers	20,773,237
GRAND TOTAL	157,150,372

EXPLANATION OF FUNDING SOURCES

Taxes: Are collected on property and sales, transient occupancy (hotel tax), business license tax and use of parking facilities

Franchise Fees: Are paid by utility companies (i.e. cable, telephone, garbage) to operate within the City.

Licenses & Permits: Include fees paid for building, planning and fire inspections and permits; alarm registrations.

Fines & Forfeitures: Are the City's share of traffic related fines, library fines and false alarm fines.

Intergovernmental: Includes grants from local, county, state and federal government agencies.

Charges for Services: Includes paramedic and basic life support service fees, certain police service fees, charges for recreational classes, day care, and library programs and the General Fund administration fee charged to other funds.

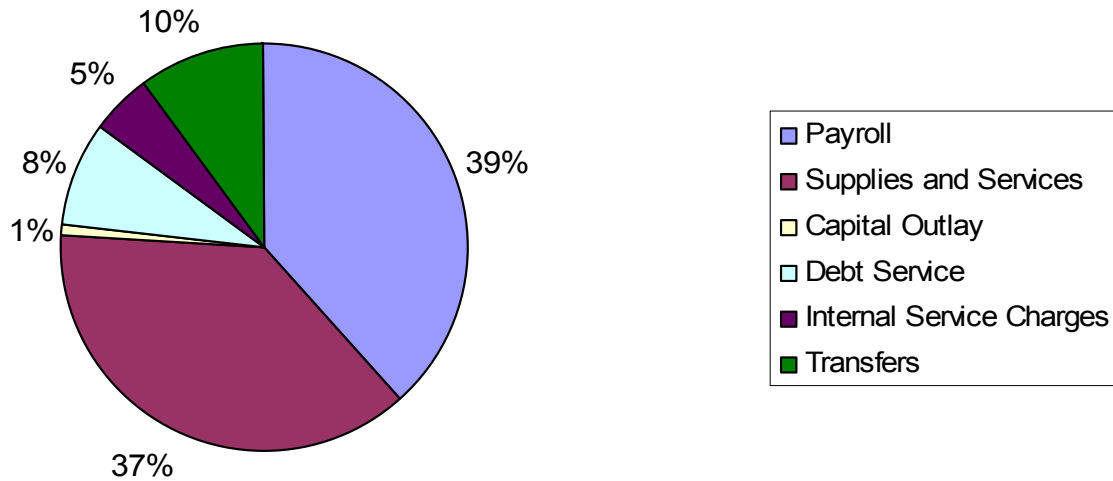
Use of Money & Property: Includes revenue from land rental and interest income.

Other Revenues: Includes donations to various City programs and one-time revenues that cannot be categorized in another revenue area.

Transfers: Shift money internally between funds. Some revenues such as gas tax are deposited into a special revenue fund and then are transferred to the fund where the expenditures are recorded.

ADOPTED FY 2010-11 EXPENSES BY EXPENSE TYPE

CHART 3
Adopted FY 2010-11 Expenses by Expense Type
(Not including Internal Service Funds)



EXPLANATION OF EXPENSE TYPES

Payroll – All labor and benefits charges incurred to pay full-time and part-time employees of the City.

Supplies and Services –Charges for contractors, consultants, office supplies, operating supplies, etc.

Capital Outlay – Charges for one time purchases of furniture and equipment.

Debt Service – Charges for principal and interest of bonds, leases, and loans.

Internal Service Charges – Charges to departments for computer maintenance, phone services, vehicle maintenance and equipment replacement. The actual expenses are incurred in the Internal Service Funds, which then charge departments to cover the costs.

Transfers – Transfer of money internally between funds. Expenses for transfers out are recognized as revenues in the funds that receive the transferred money.

DETAIL OF ADOPTED FY 2010-11 EXPENSES BY EXPENSE TYPE

<u>Expense Type</u>	<u>Adopted 2010-11</u>
Payroll	
General Fund	48,237,823
Non Major Funds	1,291,196
Parking District	213,391
RDA Restricted Housing Fund	69,184
RDA Merged Project Areas Funds	2,623,172
Sewer Enterprise Fund	5,813,368
Storm Water	639,004
Subtotal Payroll	58,887,139
Supplies & Services	
Capital Improvement Funds	6,124,532
General Fund	8,898,650
Non Major Funds	1,073,951
Parking District	6,964,370
RDA Capital Projects Fund	3,811,481
RDA Restricted Housing Fund	4,796,819
RDA Merged Project Areas Funds	11,542,731
Sewer Enterprise Fund	13,897,742
Storm Water	497,898
Subtotal Supplies & Services	57,608,173
Capital Outlay	
Non Major Funds	1,447,773
Sewer Enterprise Fund	56,000
Subtotal Capital Outlay	1,503,773
Debt Service	
General Fund	248,507
RDA Debt Service Fund	5,448,378
RDA Merged Project Areas Funds	30,765
Sewer Enterprise Fund	7,042,473
Subtotal Debt Service	12,770,122
Internal Service Charges	
Capital Improvement Funds	35,590
General Fund	4,488,526
Non Major Funds	340,962
Parking District	106,099
RDA Restricted Housing Fund	389,680
RDA Merged Project Areas Funds	867,658
Sewer Enterprise Fund	1,428,286
Storm Water	69,847
Subtotal Internal Service Charge	7,726,648
Transfers	
General Fund	608,000
Non Major Funds	3,659,359
RDA Merged Project Areas Funds	10,908,000
Sewer Enterprise Fund	50,000
Subtotal Transfers	15,225,359
Grand Total	153,721,214

*Transfers out that are used for RDA Debt Service Fund expenditures are not included above.

FUND BALANCE FOR MAJOR GOVERNMENTAL FUNDS

	Actual June 30 2008-09	Projected June 30 2009-10	Adopted June 30 2010-11	% Change From 2009-10
Government Funds				
Capital Improvement Funds*	(10,770,240)	(13,201,536)	(13,442,893)	-1.83%
General Fund	18,064,515	14,717,922	14,377,299	-2.31%
Non-Major Funds	11,208,052	11,069,566	7,876,615	-28.84%
RDA Restricted Housing Fund	31,274,469	34,614,426	30,651,347	-11.45%
RDA Merged Project Areas Funds^	52,274,146	54,839,472	55,335,320	0.90%

*This includes all funds categorized as CIP except for the RDA Capital Projects Fund

^This includes the RDA Capital Projects Fund

The Fund Balance represents the net current assets of each fund. Net current assets generally represent a fund's cash and receivables, less its liabilities. Portions of a fund's balance may be reserved or designated for future expenditure.

DISCUSSION OF CHANGES IN FUND BALANCES

Capital Improvement Fund – In FY08-09 the RDA Funds advanced \$12.5 million for Oyster Point traffic improvement projects. The advance is on the books as a liability. The remainder of the net deficit is due to CIP projects funded through grant reimbursements that have not yet been received.

RDA Restricted Housing Fund – In FY 2010-11 there are plans to spend additional funds on affordable housing projects within the City.

Non-Major Funds – The non-major governmental funds are primarily special revenue funds. Due to the economic downturn these revenues have decreased since FY 2008-09. In addition, the City maintains the practice of fiscal prudence where the City budgets below the expected revenues as not to over-spend if expected revenues do not materialize. As new revenue estimates are calculated based on updated information from local and state agencies and consultants, the City will then amend the revenue budget. Also, in an effort to continue to maintain City infrastructure and fund key City programs, the City has drawn down the reserves of the special revenue funds.

GENERAL FUND

The General Fund is the largest major fund and is a governmental type fund. It accounts for general operation and department activities not requiring the use of other funds.

GENERAL FUND SUMMARY

Revenues and Other Financing Sources	Actual 2007-08	Actual 2008-09	Adopted 2009-10	Projected 2009-10	Change from Adopted 09-10		
					Adopted 2010-11	Favorable / (Unfavorable)	% Change
Property Taxes	13,985,981	15,568,861	12,958,000	13,839,005	13,818,639	860,639	6.6%
ERAF Refund from County	1,429,004	1,630,474	780,000	2,117,868	850,000	70,000	9.0%
Sales Tax	12,481,431	12,029,656	10,870,000	9,090,919	10,276,731	(593,269)	-5.5%
Transient Occupancy Tax	7,098,284	5,937,036	5,603,911	5,783,911	6,180,400	576,489	10.3%
Motor Vehicle In Lieu Fees	4,875,710	5,746,358	4,888,000	5,224,546	5,217,032	329,032	6.7%
Revenue from Other Agencies	1,588,530	2,221,595	999,400	1,353,011	910,155	(89,245)	-8.9%
Franchise Fees	3,099,779	3,179,597	3,250,000	3,250,000	3,250,000	-	0.0%
Business License	659,703	1,016,230	1,052,000	1,052,000	1,062,520	10,520	1.0%
Commercial Parking Tax	1,930,331	2,407,517	2,107,000	2,407,000	2,407,000	300,000	14.2%
Building and Fire Permits	3,125,990	2,534,067	2,416,200	2,988,625	3,201,299	785,099	32.5%
Charges for Services	6,332,601	6,828,051	5,795,400	5,720,357	5,752,926	(42,474)	-0.7%
Fines	1,077,003	1,013,434	1,220,000	1,220,000	1,283,000	63,000	5.2%
Interest	1,345,934	584,923	861,000	567,719	550,000	(311,000)	-36.1%
Rent	2,852,018	2,575,951	2,716,577	2,641,577	2,710,710	(5,867)	-0.2%
Administrative Charges	2,118,614	2,222,500	2,225,000	2,225,000	2,301,675	76,675	3.4%
Other	743,804	916,825	879,000	556,000	569,000	(310,000)	-35.3%
Transfers In	925,089	1,123,791	910,749	1,099,550	1,118,749	208,000	22.8%
Subtotal Revenues	65,669,805	67,536,865	59,532,237	61,137,088	61,459,835	1,927,598	3.2%
Plus Prior Year Carryovers				476,628			
Total Revenues and Other Financing Sources	65,669,805	67,536,865	59,532,237	61,613,716	61,459,835	1,927,598	
Operating Budget Expenditures	Actual 2007-08	Actual 2008-09	Adopted 2009-10	Projected 2009-10	Change from Adopted 09-10		
					Adopted 2010-11	Favorable / (Unfavorable)	% Change
City Council	155,015	123,045	194,218	213,718	194,229	(11)	0.0%
City Clerk	391,474	337,176	389,249	355,499	389,503	(254)	-0.1%
City Treasurer	36,272	44,451	48,664	80,360	54,674	(6,010)	-12.4%
City Attorney	777,576	634,237	745,747	745,747	745,868	(121)	0.0%
City Manager	733,744	737,230	742,197	759,286	743,035	(838)	-0.1%
Finance	1,714,787	1,500,934	1,617,943	1,688,977	1,595,835	22,108	1.4%
Non-Departmental	821,793	715,374	707,177	786,677	734,177	(27,000)	-3.8%
Human Resources	1,078,237	1,036,630	986,209	986,209	970,220	15,989	1.6%
Economic & Comm. Dev.	3,066,405	3,288,543	2,503,161	2,886,234	2,605,799	(102,638)	-4.1%
Fire	16,893,671	17,994,450	16,279,820	16,562,536	16,980,888	(701,068)	-4.3%
Library	4,766,810	4,679,267	4,133,416	4,203,615	4,152,803	(19,387)	-0.5%
Police	18,648,009	19,893,230	18,722,001	19,037,844	18,950,625	(228,624)	-1.2%
Public Works	4,044,426	4,075,964	3,269,992	3,391,434	3,218,347	51,645	1.6%
Parks and Recreation	10,826,043	10,699,709	9,898,731	9,964,796	9,856,455	42,276	0.4%
New Stormwater Regulations					250,000	(250,000)	
Modified Benefit Package Savings				(72,300)			
Total Operating Budget Expenditures	63,954,264	65,760,241	60,238,525	61,590,633	61,442,459	(1,203,934)	-2.0%
Operating Budget Impact	1,715,541	1,776,625	(706,288)	23,083	17,376		
Take Insurance Rebate from Reserves			505,000				
Gap Still Remaining (2009-10 From Reserves):			(201,288)				

GENERAL FUND RESERVES

	Actual 2007-08	Actual 2008-09	Adopted 2009-10	Projected 2009-10	Adopted 2010-11
Net Operating Budget Impact (from Table I)	1,715,541	1,776,625	(201,288)	23,083	17,376
Less Transfers to Capital Projects:	(526,032)	(1,048,963)	(65,000)	(647,359)	(358,000)
Less Transfers to Retiree Health Fund	(4,000,000)	(500,000)	-	-	-
Less Transfer to Self Insurance Fund (Worker's Comp Liability)	-	-	-	(2,725,000)	-
Less Transfers to Storm Water Fund	-	(100,000)	-	-	-
Less Transfers to Debt Service	(342,348)	-	(150,000)	-	-
Net Impact on General Fund Reserves	(3,152,839)	127,662	(416,288)	(3,349,275)	(340,624)
General Fund Reserves Projection					
I. Discretionary Reserves/ Liquid Reserves Available					
Emergencies	1,307,000	1,353,000	1,191,000	1,223,000	1,229,000
Economic Contingencies	4,576,000	4,735,000	4,167,000	4,280,000	4,302,000
Designated for future Economic Development and Capital Projects	4,399,131	4,085,940	4,020,940	4,107,516	3,750,000
Undesignated Reserve	5,955,788	6,566,032	5,225,634	5,062,197	5,051,089
Subtotal, Discretionary (Available) Reserves	16,237,919	16,739,972	14,604,574	14,672,712	14,332,089
II. Non-Discretionary Reserves/ Reserves Already Committed					
Encumbrances	210,849	476,628	-	-	-
Inventory and Other	72,586	78,064	45,210	45,210	45,210
Appropriated Capital Projects	1,418,182	772,534	-	-	-
Subtotal, Non Discretionary (Committed) Reserves	1,701,617	1,327,226	45,210	45,210	45,210
Total General Fund Reserves	17,939,536	18,067,198	14,649,784	14,717,922	14,377,299

COMPLIANCE WITH GENERAL FUND RESERVE POLICIES

The City Council has adopted reserve policies where a certain percentage of the General Fund budget for each year needs to be set aside for emergencies, economic contingencies, and future development as well as for undesignated City reserve. The chart below outlines the policy and the amount of General Fund money that will be set aside as reserves for FY 2010-11.

Fund/Reserve	Reserve Target Recommendation	Projected 2009-10 Year End Reserves/ Does Reserve Fall Within Target Recommendation?	Adopted 2010-11 Budget Reserves/ Does Reserve Fall Within Target Recommendation?
General Fund / Reserve for Emergencies	2% of General Fund operating budget	\$1,223,000 Meets Target	\$1,160,000 Meets Target
General Fund/Economic Contingencies	7% of General Fund operating budget	\$4,280,000 Meets Target	\$4,059,000 Meets Target
General Fund/Undesignated Reserve	5% of General Fund operating budget. No maximum set.	-\$920,393 Exceeds minimum, within Policy guidelines.	-\$4,089,021 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	\$4,107,516 No Target	\$3,750,000 No Target

GENERAL FUND REVENUE DETAIL

The City of South San Francisco receives its general fund revenues from various sources including; property taxes, sales tax, transient occupancy tax, license fees, permits, charges for services and grants from local, state and federal government agencies. Below the various revenue sources for the General Fund are listed.

	Actual 2007-08	Actual 2008-09	Adopted 2009-10	Projected 2009-10	Change from		
					Adopted 2010-11	Adopted 2009-10	% Change
Property Tax-Current Secured	13,257,726	15,061,541	12,435,000	13,577,500	13,557,134	1,122,134	9.0%
Property Tax-Current Unsecured	86,398	100,362	583,000	155,000	155,000	(428,000)	-73.4%
Property Tax-Prior Year	(7,216)	(36,544)	-	(50,000)	(50,000)	(50,000)	0.0%
Property Tax-Curr Suppl Secured	698,696	593,649	100,000	310,673	310,673	210,673	210.7%
Property Tax-Curr Suppl Unsec	22,063	8,430	-	8,500	8,500	8,500	0.0%
Property Tax-Prior Supplemental	14,623	75,294	-	-	-	-	0.0%
Prop Tax-Adj & Augmentations	-	46,950	-	-	-	-	0.0%
ERAF - Refund	1,429,004	1,630,474	780,000	2,117,868	850,000	70,000	9.0%
County Admin Fee	(152,402)	(180,821)	(160,000)	(162,668)	(162,668)	(2,668)	1.7%
Property Tax Pass-Thru Rev	66,092	-	-	-	-	-	0.0%
Property Tax Settlement	-	(100,000)	-	-	-	-	0.0%
Total Property Taxes	15,414,985	17,199,335	13,738,000	15,956,873	14,668,639	930,639	6.8%
Sales And Use	8,896,896	8,481,356	7,998,000	7,264,623	7,494,305	(503,695)	-6.3%
1/2 Sales Tax-Public Safety	300,546	276,880	250,000	250,000	250,000	-	0.0%
Tax Collection Fees	(28,802)	(55,659)	(44,000)	(44,000)	(44,000)	-	0.0%
In-Lieu Sales Tax Triple Flip	3,312,791	3,327,079	2,666,000	1,620,296	2,576,426	(89,574)	-3.4%
Franchise Fees	3,099,779	3,167,497	3,250,000	3,250,000	3,250,000	-	0.0%
Peg Access	48,297	12,100	63,000	-	-	(63,000)	-100.0%
Transient Occup Hotel Motel	6,309,586	5,250,548	4,980,911	5,160,911	5,605,600	624,689	12.5%
Tot-Special 1% Meas I Nov 2004	788,697	686,488	623,000	623,000	574,800	(48,200)	-7.7%
Past Due TOT Collections	-	241,355	-	-	-	-	0.0%
Real Property Transfer Tax	376,243	267,447	475,000	200,000	225,000	(250,000)	-52.6%
Business License	628,512	1,016,230	1,052,000	1,052,000	1,062,520	10,520	1.0%
Parking Business Tax	1,930,331	2,407,517	2,107,000	2,407,000	2,407,000	300,000	14.2%
Total Other Taxes	25,662,877	25,078,837	23,420,911	21,783,829	23,401,651	(19,260)	-0.1%
Building Inspection Permits	1,317,507	678,480	689,750	900,000	1,150,000	460,250	66.7%
Grading And Other Pw Permits	108,090	155,772	150,000	150,000	150,000	-	0.0%
Bldg Plan Check	406,662	476,271	272,820	272,820	272,820	-	0.0%
Bldg Plan Chk Out Expedite 65%	128,223	97,149	68,180	68,180	68,180	-	0.0%
Bldg Plan Check-In House	109,481	116,627	128,030	300,000	300,000	171,970	134.3%
Electrical Permit	81,071	74,113	102,250	150,000	150,000	47,750	46.7%
Plumbing Permit	71,930	84,474	52,706	75,000	75,000	22,294	42.3%
Mechanical Permit	59,816	55,568	42,165	60,000	60,000	17,835	42.3%
Bldg Special Inspection	3,010	5,795	-	6,200	-	-	0.0%
10% Energy Plan Check	11,367	6,028	-	27,000	-	-	0.0%
Tree Permit	150	-	-	-	-	-	0.0%
SB1473 Bldg Standards	-	127	-	-	-	-	0.0%
Fire Construction Permits	88,102	63,659	44,099	60,000	44,099	-	0.0%
Fire Prevention Fees-Misc	415,547	169,449	550,000	500,000	550,000	-	0.0%
Fire Prevention Inspection	120,455	229,158	242,000	242,000	267,000	25,000	10.3%
Renewable Fire Permits	39,905	146,200	30,000	30,000	35,000	5,000	16.7%
Genentech Bldg Chk/Inspections	73,925	54,903	-	44,100	-	-	0.0%
Special Activity Fire Permits	6,750	5,750	-	4,625	-	-	0.0%
Microfilming-Fire	4,429	3,183	-	3,000	-	-	0.0%
Code Enf Data Mgmt Fee	31,191	32,324	44,200	44,200	44,200	-	0.0%
Alarm Registration Fee	-	-	50,000	50,000	50,000	-	0.0%
Health And Safety Revenue	79,570	79,037	-	51,500	35,000	35,000	0.0%
Total Licenses & Permits	3,157,181	2,534,067	2,466,200	3,038,625	3,251,299	785,099	31.8%

GENERAL FUND – REVENUE DETAIL

	Actual 2007-08	Actual 2008-09	Adopted 2009-10	Projected 2009-10	Adopted 2010-11	Adopted 2009-10	% Change
Traffic And Court Fines	916,145	827,220	1,000,000	1,000,000	1,000,000	-	0.0%
Library Fines	89,392	96,010	80,000	80,000	93,000	13,000	16.3%
Administrative Citation Fines	71,466	90,204	125,000	125,000	175,000	50,000	40.0%
False Alarm Fines	-	-	15,000	15,000	15,000	-	0.0%
Total Fines & Forfeitures	1,077,003	1,013,434	1,220,000	1,220,000	1,283,000	63,000	5.2%
Federal Grant	73,941	707,206	-	-	-	-	0.0%
State Grant	40,232	113,569	-	240,094	-	-	0.0%
Federal Library Grant	3,229	-	-	-	-	-	0.0%
Federal Literacy Grant	25,000	-	-	-	-	-	0.0%
Local Library Grant	3,775	-	-	-	-	-	0.0%
Library Foundation	24,052	21,704	21,600	21,600	21,600	-	0.0%
California Library Literacy Grant	39,695	64,698	36,000	36,000	36,000	-	0.0%
County Library Grant	18,550	27,225	28,300	28,300	28,300	-	0.0%
Ca Library Svcs Act & Foundtns	622,232	540,588	421,000	491,199	436,000	15,000	3.6%
Senior Citizens Grant	109,977	120,137	120,500	120,500	120,500	-	0.0%
Prop Tax In Lieu Of MVLF	4,608,649	5,563,165	4,673,000	5,009,546	5,002,032	329,032	7.0%
Motor Veh Lic Fee-0.65%	267,061	183,193	215,000	215,000	215,000	-	0.0%
Post Reimbursement	31,136	20,431	18,000	18,000	18,000	-	0.0%
Homeowners Tax Relief	126,459	141,473	130,000	70,000	75,755	(54,245)	-41.7%
Mandate Cost Reimbursement	71,586	29,414	50,000	30,000	-	(50,000)	-100.0%
Traffic Signal Maintenance Street	14,720	14,709	1,500	7,300	1,500	-	0.0%
Off Highway Motor Vehicle Fees	-	-	2,000	-	2,000	-	0.0%
Property Abatements -Reimbrsmt	2,502	2,325	-	5,400	-	-	0.0%
Summer Youth Grant	-	-	500	-	500	-	0.0%
Real Program	223,889	128,931	135,000	163,000	135,000	-	0.0%
Fresh Program	30,000	25,000	30,000	30,000	30,000	-	0.0%
Program Reimbursement-Intergovt	39,731	78,301	-	31,368	-	-	0.0%
Other Agencies	87,825	185,886	5,000	60,250	5,000	-	0.0%
Total From Other Agencies	6,464,240	7,967,953	5,887,400	6,577,557	6,127,187	239,787	4.1%
City Forces-General	51,878	39,719	22,000	80,000	22,000	-	0.0%
Police County Task Force	299,451	230,298	198,000	198,000	298,000	100,000	50.5%
Police Department Services	301,905	330,556	255,000	255,000	305,000	50,000	19.6%
Communications Svc-Colma,Brnsbn	90,557	92,821	92,000	92,000	92,000	-	0.0%
Police Recovery Charges	25,579	24,970	40,000	40,000	40,000	-	0.0%
Permit Program Maint Fee	-	20	-	-	-	-	0.0%
General Plan Maint Fee	-	24	-	-	-	-	0.0%
Fire Department Services	1,758	1,159	5,000	5,000	5,000	-	0.0%
Paramedic Service Fees	1,165,542	1,387,765	1,250,000	1,250,000	1,270,000	20,000	1.6%
Bls Transport Service-Fire	509,224	311,965	440,500	214,958	216,000	(224,500)	-51.0%
Paramedic Intern Training	-	4,800	-	-	-	-	0.0%
Restitution Damages	4,792	1,345	2,000	2,000	2,000	-	0.0%
Dvlpr Reimb-Large Dvlpmnts	241,692	683,429	-	-	-	-	0.0%
Engineering Inspection Fees	-	-	500	500	500	-	0.0%
Plans And Specifications Non R	-	540	-	-	-	-	0.0%
Planning Fees	220,085	242,518	175,000	175,000	175,000	-	0.0%
Microfilm-Building	57,446	26,350	50,000	50,000	50,000	-	0.0%
Developers Contribution/Reimb	-	-	200	200	200	-	0.0%
Other Contribution/Reimbursmnt	349,154	356,490	5,000	165,000	20,000	15,000	300.0%
Passport Processing Fee	25,616	20,700	20,000	-	-	(20,000)	-100.0%
Picnic/Facility Rental Fees	333,244	358,391	414,233	414,233	418,375	4,142	1.0%
Playground Programs	8,647	8,539	22,733	22,733	22,960	227	1.0%
Aquatics Programs	352,125	394,452	330,233	330,233	333,535	3,302	1.0%
Swim Team	-	-	-	2,500	-	-	0.0%
Sports	189,726	174,323	246,000	246,000	248,460	2,460	1.0%
Special Classes/Events	539,929	533,078	629,000	629,000	635,290	6,290	1.0%
Child Care Programs	1,308,530	1,331,687	1,300,000	1,300,000	1,350,000	50,000	3.8%
Adult Day Care	167,389	179,703	164,000	164,000	164,000	-	0.0%
Community Gardens	2,158	2,250	2,000	2,000	2,000	-	0.0%

GENERAL FUND – REVENUE DETAIL

	Actual 2007-08	Actual 2008-09	Adopted 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
Senior Program Fees	58,365	60,478	60,500	60,500	61,105	605	1.0%
Sale-Printed Material	2,943	1,797	5,000	5,000	5,000	-	0.0%
Library Miscellaneous Revenue	6,278	21,307	14,500	14,500	14,500	-	0.0%
Westborough Learning Center Fee	16,530	-	-	-	-	-	0.0%
Library DVD Rental Fees	130	-	-	-	-	-	0.0%
S Airport Ua Parking Lot	1,931	1,898	2,000	2,000	2,000	-	0.0%
Util Reimb. For Cap Projects	-	4,680	-	-	-	-	-
City Administrative Fee	2,118,614	2,222,500	2,225,000	2,225,000	2,301,675	76,675	3.4%
Total Charges for Services	8,451,214	9,050,551	7,970,399	7,945,357	8,054,601	84,202	1.1%
Rent	2,750,960	2,404,966	2,616,577	2,466,577	2,510,710	(105,867)	-4.0%
Cellular/Antennae Rental Rev.	101,058	170,985	100,000	175,000	200,000	100,000	100.0%
Interest Income-Investments	1,045,991	710,393	861,000	567,719	550,000	(311,000)	-36.1%
Interest Income-Miscellaneous	875	2,097	-	-	-	-	-
Unrealized Gains/Losses	299,068	(127,567.64)	-	-	-	-	-
Total Use of Property & Money	4,197,952	3,160,874	3,577,577	3,209,296	3,260,710	(316,867)	-8.9%
Sale Of Unclaimed Property	10,421	2,892	-	-	-	-	0.0%
Claims Settlement	104,273	77,678	-	-	-	-	0.0%
Jury Duty	46	57	-	-	-	-	0.0%
Miscellaneous Revenue	119,572	242,772	244,000	209,000	197,000	(47,000)	-19.3%
Deposits Over/Under	(48)	(376)	-	-	-	-	0.0%
Communication Charges	85,000	85,000	97,000	97,000	97,000	-	0.0%
Total Other Revenues	319,264	408,023	341,000	306,000	294,000	(47,000)	-13.8%
SUBTOTAL	64,744,716	66,413,074	58,621,487	60,037,538	60,341,086	1,719,599	2.9%
Transfer In From Gas Tax 2106	836,000	686,000	686,000	686,000	708,000	22,000	3.2%
Transfer In From CDBG	34,249	33,249	33,249	34,249	34,249	1,000	3.0%
Transfer From Federal Grants	54,840	74,164	26,500	26,500	26,500	-	0.0%
Transfer From Capital Projects	-	-	-	29,180	-	-	0.0%
RDA pass-through	-	330,379	165,000	275,000	350,000	185,000	112.1%
Transf In From Special Rev Fund	-	-	-	48,621	-	-	0.0%
Total Other Financing Sources	925,089	1,123,791	910,749	1,099,550	1,118,749	208,000	22.8%
TOTAL GENERAL FUND REVENUE	65,669,805	67,536,865	59,532,236	61,137,088	61,459,835	1,927,599	3.2%

GENERAL FUND ADMINISTRATIVE ALLOCATION TO OTHER FUNDS FY 2010-11

General Fund staff time and resources are used to administer the other funds that the City manages. To cover the costs associated with managing the funds, the City charges an administrative allocation to other funds.

Fund Description	Actual 2007-08	Actual 2008-09	Adopted 2009-10	Adopted 2010-11	% Change From 2009-10
Aircraft Noise Insulation Program (ANIP)*	10,500	11,000	11,000	11,330	3.0%
Community Development Block Grant (CDBG) *	33,600	10,000	10,000	10,300	3.0%
West Park Maintenance Districts 1&2	68,250	74,667	88,000	90,640	3.0%
West Park Maintenance District 3	65,100	79,167	135,000	139,050	3.0%
Stonegate Maintenance District	64,050	63,167	44,000	45,320	3.0%
Willow Gardens Maintenance District	65,100	58,000	8,000	8,240	3.0%
Solid Waste Fund	17,850	19,000	19,000	19,570	3.0%
Redevelopment Agency (non-housing)	559,444	623,249	625,144	643,898	3.0%
Low Mod Housing	315,206	315,206	315,206	324,662	3.0%
Sewer Maintenance	63,000	66,150	66,150	68,135	3.0%
Water Quality Control Plant	740,250	790,000	790,000	813,700	3.0%
Parking District Fund	93,450	98,000	98,000	100,940	3.0%
Storm Water Fund	2,625	-	-	-	0.0%
Bond Redemption Fund	2,239	-	-	-	0.0%
Non Obligated Bonds Funds	2,625	2,500	-	-	0.0%
Conference Center	13,000	13,000	13,000	13,390	3.0%
East of 101 Traffic Impact Fees	2,625	2,500	2,500	2,500	0.0%
Child Care Impact Fees	2,500	2,500	-	2,500	0.0%
Oyster Point Impact Fees	-	-	-	2,500	0.0%
East of 101 Sewer Impact Fees	-	-	-	2,500	0.0%
Sewer Capacity Charges	-	-	-	2,500	0.0%
Total	2,121,414	2,228,105	2,225,000	2,301,675	3.4%

*ANIP and CDBG charged according to OMB regulations from DMG

GENERAL FUND REDUCTIONS

Summary of Adopted General Fund Reductions FY 2010-11

The City anticipated a general fund budget deficit for the FY 2010-11. To reduce the deficit the City Manager asked departments to reduce their budgets by a combined total of \$636,000 for the upcoming fiscal year. The reductions are summarized as follows:

Department	Item	Amount
City Council	Supplies and Services	4,030
City Manager	Supplies and Services	14,081
Finance	Accountant II changed to Accountant I in books; Reduce contract services	32,000
Non-Departmental	Supplies and Services	13,000
Human Resources	Supplies and Services	25,000
Information Technology	0.5 FTE reduction of contract staff	25,000
Economic & Community Development	Supplies and Services	28,000
Fire	Increase revenue projections	130,000
Library	Freeze 0.5 FTE Reference Librarian; Increase revenue estimate for fees and miscellaneous revenue	74,620
Police	Hold vacant 1.0 FTE Police Officer; Restore services; Add 1.0 FTE Police Officer Downtown	(81,000)
Public Works	Hold vacant 1.0 FTE Lead Public Works Maintenance Worker	110,000
Public Works Garage	Reduce gasoline budget	50,000
Parks & Recreation	Hold vacant 0.5 FTE Recreation Manager; Hold vacant 1.0 FTE Recreation Supervisor	211,000
Total		635,731

Detail of Adopted General Fund Reductions FY 2010-11

Item	Impact on Department	Amount
City Council		
1)	20% reduction in printing budget.	980
2)	25% reduction in copier charges budget.	500
3)	10% reduction in office supplies budget.	400
4)	10% reduction in dues, meetings and mileage reimbursements.	750
5)	14% reduction in travel and conferences budget.	1,400
Total		4,030

City Manager

1)	80% reduction in contractual services budget.	8,800
2)	28% reduction in printing budget.	2,175
3)	15% reduction in copier budget.	210
4)	20% reduction in office supplies.	1,000
5)	10% reduction in books and materials budget.	100
6)	10% reduction in dues, meeting and mileage.	300
7)	10% reduction in postage budget.	200
8)	20% reduction in staff development budget.	360
9)	30% reduction in travel and conferences budget.	936
Total		14,081

Finance

1)	27% reduction in contract services. There will be fewer resources for outside analysis/reports/studies.	14,000
2)	Downgrade Accountant II on books to Accountant I. There will be less flexibility as needs change to provide more complex accounting analysis, but no less service than current.	18,000
Total		32,000

Non-Departmental

1)	Reduces available city funds for Farmers Market. No impact on services.	13,000
Total		13,000

Human Resources

1)	35% reduction in Advertising Budget. Human Resources now uses CalOPPS and the City's website for most recruitments. For hard to fill positions, additional advertisement costs are now charged to the hiring departments.	7,000
2)	100% reduction in promotional budget. As recruitment slows down the need for food and other rental fees for examinations and oral boards decreases. The departments will pay any additional costs.	2,500

Item	Impact on Department	Amount
Human Resources		
3)	100% reduction in operating supplies. All charges related to operating supplies will be paid out of the office supplies account.	2,000
4)	100% reduction in maintenance and operating equipment budget. Human Resources no longer uses equipment that would be charged to this account.	2,900
5)	44% reduction in postage budget. Postage costs will be significantly lower due to the use of internet and streamlining of recruitment practices.	2,600
6)	25% reduction in staff development. HR will access more web/free events for training and development.	8,000
Total		25,000
Information Technology		
1)	Reduce Webmaster staffing by 0.5 FTE. There will be minimal impact on customer service, duties will be absorbed by other staff.	25,000
Total		25,000
Economic & Community Development		
1)	95% reduction for travel and conferences. Eliminates training opportunities for the Building division.	9,000
2)	44% reduction in clothing budget. There will be fewer purchases of new clothes for the Building division.	2,000
3)	16% reduction in office supplies budget for Planning division.	2,000
4)	50% reduction in travel and conferences. There will be reduced training opportunities for Commissioners.	5,000
5)	There will be fewer grants awarded by the Historic Commission.	5,000
6)	50% reduction in promotional budget.	5,000
Total		28,000
Fire		
1)	Increase renewable permit revenue budget. Existing staff will perform additional inspections and code enforcement activities.	5,000
2)	Increase basic fire inspection fee revenue budget. Existing staff will perform additional inspections and code enforcement activities.	25,000
3)	Increase emergency incident cost recovery budget. Existing staff will perform additional inspections and code enforcement activities.	15,000
4)	Increase administrative citation revenue budget. Existing staff will perform additional inspections and code enforcement activities.	50,000
5)	Increase health and safety training revenue budget. Existing staff will perform additional inspections and code enforcement activities.	35,000
Total		130,000

GENERAL FUND – REDUCTIONS

Item	Impact on Department	Amount
Library		
1)	Freeze one 20 hour per week Reference Librarian II. Reference services will be reduced including the amount of Internet search training, telephone reference assistance, participation in local events and volunteer coordination.	46,620
2)	Increase revenue budget for Fines/Fees.	10,000
3)	Increase revenue budget miscellaneous library revenue.	3,000
4)	Increase revenue estimate for CLSA Interlibrary Loan and Direct Loan revenues.	15,000
Total		74,620
Police		
1)	Hold 1 Police Officer position vacant. There will be minimal impact.	150,467
2)	Restore Traffic School Liaison; Corporal, SL Officer, & COPPS Corporal to original assignments; in 09-10 these positions supplemented regular overtime.	(122,500)
3)	Restore funding for 1 Officer (3 month vacancy), 1 Corporal (3 month vacancy), and 2 Sergeants (6 month vacancy).	(208,967)
4)	Add a year-round Police Officer in Downtown. This will supplement bike patrol downtown. Funds will come from RDA.	100,000
Total		(81,000)
Public Works		
1)	The Lead Public Works Maintenance Worker position will be held vacant.	110,000
Total		110,000
Public Works Garage		
1)	9% reductions in gas and oil budget. Less fuel will be available for use by City departments.	50,000
Total		50,000
Parks & Recreation		
1)	Hold vacant Recreation and Community Services Manager Duties to be divided among remaining Recreation Supervisor, Sports Coordinator, Acting Recreation Manager.	137,216
2)	Hold Recreation Supervisor vacant another 6 months; 6 months of savings was already submitted as an ongoing savings beginning with 2009-10 Duties to be covered by Interim Assignment of Assistant to the City Manager, Recreation Supervisors, Administrative Assistant II, and Parks and Recreation Director.	73,784
Total		211,000
GRAND TOTAL REDUCTIONS		635,731

FROZEN POSITIONS

The following positions were frozen as part of the prior years' and current budget processes in order to maintain budget balance over the longer term. The positions listed in FY 2010-11 will remain vacant during fiscal year.

Department	Positions	Prior Year Frozen Positions	Vacancies FY 2009-10	Adopted Vacancies FY 2010-11	Change from 09-10 to 10-11
City Clerk					
	Office Specialist (Part-time)	(0.57)	-	-	-
	Sub-Total	(0.57)	-	-	-
City Manager					
	Director of Community Outreach	1.00	-	-	-
	Sub-Total	1.00	-	-	-
Finance					
	Accounting Assistant II	1.00	-	-	-
	Sub-Total	1.00	-	-	-
Information Technology					
	Support Coordinator	1.00	-	-	-
	Information Technology Manager	1.00	-	-	-
	PC Technician	1.00	-	-	-
	Sub-Total	3.00	-	-	-
Economic and Community Development					
	Associate Planner	-	1.00	1.00	-
	Office Assistant (Part-time)	-	1.00	1.00	-
	Assistant Building Official	-	-	-	-
	Sub-Total	-	2.00	2.00	-
Fire					
	Deputy Fire Chief	-	1.00	-	(1.00)
	Fire Inspector II	3.00	-	-	-
	Administrative Assistant II	1.00	-	-	-
	Battalion Chief	1.00	-	-	-
	Sub-Total	5.00	1.00	-	(1.00)

GENERAL FUND – REDUCTIONS

Department	Positions	Prior Year Frozen Positions	Vacancies FY 2009-10	Adopted Vacancies FY 2010-11	Change from 09-10 to 10-11
Library					
	Librarian II	-	1.00	1.00	-
	Part-Time Librarian I	-	-	0.50	0.50
	Library Assistant I (part-time regular)	-	1.00	1.00	-
	Part-Time Hours (as FTEs)	5.69	1.63	1.63	-
	Sub-Total	5.69	3.63	4.13	0.50
Police					
	Police Officer (3 month vacancy)	-	0.25	-	(0.25)
	Police Officer	-	-	1.00	1.00
	Corporal (3 month vacancy)	-	0.25	-	(0.25)
	Sergeant (2.0 vacancies for 6 months)	-	1.00	-	(1.00)
	Parking Enforcement Officer	-	1.00	1.00	-
	Dispatch Supervisor	-	1.00	1.00	-
	Police Services Technician	1.00	-	-	-
	Police Records Specialist	1.00	-	-	-
	Sub-Total	2.00	3.50	3.00	(0.50)
Public Works					
	Assistant Engineer	1.00	-	-	-
	Building Maintenance Custodian	1.00	-	-	-
	Development Review Coordinator	1.00	-	-	-
	Director of Public Works	1.00	-	-	-
	Equipment Mechanic	-	1.00	1.00	-
	Equipment Mechanic	1.00	-	-	-
	Groundsperson	1.00	-	-	-
	Lead Public Works Maintenance Worker	-	1.00	1.00	-
	Lead PW Maintenance Worker	1.00	-	-	-
	Part-Time CIP Project Engineer	0.48	-	-	-
	Public Works Maintenance Worker	4.00	-	-	-
	Senior Electrical Technician	1.00	-	-	-
	Senior PW Maintenance Worker	2.00	-	-	-
	Sub-Total	14.48	2.00	2.00	-

GENERAL FUND – REDUCTIONS

Department	Positions	Prior Year Frozen Positions	Vacancies FY 2009-10	Adopted Vacancies FY 2010-11	Change from 09-10 to 10-11
Parks & Recreation					
	Parks Maintenance Worker	-	1.00	1.00	-
	Building Maintenance Custodian	-	2.00	2.00	-
	Recreation Supervisor	-	1.00	1.00	-
	Recreation Manager	-	0.50	1.00	0.50
	Superintendent of Recreation	1.00	-	-	-
	Pre-School Teacher	2.00	-	-	-
	Community Services Site Coordinator	1.00	-	-	-
	Part-Time Hours (as FTEs)	7.10	-	-	-
	Sub-Total	11.10	4.50	5.00	0.50
TOTAL FROZEN POSITIONS		41.70	16.63	16.13	(0.50)

CHART 4
SUMMARY OF PRIOR YEARS GENERAL FUND EXPENDITURES AND REVENUES

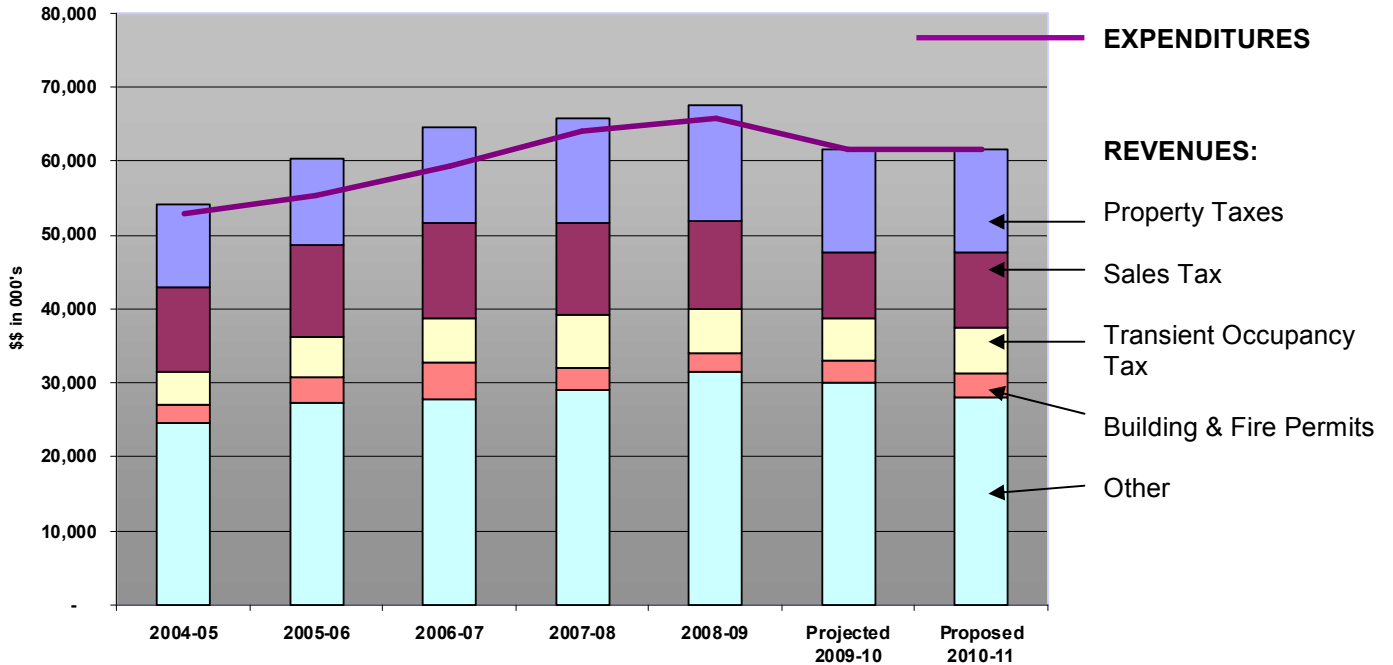
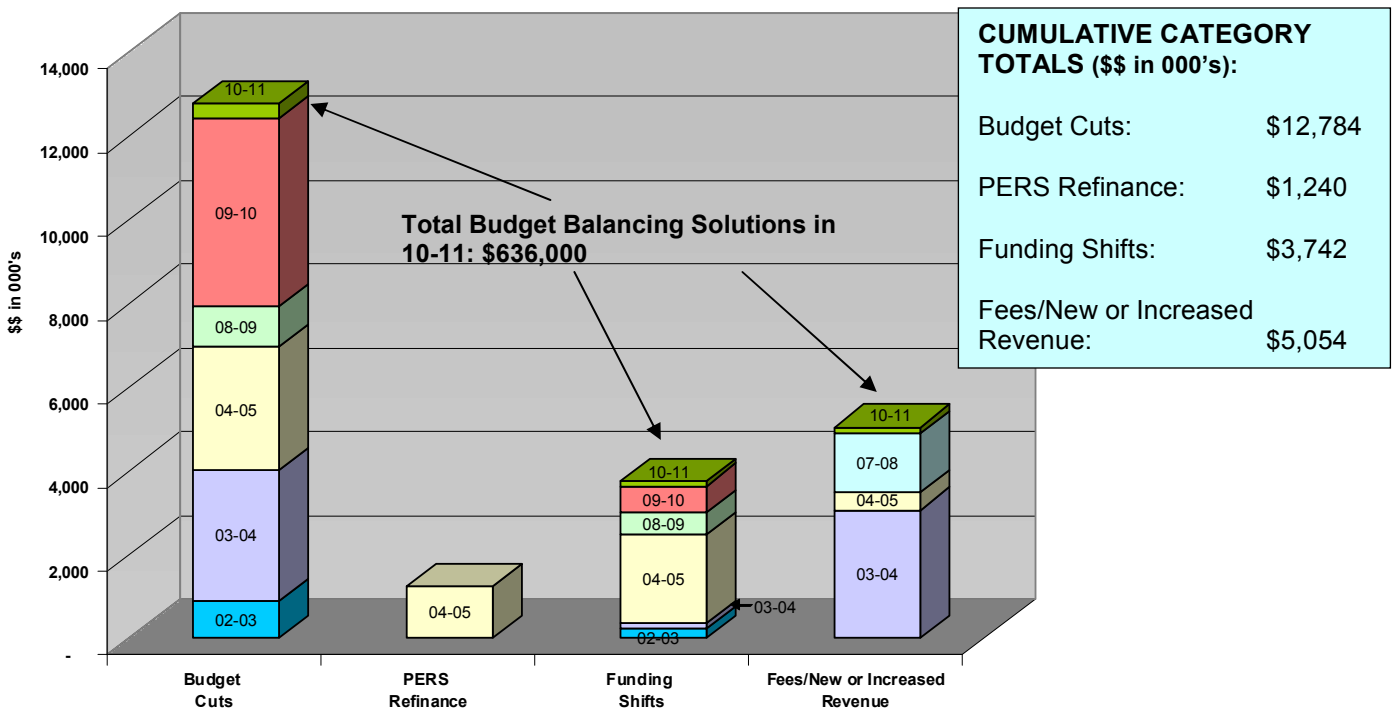


CHART 5
SUMMARY OF PRIOR YEARS BUDGET BALANCING SOLUTIONS



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DEPARTMENT PAGES

MISSION OF THE CITY OF SOUTH SAN FRANCISCO

The City of South San Francisco's mission is to provide a safe, attractive and well-maintained City through excellent customer service and superior programs and to have a work ethic that will enhance the Community's quality of life.

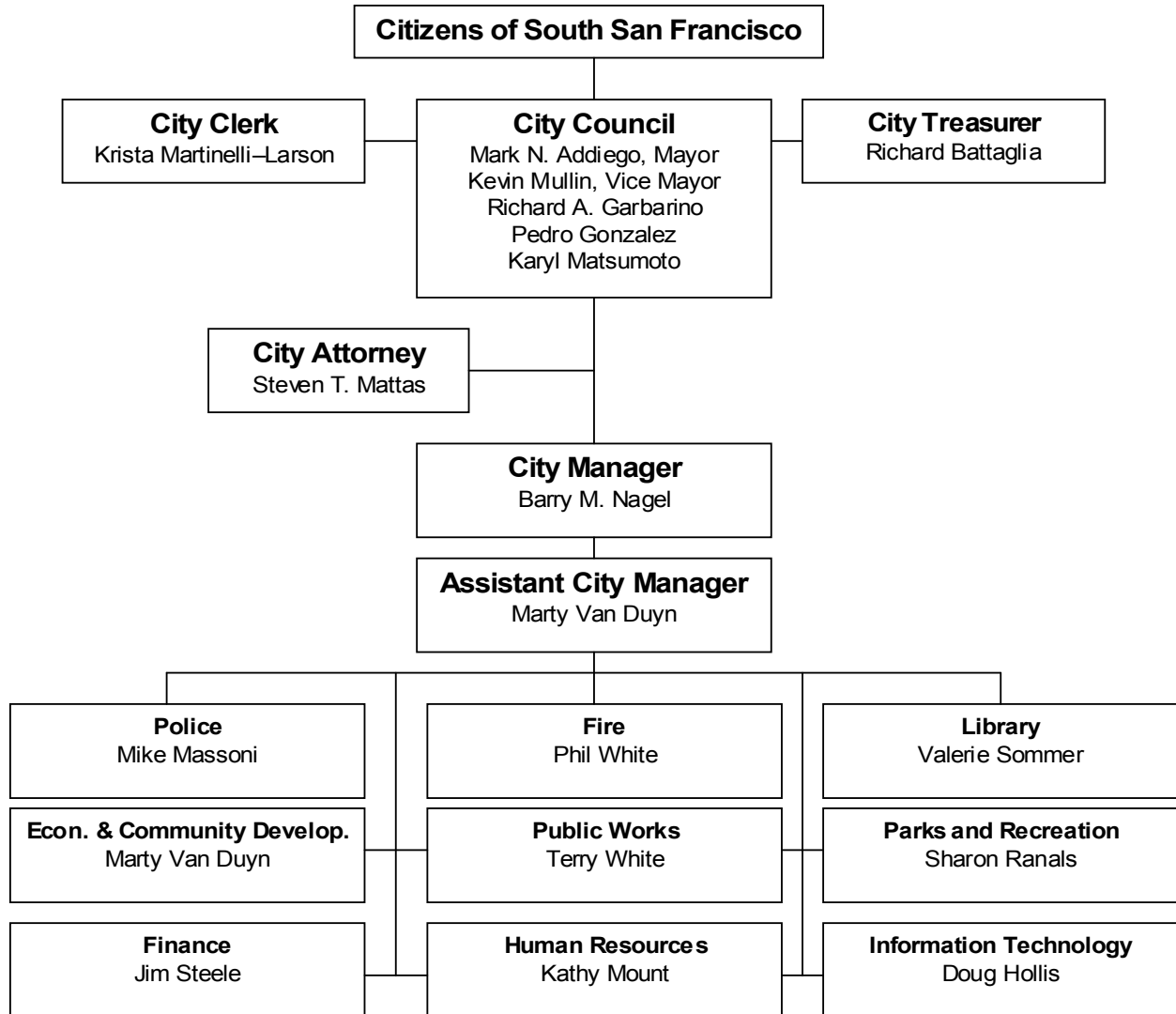
To that end, the City will strive to nurture a partnership with the Community by recruiting a diverse and highly skilled workforce, be an active partner in quality education and attract and retain a prosperous business community, all of which will foster community pride and understanding.

The City and employees of South San Francisco value their role in providing service to one another and the community. As an organization the City is committed to:

- Strengthening each other and the organization through dedication and teamwork
- Recognizing and respecting diversity and encouraging opinions of the community and workforce
- Committing to excellence and service
- Encouraging creativity and supporting problem solving
- Accepting responsibility and accountability
- Demonstrating integrity and honesty in all aspects of service
- Promoting and maintaining open and constructive communication
- Encouraging skill development and professional growth

The City of South San Francisco is organized into eight administrative departments and six operating departments with one non-department used for miscellaneous charges. The following department pages show the position budgets, funding sources and the budgeted expenditures of the City's departments and divisions.

CITY WIDE ORGANIZATION CHART FY 2010-11



GENERAL FUND EXPENDITURE SUMMARY BY DEPARTMENT

ADMINISTRATIVE DEPARTMENTS EXPENDITURE SUMMARY

Department	Actual 2008-09	Adopted 2009-10	Adopted 2010-11
City Council	123,045	194,218	194,229
City Clerk	337,176	389,249	389,503
City Treasurer	44,451	48,664	54,674
City Attorney	634,237	745,747	745,868
City Manager	737,230	742,197	743,035
Finance	1,500,934	1,617,943	1,595,835
Non-Departmental	715,374	707,177	734,177
Human Resources	1,036,630	986,209	970,220
Total Administrative Departments	5,129,076	5,431,404	5,427,541

OPERATING DEPARTMENTS EXPENDITURE SUMMARY

Department	Actual 2008-09	Adopted 2009-10	Adopted 2010-11
Economic & Community Development	3,288,543	2,503,161	2,605,799
Fire	17,994,450	16,279,820	16,980,888
Library	4,679,267	4,133,416	4,152,803
Parks & Recreation	10,699,709	9,898,731	9,856,455
Police	19,893,230	18,722,001	18,950,625
Public Works	4,075,964	3,269,992	3,218,347
Total Operating Departments	60,631,164	54,807,121	55,764,918
GRAND TOTAL General Fund	65,760,241	60,238,525	61,192,459

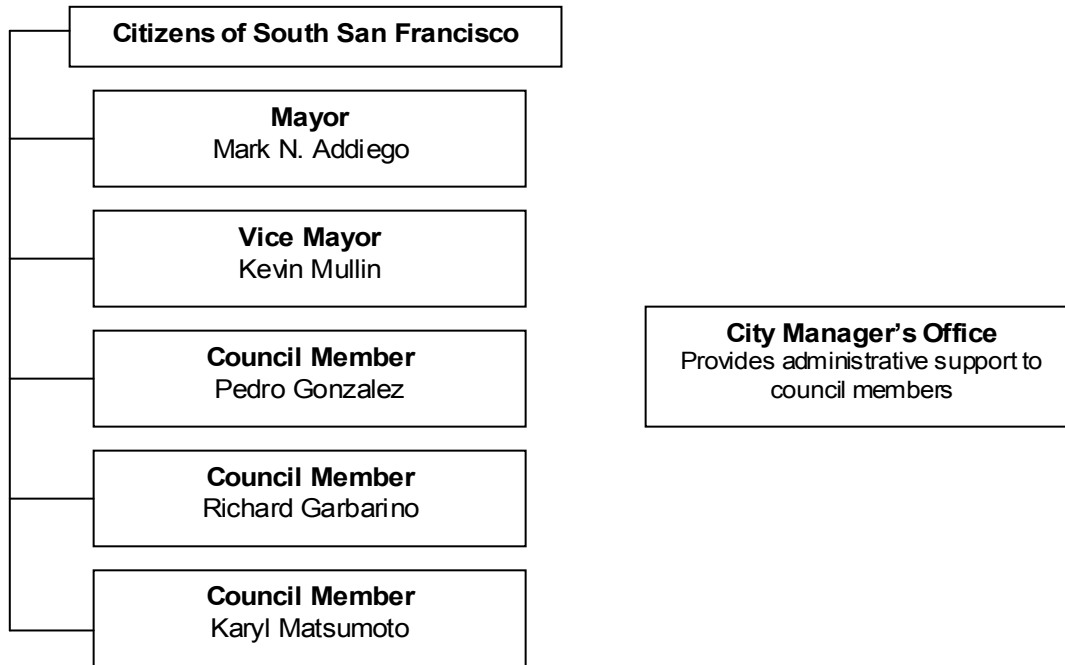
The above department expenditure budgets are part of the General Fund. The Information Technology (IT) department records its revenues and expenditures in its Internal Service Fund. Position budget and expenditure detail for the IT department can be found on 59 and a summary of the Information Technology Fund can be found on page 147.

POSITION BUDGET SUMMARY BY DEPARTMENT

Full-time Positions Department	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
City Clerk	3.00	3.00	3.00
City Manager	4.00	4.00	4.00
City Treasurer	1.00	1.00	1.00
Economic & Community Development	28.45	28.45	28.45
Finance	13.00	13.00	13.00
Fire	82.00	82.00	82.00
Human Resources	5.00	5.00	5.00
Information Technology	6.00	6.00	6.00
Library	23.00	23.00	23.00
Parks and Recreation	64.85	64.85	64.85
Police	111.00	109.00	109.00
Public Works	78.95	79.95	79.95
TOTAL Full-Time	420.25	419.25	419.25
Part-Time Positions			
City Clerk	-	-	-
Economic & Community Development	0.50	0.50	0.50
Fire	0.48	0.48	0.48
Library	17.81	17.81	17.81
Parks and Recreation	51.20	51.20	51.20
Police	3.65	3.65	3.65
Public Works	0.74	0.74	0.74
TOTAL Part-Time	74.38	74.38	74.38
GRAND TOTAL	494.63	493.63	493.63

A listing of position titles and position codes by department can be found in the Position Detail by Department section on page 117. The list of adopted vacancies for FY 2010-11 can be found in pages 34-36.

CITY COUNCIL (01)



MISSION

The mission of the government of the City of South San Francisco is to provide a safe, attractive, and well-maintained community through superior customer service and programs, and a work ethic that will enhance the quality of life in the City's neighborhoods.

ELECTIONS

Five members are elected to four-year Council terms. Elections are held in odd-numbered years. Three members are elected together, and the other two are elected in the next election. The Mayor and Vice Mayor are selected by the Council from its members in non-election years. During election years, the Mayor and Vice Mayor are selected after election results have been tabulated.

RESPONSIBILITIES

- Acting as the governing body of South San Francisco.
- Establishing local law and policies through the enactment of ordinances and resolutions.
- Determining how the City shall obtain and spend funds.
- Appointing members to advisory municipal activities.
- Representing the City by serving on regional and County committees and boards whose policies may affect South San Francisco.
- The Council also directs the City Manager and serves as the Redevelopment Agency Board of Directors.

CITY COUNCIL

POSITION BUDGET SUMMARY

Position Title	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Council Members (<i>Elected</i>)	5.00	5.00	5.00
Total	5.00	5.00	5.00

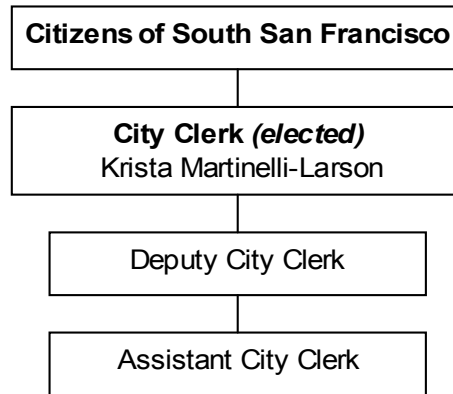
FUNDING SOURCE SUMMARY

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund	123,045	194,218	213,718	213,718	194,229	11	0.0%
Total	123,045	194,218	213,718	213,718	194,229	11	0.0%

EXPENDITURE SUMMARY

Salaries and Benefits	70,185	135,616	135,616	135,616	139,383	3,767	2.8%
Supplies and Services	52,861	58,602	78,102	78,102	54,846	(3,756)	-4.8%
Total	123,045	194,218	213,718	213,718	194,229	11	0.0%

CITY CLERK (02)



MISSION

The South San Francisco City Clerk's Office strives to be a vital part of local government and is committed to serving as the link between residents, local governing bodies and agencies of government at other levels. The City Clerk's Office pledges to be ever mindful of its neutrality and impartiality with respect to local government matters and to place service of the public as its first priority.

FY 2009-10 ACCOMPLISHMENTS

Overall focus for 2009-2010 included an emphasis on professionalizing the office of the City Clerk.

- Voter education/outreach.
- Streamlined and enhanced the records management system by renaming Laserfiche files for the purpose of facilitating more efficient inter-department use and maximizing the value of the investment in the system.
- Assessed document retention schedule.
- Revised City Clerk Department website and increased agenda distribution list subscriptions and Granicus usage as a result.
- Updated board, commission and elected official historical rosters.

FY 2010-11 OBJECTIVES

Overall focus for 2010-2011 includes an emphasis on streamlining the flow of paperwork in and out of the City Clerk's Office.

- Secure Notary certification for City Clerk Staff.
- Revise and update document retention schedule.
- Implement Agenda Manager Software to streamline public noticing function of the office.

FY2010-11 RESOURCE OR PROGRAM SERVICE LEVEL CHANGES

The City Clerk's Office discontinued passport service and eliminated hourly/contract positions in the office.

CITY CLERK

POSITION BUDGET SUMMARY

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Assistant City Clerk	1.00	1.00	1.00
City Clerk (<i>Elected</i>)	1.00	1.00	1.00
Deputy City Clerk*	1.00	1.00	1.00
Full-Time Positions	3.00	3.00	3.00
Total	3.00	3.00	3.00

*1.0 FTE Deputy City Clerk is charged to RDA

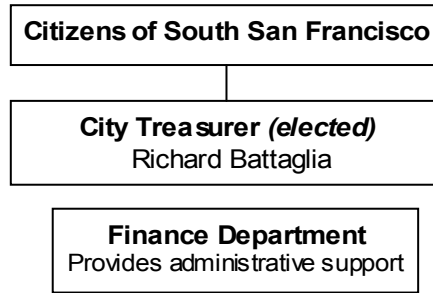
FUNDING SOURCE SUMMARY

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund (net)	316,476	369,249	355,499	355,499	389,503	20,254	5.5%
Passport Processing Fee	20,700	20,000	-	-	-	(20,000)	-100.0%
RDA Funds	-	102,106	102,106	102,106	104,965	2,859	2.8%
Total	337,176	491,355	457,605	457,605	494,468	3,113	0.6%

EXPENDITURE SUMMARY

Salaries and Benefits	267,199	231,528	231,528	231,528	236,507	4,979	2.2%
Supplies and Services	69,976	157,721	123,971	123,971	152,996	(4,725)	-3.0%
Total	337,176	389,249	355,499	355,499	389,503	254	0.1%

CITY TREASURER (03)



MISSION

To invest funds not currently required for the operation of the City in order to maximize revenues while ensuring the safety and availability of the principal.

RESPONSIBILITIES

The City Treasurer is charged with:

- Investing City funds to achieve the maximum return on deposits
- Producing monthly reports to identify amounts and types of investment instruments
- Arranging payments on City bonds
- Coordinating financial transactions in cooperation with the Finance Director
- Preparing property tax assessments for residents upon request

CITY TREASURER

POSITION BUDGET SUMMARY

Position Title	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Treasurer (<i>Elected</i>)	1.00	1.00	1.00
Total	1.00	1.00	1.00

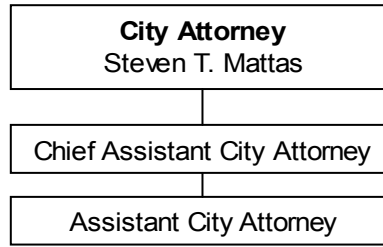
FUNDING SOURCE SUMMARY

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund	44,451	48,664	80,360	80,360	54,674	6,010	12.4%
Total	44,451	48,664	80,360	80,360	54,674	6,010	12.4%

EXPENDITURE SUMMARY

Salaries and Benefits	24,362	42,766	42,766	42,766	43,754	988	2.3%
Supplies and Services	20,089	5,898	37,594	37,594	10,920	5,022	85.1%
Total	44,451	48,664	80,360	80,360	54,674	6,010	12.4%

CITY ATTORNEY (04)



The City Attorney is the legal counsel for the City.

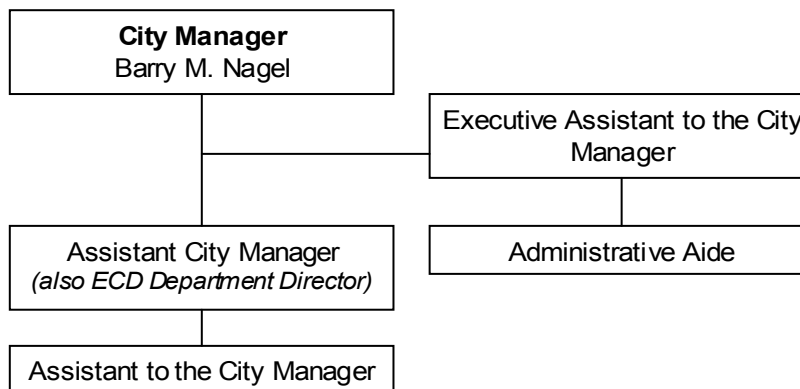
FUNDING SOURCE SUMMARY

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund	634,237	745,747	745,747	745,747	745,868	121	0.0%
Total	634,237	745,747	745,747	745,747	745,868	121	0.0%

EXPENDITURE SUMMARY

Supplies and Services	634,237	745,747	745,747	745,747	745,868	121	0.0%
Total	634,237	745,747	745,747	745,747	745,868	121	0.0%

CITY MANAGER (05)



MISSION

The mission of the government of the City of South San Francisco is to provide a safe, attractive, and well-maintained community through superior customer service and programs, and a work ethic that will enhance the quality of life in its neighborhoods.

The City Manager and office administration staff are charged with general management of the City. They are responsible for implementation of City Council programs and activities, community relations, Ombudsmanship, special projects, lobbying activities, interagency coordination and other duties as determined by the City Council. The office also provides a resource for general information for the citizens of South San Francisco as well as City staff.

FY 2009-10 ACCOMPLISHMENTS

- Presented the future financial outlook of the City to employees
- Completed a ground-breaking ceremony for the Downtown Parking Structure and Ferry Terminal
- Implemented a video tour guide for the City's website featuring City departments, South San Francisco School District, Conference Center and Chamber of Commerce
- Continued to work with staff on succession planning expanding this area to include identification of City core services and long-term planning
- Reached contractual agreement with all City bargaining units and incorporated two-tiered retirement

FY 2010-11 OBJECTIVES

- Develop a five-year strategic plan
- Develop a working model of a Green Environmental Services Division and explore funding sources
- Continue educating and updating employees regarding budget situation
- Implement new banking services contract
- Complete the Downtown Parking Structure and additional Downtown Area Upgrades

FY 2010-11 RESOURCE OR PROGRAM SERVICE LEVEL CHANGES

The City Manager's Office has reduced its overall budget and has shifted some staff responsibilities to accommodate other departments/divisions.

CITY MANAGER

POSITION BUDGET SUMMARY

Position Title	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Administrative Aide	1.00	1.00	1.00
Assistant to the City Manager	1.00	1.00	1.00
City Manager*	1.00	1.00	1.00
Executive Assistant to the City Manager*	1.00	1.00	1.00
Total	4.00	4.00	4.00

*0.2 FTE City Manager and 0.1 FTE Assistant to the City Manager are charged to RDA

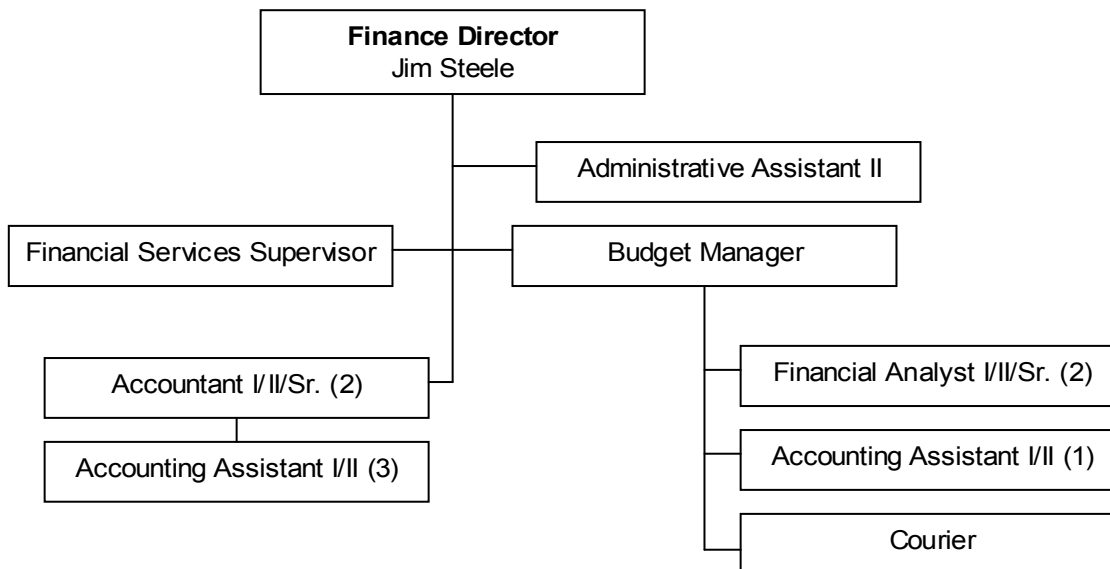
FUNDING SOURCE SUMMARY

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund	737,230	742,197	759,286	759,286	743,035	838	0.1%
RDA Funds	78,170	78,182	78,182	78,182	80,371	2,189	2.8%
Total	815,400	820,379	837,468	837,468	823,406	3,027	0.4%

EXPENDITURE SUMMARY

Salaries and Benefits	680,866	662,404	662,404	662,404	676,524	14,120	2.1%
Supplies and Services	56,364	79,793	96,882	96,882	66,511	(13,282)	-16.6%
Total	737,230	742,197	759,286	759,286	743,035	838	0.1%

FINANCE (06)



MISSION

- To provide financial services to all departments of the City.
- To facilitate fiscal accountability and adequate control of the use of City funds and appropriations.
- To assure collection of tax funds due to the City from sources such as Transient Occupancy Taxes and Business Licenses.
- To provide financial planning and reporting services for a more informed budget process.

FY 2009-10 ACCOMPLISHMENTS

- Supported the City to place a measure on the November 2009 ballot to increase Transient Occupancy Tax 1%, the measure passed and will add approximately \$500,000 to the General Fund.
- In coordination with the IT department, implemented the new financial software Eden across all City departments.
- Participated with the City Manager to update City staff about the budget and the future financial outlook for the City.

FY 2010-11 OBJECTIVES

- Implement a scanning system in conjunction with the financial software in effort to move towards a more paperless office in Finance and departments with regards to bills and contracts by FY 2011-12.
- Cross train staff to use the various financial and payroll software applications.
- Continue to train department managers and administrative staff to effectively use the new financial software.
- Work with City Manager, Human Resources Director and departments to bring a budget re-alignment strategy to the City Council by 7/1/11.
- Implement new banking contract in order to take advantage of newer fraud protection technology and to shift departmental staff away from clerical tasks towards more value added financial oversight and reporting services.

FY2010-11 RESOURCE OR PROGRAM SERVICE LEVEL CHANGES

The department reduced its contract services budget, which will limit the amount of outside consultant work to assist the department in meeting its objectives.

FINANCE

POSITION BUDGET SUMMARY

Divisions	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Administration/Budget Division	5.00	5.00	5.00
Accounting Division	8.00	8.00	8.00
Total	13.00	13.00	13.00

FUNDING SOURCE SUMMARY

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund	1,500,934	1,617,943	1,688,977	1,688,977	1,595,835	(22,108)	-1.4%
RDA Funds	129,022	357,036	357,036	357,036	367,033	9,997	2.8%
Total	1,629,956	1,974,979	2,046,013	2,046,013	1,962,868	(12,111)	-0.6%

EXPENDITURE SUMMARY

Salaries and Benefits	1,182,782	1,242,523	1,242,523	1,242,523	1,261,670	19,147	1.5%
Supplies and Services	318,151	375,420	446,454	446,454	334,165	(41,255)	-11.0%
Total	1,500,934	1,617,943	1,688,977	1,688,977	1,595,835	(22,108)	-1.4%

Finance Administration & Budget

The purpose of this Division is to oversee the departments, prepare the annual budget, monitor revenues, prepare financial projections, support the City Treasurer in investment oversight, and manage the financial and debt planning functions and monitor revenue and expenditures for the City’s capital improvement program.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Administrative Assistant II	1.00	1.00	1.00
Budget Manager	1.00	1.00	1.00
Director of Finance	1.00	1.00	1.00
Financial Analyst I/II/Senior*	2.00	2.00	2.00
Total	5.00	5.00	5.00

*1.0 FTE Financial Analyst is charged to RDA

FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund	544,393	503,709	553,709	553,709	514,030	10,321	2.0%
RDA Funds	129,022	131,193	131,193	131,193	134,866	3,673	2.8%
Total	673,415	634,902	684,902	684,902	648,896	13,994	4.8%

EXPENDITURES

Salaries and Benefits	528,922	487,810	487,810	487,810	498,131	10,321	2.1%
Supplies and Services	15,471	15,899	65,899	65,899	15,899	-	0.0%
Total	544,393	503,709	553,709	553,709	514,030	10,321	2.0%

Accounting & Financial Services

The purpose of the Division is to keep the City's books in compliance with accounting standards, provide access to accounting reports for departments, prepare annual financial reports and other mandated reports, account for payroll costs and issue payroll checks and reports, issue vendor checks, manage the City's finance system, pay debt service, project cash flow for the City Treasurer, and monitor the City's fixed assets.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Accountant I/II/Senior*	2.00	2.00	2.00
Accounting Assistant I/II	4.00	4.00	4.00
Courier	1.00	1.00	1.00
Financial Services Supervisor	1.00	1.00	1.00
Total	8.00	8.00	8.00

* 1.0 FTE Accountant I and 1.0 FTE Account Assistant II are charged to RDA

FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund	956,540	1,114,234	1,135,268	1,135,268	1,081,804	(32,430)	-2.9%
RDA Funds	-	225,843	225,843	225,843	232,166	6,323	2.8%
Total	956,540	1,340,077	1,361,111	1,361,111	1,313,970	(26,107)	-0.1%

EXPENDITURES

Salaries and Benefits	653,860	754,713	754,713	754,713	763,538	8,825	1.2%
Supplies and Services	302,681	359,521	380,555	380,555	318,266	(41,255)	-11.5%
Total	956,540	1,114,234	1,135,268	1,135,268	1,081,804	(32,430)	-2.9%

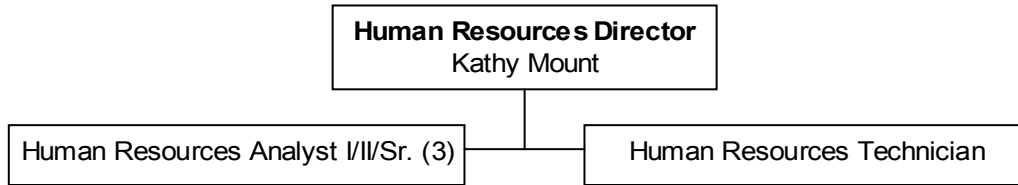
NON-DEPARTMENTAL (07)

The mission of the Non-Departmental section is to meet City requirements that are not related to a particular department.

ORGANIZATION / PROGRAM SUPPORTED	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Animal Control	408,500	386,000	426,000
Professional Tech. Services – Gov’t			
• C/CAG	54,723	54,723	54,723
• C/CAG Congestion Relief Plan	166,325	166,325	166,325
Office Supplies	3,000	-	-
• Newsletter	24,430	-	-
• Printing	12,000	-	-
• Business Cards	2,000	-	-
Postage	20,213	20,213	7,213
Dues, Meetings, Mileage			
• Peninsula Conflict	17,000	17,000	17,000
• League of CA Cities	18,690	18,690	18,690
• ABAG	10,750	10,750	10,750
• SAMCEDA	10,300		
• Peninsula T.V.	43,050		
• Airport Community Round Table	1,302	1,302	1,302
• Chamber of Commerce	2,500	2,500	2,500
• SAMCAT (Cable TV oversight)	2,756		
• LAFCO	8,048	8,048	8,048
Maintenance/Operating Equipment			
• Phones/Computers for Council Chambers	5,000	5,000	5,000
• Non-Departmental Equipment	1,000	1,000	1,000
Promotional – TOT Allocation			
• Chamber of Commerce	25,000	-	-
• Plymire-Schwarz Museum and Fire Museum	6,000	-	-
Miscellaneous (Special Programs) *			
• Citizen's Academy	10,000	8,340	8,340
Phone Service	7,286	7,286	7,286
Total	859,873	707,177	734,177

* Funds for additional special programs will be appropriated from remaining FY 2009-10 funds carried over to FY 2010-11.

HUMAN RESOURCES (09)



MISSION

- To provide efficient, effective personnel services to the City and its departments.
- To aid and support employees in providing outstanding service to the City.
- To provide leadership and advice in areas affecting the City's human resources.

FY 2009-10 ACCOMPLISHMENTS

- Finalized seven labor contracts implementing significant cost reduction items
- Added Risk Management function for all claims against City
- Planned and began implementation of new benefit administration plan

FY 2010-11 OBJECTIVES

- Negotiate seven labor contracts for next fiscal year
- Assist departments in implementing personnel changes resulting from core services determination
- Focus on training, leadership and succession planning

FY2010-11 RESOURCE OR PROGRAM SERVICE LEVEL CHANGES

The department outsourced benefits administration freeing up a senior employee to take on more complex and cost effective work in risk management.

HUMAN RESOURCES

POSITION SUMMARY

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Director of Human Resources	1.00	1.00	1.00
Human Resources Analyst I/II/Sr.	3.00	3.00	3.00
Human Resources Technician	1.00	1.00	1.00
Total	5.00	5.00	5.00

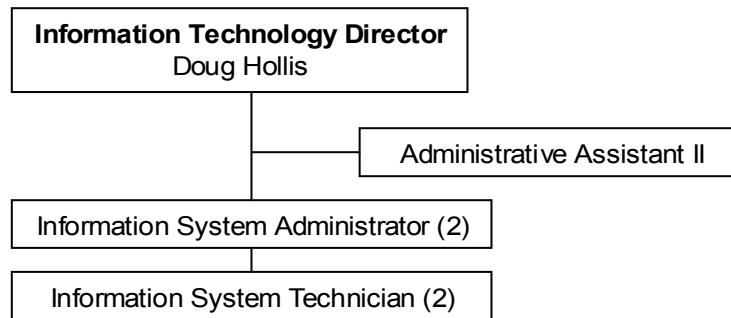
FUNDING SOURCE SUMMARY

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund	1,036,630	986,209	986,209	986,209	970,220	(15,989)	-1.6%
Total	1,036,630	986,209	986,209	986,209	970,220	(15,989)	-1.6%

EXPENDITURE SUMMARY

Salaries and Benefits	707,374	706,766	706,766	706,766	721,979	15,213	2.2%
Supplies and Services	329,255	279,443	279,443	279,443	248,241	(31,202)	-11.2%
Total	1,036,630	986,209	986,209	986,209	970,220	(15,989)	-1.6%

INFORMATION TECHNOLOGY (16)



MISSION

To design, implement, and maintain the citywide information technology network; to set standards for all user hardware to assure system compatibility; to support user hardware and assist with the training of employees in the use of common software; and to assist departments in planning for their particular unique technology needs.

FY 2009-10 ACCOMPLISHMENTS

- Supported the library remodel with project management, PC removal, PC installation and wireless networking.
- Supported the City broadcasting of Council, Planning Commission and other meetings to the public.
- Implemented the new financial software citywide by working with the Finance department.
- Consolidated 23 physical servers into three via the VMware project saving approximately \$20,000 a year in equipment replacement.
- Supported the news rack project and state mandated reporting using GIS and Cityworks software.
- Supported the building of the EOC, providing network, PC, server room, audio visual equipment and project management.
- Supported the Fire Department expanding and using more software applications.
- Lead the project to consolidate all cell phone plans into one vendor for a considerable savings.

FY 2010-11 OBJECTIVES

- Design, fund and implement a disaster recovery and backup solution to solve an existing problem.
- Review and fund network security, such as intrusion protection and detection, to protect City assets.
- Research, design, justify and fund the virtualization of PCs, thus reducing equipment costs in the future.
- Bring in new copiers to replace the existing copiers and contract.
- Continue working with all departments to bring in new software applications and services.
- Lead and obtain funding for the City to become PCI (payment card industry) compliant as required to avoid or reduce potential fines.

FY2010-11 RESOURCE OR PROGRAM SERVICE LEVEL CHANGES

The part-time Webmaster position was frozen due to budget reduction changes. The IT Department has taken on the broadcasting of Council and Planning Commission meetings.

INFORMATION TECHNOLOGY

POSITION BUDGET SUMMARY

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Administrative Assistant II	1.00	1.00	1.00
Director of Information Technology	1.00	1.00	1.00
Information Systems Administrator*	2.00	2.00	2.00
Information Systems Technician	2.00	2.00	2.00
Total	6.00	6.00	6.00

*1.0 FTE Information Systems Administrator is charged to RDA

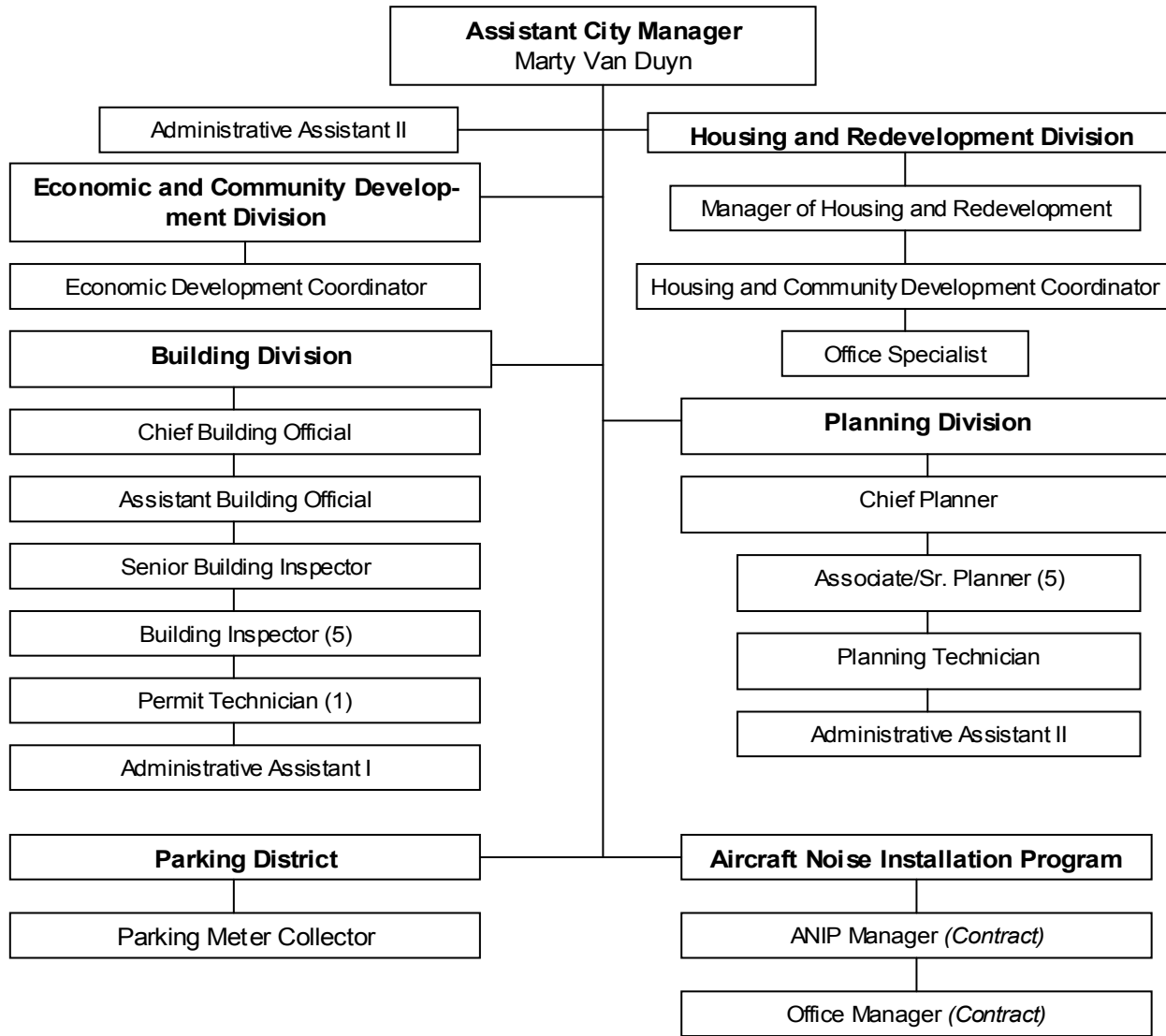
FUNDING SOURCE SUMMARY

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
Charges to Departments	1,345,081	1,344,602	1,344,602	1,344,602	1,398,820	54,218	4.0%
Charges to other Agencies	53,290	8,000	8,000	8,000	25,000	17,000	212.5%
Other Revenues	164,845	50,000	167,834	167,834	40,000	(10,000)	-20.0%
RDA Funds	-	164,045	164,045	164,046	168,638	4,593	2.8%
Total	1,563,216	1,566,647	1,684,480	1,684,481	1,632,458	65,811	4.2%

EXPENDITURE SUMMARY

Salaries and Benefits	773,376	713,762	711,369	711,369	706,308	(7,454)	-1.0%
Supplies and Services	677,114	688,362	844,321	844,321	688,055	(307)	0.0%
Capital Outlay	-	180,130	317,963	117,834	255,130	75,000	41.6%
Transfer out to other Funds	222,357	-	73,451	73,451	-	-	
Total	1,672,848	1,582,254	1,947,104	1,746,974	1,649,493	67,239	4.2%

ECONOMIC AND COMMUNITY DEVELOPMENT (10)



MISSION

- Preservation and improvement of the physical and economic condition of the South San Francisco community.
- Administration and daily operations of Economic Development, Redevelopment, Housing and Community Development, Planning and Building Divisions, and the Parking District and Airport Noise Insulation Program.
- Financial oversight for Redevelopment Agency, Community Development Block Grant and Parking District funds.
- Real property acquisitions, development and management.

FY 2009 -2010 ACCOMPLISHMENTS

Housing & Community Development Division (RDA/CDBG)

- Initiated construction of new Miller Avenue Parking Garage.
- Completed the acquisition of lands, easements and right of way necessary for the Caltrain Station Relocation and Plaza Project.
- Implemented the 2009-10 Community Development Block Grant Program (CDBG).
- Completed a new Five Year Redevelopment Agency Implementation Plan.
- Acquired 356 Grand Avenue to develop a new pedestrian walkway from the new Miller Avenue Garage and 938 Linden Avenue for creation of a new social service program.
- ANIP marketed and developed contracts for 60 homes in the expanded target area.

Planning Division

- Completed South El Camino Real General Plan Amendment, Zoning Ordinance and Design Guidelines.
- Gateway Business Park Master Plan –22.6 acres Master Plan to allow for up to 1.2 million sq ft of office/R & D
- 636 El Camino Real - 109 affordable housing residential units including 5,000 square feet of mixed-use commercial space
- Housing Element Update – Certified by the State Dept. of Housing and Community Development in early 2010.

Building Division

- Performed 100% of all requested inspections within 24 hours of request.
- Performed plan review within or under the allotted ten day turnaround time.
- Simplified the over-the-counter permit process, for residential kitchens and bathrooms.
- Successfully managed the waste diversion program.
- Increased in-house plan check by 90% and provided accessibility training to all field staff.
- Improved and simplified permit review and plan check process and managed the waste diversion program.
- Provided accessibility training to all field staff.

FY 2010-2011 OBJECTIVES

Housing & Community Development Division (RDA/CDBG)

- Relocate St. Vincent De Paul Food Service Program to Linden Avenue.
- Initiate full development program for construction of mixed-use project for Redevelopment Agency owned property at 418 Linden Avenue.
- Initiate new residential construction of 109 affordable units at 636 El Camino Real, in conjunction with Mid Peninsula Housing.
- Continue to implement residential retrofit programs for the community.
- Assist in developing a community wide Climate Action Plan to reduce GHG emissions to 1990 levels by 2020.
- Facilitate Redevelopment Agency Plan Amendments for potential new development opportunities.
- ANIP will complete the window installations in 60 new homes in the expanded area.

Planning Division

- Explore and if possible, implement an on-line application system.
- Comprehensive City-wide Zoning Ordinance Update
- Continue to develop the Division's web presence and to make available on web all Division documents which are public information.
- Undertake a General Plan Update for the Downtown Commercial Core.
- Complete the El Camino Real/Chestnut Land Use Plan and Design Guidelines.
- Implementation of interactive zoning and land use information on GIS

Building Division

- Implement the new Windows based CRW permit system.
- Certify at least one inspector in CASP (Certified Access Specialist Program).
- Provide training to field staff on the new 2010 Building Codes.
- Perform 100% of all requested inspections within 24 hours of request.
- Administer the new CalGreen, Green Building Code.

ECONOMIC & COMMUNITY DEVELOPMENT

POSITION BUDGET SUMMARY

Divisions	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
ECD Administration	3.65	3.65	3.65
Housing and Community Development	2.95	2.95	2.95
Planning	7.85	7.85	7.85
Building	11.00	11.00	11.00
Parking District	3.00	3.00	3.00
Full-Time Positions	28.45	28.45	28.45
Part-Time			
Planning	0.50	0.50	0.50
Part-Time Positions	0.50	0.50	0.50
Total	28.95	28.95	28.95

FUNDING SOURCE SUMMARY

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund (net)	1,538,266	997,260	1,380,333	1,466,332	343,799	(653,461)	-65.5%
Planning/Building Fees	1,750,277	1,505,901	1,505,901	1,505,902	2,262,000	756,099	50.2%
Parking District Fund	619,278	527,000	527,000	527,000	537,000	10,000	1.9%
RDA Funds	335,654	498,099	498,099	498,099	512,046	13,947	2.8%
CDBG Funds	615,978	865,955	987,234	987,234	793,456	(72,499)	-8.4%
Total	4,859,454	4,394,215	4,898,567	4,984,567	4,448,301	54,086	1.2%

EXPENDITURE SUMMARY

Salaries and Benefits	2,340,588	2,141,503	2,055,503	2,141,503	2,117,512	(23,991)	-1.1%
Supplies and Services	943,093	361,658	830,731	830,731	488,287	126,629	15.2%
Debt Service and Other	4,862	-	-	-	-	-	
Total	3,288,543	2,503,161	2,886,234	2,972,234	2,605,799	102,638	4.1%

Economic & Community Development Administration

The Economic & Community Development Administration Division provides the support and resources necessary to promote and maintain quality development within the City and improves the processing and regulatory functions necessary to assure continued growth and development with in the City.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Administrative Assistant II*	1.00	1.00	1.00
Assistant City Manager*	1.00	1.00	1.00
Associate Planner	0.15	0.15	0.15
Economic & Community Development Coordinator*	1.00	1.00	1.00
Office Specialist	0.50	0.50	0.50
Total	3.65	3.65	3.65

*0.4 FTE of Assistant City Manager, 1.0 FTE of Economic & Community Development Coordinator and 0.7 FTE of Administrative Assistant II are charged to RDA

FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund	263,812	317,717	317,717	317,717	311,532	(6,185)	-1.9%
RDA Funds	180,698	342,240	342,240	342,240	351,823	9,583	2.8%
Total	444,510	659,957	659,957	659,957	663,355	3,398	0.9%

EXPENDITURES

Salaries and Benefits	180,304	218,169	218,169	218,169	222,832	4,663	2.1%
Supplies and Services	83,508	99,548	99,548	99,548	88,700	(10,848)	-10.9%
Total	263,812	317,717	317,717	317,717	311,532	(6,185)	-1.9%

Housing & Community Development

The Housing and Community Development Division administers the CDBG program including fiscal reporting requirements, administering residential revitalization and social service grants, managing the First Time Homebuyers Program, creating affordable housing opportunities for low and moderate income families, and implementing the Inclusionary Housing Ordinance. This division also administers the Redevelopment Agency program.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Community Development Coordinator	1.00	1.00	1.00
Manager of Housing and Redevelopment*	1.00	1.00	1.00
Office Specialist	0.95	0.95	0.95
Total	2.95	2.95	2.95

*0.4 FTE Manager of Housing and Redevelopment is charged to RDA

FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
Federal Grants	584,788	601,729	601,729	601,729	651,456	49,727	8.3%
County HOME Funds	16,175	13,000	25,515	25,515	12,000	(1,000)	-7.7%
ARRA Funding (Stimulus)	-	-	161,564	161,564	-	-	
Interest / Other Income	15,015	251,226	198,426	198,426	130,000	-	
Total	615,978	865,955	987,234	987,234	793,456	48,727	0.6%

EXPENDITURES

Salaries and Benefits	296,425	323,085	323,085	323,085	332,531	9,446	2.9%
Supplies and Services	251,539	482,621	610,542	610,542	414,676	(67,945)	-14.1%
Transfers to General Fund	33,249	34,249	34,249	34,249	34,249	-	
Total	581,212	839,955	967,877	967,877	781,456	(58,499)	-7.0%

Planning

The mission of the Planning Division is to assist the Planning Commission and City Council in guiding the physical growth and development of the City. Planning staff is dedicated to providing the highest degree of customer service to City residents, business owners, prospective developers, design and environmental professionals, and other public agencies seeking information regarding land development and land use issues in the City.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Administrative Assistant II	1.00	1.00	1.00
Associate/Senior Planner*	4.85	4.85	4.85
City Planner	1.00	1.00	1.00
Planning Technician	1.00	1.00	1.00
Full-Time Positions	7.85	7.85	7.85
Part-Time			
Office Specialist	0.50	0.50	0.50
Part-Time Positions	0.50	0.50	0.50
Total	8.35	8.35	8.35

*1.35 FTE Senior Planner and 0.5 FTE Associate Planner are charged to RDA

FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund	1,310,987	688,701	1,043,774	1,043,774	856,972	168,271	24.4%
RDA Funds	125,916	126,818	126,818	126,819	130,369	3,551	2.8%
Total	1,436,903	815,519	1,170,592	1,170,593	987,341	171,822	27.2%

EXPENDITURES

Salaries and Benefits	869,730	575,518	575,518	575,518	588,291	12,773	2.2%
Supplies and Services	441,257	113,183	468,256	468,256	268,681	155,498	137.4%
Total	1,310,987	688,701	1,043,774	1,043,774	856,972	168,271	24.4%

Building

The mission of the Building Division is to ensure public safety, health and welfare through the effective administration and enforcement of our local ordinances and the California Building Codes. The division enforces building, plumbing, mechanical, and electrical installations as well as accessibility and energy compliance. In the event of an emergency or disaster, it is the division’s responsibility to perform damage assessments of all structures. The division also maintains accurate property and permit records for structures within South San Francisco.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Administrative Assistant I	1.00	1.00	1.00
Assistant Building Official	1.00	1.00	1.00
Building Inspector	5.00	5.00	5.00
City Building Official	1.00	1.00	1.00
Office Specialist	1.00	1.00	1.00
Permit Technician	1.00	1.00	1.00
Senior Building Inspector*	1.00	1.00	1.00
Total	11.00	11.00	11.00

*0.5 FTE Senior Building Inspector is charged to RDA

FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund	1,713,628	1,496,743	1,524,743	1,524,743	1,437,295	(59,448)	-4.0%
RDA Funds	29,041	29,041	29,041	29,041	29,854	813	2.8%
Total	1,742,669	1,525,784	1,553,784	1,553,784	1,467,149	(58,635)	-3.8%

EXPENDITURES

Salaries and Benefits	1,290,554	1,347,816	1,261,816	1,261,816	1,306,389	(41,427)	-3.3%
Supplies and Services	423,074	148,927	262,927	262,927	130,906	(18,021)	-6.9%
Total	1,713,628	1,496,743	1,524,743	1,524,743	1,437,295	(59,448)	-3.9%

Parking District

The Parking District manages and maintains all public parking in the Downtown Area by servicing electronic meters, monitoring parking lot usage, providing parking surveys, and addressing any concerns or suggestions by the downtown merchants and general public. It is funded from parking meter and parking permit fees.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Parking Enforcement Officer*	2.00	2.00	2.00
Parking Meter Collector	1.00	1.00	1.00
Total	3.00	3.00	3.00

* 1.0 FTE Parking Enforcement Officer is charged to RDA

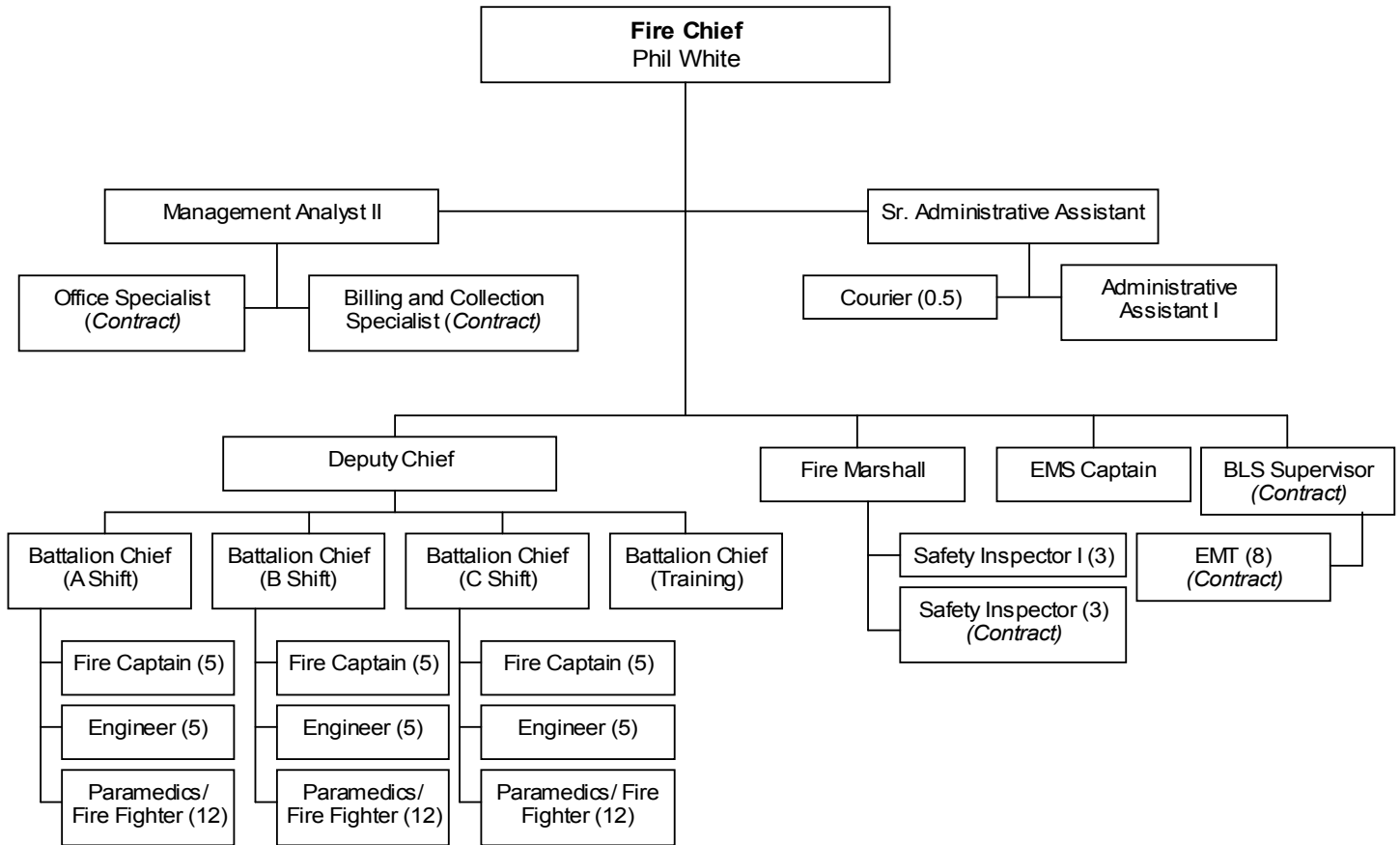
FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
Parking District Fund	619,278	527,000	527,000	527,000	537,000	10,000	1.9%
RDA Funds	85,364	92,684	92,684	92,685	95,279	2,595	2.8%
Total	704,642	619,684	619,684	619,685	632,279	12,595	2.0%

EXPENDITURE SUMMARY

Salaries and Benefits	204,937	206,513	206,522	206,522	213,391	6,878	3.3%
Supplies and Services	119,615	181,798	182,132	182,132	181,798	-	0.0%
Total	341,101	388,311	388,654	388,654	395,189	6,878	1.8%

FIRE (11)



MISSION

To protect the people, environment and property within the City of South San Francisco from the effects of fires, natural and man-made disasters, hazardous material incidents, medical emergencies, hazards created by substandard construction or violations of the Municipal Code.

This will be accomplished through strategic planning and management, prompt and efficient response of personnel and equipment to emergency incidents, creation of inter-agency agreements with neighboring public and private emergency service providers for our mutual benefit, comprehensive public education, fire and Municipal Code enforcement.

FY 2009 -2010 ACCOMPLISHMENTS

- Met the department's cost recovery/revenue collection goals of for FY 09-10 of \$2.8 million.
- Placed into service a new fire training facility that contains a classroom equipped with state of the art visual displays and other teaching aids that can be used to teach Fire Department personnel how to respond to, mitigate and recover from emergency incidents. When not being used to meet its own training needs, other San Mateo County fire agencies (as well as local businesses) can rent the facility. In addition, this facility can be utilized as an Emergency Operations Center to help the City coordinate its response to natural disasters, technological incidents and national defense emergencies.
- Placed into service a Type I urban search and rescue vehicle (US&R 161) which is designed to help locate, disentangle and extricate victims trapped in a collapsed building. In addition, this vehicle is equipped with a high pressure, breathing air filling station. This will be used to refill the air tanks on the self-contained breathing apparatus used by firefighters and other rescue personnel to protect themselves when entering hazardous atmospheres.
- Presented Community Emergency Response Team training (CERT) to over 50 residents. This is part of an ongoing disaster preparedness effort to develop five teams of citizens distributed throughout the community who can help augment the efforts of Fire, Police and Public Works personnel during an emergency.
- The existing fire, code enforcement and patient care records management systems were upgraded to allow greater use in the field by Firefighters, Safety Inspectors and Paramedics who utilize a hardened laptop computer to enter and retrieve data. For the first time, Firefighters at the scene of an emergency will be able to access important building and chemical hazard information wirelessly using hardened laptops located in their vehicles. Access to this type of information will contribute to their situational awareness and assure a prompt and efficient response so that lives can be saved and property losses reduced.
- A new automated staffing system was placed into service. This system utilizes a combination of software and hardware that will decrease the staffing officer's workload when tasked to fill staffing vacancies. The system allows the employee requesting leave usage to do so via computer or by telephone. In turn, such requests will be processed by special software that uses "rules" to determine if the leave request will be allowed. Before terminating their connection, the requesting employee will know if their request has been approved and an e-mail/voicemail will be sent to all department employees announcing that a staffing vacancy exists and to respond before the stated deadline if they wish to fill it. Again, using "rules" that have been provided in advance, the software will approve or disapprove the responses of the employees who wish to fill the vacancy. All of this will occur 24 hours a day, 7 days a week without human intervention - consequently saving many hours of lost productivity for the staffing officer.
- In cooperation with other North San Mateo County fire departments, the emergency radio system that is used to dispatch fire personnel and equipment was upgraded and hardened. This collaborative effort will improve interoperability between fire departments as well as eliminate poor reception that occurred in parts of Daly City, Pacifica and South San Francisco.

- In cooperation with the Parks and Recreation Department, a Junior Fire Academy was offered to children ages 12 to 14. The purpose of the academy is to develop interest in a fire service career, present training in first-aid, CPR, proper use of a fire extinguisher, technical rescue, and how to extinguish vehicle and pallet fires using hose streams as well as other emergency response topics.
- In cooperation with North Peninsula Neighborhood Services Agency, South San Francisco Rotary and Interact Clubs, the Fire Department conducted its annual Thanksgiving food distribution and Season of Giving toy drive that provided toys and gift cards for over 1200 needy families.
- In cooperation with the Alisa Ann Ruch Burn Foundation and Genentech Inc., the Fire Department helped raise over \$4,500 to aid burn victim survivors and their families. Some of the monies raised were used to purchase instructional materials for burn prevention programs the Department participates in. Other monies were used to help send children who are burn survivors to “Champ Camp,” a place where these children can focus on having fun and not have their injuries be the center of attention.
- In cooperation with the Alisa Ann Ruch Burn Foundation and the South San Francisco Unified School District, we presented to over 5,000 school children an interactive burn prevention program that taught the participants how to recognize hazards in the home, what to do in the event a fire occurs as well as how to care for burns and other health and safety topics.
- In cooperation with the South San Francisco Rotary and Interact Clubs, local businesses and residents conducted an annual fundraiser to benefit South San Francisco and El Camino High School’s music, art and vocational education programs. This year’s fundraiser was a basketball show starring the Harlem Ambassadors. Over \$5,000 was raised for these needy programs.
- The Department had representation (personnel) on the following San Mateo County Committees: Fire Chiefs, Fire Operations, Fire Training, Emergency Services Council, County Emergency Medical Care Committee, and Medical Advisory Committee

FY 2010-2011 OBJECTIVES

- Minimize operating costs where feasible; develop better cost recovery for services the Fire Department provides to the community and businesses and/or to increase revenues where possible (ALS and BLS ambulance programs, fire prevention plan check fees, renewable permits, special activity permits and the offering of specialized training).
- Continue enhancements to the integrated electronic fire prevention, fire inspection, patient care reporting and code enforcement records management system that can be used by safety inspectors and engine company personnel that contributes to the efficient entry of important building, inspection, hazard and billing information, regulatory compliance and enhanced cost recovery.
- Continue the implementation of a community emergency response program throughout the City that trains citizens and businesses to put out small fires, search for and rescue victims safely, treat the sick and injured, organize themselves and spontaneous volunteers to be effective, and collect disaster intelligence to support the Fire, Police and Public Works Department efforts.
- Place into service the City’s Emergency Operations Center and host an annual disaster drill to validate efforts to respond in an all risk environment.

FY 2010-2011 SERVICE LEVEL CHANGES

Hire a Deputy Fire Chief in the second half of the fiscal year.

FIRE

POSITION BUDGET SUMMARY

Divisions	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Administration	4.00	4.00	4.00
Prevention	7.00	7.00	7.00
Disaster Preparedness	-	-	-
Emergency Medical Services	31.00	31.00	31.00
Operations	40.00	40.00	40.00
Full-Time Positions	82.00	82.00	82.00
Part-Time			
Operations	0.48	0.48	0.48
Part-Time Positions	0.48	0.48	0.48
Total	82.48	82.48	82.48

FUNDING SOURCES SUMMARY

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund (net)	15,503,753	13,640,021	13,855,236	13,855,236	14,397,589	757,568	5.6%
Fee Revenue	2,490,697	2,657,799	2,707,300	2,707,300	2,583,299	(74,500)	-2.8%
RDA Funds	556,450	546,707	546,707	546,707	526,271	(20,436)	-3.7%
Total	18,550,900	16,844,527	17,109,243	17,109,243	17,507,159	662,632	3.9%

EXPENDITURES SUMMARY

Salaries and Benefits	15,341,711	14,252,211	14,252,211	14,252,211	14,685,107	432,896	3.0%
Supplies and Services	2,383,262	1,926,538	2,191,254	2,191,254	2,078,988	152,450	7.9%
Capital Outlay	255,719	-	-	-	-	-	-
Debt Service and Other	13,757	119,071	119,071	119,071	216,793	97,722	82.1%
Total	17,994,450	16,297,820	16,562,536	16,562,536	16,980,888	683,068	4.2%

Fire Administration

The Administration Division is responsible for providing the vision, direction and control of the City's fire prevention, operations, emergency medical services, code enforcement and disaster preparedness programs through the use of strategic planning, resource identification and allocation, financial management, introduction of new technologies and cost recovery when appropriate.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Deputy Fire Chief	1.00	1.00	1.00
Fire Chief	1.00	1.00	1.00
Management Analyst II	1.00	1.00	1.00
Senior Administrative Assistant	1.00	1.00	1.00
Total	4.00	4.00	4.00

FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund	983,056	914,740	913,265	913,265	1,099,270	184,530	20.2%
Total	983,056	914,740	913,265	913,265	1,099,270	184,530	20.2%

EXPENDITURES

Salaries and Benefits	562,301	541,355	541,355	541,355	655,051	113,696	21.0%
Supplies and Services	420,755	373,385	371,910	371,910	444,219	70,834	19.0%
Total	983,056	914,740	913,265	913,265	1,099,270	184,530	20.2%

Fire Prevention

The Fire Prevention Division is responsible for the prevention of fires, hazardous materials incidents or other situations that threaten health, the environment or property. In addition, this Division enforces the City's Municipal Code. This is accomplished by public safety announcements regarding smoke detectors, fire safety demonstrations at local schools or fairs, adoption of local amendments to the Uniform Fire Code, construction plan checking, site inspections and investigation of Municipal Code violations.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Administrative Assistant I	1.00	1.00	1.00
Fire Marshall	1.00	1.00	1.00
Safety Inspector I/II/III*	5.00	5.00	5.00
Total	7.00	7.00	7.00

* 2.0 FTE Safety Inspector positions are charged to RDA

FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund (net)	437,364	-	-	-	-	-	0.0%
Fee Revenue	783,663	960,299	1,011,800	1,011,801	960,299	-	0.0%
RDA Funds	388,280	395,448	395,448	395,448	395,448	-	0.0%
Total	1,609,307	1,355,747	1,407,248	1,407,249	1,355,747	-	0.0%

EXPENDITURES

Salaries and Benefits	1,018,986	603,970	613,970	613,970	617,517	13,547	2.2%
Supplies and Services	202,041	186,784	359,501	359,501	189,554	2,770	1.5%
Total	1,221,027	790,754	973,471	973,471	807,071	16,317	2.1%

Disaster Preparedness

The Disaster Preparedness Division is responsible for coordinating citizens, businesses and the City's efforts to prepare and respond to either manmade or natural disasters. This is accomplished by the creation and support of community emergency response teams, providing advanced training in disaster response and management, participation in County-wide disaster simulations or exercises and the writing of disaster mitigation plans.

FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund	111,077	116,213	116,213	116,213	113,851	(2,362)	-2.0%
Total	111,077	116,213	116,213	116,213	113,851	(2,362)	-2.0%

EXPENDITURES

Supplies and Services	111,077	116,213	116,213	116,213	113,851	(2,362)	-2.0%
Total	111,077	116,213	116,213	116,213	113,851	(2,362)	-2.0%

Emergency Medical Services

The Emergency Medical Services Division is responsible for the Department's injury and illness prevention programs as well as caring for the sick and injured. This is accomplished by offering first-aid, CPR, child-car safety seat inspections and senior fall prevention classes to the community and businesses. When a medical emergency occurs, a fire engine and fire/rescue ambulance is ready to respond to assess, treat and then transport the victim to the hospital.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
EMS Captain	1.00	1.00	1.00
Paramedic/Firefighter	30.00	30.00	30.00
Total	31.00	31.00	31.00

FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund (net)	4,762,926	4,107,761	4,142,752	4,142,751	4,408,899	301,138	7.3%
Fee Revenue	1,707,034	1,695,400	1,695,400	1,695,401	1,621,000	(74,400)	-4.4%
Total	6,469,960	5,803,161	5,838,152	5,838,152	6,029,899	226,738	3.9%

EXPENDITURES

Salaries and Benefits	5,945,809	5,143,919	5,153,919	5,153,919	5,264,716	120,797	2.3%
Supplies and Services	510,976	547,939	572,930	572,930	653,880	105,941	19.3%
Debt Service and Other	13,176	111,303	111,303	111,303	111,303	-	0.0%
Total	6,469,960	5,803,161	5,838,152	5,838,152	6,029,899	226,738	3.9%

Operations

The Operations Division is responsible for the prompt and efficient response of personnel and equipment to the scene of an emergency. These emergencies include fires, hazardous materials incidents, caring for and transporting the sick or injured, natural and manmade disasters as well as incidents involving weapons of mass destruction. This is accomplished by a network of five fire stations strategically located within the community to minimize response times to the emergency scene once the call for assistance has been received. Each fire station has at least one fire engine staffed by three firefighting personnel. Two of the fire engines also have a permanently fixed aerial ladder that can reach heights up to 75 feet to assist in the rescue of occupants trapped on the upper floors of a building. Two of the fire stations house fire rescue ambulances that are staffed by two firefighter/paramedics.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Battalion Chief	4.00	4.00	4.00
Fire Apparatus Engineer	15.00	15.00	15.00
Fire Captain	15.00	15.00	15.00
Firefighter	6.00	6.00	6.00
Full-Time Positions	40.00	40.00	40.00
Part-Time			
Courier	0.48	0.48	0.48
Part-Time Positions	0.48	0.48	0.48
Total	40.48	40.48	40.48

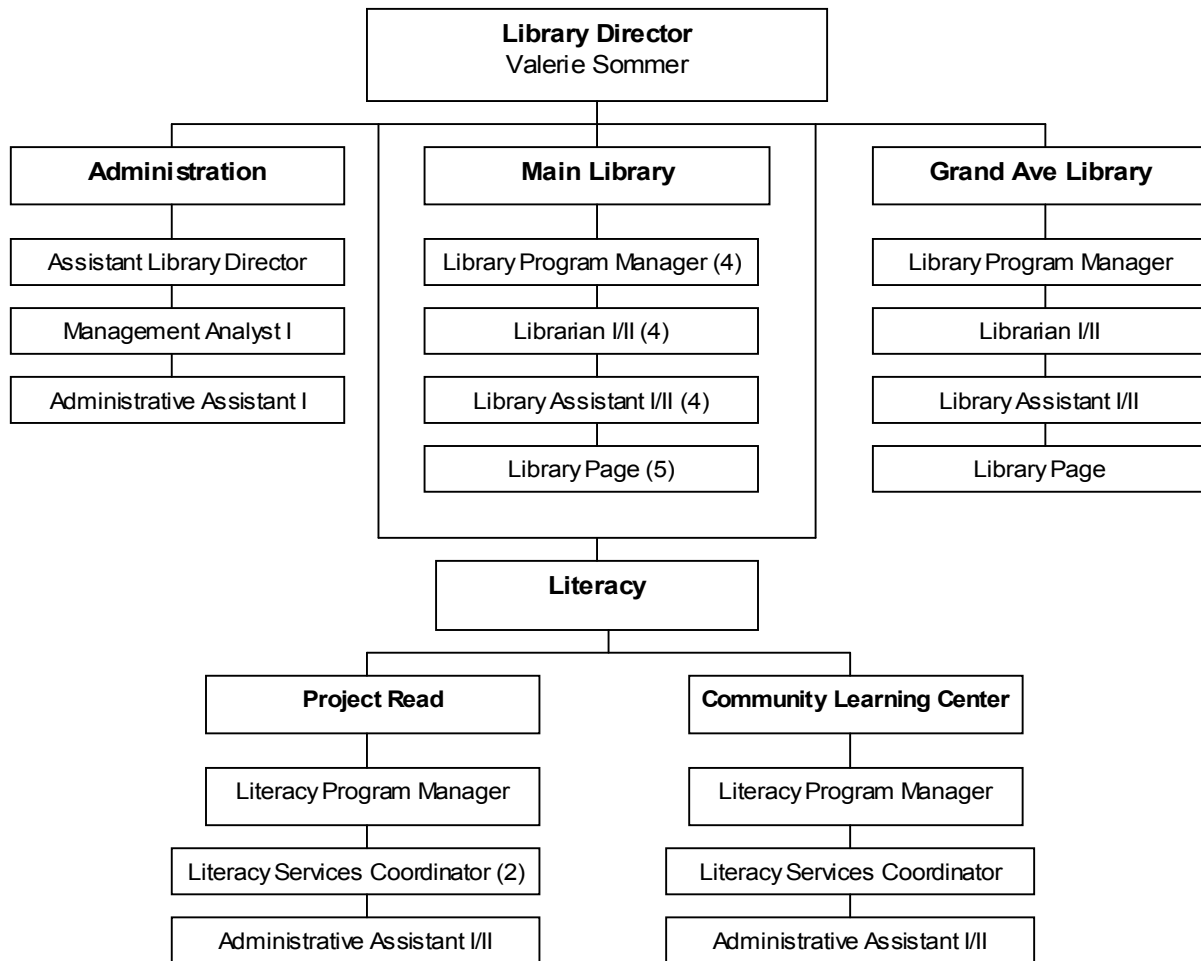
FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund	9,209,330	8,672,952	8,721,435	8,721,435	8,930,797	257,845	3.0%
Total	9,209,330	8,672,952	8,721,435	8,721,435	8,930,797	257,845	3.0%

EXPENDITURES

Salaries and Benefits	7,814,616	7,962,967	8,052,967	8,052,967	8,147,823	184,856	2.3%
Supplies and Services	1,138,414	702,217	660,700	660,700	677,484	(24,733)	-3.5%
Capital Outlay	255,719	-	-	-	-	-	
Debt Service and Other	582	7,768	7,768	7,768	105,490	97,722	1258.0%
Total	9,209,330	8,672,952	8,721,435	8,721,435	8,930,797	257,845	3.0%

LIBRARY (15)



MISSION

South San Francisco Public Library is actively committed to providing access to the best possible combination of library materials and services to meet the informational, educational and recreational needs of our multicultural community in a professional manner with a human touch.

FY 2009-10 ACCOMPLISHMENTS

- **Main Library Improvement Project:** The Main Library Improvement Project, which has been met with overwhelming public approval, came in on-time and under-budget. Highlights of the project include expanded online and wireless services, 20 new state-of-the-art public access computers, a one-desk service model for improved customer service responses, an ADA-accessible bathroom upgrade, new shelving and display units in the enlarged and improved children's area and storybook room, and comfortable seating in all areas of the library.
- **Grand Avenue Branch Library:** During the four-month closure of the Main Library, the Grand Avenue Branch offered expanded hours and programming, including a special school-year *Reader Leader* tutoring program, an increase in online access and expansion of the popular materials collection. Grand Avenue's circulation increased by 293% during the first month of expanded hours and continued to be heavily used throughout the Main Library closure.
- **Vocational Reference Services:** Online services have been enhanced through the addition of the *Career Transitions Database*, which was funded for all Peninsula Library System libraries through a grant from the California State Library. This online database, available in the Library and via our website at www.ssf.net/library, allows the user to take a career "interest inventory test," identify careers to pursue, create a resume targeting to a specific job, practice interview techniques and search for local jobs.
- **Library Programming:** Library services in the Main Library, Grand Avenue Branch Library, Project Read and the Community Learning Center provided nearly 1,500 programs for pre-school and school-aged children, teens, and adults, with total program attendance at 37,725 patrons, many of whom took advantage of multiple program opportunities at the library.
- **Grants and Donations:** The Library received over \$901,496 from grants and donations to the Community Learning Center - \$310,150, Project Read - \$328,596, Children's Services - \$12,750, and the Main Library Improvement Project - \$250,000 from a variety of sources and community partners, including the generous \$250,000 donation from Genentech, Inc. for the Main Library Improvement project.
- **Volunteer hours:** Community volunteers donated the equivalent of 15.59 FTE (full-time equivalent) hours or 32,427 hours of service to Library programs. According to the *Independent Sector* website, the value of volunteer time is estimated at \$20.85 per hour, which would bring the dollar value of Library volunteer hours to \$676,107.
- **Project Read:** Through a grant from the Silicon Valley Community Foundation, Project Read began a Financial Well-Being program designed to give low-income people the tools to manage their finances, begin to save, and secure their financial future. During FY09-10, they offered 40 classes and workshops on financial management training and volunteer financial coach training.
- **Community Learning Center:** Through a grant from the Silicon Valley Community Foundation, the Community Learning Center partnered with the U.S. Census Bureau and community partners to educate and encourage our community to "stand up and be counted." Ten community outreach workers were trained. They worked 508 hours and reached 5,135 individuals through informal conversations by walking in targeted areas. In addition, information tables were set outside of churches and busy downtown locations. Presentations were made to students at South San Francisco Adult School classes, to parents at Head Start and to many local businesses. These efforts increased Census

completion in the targeted areas compared to the 2000 Census by approximately 10% (final results available next year).

FY 2010-11 OBJECTIVES

Overall Outcome: Continue the development of the current and future direction of library programs, services, facilities and collections

- **New Main Library project:** Actively participate in the planning phase for the El Camino Real/Chestnut Specific Plan Project; work with City staff to identify a location for a new facility; continue to provide input as needed to planning team.
- **Customer services:** Refine the one-desk and “roving” models to enhance quality library customer services; Implement Radio Frequency Identification (RFID) tagging to provide greater efficiency for self-check, collection management and security.
- **Collection:** Continue to review library collection for currency and relevance to meet patron needs; Prepare collection for transition to RFID.
- **Outreach/Programming:** Continue to provide programs with collaborative partners that address current and emerging patron needs.

FY 2010-11 SERVICE CHANGES/REDUCTIONS

After the loss of staffing and 22 public service hours in FY 2009-2010, this year’s staffing reduction does not include additional service hour closures.

LIBRARY

POSITION BUDGET SUMMARY

Divisions	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Administration	5.11	5.11	5.11
Main Library	7.57	7.57	7.57
Grand Ave Library	3.32	3.32	3.32
Literacy Division	7.00	7.00	7.00
Full-Time Positions	23.00	23.00	23.00
Part-Time			
Administration	2.54	2.54	2.54
Main Library	9.31	9.31	9.31
Grand Ave Library	1.95	1.95	1.95
Literacy Division	4.01	4.01	4.01
Part-Time Positions	17.81	17.81	17.81
Total	40.81	40.81	40.81

FUNDING SOURCES SUMMARY

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund (net)	4,561,950	4,038,916	4,109,115	4,109,115	4,030,303	(8,613)	-0.2%
Fees and Fines	117,317	94,500	94,500	94,500	122,500	28,000	29.6%
Grants	654,215	506,900	577,099	577,099	506,900	-	0.0%
RDA Funds	66,860	66,860	66,860	66,860	66,860	-	0.0%
Total	5,400,342	4,707,176	4,847,574	4,847,574	4,726,563	19,387	0.4%

EXPENDITURE SUMMARY

Salaries and Benefits	3,567,514	3,267,426	3,272,426	3,272,426	3,276,099	8,673	0.3%
Supplies and Services	1,111,754	865,990	931,189	931,189	876,704	10,714	1.2%
Total	4,679,267	4,133,416	4,203,615	4,203,615	4,152,803	19,387	0.5%

Library Administration

Administers the City's Library services program and provides technical services support through the selecting, ordering, cataloging and processing of a variety of materials for library facilities plus the planning for and implementation of computer hardware and software in the library. Additionally, this division handles public relations for the library and coordinates the use of library volunteers.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Administrative Assistant I/II	1.00	1.00	1.00
Assistant Library Director	0.80	0.80	0.80
Librarian I/II	0.13	0.13	0.13
Library Assistant I/II	0.38	0.38	0.38
Library Director	1.00	1.00	1.00
Library Program Manager	0.80	0.80	0.80
Management Analyst I	1.00	1.00	1.00
Full-Time Positions	5.11	5.11	5.11
Part-Time			
Librarian I	0.13	0.13	0.13
Library Assistant	0.68	0.68	0.68
Library Page	1.73	1.73	1.73
Part-Time Positions	2.54	2.54	2.54
Total	7.65	7.65	7.65

FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund	1,209,670	1,155,192	1,155,742	1,155,742	1,184,023	28,831	2.5%
Total	1,209,670	1,155,192	1,155,742	1,155,742	1,184,023	28,831	2.5%

EXPENDITURES

Salaries and Benefits	896,026	846,413	846,413	846,413	870,924	24,511	2.9%
Supplies and Services	313,644	308,779	309,329	309,329	313,099	4,320	1.4%
Total	1,209,670	1,155,192	1,155,742	1,155,742	1,184,023	28,831	2.5%

Main Library

Provide library and educational services and materials at the Main Library on West Orange Avenue, including adult, young adult and children’s materials, services and programs, audiovisual materials and Circulation Services. Readers’ and Information Services (Reference Services), provides reference and Internet assistance and training.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Assistant Library Director	0.20	0.20	0.20
Librarian II	2.70	2.70	2.70
Library Assistant	1.62	1.62	1.62
Library Program Manager	3.05	3.05	3.05
Full-Time Positions	7.57	7.57	7.57
Part-Time			
Librarian I/II	2.03	2.03	2.03
Library Assistant I/II	2.93	2.93	2.93
Library Clerk	0.31	0.31	0.31
Library Page	4.04	4.04	4.04
Part-Time Positions	9.31	9.31	9.31
Total	16.88	16.88	16.88

FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Projected 2009-10	% Change
General Fund	1,653,221	1,483,679	1,497,879	1,497,879	1,465,901	(17,778)	-1.2%
Total	1,653,221	1,483,679	1,497,879	1,497,879	1,465,901	(17,778)	-1.2%

EXPENDITURES

Salaries and Benefits	1,231,384	1,182,356	1,187,356	1,187,356	1,138,980	(43,376)	-3.7%
Supplies and Services	421,836	301,323	310,523	310,523	326,921	25,598	8.2%
Total	1,653,221	1,483,679	1,497,879	1,497,879	1,465,901	(17,778)	-1.2%

Grand Avenue Library

Provide library and educational services and materials for the Grand Avenue Library including adult and children’s materials, services and programs, audiovisual materials, and circulation and reference services. Branch services include the South San Francisco historical collection, a large Spanish-language collection for children and adults, as well as bilingual reference assistance and circulation services.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Librarian I/II	1.17	1.17	1.17
Library Assistant I/II	1.00	1.00	1.00
Library Program Manager	1.15	1.15	1.15
Full-Time Positions	3.32	3.32	3.32
Part-Time			
Librarian II	0.10	0.10	0.10
Library Assistant I/II	1.00	1.00	1.00
Library Page	0.80	0.80	0.80
Local History Specialist	0.05	0.05	0.05
Part-Time Positions	1.95	1.95	1.95
Total	5.27	5.27	5.27

FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund	550,474	469,815	469,815	469,815	475,901	6,086	1.3%
Total	550,474	469,815	469,815	469,815	475,901	6,086	1.3%

EXPENDITURES

Salaries and Benefits	416,629	367,574	367,574	367,574	375,922	8,348	2.3%
Supplies and Services	133,845	102,241	102,241	102,241	99,979	(2,262)	-2.2%
Total	550,474	469,815	469,815	469,815	475,901	6,086	1.3%

Literacy

The Literacy division includes the Community Learning Center and Project Read. The division provides library services to meet family, individual, work and civic literacy needs of our community. Literacy services are a collaboration between City staff, local citizens local schools and non-profit organizations to create a more literate and skilled citizenry and enable families to play a greater role in their children’s education.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Administrative Assistant I/II	2.00	2.00	2.00
Literacy Program Manager*	2.00	2.00	2.00
Literacy Services Coordinator*	3.00	3.00	3.00
Full-Time Positions	7.00	7.00	7.00
Part-Time			
Library Page	1.34	1.34	1.34
Library Service Coordinator	0.05	0.05	0.05
Literary Services Assistant	1.95	1.95	1.95
Office Assistant	0.67	0.67	0.67
Part-Time Positions	4.01	4.01	4.01
Total	11.01	11.01	11.01

*0.5 FTE Literacy Services Coordinator and 0.1 FTE Literacy Program Manager are charged to RDA

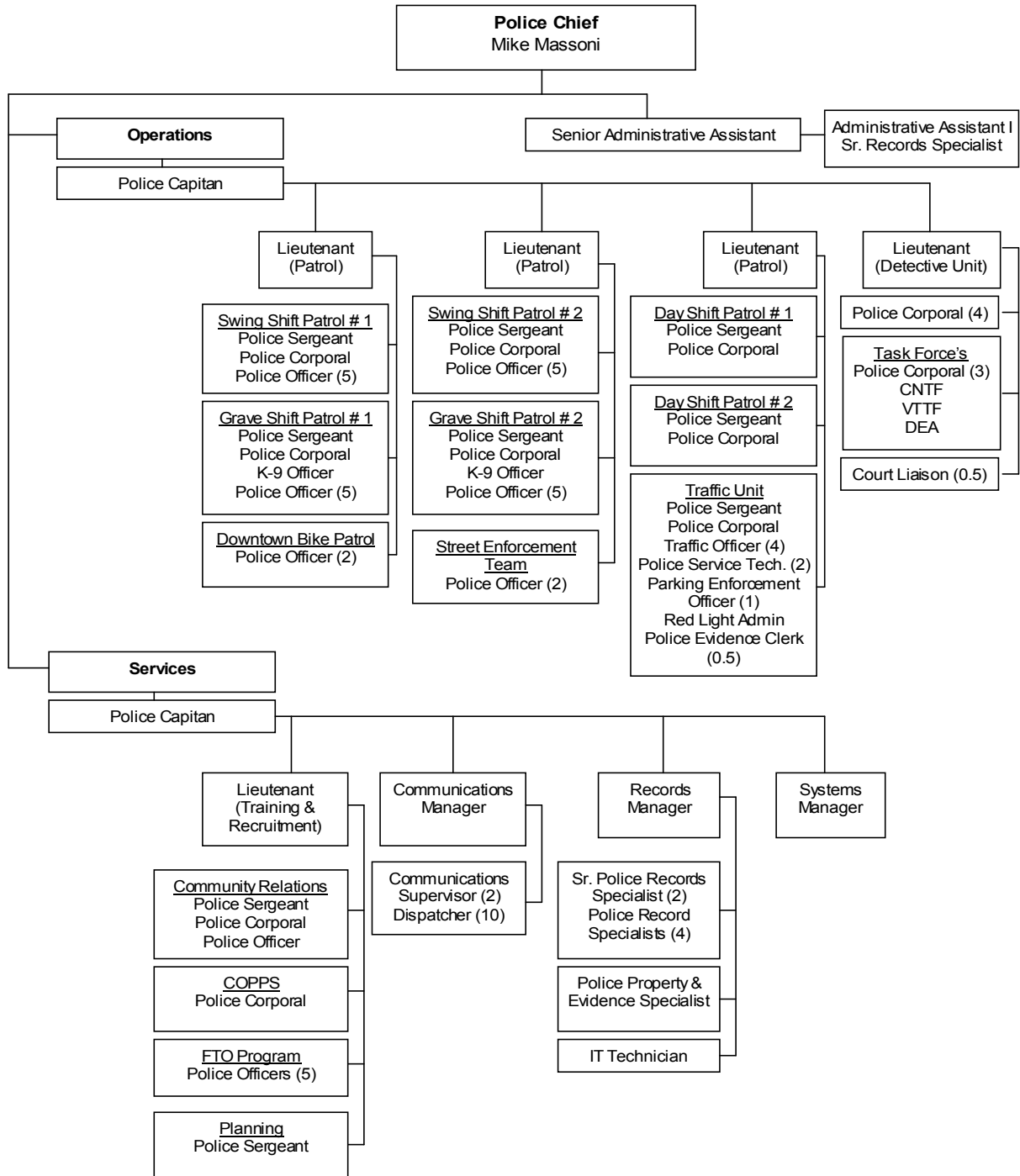
FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund	1,265,902	1,024,730	1,080,179	1,080,179	1,026,978	2,248	0.2%
RDA Funds	66,860	66,860	66,860	66,860	66,860	-	0.0%
Total	1,332,762	1,091,590	1,147,039	1,147,039	1,093,838	2,248	0.2%

EXPENDITURES

Salaries and Benefits	1,023,474	871,083	871,083	871,083	890,273	19,190	2.2%
Supplies and Services	242,428	153,647	209,096	209,096	136,705	(16,942)	-11.0%
Total	1,265,902	1,024,730	1,080,179	1,080,179	1,026,978	2,248	0.2%

POLICE (12)



MISSION

Provide for the protection of life, property and the promotion of peace and order in the community through the enforcement of applicable laws and the facilitation of proactive community involvement.

FY 2009-10 ACCOMPLISHMENTS

The Police Department was able to maintain and continue all of the more than 40 programs and services the Department provide to the community. Some highlights are:

- Approximately 70 Juveniles participated in our Neighborhood Enhancement Action Team (N.E.A.T.) Program, an alternative to legal action for minor violations of the law.
- \$40,000 raised in donations to sustain our Summer Youth Work program, Scholarship Fund, and for the 4th production of the “Every 15 Minutes” program (education of high school aged students about the dangers of drinking and driving).
- Continuation of the Citizens academy conducted in Spanish with a total of 43 graduates.
- Streamlined the long-standing “Service Assessment” procedure making it a more effective tool.
- GPS units were placed in all patrol cars. This technology is being evaluated and the goal of the program is to enhance officer safety.

The Department continues to play a major role in the organization of and participation in the County-wide Gang Task Force that is operational full-time for 16 weeks in the summer and then one week per month during the rest of the year. This is a collaborative effort involving all San Mateo County Police agencies, the Sheriff’s Department, Probation and State Parole where an average of 25 law enforcement personnel are assigned throughout the county focused on gang enforcement.

FY 2010-11 OBJECTIVES

- Continue to implement and support the Back to Basics strategy that focuses on key department programs by requiring regular reports to the Administration. This will meet the goal of the program in assuring that all personnel know what is expected of them as their basic job and that appropriate accountability for performance is in place throughout the Department. To further enhance this accountability, the Department adopted a “Standard Expectations” document to measure proactive productivity for officers.
- The Gang Resistance Education and Training (GREAT) program’s emphasis is on gang recognition and prevention. Like DARE, this program is presented to 5th graders. More than 600 students receive this training yearly. The Department has started a pilot program at Parkway Heights Middle School targeting 7th graders.
- Continue with the Downtown Bicycle Patrol and the Street Enforcement Team (SET) programs to help keep the recent upsurge of gang-related activities under control with our no tolerance policy. The Downtown patrol will continue with one officer as a downtown beat year round. The Bike patrol will add a second officer for the months from June to September.
- Personnel continue to be assigned to San Mateo County Regional Task Forces during the year: (County Narcotics Task Force, and Vehicle Theft Task Force). Participation in these task forces is an important component of our budget since most of the costs for the officer positions are reimbursed to the department.
- One officer and his K-9 partner assigned to the DEA, (Drug Enforcement Agency) to assist with package interdiction and searches at SFO.
- Complete transferring of all policies and procedures into the computerized Lexipol system format.

- Obtain personal video/audio recording devices for all sworn personnel. This is supported by ABAG and has the potential to reduce our exposure to frivolous lawsuits.

FY 2010-11 RESOURCE OR PROGRAM SERVICE LEVEL CHANGES

Hold a Parking Enforcement Officer position vacant for a savings of \$60,000, net of revenue reduction. Assign officers to the Narcotics Task Force and the Vehicle Theft Task Force, saving \$212,000 in fees. "Every 15 Minutes" program will continue along with the following; Community Academy (Spanish). Summer Youth Work Program, GREAT (Gang Resistance Education & Training), "Rights & Responsibilities," "Date Rape," "Domestic Violence" classes/9th graders, and Safety Presentations to K/1st graders will also continue. Hold vacant Dispatch Supervisor position (\$110,000) through 6/11; span of supervisory control would be increased on the remaining 1 dispatch supervisor during this time period and the dispatch manager would take on added supervisory responsibilities as well.

POLICE

POSITION SUMMARY

Divisions	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Administration	2.00	2.00	2.00
Services	8.00	8.00	8.00
Records	8.00	8.00	8.00
Communications	13.00	13.00	13.00
Investigations	11.00	11.00	11.00
Patrol	69.00	67.00	67.00
Full-Time Positions	111.00	109.00	109.00
Part-Time			
Records	0.48	0.48	0.48
Investigations	0.48	0.48	0.48
Patrol	2.69	2.69	2.69
Part-Time Positions	3.65	3.65	3.65
Total	114.65	112.65	112.65

FUNDING SOURCES SUMMARY

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund (net)	19,174,867	18,115,001	18,434,864	18,434,864	18,243,625	128,624	0.7%
Grants/Fees	718,363	607,000	602,980	602,980	707,000	100,000	16.5%
RDA Funds	388,993	388,850	388,850	388,850	499,010	110,160	28.3%
Total	20,282,223	19,110,851	19,426,694	19,426,694	19,449,635	338,784	1.8%

EXPENDITURES SUMMARY

Salaries and Benefits	17,337,256	16,190,563	16,190,563	16,190,563	16,495,011	304,448	1.9%
Supplies and Services	2,540,953	2,531,438	2,847,281	2,847,281	2,455,614	(75,824)	-3.0%
Capital Outlay	15,021	-	-	-	-	-	
Total	19,893,230	18,722,001	19,037,844	19,037,844	18,950,625	228,624	1.2%

Police Administration

Under the direction of the Chief of Police, the ultimate responsibility and coordination for aspects and management of the Department and effectively insuring that the policing needs are being met in the community.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Chief of Police	1.00	1.00	1.00
Senior Administrative Assistant	1.00	1.00	1.00
Total	2.00	2.00	2.00

FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund	672,165	608,690	608,691	608,691	617,443	8,753	1.4%
Total	672,165	608,690	608,691	608,691	617,443	8,753	1.4%

EXPENDITURES

Salaries and Benefits	444,665	397,640	397,640	397,640	408,853	11,213	2.8%
Supplies and Services	227,500	211,050	211,051	211,051	208,590	(2,460)	-1.2%
Total	672,165	608,690	608,691	608,691	617,443	8,753	1.4%

Services

Under the direction of a Police Captain, oversees all administrative duties and personnel within the Administrative support area of the Police Department, including management and preparation of the budget and grants.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Administrative Assistant I	1.00	1.00	1.00
Police Captain	1.00	1.00	1.00
Police Corporal	1.00	1.00	1.00
Police Lieutenant	1.00	1.00	1.00
Police Officer	1.00	1.00	1.00
Police Sergeant	2.00	2.00	2.00
Sr. Police Records Specialist	1.00	1.00	1.00
Total	8.00	8.00	8.00

FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund	1,447,260	1,510,431	1,510,631	1,510,631	1,550,688	40,257	2.7%
Total	1,447,260	1,510,431	1,510,631	1,510,631	1,550,688	40,257	2.7%

EXPENDITURES

Salaries and Benefits	1,376,433	1,419,058	1,419,058	1,419,058	1,459,115	40,057	2.8%
Supplies and Services	70,827	91,373	91,573	91,573	91,573	200	0.2%
Total	1,447,260	1,510,431	1,510,631	1,510,631	1,550,688	40,257	2.7%

Records

Responsible for processing and filing all police reports and distributing them as necessary to the district attorney, allied agencies and the public. Records personnel also greet all citizens who respond to the station, as well as answer all business phone lines and take care of their requests. Records personnel do fingerprinting of individuals, and insure compliance with State, and Federal mandates related to police operations and retention of reports. Records also have the responsibility of the evidence function within the department.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Police Property & Evidence Specialist	1.00	1.00	1.00
Police Records Manager	1.00	1.00	1.00
Police Records Specialist	4.00	4.00	4.00
Senior Police Records Specialist	2.00	2.00	2.00
Full-Time Positions	8.00	8.00	8.00
Part-Time			
Police Evidence Clerk	0.48	0.48	0.48
Part-Time Positions	0.48	0.48	0.48
Total	8.48	8.48	8.48

FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund	1,039,703	916,262	916,263	916,263	941,977	25,715	2.8%
Total	1,039,703	916,262	916,263	916,263	941,977	25,715	2.8%

EXPENDITURES

Salaries and Benefits	933,241	826,973	826,973	826,973	852,110	25,137	3.0%
Supplies and Services	106,462	89,289	89,290	89,290	89,867	578	0.6%
Total	1,039,703	916,262	916,263	916,263	941,977	25,715	2.8%

Communications

Responsible for handling all 911 emergency calls and dispatching police units as required and performing all related requests for information via State and Federal data basis. Insures prompt response to medical and fire related emergencies, coordinates multi-agency responses to emergencies and handles all business call related calls when records section is closed. Dispatch also provides dispatch services for Colma PD at night.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Communications Dispatcher	10.00	10.00	10.00
Communications Manager	1.00	1.00	1.00
Supervising Communications Dispatcher	2.00	2.00	2.00
Total	13.00	13.00	13.00

FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund	2,003,673	2,008,275	2,018,276	2,018,276	2,041,922	33,647	1.7%
Total	2,003,673	2,008,275	2,018,276	2,018,276	2,041,922	33,647	1.7%

EXPENDITURES

Salaries and Benefits	1,582,587	1,534,912	1,544,912	1,544,912	1,568,559	33,647	2.2%
Supplies and Services	421,087	473,363	473,364	473,364	473,363	-	0.0%
Total	2,003,673	2,008,275	2,018,276	2,018,276	2,041,922	33,647	1.7%

Investigations

Responsible for follow up investigations to all major cases in South San Francisco. Take a proactive lead in narcotic and identity theft cases in the City. Coordinate with allied agencies on cases involving other agencies at the municipal, state and federal level. Work closely with established task forces in San Mateo County and administer the ABC education and enforcement grant.

POSITION BUDGET

Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Police Sergeant	1.00	1.00	1.00
Police Corporal	8.00	8.00	8.00
Police Lieutenant	1.00	1.00	1.00
Senior Police Records Specialist	1.00	1.00	1.00
Full-Time Positions	11.00	11.00	11.00
Part-Time			
Court Liaison	0.48	0.48	0.48
Part-Time Positions	0.48	0.48	0.48
Total	11.48	11.48	11.48

FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund	1,867,099	2,069,559	2,069,710	2,069,710	2,125,698	56,139	2.7%
Total	1,867,099	2,069,559	2,069,710	2,069,710	2,125,698	56,139	2.7%

EXPENDITURES

Salaries and Benefits	1,774,631	1,968,268	1,968,268	1,968,268	2,024,257	55,989	2.8%
Supplies and Services	92,468	101,291	101,442	101,442	101,441	150	0.1%
Total	1,867,099	2,069,559	2,069,710	2,069,710	2,125,698	56,139	2.7%

Patrol

Under the direction of a Police Captain, is responsible for the primary law enforcement activities in the City and is the first to respond to all police related emergencies. This division incorporates all of the Patrol Officers, Traffic Unit and K-9 units and the gang officers as well as the Police Reserves.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Parking Enforcement Officer	3.00	1.00	1.00
Police Captain	1.00	1.00	1.00
Police Corporal	6.00	6.00	6.00
Police Lieutenant	3.00	3.00	3.00
Police Officer*	45.00	45.00	45.00
Police Sergeant	7.00	7.00	7.00
Police Services Technician	4.00	4.00	4.00
Full-Time	69.00	67.00	67.00
Part-Time			
Reserve Officer	1.31	1.31	1.31
School Crossing Guard	1.38	1.38	1.38
Part-Time Positions	2.69	2.69	2.69
Total	71.69	69.69	69.69

* 2.0 FTE Police Officers are charged to RDA

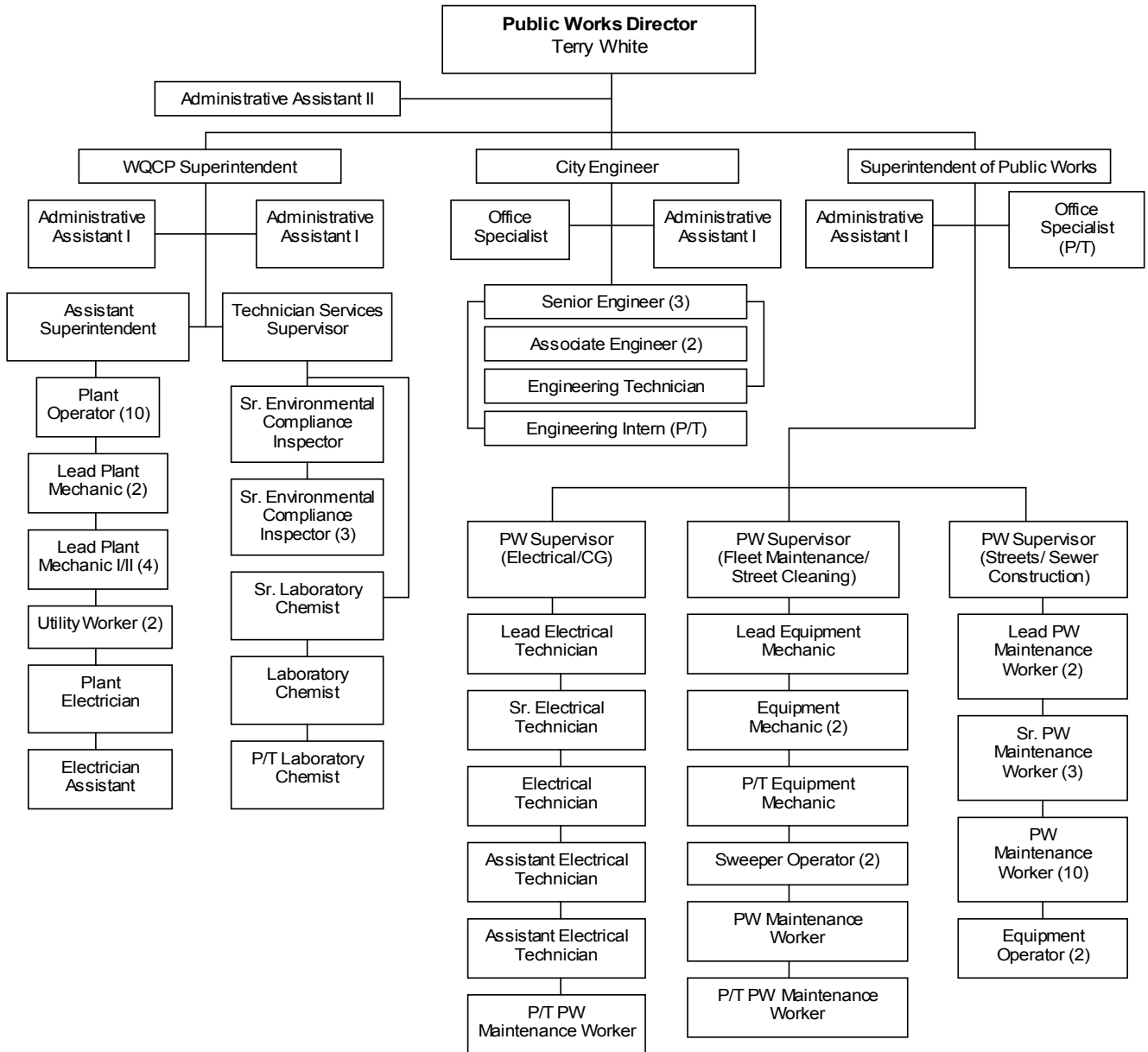
FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund	12,863,331	11,608,784	11,914,273	11,914,273	11,672,897	64,113	0.6%
RDA Funds	362,993	362,850	362,850	362,850	473,009	110,159	30.4%
Total	12,863,331	11,608,784	11,914,273	11,914,273	11,672,897	64,113	0.6%

EXPENDITURES

Salaries and Benefits	11,225,700	10,043,712	10,143,712	10,143,712	10,191,636	147,924	1.5%
Supplies and Services	1,622,610	1,565,072	1,770,561	1,770,561	1,481,261	(83,811)	-5.4%
Capital Outlay	15,021	-	-	-	-	-	
Total	12,863,331	11,608,784	11,914,273	11,914,273	11,672,897	64,113	0.6%

PUBLIC WORKS (13)



MISSION

To maintain the City's streets, vehicles, infrastructure, the Water Quality Control Plant and other physical assets to insure the quality of life, public safety, and use of the City infrastructure are at their best at all times. Process sewage, storm water runoff, control debris, and comply with environmental regulations. Participate in the Capital Improvement Program and be ready to assist other departments with their needs.

FY 2009-10 ACCOMPLISHMENTS

- Completed the City's Emergency Operation Center building.
- Set up the Geographical Information System for the City's base maps, sewer lines, street layout and other utilities.
- Completed the Main Library renovation.
- Completed Recycled Water Feasibility study.
- Completed Facility Plant Study.
- Had no reportable sewer spill violations.
- Adopted the Newspaper Rack Ordinance, purchased and installed the Newspaper racks.
- Introduction and use of CityWorks service request order system.
- The WQCP implemented the City's three pollution prevention programs by inspecting industrial sources of waste, participating in the San Mateo County's clean water educational and outreach programs, and distributing pollution prevention and reduction information at the San Mateo County Fair.
- The WQCP computed and submitted to the County Tax Collector sewer service charges for about 16,000 residences and 1,500 businesses in the South San Francisco service area.
- Prepared and submitted all required monthly, semi-annual, annual reports to the State Regional Water Quality Control Board, U. S. EPA, and the San Francisco Bay Area Air Quality Management District.
- Purchased a new TIG welding machine. That allows perform repairs on light steel, aluminum, and stainless steel further reducing the need to outsource.
- Worked closely with all departments with respect to vehicle replacements. All vehicles that were due for replacement this year were closely evaluated and only replaced if necessary.
- Awarded the CWEA "Collections Systems of the year" award for the Bay Area.
- Completed the Bay Trail improvement project.
- Continued to refurbish streetlight heads instead of toss and replace (Green effort).
- Continued to refurbish traffic signs instead of toss and replace (Green effort).
- Continued to salvage and re-use damaged sign poles for parking meters or pole extensions (Green effort).
- Continued to salvage and reuse old traffic signal poles (Green effort).
- Continued on-going testing of energy efficient lighting for Grand Ave. and illuminated street name signs.
- Installed Battery Back systems at traffic Intersections where traffic is greatly affected by power outages.
- Continued to paint Graffiti over with recycled paint (Green effort).

FY 2010-11 OBJECTIVES

- Complete the Miller Parking structure for the start of the 2010 holiday season.
- Complete Genentech's Sanitary Sewer improvements required by their Master Plan.
- Complete Improvements to Westborough Park.
- Complete East of 101 Traffic Model.
- Complete repaving projects for several streets.
- Complete the Bike Master Plan.
- Implement the City's Industrial Pretreatment Program, Pollution Prevention and Waste Reduction Program, by performing inspections, monitoring discharges, responding to spills, and engaging in public educational and outreach programs.
- Work closely with Police in deciding on a new patrol car platform. Ford will no longer be offering the Crown Victoria, and a decision will have to be made on a new manufacturer.
- Train new employees.
- Continue to provide excellent customer service to South San Francisco.

FY 2010-11 RESOURCE OR PROGRAM SERVICE LEVEL CHANGES

The department will reduce its service levels in a broad spectrum in an effort to conserve dollars. We will continue to seek out partners for services to help provide income and we will limit the amount of outside consultant work and we will attempt to perform as much as we can with in house staff for our department to meet its objectives and also comply with a myriad of regulations from the Federal and State governments.

PUBLIC WORKS

POSITION BUDGET SUMMARY

Divisions	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Engineering	6.13	6.13	6.98
Sewer Maintenance	9.50	9.50	9.50
Streets Maintenance	14.80	14.80	13.95
Garage	4.20	4.20	4.20
Storm Water	5.42	5.42	5.42
Water Quality Control Plant	38.90	39.90	39.90
Full-Time Positions	78.95	79.95	79.95
Part-Time			
Water Quality Control Plant	0.74	0.74	0.74
Part-Time Positions	0.74	0.74	0.74
Total	79.69	80.69	80.69

FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund	4,075,524	3,269,992	3,391,434	3,391,434	3,218,347	(51,645)	-1.6%
Sewer Fund	18,527,197	20,282,823	20,410,861	18,976,762	21,049,311	766,488	3.8%
Storm Water Fund	770,471	864,000	864,000	857,260	1,107,000	243,000	28.1%
Total	23,373,192	24,416,815	24,666,295	23,225,456	25,374,658	957,843	3.9%

EXPENDITURE SUMMARY

Salaries and Benefits	2,325,790	1,851,042	1,851,042	1,851,042	1,784,474	(66,568)	-3.6%
Supplies and Services	1,745,970	1,387,236	1,508,678	1,508,678	1,402,159	14,923	1.1%
Debt Service and Other	3,764	31,714	31,714	31,714	31,714	-	0.0%
Total	4,075,524	3,269,992	3,391,434	3,391,434	3,218,347	(51,645)	-1.6%

Engineering

The major functions of the Engineering Division are to administer the City's Capital Improvement Program, manage major projects such as the Wet Weather Program, Oyster Point Hook Ramps, function as the City's Traffic Engineer, lead the Traffic Advisory Committee, lead the Bicycle/Pedestrian Advisory Committee, apply for various Federal and State funds for public improvements and public facilities improvements, provide assistance to other City departments, administer and issue all types of permits on any public works projects and work within the public right-of-way, provide the public with information regarding property and engineering matters, and review information pertaining to all developments within the City.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Administrative Assistant I/II	0.80	0.80	0.80
Associate Engineer	1.00	1.00	1.00
City Engineer	0.98	0.98	0.98
Director of Public Works	0.25	0.25	0.25
Engineering Technician	0.80	0.80	0.80
Public Works Inspector	0.30	0.30	1.00
Senior Engineer*	2.00	2.00	2.15
Total	6.13	6.13	6.98

*1.0 FTE Senior Engineer is charged to RDA and 0.85 FTE Senior Engineer is budgeted in other divisions and/or departments

FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund	898,324	732,686	946,804	946,804	744,244	11,558	1.6%
CIP Funds*	571,288	300,647	300,647	300,647	308,975	8,328	2.8%
RDA Funds	228,727	194,721	194,721	194,721	200,173	5,452	2.8%
Total	1,698,340	1,228,054	1,442,172	1,442,172	1,253,392	25,338	2.1%

* This is an estimate of salary and benefits charges to CIP projects

EXPENDITURES

Salaries and Benefits	572,979	513,712	638,166	638,166	652,203	138,491	27.0%
Supplies and Services	325,346	218,974	308,638	308,638	224,296	5,322	2.4%
Total	898,324	732,686	946,804	946,804	744,244	143,813	1.6%

Sewer Maintenance

The Sewer Maintenance Division is responsible to maintain the City’s sanitary sewer system, which includes main lines within the street and within other properties. Maintenance includes flushing, rodding, jetting, and repair of broken lines, T.V. work, and manhole maintenance. 24 hours, 7 day a week emergency stand by for work is provided and reporting of spills and mandated procedures are important elements of work to protect public health.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Administrative Assistant I/II	0.50	0.50	0.50
Director of Public Works	0.35	0.35	0.35
Equipment Operator	0.20	0.20	0.20
Park Maintenance Worker	1.00	1.00	1.00
Lead Park Maintenance Worker	0.10	0.10	0.10
Public Works Maintenance Worker	5.20	5.20	5.20
Lead Public Works Maintenance Worker	1.00	1.00	1.00
Public Works Supervisor	0.70	0.70	0.70
Senior Engineer	0.20	0.20	0.20
Superintendent of Public Works	0.25	0.25	0.25
Total	9.50	9.50	9.50

FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
Sewer Fund	1,517,142	1,507,085	1,507,085	1,507,085	1,561,689	54,604	3.6%
Total	1,517,142	1,507,085	1,507,085	1,507,085	1,561,689	54,604	3.6%

EXPENDITURES

Salaries and Benefits	973,299	1,028,081	1,028,081	1,028,081	1,053,107	25,026	2.4%
Supplies and Services	543,843	479,004	479,004	479,004	508,582	29,578	6.2%
Total	1,517,142	1,507,085	1,507,085	1,507,085	1,561,689	54,604	3.6%

Streets Maintenance

This Division is responsible to maintain the City's infrastructure including but not limited to, sidewalks, curbs and gutters, guard rails, fences, bridge structures, asphalt streets, parking lots, traffic signals, street lights, street signs, and painted legends. The Division performs emergency repairs on a 24/7 basis and assists other departments as needed.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Administrative Assistant I/II	0.75	0.75	0.75
Electrical Technician	2.00	2.00	2.00
Equipment Operator	1.60	1.60	1.60
Lead Electrical Technician	1.00	1.00	1.00
Lead Public Works			
Maintenance Worker	1.60	1.60	1.60
Public Works Inspector	0.70	0.70	-
Public Works Maintenance Worker	2.50	2.50	2.50
Public Works Supervisor	0.60	0.60	0.60
Senior Engineer	0.15	0.15	-
Senior Public Works Maintenance Workers	2.70	2.70	2.70
Superintendent of Public Works	0.20	0.20	0.20
Sweeper Operator	1.00	1.00	1.00
Total	14.80	14.80	13.95

FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund	3,177,200	2,537,306	2,444,630	2,444,630	2,337,860	(199,446)	-7.9%
Total	3,177,200	2,537,306	2,444,630	2,444,630	2,337,860	(199,446)	-7.9%

EXPENDITURES

Salaries and Benefits	1,752,811	1,337,330	1,212,876	1,212,876	1,132,271	(205,059)	-15.3%
Supplies and Services	1,420,624	1,168,262	1,200,040	1,200,040	1,173,875	5,613	0.5%
Debt Service and Other	3,764	31,714	31,714	31,714	31,714	-	0.0%
Total	3,177,200	2,537,306	2,444,630	2,444,630	2,337,860	(199,446)	-7.9%

Fleet Maintenance (Garage)

Fleet maintenance provides service to the City’s fleet of vehicles and mechanical equipment. Services, including scheduled preventive maintenance, required safety and smog inspections, emergency repairs, and equipment modifications are performed as necessary to ensure equipment is suitable for use and departmental users have reliable vehicles and equipment.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Administrative Assistant I/II	0.40	0.40	0.40
Director of Public Works	0.05	0.05	0.05
Equipment Mechanic	2.00	2.00	2.00
Lead Equipment Mechanic	1.00	1.00	1.00
Public Works Supervisor	0.70	0.70	0.70
Superintendent of Public Works	0.05	0.05	0.05
Total	4.20	4.20	4.20

FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
City Services Fund	1,431,148	1,413,384	1,413,384	1,442,250	1,398,352	(15,032)	-1.1%
Charged to Other Agencies	-	-	-	3,000	-	-	
Total	1,431,148	1,413,384	1,413,384	1,445,250	1,398,352	(15,032)	-1.1%

EXPENDITURES

Salaries and Benefits	600,152	502,993	502,993	502,993	537,961	34,968	7.0%
Supplies and Services	820,286	910,391	922,157	922,157	860,391	(50,000)	-5.5%
Capital Outlay	-	20,100	20,100	20,100	-	(20,100)	
Total	1,420,438	1,433,484	1,445,250	1,445,250	1,398,352	(35,132)	-2.5%

Storm Water Drainage

The Division was established to maintain the City's storm drainage infrastructure and to respond to the mandate imposed by the Federal Government (The Clean Water Act) as monitored by the Regional Water Quality Control Board to lessen pollution to the Bay. The purpose of the program is to reduce storm water pollution and damage to streets and structures.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Public Works Maintenance Worker	1.30	1.30	1.30
Senior Public Works Maintenance Worker	0.30	0.30	0.30
Equipment Operator	0.20	0.20	0.20
Park Maintenance Worker	0.15	0.15	0.15
Lead Park Maintenance Worker	0.05	0.05	0.05
Lead Public Works Maintenance Worker	0.40	0.40	0.40
Administrative Assistant I/II	0.30	0.30	0.30
Public Works Supervisor	0.60	0.60	0.60
Environmental Compliance Inspector	0.50	0.50	0.50
Superintendent of Public Works	0.25	0.25	0.25
Director of Public Works	0.10	0.10	0.10
Sweeper Operator	1.00	1.00	1.00
Technical Services Supervisor	0.25	0.25	0.25
City Engineer	0.02	0.02	0.02
Total	5.42	5.42	5.42

FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
Storm Water Fund	770,471	864,000	864,000	857,260	1,107,000	243,000	28.1%
Total	770,471	864,000	864,000	857,260	1,107,000	243,000	28.1%

EXPENDITURES

Salaries and Benefits	548,294	623,859	623,859	623,859	639,004	15,145	2.4%
Supplies and Services	198,021	208,045	208,045	208,045	208,045	-	0.0%
Capital Outlay	-	-	-	-	250,000	250,000	
Total	746,315	831,904	831,904	831,904	1,097,049	265,145	31.9%

Water Quality Control Plant

The Water Quality Control Plant provides control, treatment, and disposal of residential, commercial, and industrial wastewater generated in South San Francisco, San Bruno, and parts of Colma, Daly City, Millbrae and Burlingame.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Administrative Assistant I	2.20	2.20	2.20
Apprentice Operator	1.00	1.00	1.00
Assistant WQCP Superintendent	1.00	1.00	1.00
Associate Engineer	1.00	1.00	1.00
Chemist	2.00	2.00	2.00
Director of Public Works	0.25	0.25	0.25
Engineering Technician	0.20	0.20	0.20
Environmental Compliance Inspector	1.50	1.50	1.50
Lead WQCP Mechanic	2.00	2.00	2.00
Office Specialist	0.80	0.80	0.80
Operator II	13.00	13.00	13.00
Plant Electrician I/II	3.00	3.00	3.00
Plant Mechanic I/II	6.00	6.00	6.00
Senior Engineer	0.20	0.20	0.20
Senior Environmental Compliance Inspector	1.00	1.00	1.00
Senior Laboratory Chemist	-	1.00	1.00
Superintendent of Water Quality	1.00	1.00	1.00
Technical Services Supervisor	0.75	0.75	0.75
Utility Worker	2.00	2.00	2.00
Full-Time Positions	38.90	39.90	39.90
Part-Time			
Chemist	0.50	0.50	0.50
WQCP Consultant	0.24	0.24	0.24
Part-Time Positions	0.74	0.74	0.74
Total	39.64	40.64	40.64

Water Quality Control Plant

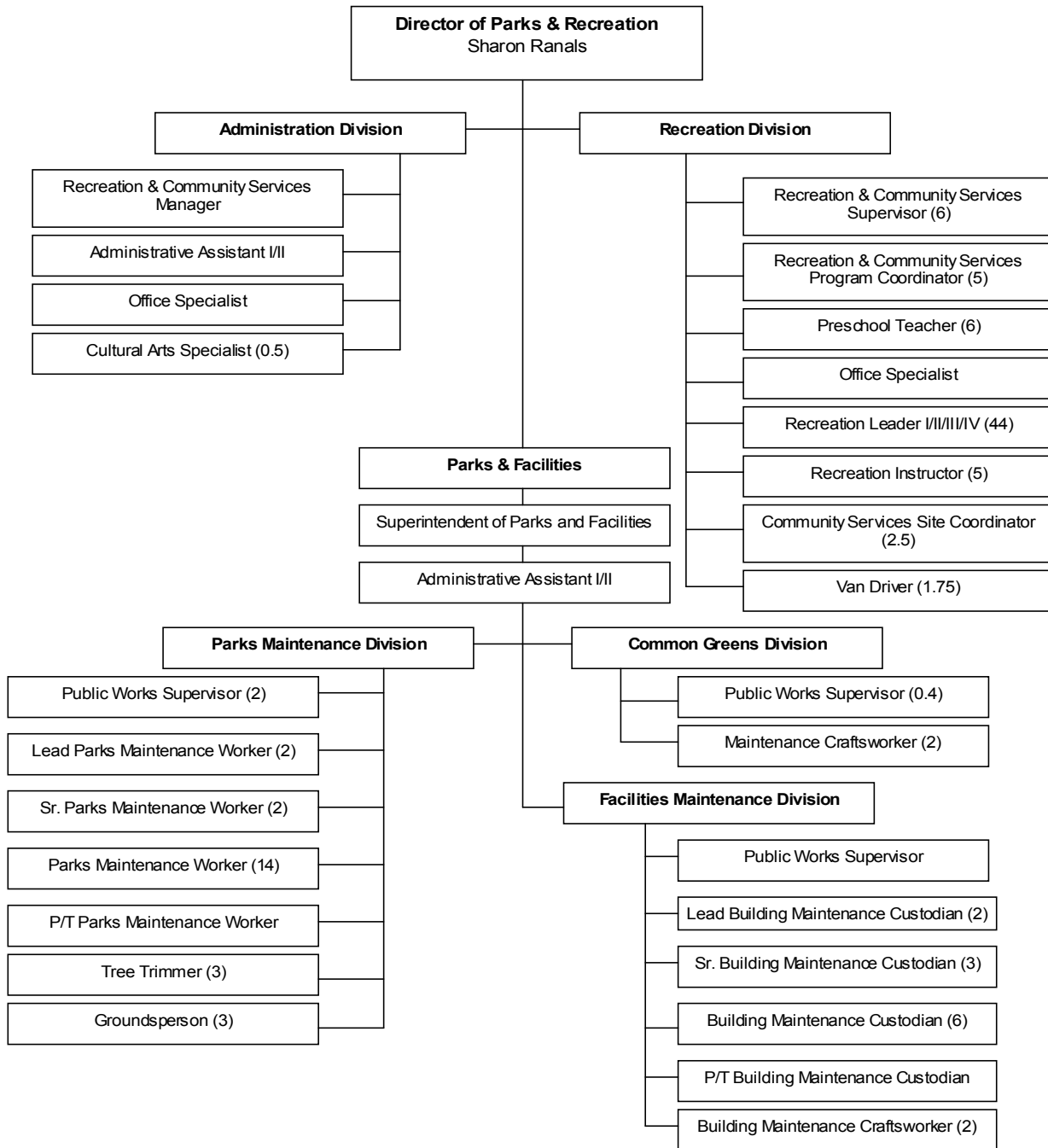
FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
Sewer Fund	17,010,055	18,775,738	18,903,776	17,469,677	19,487,622	711,884	3.8%
Total	17,010,055	18,775,738	18,903,776	17,469,677	19,487,622	711,884	3.8%

EXPENDITURES

Salaries and Benefits	4,603,162	4,648,419	4,648,419	4,648,419	4,760,261	111,842	2.4%
Supplies and Services	6,663,919	7,614,319	7,742,357	6,455,181	7,628,887	14,568	0.2%
Capital Outlay	-	203,000	203,000	203,000	56,000	(147,000)	-72.4%
Debt Service and Other	5,742,974	6,310,000	6,310,000	6,163,077	7,042,474	732,474	11.6%
Total	17,010,055	18,775,738	18,903,776	17,469,677	19,487,622	711,884	3.8%

PARKS AND RECREATION (17)



MISSION

Provide opportunities for physical, cultural, and social well-being; ensure effective development, scheduling, use, and maintenance of public facilities, parks, and open space; and deliver services in a timely, efficient, and cost-effective manner.

FY 2009-10 ACCOMPLISHMENTS

- Initiated capital improvement project using Park-in-Lieu Fees to renovate Westborough Park, including selection of Gates and Associates Landscape Architecture; held two public meetings to gather community input, and applied for \$1.2 million grant to the California Natural Resources Agency Urban Greening for Sustainable Communities Program for project enhancements.
- Replaced playgrounds at Terrabay Gymnasium, City Hall, and Avalon Ballfield; replaced five playgrounds in Common Greens.
- Initiated Park Crew Teams to perform targeted clean-ups at Avalon Park and Ballfield and Brentwood Park.
- Unfilled vacancies in tree crew resulted in reduction to one crew, but completed requests for street tree maintenance, donate a tree plantings, park tree service, and emergency response; removed numerous diseased trees on Junipero Serra; used contractual service to remove large trees at Orange Park Picnic Area, City Hall Annex, and trimming along Memorial Drive; removed numerous diseased trees in Common Greens and planted over 80 replacement trees.
- Utilized volunteer groups to complete park refurbishment projects at Orange Memorial Park Sculpture Garden, Centennial Way, Dog Park; Sellick Park basketball court mural; Sellick, Westborough, Common Greens painting of benches, tables, receptacles (Westborough Middle School service projects).
- Maintained satisfactory building maintenance services and capital project delivery in spite of staff cut-backs, including custodial, repairs, systems inspections and testing, HVAC and roof maintenance and repairs; replaced City Hall chiller; replaced water main and backflow device at Orange Memorial Pool;
- Completed installation of Skate Park at Orange Memorial Park.
- Held “Let’s Get Movin’” event in coordination with San Mateo County Streets Alive and World Health Day.
- Worked in cooperation with SSFUSD and community agencies to create a summer program at Parkway Middle School, provided sports staffing, and completed two community projects: the Ecology Garden at Parkway, and a mural at the Skate park.
- Changed format for Summer Sports Camp to provide more emphasis on skills and greater variety; expanded Full of Fun Camp for disabled teens and young adults from one week to two; secured donations to assist families with program fees.
- Utilized four summer interns to assist department with special projects.
- Received numerous awards for Centennial Way, including;
 - California Parks and Recreation Society Achievement Award, Park Design, presented at the annual CPRS Regional Conference, March, 2010
 - Crown Communities Award from American City and County, 2009 (one of 11 cities nationwide to be recognized).
 - California Trails and Greenways Merit Award, 2009.
 - Public Spaces & Linkages Award of Excellence, California Redevelopment Association, 2009;
 - California Parks and Recreation Society District IV Award of Excellence Phase 2/3, 2009;
 - Helen Putnam Award of Excellence, 2010, League of California Cities.

FY 2010-11 OBJECTIVES

- Construct planned improvements for Westborough Park.
- Complete Capital Improvement Projects, to include:
 - Stonegate irrigation improvement project,
 - Playground replacements at Buri Buri Park (front area), Orange Park Picnic area, Common Greens (four playgrounds);
 - Complete “Community Build” Playground at Paradise Valley Park with grant from KaBOOM! and community partners;

- Municipal Services Building Atrium enhancements;
- Siebecker Pre-School upgrades;
- City Hall exterior painting;
- Magnolia Senior Center elevator replacement;
- Orange Pool Boiler Replacement;
- Continue to remove diseased trees and replace as funding allows.
- Audit parks, playgrounds, and facilities to reduce liability, and prioritize and target needed improvements as staffing budget will allow.
- Continue to research and apply for grant funding to supplement parks and recreation facilities and programs.
- Expand use of volunteer efforts to support park maintenance.
- Continue to train Parks staff on safety issues, pesticide application procedures.
- Establish accountability guidelines for staff to improve performance for those who are under-achieving, and improve morale for those who are high achievers.
- Evaluate department resources, staffing and organizational structure to cover duties, deliver programs, and increase budget savings over the next five years to address city-wide structural deficit.

FY 2010-11 RESOURCE OR PROGRAM SERVICE LEVEL CHANGES

- Eight (8) full-time vacancies due to retirements were held vacant, with remaining staff covering duties; positions include Recreation Supervisor (Sports); Recreation Supervisor (Rentals); Recreation Manager; Tree Trimmer; Parks Maintenance Worker; Groundsperson; Custodian (2).
- Materials and services were reduced in all program areas.
- Program changes carried forward from FY 2009-10 include closure of the Orange Memorial Park Swimming Pool on Sundays; consolidation of the middle school sports program from three sites to one; consolidation of programs from two senior centers to one; reduction in summer field trips; reduction in special events.
- Part-time hours were reduced in Facilities and Parks, previously used to back fill for full time vacancies and for staff on vacation or out due to illness or injury.

PARKS AND RECREATION

POSITION BUDGET SUMMARY

Division	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Administration	3.75	3.75	3.75
Recreation	19.00	19.00	19.00
Parks Maintenance	20.40	20.40	20.40
Building Maintenance	14.54	14.54	14.54
Common Greens	7.16	7.16	7.16
Full-Time Positions	64.85	64.85	64.85
Part-Time			
Administration	0.50	0.50	0.50
Recreation	50.70	50.70	50.70
Part-Time Positions	51.20	51.20	51.20
Total	116.05	116.05	116.05

FUNDING SOURCES SUMMARY

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund (net)	7,656,810	6,730,032	6,796,097	6,796,097	6,620,729	(109,303)	-1.6%
Program Fees	3,042,900	3,168,699	3,168,699	3,168,699	3,235,726	67,027	2.1%
Grants	153,931	165,500	193,000	193,000	165,500	-	0.0%
Common Greens Funds	1,454,511	1,378,000	1,378,000	1,227,700	1,320,800	(57,200)	-4.2%
Total	12,308,151	11,442,231	11,535,796	11,385,496	11,342,755	(99,476)	-0.9%

EXPENDITURE SUMMARY

Salaries and Benefits	7,998,303	6,820,723	6,847,237	6,847,237	6,799,805	(20,918)	-0.3%
Supplies and Services	2,701,407	3,078,008	3,117,560	3,117,560	3,056,650	(21,358)	-0.7%
Total	10,699,709	9,898,731	9,964,796	9,964,796	9,856,455	(42,276)	-0.4%

Parks & Recreation Administration

The Recreation Administration division provides administration, direction, oversight, and accountability for the Department. Staff support is provided for the City Council, Parks and Recreation Commission, Cultural Arts Commission, Beautification Committee, and Senior Advisory Board. Functions of the division include budget control, grant applications and administration, parks and facility planning, and capital projects.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Administrative Assistant II	1.00	1.00	1.00
Director of Recreation & Community Services	0.75	0.75	0.75
Office Specialist	1.00	1.00	1.00
Recreation & Community Service Manager	1.00	1.00	1.00
Full-Time Positions	3.75	3.75	3.75
Part-Time			
Cultural Arts Specialist	0.50	0.50	0.50
Part-Time Positions	0.50	0.50	0.50
Total	4.25	4.25	4.25

FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund	853,234	740,547	740,547	740,547	671,003	(69,544)	-9.4%
Total	853,234	740,547	740,547	740,547	671,003	(69,544)	-9.4%

EXPENDITURES

Salaries and Benefits	605,110	490,724	493,224	493,224	426,551	(64,173)	-13.1%
Supplies and Services	248,123	249,823	247,323	247,323	244,452	(5,371)	-2.1%
Total	853,234	740,547	740,547	740,547	671,003	(69,544)	-9.4%

Recreation

There are several programs within this division: Recreation Management, which includes day to day operation of activity registration, general supervision, clerical, and office support; Aquatics; Picnic and Facility Rentals; Adult Day Care and Senior Services, including nutrition and transportation; Childcare, including pre-school and before and after school care; Sports, youth, middle school sports programs, and adults; Cultural Arts; and Special Classes and Events. City facilities operated include Terrabay Gymnasium, the Municipal Services Building, Orange Memorial Park Swimming Pool and Recreation Building, Magnolia Center, Westborough Recreation Building and Pre-School, and Siebecker Pre-School.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Office Specialist	1.00	1.00	1.00
Preschool Teacher	5.00	5.00	5.00
Recreation & Community Services Program Coordinator	5.00	5.00	5.00
Recreation & Community Services Supervisor	6.00	6.00	6.00
Recreation Leader IV	1.00	1.00	1.00
Van Driver	1.00	1.00	1.00
Full-Time Positions	19.00	19.00	19.00
Part-Time			
Community Services Site Coordinator	2.50	2.50	2.50
Recreation Instructor	5.42	5.42	5.42
Recreation Leader I/II/III/IV*	42.78	42.78	42.78
Part-Time Positions	50.70	50.70	50.70
Total	69.70	69.70	69.70

*Recreation Leader position includes a Sports Coach position

FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund (net)	1,624,610	928,451	981,467	981,467	811,986	(116,465)	-12.5%
Program Fees	3,042,900	3,168,699	3,168,699	3,168,699	3,235,726	67,027	2.1%
Grants	153,931	165,500	193,000	193,000	165,500	-	0.0%
Total	4,821,440	4,262,650	4,343,166	4,343,166	4,213,212	(49,438)	-1.2%

EXPENDITURES

Salaries and Benefits	4,035,794	3,443,754	3,459,719	3,459,719	3,406,324	(37,430)	-1.1%
Supplies and Services	631,716	653,396	690,448	690,448	641,389	(12,007)	-1.8%
Total	4,667,509	4,097,150	4,150,166	4,150,166	4,047,712	(49,438)	-1.2%

Parks Maintenance

The division is responsible to maintain the City's 170 acres of parks, 18,500 City trees, park facilities, landscaping, street medians, Sign Hill, school play fields, playgrounds, public buildings, and recreational areas of public enjoyment. The division performs all routine, preventative, and replacement maintenance that includes mowing, irrigation, trimming, fertilizing, painting, cutting, and restroom services.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Administrative Assistant I/II	0.25	0.25	0.25
Director of Recreation & Community Services	0.15	0.15	0.15
Groundsperson	1.30	1.30	1.30
Lead Park Maintenance Worker	1.85	1.85	1.85
Park Maintenance Worker*	10.85	10.85	10.85
Public Works Supervisor	1.60	1.60	1.60
Senior Engineer	0.10	0.10	0.10
Senior Park Maintenance Worker	1.90	1.90	1.90
Superintendent of Parks & Facilities	0.10	0.10	0.10
Tree Trimmer	2.30	2.30	2.30
Total	20.40	20.40	20.40

*1.0 FTE Park Maintenance Worker is charged to RDA

FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund	3,035,266	3,003,082	3,008,082	3,008,082	3,053,110	50,028	1.7%
RDA Funds	91,889	89,902	89,902	89,903	92,419	2,517	2.8%
Total	3,127,155	3,092,984	3,097,984	3,097,985	3,145,529	52,545	1.7%

EXPENDITURES

Salaries and Benefits	2,049,466	1,856,600	1,856,600	1,856,600	1,902,768	46,168	2.5%
Supplies and Services	985,800	1,146,482	1,151,482	1,151,482	1,150,342	3,860	0.3%
Total	3,035,266	3,003,082	3,008,082	3,008,082	3,053,110	50,028	1.7%

Building Maintenance

The Building Maintenance Division provides custodial, preventive maintenance services, and necessary building and related equipment repairs and replacements for all City facilities. These include interior and exterior work. The Division also performs a variety of tasks, which includes furniture moving, set ups, recycling, and many miscellaneous tasks as required.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Administrative Assistant I/II	0.34	0.34	0.34
Building Maintenance Craftsworker	2.00	2.00	2.00
Building Maintenance Custodian	6.00	6.00	6.00
Director of Recreation & Community Services	0.10	0.10	0.10
Lead Building Maintenance Custodian	2.00	2.00	2.00
Public Works Supervisor	0.90	0.90	0.90
Senior Building Maintenance Custodian	3.00	3.00	3.00
Senior Engineer	0.10	0.10	0.10
Superintendent of Parks & Facilities	0.10	0.10	0.10
Total	14.54	14.54	14.54

FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund	2,143,701	2,057,952	2,066,001	2,066,001	2,084,630	26,678	1.3%
Total	2,143,701	2,057,952	2,066,001	2,066,001	2,084,630	26,678	1.3%

EXPENDITURES

Salaries and Benefits	1,307,932	1,029,645	1,037,694	1,037,694	1,064,162	34,517	3.4%
Supplies and Services	835,768	1,028,307	1,028,307	1,028,307	1,020,467	(7,840)	-0.8%
Total	2,143,701	2,057,952	2,066,001	2,066,001	2,084,630	26,678	1.3%

Common Greens

This Division is responsible to maintain the common landscaped areas and special property tax District grounds, which include 64 acres at West Park 1, 2, & 3, Stonegate Ridge and Willow Gardens. Maintenance includes contract services for mowing, edging, trimming, debris removal, and repair of sprinkler heads. In-house staff manages irrigation systems, walkway lights, trees, sidewalks, steps, playgrounds, graffiti, benches, picnic tables, and Capital Improvement Projects. The division also respond to customer service requests.

POSITION BUDGET

Position Titles	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Administrative Assistant I/II	0.46	0.46	0.46
Groundsperson	0.70	0.70	0.70
Maintenance Craftworker	2.00	2.00	2.00
Park Maintenance Worker	1.00	1.00	1.00
Senior Park Maintenance Worker	0.10	0.10	0.10
Public Works Supervisor	0.90	0.90	0.90
Senior Engineer	0.25	0.25	0.25
Superintendent of Parks & Facilities Maintenance	0.80	0.80	0.80
Superintendent of Public Works	0.25	0.25	0.25
Tree Trimmer	0.70	0.70	0.70
Total	7.16	7.16	7.16

FUNDING SOURCES

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
Common Greens Funds	1,454,511	1,378,000	1,378,000	1,227,700	1,320,800	(57,200)	-4.2%
Total	1,454,511	1,378,000	1,378,000	1,227,700	1,320,800	(57,200)	-4.2%

EXPENDITURES

Salaries and Benefits	806,754	838,840	838,840	838,840	866,915	28,075	3.3%
Supplies and Services	700,573	721,492	721,492	721,492	721,492	-	0.0%
Transfer to other Funds	127,705	160,000	779,231	753,969	-	(160,000)	-100.0%
Total	1,648,659	1,720,332	2,339,563	2,314,301	1,588,407	(131,925)	-7.7%

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POSITION DETAIL BY DEPARTMENT

Administrative Departments

Position Code	Position Title	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
City Clerk				
O310	Administrative Assistant II	-	-	-
O285	Assistant City Clerk	1.00	1.00	1.00
E100	City Clerk (<i>Elected Official</i>)	1.00	1.00	1.00
O320	Deputy City Clerk	1.00	1.00	1.00
Full-Time		3.00	3.00	3.00
Part-Time Hourly Positions				
X415	P/T Office Specialist	-	-	-
Part-Time		-	-	-
Department Total		3.00	3.00	3.00

City Treasurer

E105	City Treasurer	1.00	1.00	1.00
Department Total		1.00	1.00	1.00

City Manager

O305	Administrative Aide	1.00	1.00	1.00
N100	Assistant City Manager (in ECD)	-	-	-
N180	Assistant to the City Manager	1.00	1.00	1.00
N115	City Manager	1.00	1.00	1.00
M550	Executive Assistant to City Manager	1.00	1.00	1.00
Department Total		4.00	4.00	4.00

Finance

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

POSITION BUDGET DETAIL

Position Code	Position Title	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Human Resources				
N130	Director of Human Resources	1.00	1.00	1.00
M270	Human Resources Analyst II / Senior Human Resources Analyst <i>(flexible staffing)</i>	3.00	3.00	3.00
O265	Human Resources Technician	1.00	1.00	1.00
Full-Time		5.00	5.00	5.00
Part-Time Hourly Positions				
R310	Human Resources Clerk	-	-	-
X440	Office Assistant	-	-	-
Part-Time Positions				
Department Total		5.00	5.00	5.00

Information Technology

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

Operating Departments

Economic and Community Development

O315	Administrative Assistant I	1.00	1.00	1.00
O310	Administrative Assistant II	2.00	2.00	2.00
M215	Assistant Building Official	1.00	1.00	1.00
N100	Assistant City Manager	1.00	1.00	1.00
M125 / M335	Associate Planner / Senior Planner <i>(flexible staffing)</i>	5.00	5.00	5.00
A135	Building Inspector	5.00	5.00	5.00
M210	City Building Official	1.00	1.00	1.00
M155	City Planner	1.00	1.00	1.00
M725	Community Development Coordinator	1.00	1.00	1.00
M185	Economic & Community Development Coordinator	1.00	1.00	1.00
A167	Engineering Technician	-	-	-
M145	Manager of Housing and Redevelopment	1.00	1.00	1.00
A295	Office Specialist	2.45	2.45	2.45
C175	Parking Enforcement Officer	2.00	2.00	2.00
A245	Parking Meter Collector/Repairer	1.00	1.00	1.00

POSITION BUDGET DETAIL

Position Code	Position Title	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Economic and Community Development				
A460	Permit Technician	1.00	1.00	1.00
A462	Planning Technician	1.00	1.00	1.00
A400	Senior Building Inspector	1.00	1.00	1.00
Full-Time		28.45	28.45	28.45
Part-Time Hourly Positions				
X415	P/T Office Specialist	0.5	0.5	0.5
Part-Time		0.5	0.5	0.5
Department Total		28.95	28.95	28.95

Fire

O315	Administrative Assistant I	1.00	1.00	1.00
M205	Battalion Chief (40 Hours)	1.00	1.00	1.00
M390	Battalion Chief (shift)	3.00	3.00	3.00
M110	Deputy Fire Chief	1.00	1.00	1.00
B185	EMS Captain	1.00	1.00	1.00
B120	Fire Apparatus Engineer	15.00	15.00	15.00
B100	Fire Captain	15.00	15.00	15.00
N150	Fire Chief	1.00	1.00	1.00
M410	Fire Marshall	1.00	1.00	1.00
B125	Firefighter	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
B200	Safety Inspector I	4.00	4.00	4.00
B190	Safety Inspector III	1.00	1.00	1.00
O340	Senior Administrative Assistant	1.00	1.00	1.00
Full-Time		82.00	82.00	82.00
Part-Time Hourly Positions				
X540	Courier	0.48	0.48	0.48
Part-Time		0.48	0.48	0.48
Department Total		82.48	82.48	82.48

* 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 over hires.

POSITION BUDGET DETAIL

Position Code	Position Title	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Library				
O315	Administrative Assistant I	3.00	3.00	3.00
M640	Assistant Library Director	1.00	1.00	1.00
A240	Librarian II	4.00	4.00	4.00
A215	Library Assistant II	3.00	3.00	3.00
N110	Library Director	1.00	1.00	1.00
M235	Library Program Manager	5.00	5.00	5.00
M500	Literacy Program Manager	2.00	2.00	2.00
A445	Literacy Services Coordinator	3.00	3.00	3.00
M570	Management Analyst I	1.00	1.00	1.00
Full Time		23.00	23.00	23.00
Part-Time Hourly Positions				
R210	Librarian I	0.50	0.50	0.50
R240	Librarian II	1.35	1.35	1.35
X670	Librarian II	0.40	0.40	0.40
R220	Library Assistant I	3.00	3.00	3.00
X220	Library Assistant I	1.11	1.11	1.11
R215	Library Assistant II	0.50	0.50	0.50
X235	Library Clerk	0.32	0.32	0.32
X250	Library Pages	7.90	7.90	7.90
X665	Literacy Services Assistant I	1.95	1.95	1.95
X655	Literacy Services Coordinator	0.06	0.06	0.06
R630	Local History Specialist	0.05	0.05	0.05
X440	Office Assistant	0.68	0.68	0.68
Part-Time		17.81	17.81	17.81
Department Total		40.81	40.81	40.81
Police				
N155	Chief of Police	1.00	1.00	1.00
M280	Police Captain	2.00	2.00	2.00
M275	Police Lieutenant	5.00	5.00	5.00
C165	Police Sergeant	10.00	10.00	10.00
C100	Police Corporal	15.00	15.00	15.00
C115	Police Officer *	46.00	46.00	46.00
C175	Parking Enforcement Officer	3.00	1.00	1.00
C125	Police Service Technician	4.00	4.00	4.00
C180	Senior Police Records Specialist	4.00	4.00	4.00
C105	Police Records Specialist	4.00	4.00	4.00
C110	Police Property & Evidence Specialist	1.00	1.00	1.00
M290	Police Records Manager	1.00	1.00	1.00
M165	Communications Manager	1.00	1.00	1.00
A365	Supervising Communications Dispatcher	2.00	2.00	2.00

POSITION BUDGET DETAIL

Position Code	Position Title	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Police				
A150	Communications Dispatcher *	10.00	10.00	10.00
O340	Senior Administrative Assistant	1.00	1.00	1.00
O315	Administrative Assistant I	1.00	1.00	1.00
Full-Time Positions		111.00	109.00	109.00
Part-Time Hourly Positions				
X193	Court Liaison	0.48	0.48	0.48
X190	Police Evidence Clerk	0.48	0.48	0.48
X325	Police Reserve Officer	1.31	1.31	1.31
X405	School Crossing Guard	1.38	1.38	1.38
Part-Time Positions		3.65	3.65	3.65
Department Total		114.65	112.65	112.65

* 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.

Public Works

O315	Administrative Assistant I	4.00	4.00	4.00
O310	Administrative Assistant II	0.95	0.95	0.95
D100	Apprentice Operator I	1.00	1.00	1.00
M465	Assistant WQCP Superintendent	1.00	1.00	1.00
M115	Associate Engineer	2.00	2.00	2.00
D120	Chemist	2.00	2.00	2.00
M430	City Engineer	1.00	1.00	1.00
N160	Director of Public Works	1.00	1.00	1.00
A160	Electrical Technician	2.00	2.00	2.00
A167	Engineering Technician	1.00	1.00	1.00
D155	Environmental Compliance Inspector	2.00	2.00	2.00
A170	Equipment Mechanic	2.00	2.00	2.00
A175	Equipment Operator	2.00	2.00	2.00
A335	Lead Electrical Technician	1.00	1.00	1.00
A345	Lead Equipment Mechanic	1.00	1.00	1.00
A195	Lead Park Maintenance Worker	0.15	0.15	0.15
A200	Lead Public Works Maintenance Worker	3.00	3.00	3.00
D180	Lead WQCP Mechanic	2.00	2.00	2.00
A295	Office Specialist	0.80	0.80	0.80
D150	Operator II	13.00	13.00	13.00
A250	Park Maintenance Worker	1.15	1.15	1.15
D105	Plant Electrician I	1.00	1.00	1.00
D140	Plant Electrician II	2.00	2.00	2.00
D130	Plant Mechanic I	2.00	2.00	2.00

POSITION BUDGET DETAIL

Position Code	Position Title	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Public Works				
D135	Plant Mechanic II	4.00	4.00	4.00
A310	Public Works Inspector	1.00	1.00	1.00
A275	Public Works Maintenance Worker	9.00	9.00	9.00
M255	Public Works Supervisor	2.60	2.60	2.60
M340	Senior Engineer	2.55	2.55	2.55
D160	Senior Environmental Compliance Inspector	1.00	1.00	1.00
D170	Senior Lab Chemist	-	1.00	1.00
A360	Senior Public Works Maintenance Worker	3.00	3.00	3.00
M630	Superintendent of Public Works	0.75	0.75	0.75
M355	Superintendent of Water Quality	1.00	1.00	1.00
A370	Sweeper Operator	2.00	2.00	2.00
M735	Technical Services Supervisor	1.00	1.00	1.00
D125	Utility Worker	2.00	2.00	2.00
Full-Time		78.95	79.95	79.95
Part-Time Hourly Positions				
X545	Laboratory Chemist	0.50	0.50	0.50
X570	WQCP Consultant	0.24	0.24	0.24
Part-Time		0.74	0.74	0.74
Department Total		79.69	80.69	80.69

Parks & Recreation

O315	Administrative Assistant I	1.00	1.00	1.00
O310	Administrative Assistant II	1.05	1.05	1.05
A465	Building Maintenance Craftworker	2.00	2.00	2.00
A140	Building Maintenance Custodian	6.00	6.00	6.00
N175	Director of Recreation and Community Services	1.00	1.00	1.00
A505	Groundsperson	2.00	2.00	2.00
A190	Lead Building Maintenance Custodian	2.00	2.00	2.00
A195	Lead Park Maintenance Worker	1.85	1.85	1.85
A280	Maintenance Craftworker	2.00	2.00	2.00
A295	Office Specialist	2.00	2.00	2.00
A250	Park Maintenance Worker	11.85	11.85	11.85
A495	Preschool Teacher	5.00	5.00	5.00
M255	Public Works Supervisor	3.40	3.40	3.40
M715	Recreation & Community Services Manager	1.00	1.00	1.00
M530	Recreation & Community Services Program Coordinator	5.00	5.00	5.00
M295	Recreation & Community Services Supervisor	6.00	6.00	6.00
A515	Recreation Leader IV	1.00	1.00	1.00
A320	Senior Building Maintenance Custodian	3.00	3.00	3.00
A350	Senior Park Maintenance Worker	2.00	2.00	2.00

POSITION BUDGET DETAIL

Position Code	Position Title	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Parks & Recreation				
M360	Superintendent of Parks and Facilities	1.00	1.00	1.00
M630	Superintendent of Public Works	0.25	0.25	0.25
A375	Tree Trimmer	3.00	3.00	3.00
M340	Senior Engineer	0.45	0.45	0.45
A510	Van Driver	1.00	1.00	1.00
Full-Time		64.85	64.85	64.85
Part-Time Hourly Positions				
R660	Community Services Site Coordinator	2.50	2.50	2.50
R650	Cultural Arts Specialist	0.50	0.50	0.50
X350	Recreation Instructor	5.42	5.42	5.42
X360	Recreation Leader I	1.09	1.09	1.09
R365	Recreation Leader II	1.25	1.25	1.25
X365	Recreation Leader II	11.57	11.57	11.57
R370	Recreation Leader III	4.12	4.12	4.12
X370	Recreation Leader III	18.08	18.08	18.08
R375	Recreation Leader IV	0.22	0.22	0.22
X375	Recreation Leader IV	4.51	4.51	4.51
X370	Sports Coach	1.93	1.93	1.93
Part-Time		51.20	51.20	51.20
Department Total		116.05	116.05	116.05
Total Full-Time Positions		420.25	419.25	419.25
Total Part-Time Positions		74.38	74.38	74.38
TOTAL BUDGETED POSITIONS		494.63	493.63	493.63

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CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) improves City-owned and public infrastructure including; City buildings, streets, sewers, traffic improvements and parks. Funding of the CIP projects come from the Redevelopment Agency's tax increment revenue, Gas Tax, Measure A, the General Fund, sewer charges, impact fees and grants. A more detailed list of CIP projects and funding sources may be found in the CIP document "City of South San Francisco Five Year Capital Improvement Program FY 2010-11" at the following website: <http://www.ssf.net/index.aspx?nid=1199>

CIP Funding Sources:

Funding Source	Actual 08-09	Adopted 09-10	Amended 09-10	Projected 09-10	Adopted 10-11	Change from Adopted 09-10	% Change
Common Greens Funds	127,705	160,000	779,231	753,969	-	(160,000)	-100.00%
East of 101 Sewer Impact Fee	1,078,964	214,000	190,233	190,233	134,000	(80,000)	
Equipment Replacement Fund	124,985	-	215,337	215,337	-	-	
Gas Tax Fund	1,038,004	1,001,000	2,740,782	2,740,782	1,532,110	531,110	53.06%
General Fund	1,048,963	65,500	645,359	647,395	358,000	292,500	446.56%
Grants	3,298,013	1,081,000	1,971,000	1,971,000	635,290	(445,710)	-41.23%
Information Technology Fund	222,357	-	73,451	73,451	-	-	
Measure A Fund	475,527	1,018,000	1,375,432	1,375,432	940,000	(78,000)	-7.66%
Park-In-Lieu Fees Fund	528,399	40,000	2,054,221	2,054,221	99,500	59,500	148.75%
RDA Bonds	3,734,718	4,000,000	4,461,110	3,282,847	1,500,000	(2,500,000)	-62.50%
RDA Tax Increment	6,898,782	7,915,000	7,924,641	8,883,588	4,100,000	(3,815,000)	-48.20%
Sewer Enterprise Fund	7,369,616	2,130,120	8,367,954	6,120,990	4,211,626	2,081,506	97.72%
Sewer Capacity Charge Fund	144,679	-	-	-	150,000	150,000	
Solid Waste Fund	45,138	-	51,876	51,876	-	-	
E. of 101 Traffic Impact Fee Fund	91,558	1,023,000	2,782,462	1,789,173	1,120,000	97,000	9.48%
Oyster Pt. Impact Fee Fund	70,551	-	-	-	-	-	
Other	-	866,547	923,931	923,931	1,668,374	801,827	
Total	26,297,959	19,514,167	34,557,020	31,074,225	16,448,900	(3,065,267)	-15.71%

Capital Improvement Program projects can carry forward unused budgets. The amounts listed above in the adopted columns are new appropriations only and not budget carry forward amounts. The amended and projected columns include carry forward budgets that were not spent in FY 2008-09

CIP Funding by Project Type:

	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
Streets	2,064,000	2,722,667	2,565,000	(157,667)	-5.79%
Storm Drains	270,000	150,000	80,000	(70,000)	-46.67%
Sanitary Sewer	870,000	3,085,000	6,038,000	2,953,000	95.72%
Public Facilities	5,036,500	11,565,000	5,451,000	(6,114,000)	-52.87%
Parks	1,259,900	340,500	77,500	(263,000)	-77.24%
Traffic	400,500	1,598,000	2,112,400	514,400	32.19%
Information Technology	430,500	53,000	125,000	72,000	135.85%
Aircraft Noise Insulation Program	1,000,000	-	-	-	
Total Appropriations:	11,331,400	19,514,167	16,448,900	(3,065,267)	-15.71%

DEBT OBLIGATIONS

As of July 1, 2010 the City has approximately \$150 million of debt outstanding. The City has no formal debt policy; however, the City historically has issued revenue bonds and has paid its debt service through funds other than the General Fund, such as the Redevelopment Agency funds and the Sewer Enterprise funds.

Legal Debt Limit

Assessed Valuation*	\$	13,555,928,948
Bonded Debt Limit (3.75% of Assessed Value)	\$	508,347,336
Less Amount of Debt Subject to Limit		-
Legal Bonded Debt Margin	\$	508,347,336

*Source: San Mateo County Assessor 2010-11

The legal bonded debt limit as set by California Government Code, Section 43605 is 15%. The code section was enacted prior to the change in basing assessed value to full market value when it was previously 25% of market value. The 3.75% represents 25% of assessed value.

The City has debt outstanding through the issue of bonds, notes, leases, and loans. The following list of all debt issued by the City, either through its financing authority or the Redevelopment Agency:

1. **Tax Allocation Revenue Bonds Series 2006A** - \$70,675,000, 3.75% to 5.13%, due 9/1/35. These bonds are a special obligation of the Redevelopment Agency used to refund and debase the 1997 Downtown Tax Allocation Bonds and the 1999 Revenue Bonds as well as to finance various redevelopment projects and are payable solely from and secured by a pledge of tax revenues generated within the Redevelopment Agency project area.
2. **2000 HUD Section 108 Loan** – \$1,750,000, 4.4% to 6.6% due 8/1/23. This loan was secured under a “Contract for Loan Guarantee Assistance under Section 108 of the Housing and Community Development Act of 1974”. The proceeds of this loan were used to finance the acquisition of real property, the rehabilitation of rental housing, and the rehabilitation of a public facility, pursuant to 24 CFR Statute 570.500.
3. **1999 Revenue Bonds** - \$31,720,000, 3.3% to 5.0%, due 9/1/18. These bonds were issued by the City of South San Francisco Financing Authority (CIFA) to refund the 1993 Gateway tax allocation bonds and to finance redevelopment and housing activities. The Redevelopment Agency is required to make bond principal and interest payments from the Gateway increment tax and housing set-aside revenues. As discussed in number 1 above, the Gateway bonds were refunded.
4. **1999 Certificates of Participation** - \$6,145,000, 3.2% to 5.0%, due 4/1/29. These bonds were issued to finance the acquisition of land and the improvements of the South San Francisco Conference Center. The Redevelopment Agency pledged to pay debt service from tax increment revenues.
5. **1989 California Health Facilities Financing Authority Revenue Bonds** - \$563,000, 7.2% due 9/23/11. This money was used to finance the construction of the adult day care facility in the Magnolia Senior Center. Debt service payments are made from the Redevelopment Agency low and moderate tax increment revenues.
6. **1988 Costco (Price Club) Notes** – \$2,270,000, 8.5% due 12/6/13. The City borrowed money from the retail company, then known as Price Club, to purchase land adjacent to their store located on South Airport Boulevard, which currently operates as Costco Wholesale. The City leases the land back to Costco. The lease payments are made to the City by Costco.

DEBT OBLIGATIONS

7. **1993, 1999, 2004, 2008 State Water Resources Control Board Loans** - \$70,387,123, 2.4% to 3.0% due 10/8/13, 8/1/22, 1/1/27. These loans were used to improve and expand the City's wastewater treatment plant. Loan proceeds were issued as projects progressed. Debt service payment commence one year after project completion. Sewage treatment plant user fees support the debt service payments.
8. **2005D Water and Wastewater Revenue Bonds** - \$6,000,000, 2.75% to 5.0%, due 4/30/26. The City participated in a pooled bond sale. The bonds were used to finance sewer system capital improvement projects. The debt service is paid from the net revenues of the City's Sewer Enterprise Fund.
9. **2003 Revenue Bonds** - \$5,865,000, 2.25% to 4.0%, due 9/1/18. The City of South San Francisco Capital Improvement Financing Authority issued these bonds to finance improvements on the South San Francisco Conference Center. The debt service payments come from a \$2.50 per day hotel room tax. These obligations are not recorded as part of the City's government debt.

Capital Leases

In addition to the bonds, notes, and loans, the City has also entered into long-term capital leases with various financing agencies. The capital leases are used to purchase vehicles and equipment where it makes more financial sense for the City pay for the vehicles or equipment over time rather than pay cash. The vehicle purchases tend to be Fire trucks, ambulances, and large public works vehicles. In FY 2010-11 the City plans to purchase two new fire engines as well as two ambulances using a capital lease. Below is a list of the vehicles and equipment purchased in past fiscal years. The capital leases are funded from the General Fund, Redevelopment Agency and Sewer Enterprise Fund.

1. **2000 Fire Truck** – Projected balance \$20,435, due 7/14/10.
2. **2005 ALS Ambulance** – Projected balance \$46,824, due 9/15/12.
3. **2006 Ambulance & Sweeper** – Projected balance \$33,207, due 4/18/11.
4. **2006 EMS System** – Projected balance \$140,044, due 4/11/2011.
5. **2008 Two Fire Trucks** – Projected balance \$749,407, due 7/16/18.

Debt Service Payments by Fund

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
General Fund							
Principal	-	127,450	127,450	127,450	204,803	77,353	60.7%
Interest	17,521	23,335	23,335	23,335	43,704	20,369	87.3%
Subtotal	17,521	150,785	150,785	150,785	248,507	97,722	64.8%
Redevelopment Agency Debt Fund							
Principal	1,755,426	1,862,224	1,862,224	1,862,224	1,892,429	30,205	1.6%
Interest	3,707,373	3,594,656	3,594,656	3,594,656	3,555,949	(38,707)	-1.1%
Subtotal	5,462,799	5,456,880	5,456,880	5,456,880	5,448,378	(8,502)	-0.2%
Sewer Enterprise Fund							
Principal	3,842,458	4,310,000	4,310,000	4,310,000	4,858,664	548,664	12.7%
Interest	1,900,516	2,000,000	2,000,000	2,000,000	2,183,809	183,809	9.2%
Subtotal	5,742,974	6,310,000	6,310,000	6,310,000	7,042,473	732,473	11.6%
Grand Total	11,223,295	11,917,665	11,917,665	11,917,665	12,739,357	821,692	6.9%

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MAJOR GOVERNMENTAL FUNDS

CAPITAL IMPROVEMENT FUND

Summary of Revenues and Expenditures

REVENUES	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	%
						Change	
Intergovernmental	3,725,409	80,000	546,461	546,461	635,290	555,290	694.1%
Charges for Services	10,922	-	295,484	295,484	-	-	
Interest & Rentals	(25,167)	-	-	-	-	-	
Transfers In from Other Funds	3,977,448	3,534,167	12,573,113	12,573,113	5,225,610	1,691,443	47.9%
Total Revenues and Other Sources of Funding:	7,688,612	3,614,167	13,415,058	13,415,058	5,860,900	2,246,733	62.2%
EXPENDITURES							
Employee Services	654,777	300,647	309,600	309,600	-	(300,647)	-100.0%
Supplies and Services	6,599,039	5,096,834	15,536,754	15,536,754	6,102,257	1,005,423	19.7%
Capital Outlay	26,691	-	-	-	-	-	
Total Expenditures	7,280,508	5,397,481	15,846,354	15,846,354	6,102,257	704,776	13.1%
Net Income	408,104	(1,783,314)	(2,431,296)	(2,431,296)	(241,357)	1,541,957	
Fund Balance	(10,770,240)	(12,553,554)	(13,201,536)	(13,201,536)	(13,442,893)	(889,339)	-7.1%

REDEVELOPMENT AGENCY FUNDS

MERGED REDEVELOPMENT PROJECT AREA FUNDS

Summary of Revenues and Expenditures

REVENUES	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change From Adopted 2009-10	%
Gross Tax Increment Allocated							
Gateway	9,472,670	8,283,877	8,678,604	9,171,930	9,170,000	886,123	10.7%
Shearwater	7,528,236	5,693,104	5,619,273	5,715,005	5,720,000	26,896	0.5%
Downtown	20,625,269	16,063,163	18,989,346	19,518,719	19,520,000	3,456,837	21.5%
Downtown Annex	30,278	30,278	63,090	63,086	60,000	29,722	98.2%
El Camino	3,797,658	2,476,895	3,778,806	4,278,009	4,280,000	1,803,105	72.8%
El Camino Annex	244,218	203,538	290,361	290,206	290,000	86,462	42.5%
Subtotal Tax Increment Allocation	41,698,328	32,750,854	37,419,480	39,036,956	39,040,000	6,289,146	19.2%
Adjustments: Other Appeals & Settlements	(711,314)	(300,000)	(300,000)	(500,000)	(500,000)	(200,000)	66.7%
Adjustments: County Admin & Other	(272,964)	(327,509)	(374,195)	(934,143)	(1,000,000)	(672,491)	205.3%
Supplemental ERAF			(8,519,894)	(8,528,106)	(905,210)	(905,210)	
Rent	135,566	105,000	105,000	93,700	100,000	(5,000)	-4.8%
Interest & Other	1,007,612	1,100,000	1,100,000	677,244	700,000	(400,000)	-36.4%
TOTAL SOURCES OF FUNDS	41,857,228	32,917,032	29,430,391	29,845,650	37,434,790	4,517,757	13.7%
EXPENDITURES							
Redevelopment Activities	4,112,168	4,840,642	4,840,642	4,840,642	5,597,238	756,596	15.6%
Capital Outlay	23,584	53,000	53,000	53,000	-	(53,000)	-100.0%
Debt Service	5,115,751	5,111,449	5,111,449	5,111,449	5,101,261	(10,188)	-0.2%
Special Projects	517,893	900,000	900,000	900,000	1,000,000	100,000	11.1%
County Settlement	1,027,594	-	-	-	-	-	
Transfers to Low/Moderate Income Housing Fund	8,214,709	6,550,171	7,423,896	7,378,194	7,808,000	1,257,829	19.2%
Pass Through Payments to Taxing Entities							
Gateway	1,207,746	490,618	533,427	583,427	580,000	89,382	18.2%
Shearwater	2,186,274	1,673,990	1,820,053	1,820,053	1,820,000	146,010	8.7%
Downtown	4,600,270	3,760,550	4,088,674	4,138,674	4,140,000	379,450	10.1%
El Camino	322,865	274,256	298,186	348,186	350,000	75,744	27.6%
Subtotal Pass Through Payments	8,317,155	6,199,414	6,740,340	6,890,340	6,890,000	690,586	11.1%
Capital Projects							
Tax Increment-Funded Projects, Current	6,896,782	6,415,000	6,415,000	2,106,699	3,100,000	(3,315,000)	-51.7%
Tax Increment Carryovers from Prior Year	-	6,227,618	3,771,011	-	7,442,442	1,214,824	19.5%
Subtotal, Capital Projects	6,896,782	12,642,618	10,186,011	2,106,699	10,542,442	(2,100,176)	-16.6%
TOTAL USES OF FUNDS	34,225,636	36,297,294	35,255,338	27,280,324	36,938,941	641,647	1.8%
Excess of Revenues over / (under) Expenditures	7,631,592	(3,380,262)	(5,824,947)	2,565,326	495,849	3,876,110	
Fund Balance	52,274,146	51,647,396	46,449,199	54,839,472	55,335,320	3,687,925	-5.3%
Reserved for Loans Receivable	487,155	-	-	792,155	1,292,155	1,292,155	
Designated for Capital Projects	1,435,265	-	-	16,188,579	-	-	
Reserved for Advances to Other Funds	14,717,778	-	-	15,744,223	15,744,223	15,744,223	
Designated for Pending Property Tax Refund	8,416,485	-	-	905,210	-	-	
Reserved for Encumbrances	866,891	-	-	-	-	-	
Unreserved / Undesignated Fund Balance	35,183,776	-	-	21,209,305	38,298,943		

RDA BONDS

Summary of Earnings and Uses

BOND FUNDS	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change	
						From Adopted 2009-10	% Change
Interest	1,460,954	1,600,000	1,600,000	1,600,000	1,200,000	(400,000)	-25.0%
TOTAL SOURCES OF FUNDS	1,460,954	1,600,000	1,600,000	1,600,000	1,200,000	(400,000)	-25.0%
USE OF BOND FUNDS							
Capital Projects, Carryover from Prior Year	-	4,102,924	4,102,924	-	8,746,137	4,643,213	
Capital Projects, Current	3,734,718	4,000,000	4,000,000	3,282,847	1,500,000	(2,500,000)	
Total, Capital Projects	3,734,718	8,102,924	8,102,924	3,282,847	10,246,137	2,143,213	26.4%
Advances, Actual	490,444	-	-	1,026,445	-	-	
TOTAL USES OF FUNDS	4,225,162	8,102,924	8,102,924	4,309,292	10,246,137	2,143,213	26.4%
Excess of Bond Funds over / (under)							
Uses of Funds	(2,764,208)	(6,502,924)	(6,502,924)	(2,709,292)	(9,046,137)	-	
Prior Year Adjustment	554,164	-	-	-	-	-	
Bond Funds, Balance After Actual Advances	25,421,434	10,025,881	-	22,712,143	13,666,005	-	
Less Committed Bond Funds	19,004,422	-	-	18,526,005	9,779,867	-	
Uncommitted Bond Funds, End of Year, After All Advances	6,417,012	-	-	4,186,138	3,886,138	-	

The RDA bonds are housed in the RDA Capital Projects Fund. This summary shows only the interest earned of the bonds and the capital expenditures funded through bonds. Capital expenditures funded through tax increment are shown in the RDA Merged Project Areas summary page.

LOW & MODERATE HOUSING FUND

Summary of Revenue and Expenditures

	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change From Adopted 2009-10	% Change
REVENUES							
Transfers In from Redevelopment Project Areas	8,214,709	6,550,171	7,423,896	7,378,194	7,808,000	1,257,829	19.2%
Interest & Other	563,990	300,000	300,000	355,000	300,000	-	0.0%
Misc. Revenue / Rent	2,055,347	100,000	100,000	134,000	100,000	-	0.0%
TOTAL REVENUES	10,834,046	6,950,171	7,823,896	7,867,194	8,208,000	1,257,829	18.1%
USES OF FUNDS							
Program Expenditures	982,304	2,681,806	2,681,806	2,681,806	2,192,738	(489,068)	-18.2%
Capital Outlay & Special Projects	-	1,500,000	1,500,000	1,500,000	2,000,000	500,000	33.3%
County Settlement	-	-	-	-	-	-	-
Debt Service	279,723	345,431	345,431	345,431	347,117	1,686	0.5%
Housing Capital Projects (TI-funded) - NEW	-	6,631,224	6,631,224	-	1,000,000	(5,631,224)	-84.9%
Housing Capital Projects (TI-funded) Carried Over from Prior Year	-	-	-	-	6,631,224	6,631,224	
TOTAL USES OF FUNDS	1,262,027	11,158,461	11,158,461	4,527,237	12,171,079	9,896,434	88.7%
Excess of Revenues over / (under) Expenditures	9,572,019	(4,208,290)	(4,208,290)	3,339,957	(3,963,079)	245,211	
Fund Balance	31,274,469	22,235,873	27,066,179	34,614,426	30,651,347	8,415,474	37.8%
Loan Commitments to Mid Pen/Other	1,026,632	-	-	1,026,632	1,026,632	-	
Carryover Capital Projects	5,131,224	-	-	6,631,224	-	-	
Loans Receivable	9,089,257	-	-	9,545,801	11,545,801	-	
Land Held for Redevelopment	1,900,000	-	-	1,900,000	1,900,000	-	
Bond Funds, End of Year	2,271,260	-	-	2,271,260	2,271,260	-	
All Other Reserved Funds	89,377	-	-	89,377	-	-	
Unreserved / Undesignated Fund Balance	11,766,720	-	-	13,150,132	13,907,654	-	

LOW & MODERATE 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 proposed 2010-11 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, 2010-11	8,208,000	
	Adopted 2010-11	% of Low Mod Housing Funds
Program Staff Costs:	69,184	0.8%
Advertising, Printing, Supplies, Meetings, Insurance and other Support Costs:	19,000	0.2%
Legal, Financial, Computer, Human Resource, and Other City Administrative Support for Housing:	324,662	4.0%
Debt Service:	347,117	4.2%
All Other Planning and Administrative Costs:	704,812	8.6%
Total Costs, not directly providing housing:	1,464,775	17.8%

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

MAJOR PROPRIETARY FUNDS

SEWER ENTERPRISE FUND

Summary of Revenues and Expenditures

REVENUES	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
SSF Service Charge Revenue	15,028,215	17,784,000	17,784,000	17,378,000	18,210,000	426,000	2.4%
Other Agency Share of O&M Expenses	3,998,179	3,900,225	3,900,225	3,944,037	4,348,863	448,638	11.5%
Other Agency CIP Reimbursement	71,524	161,520	161,520	1,027,706	-	(161,520)	-100.0%
Other Agency Loan Payment Reimbursement	1,245,492	1,245,492	1,245,492	1,245,492	1,327,685	82,193	6.6%
Developer Contributions	5,631,088	-	2,669	-	-	-	
Grants & CIP Contributions from Others	188,006	406,500	406,500	61,699	29,620	(376,880)	-92.7%
Interest/Other Income	282,689	200,000	200,000	278,554	130,000	(70,000)	-35.0%
Transfers In	1,194,095	214,000	275,603	1,500,646	284,000	70,000	32.7%
Debt Proceeds*	2,508,929			3,048,076	7,200,000	7,200,000	
Total Revenues and Other Sources of Funding:	30,148,217	23,911,737	23,976,009	28,484,210	31,530,168	7,618,431	31.9%
EXPENDITURES							
Operating Expenses	12,784,223	13,769,823	13,897,861	12,610,685	14,006,837	237,014	1.7%
Debt Service	5,742,974	6,310,000	6,310,000	6,163,077	7,042,474	732,474	11.6%
Developer Contribution Refund [^]					2,000,000	2,000,000	
CIP Expenditures	7,369,616	2,773,278	7,859,480	5,612,516	6,958,000	4,184,722	150.9%
Transfers Out	42,119	36,000	611,308	350,150	50,000	14,000	38.9%
Total Expenditures	25,938,932	22,889,101	28,678,649	24,736,428	30,057,311	7,168,210	31.3%
Net Income	4,209,285	1,022,636	(4,702,640)	3,747,782	1,472,858	450,222	44.0%
Total Fund Balance	5,015,573			8,763,354	10,256,212		
Rate Stabilization Reserve and the State Required Reserves	4,971,538	-	-	5,378,538	6,010,799	6,010,799	
Other Reserves	266,585	-	-	-	-	-	
Undesignated Reserve, End of Year	(222,550)	-	-	3,384,816	4,245,413	4,245,413	

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

* The 2010-11 budget assumes \$7.2 million in new bond proceeds to fund various CIP upgrade projects at the Water Quality Control Plant. By the time the bond sale is ready to proceed, staff and City Council will need to evaluate the likelihood of additional bonds that may be required for green energy projects at the Water Quality Control Plant.

[^] Most of these large developer funded sewer projects are now completed for less cost than originally anticipated.

STORM WATER FUND

Summary of Revenues and Expenditures

REVENUES	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
Service Charges	419,246	414,000	414,000	411,260	411,000	(3,000)	-0.7%
Transfer In from Gas Taxes	250,000	445,000	445,000	445,000	445,000	-	0.0%
Transfer In from General Fund	100,000	-	-	-	250,000	250,000	
Interest and Other	1,225	5,000	5,000	1,000	1,000	(4,000)	-80.0%
Total Revenues	770,471	864,000	864,000	857,260	1,107,000	243,000	28.1%
EXPENDITURES							
Operating Expenses	746,315	831,904	831,904	831,904	847,049	15,145	1.8%
Storm Water Regulations	-	-	-	-	250,000	250,000	
Total Expenditures	746,315	831,904	831,904	831,904	1,097,049	265,145	31.9%
Net Income	24,155	32,096	32,096	25,356	9,951	(22,145)	-69.0%
Fund Balance	94,584	126,680	126,680	119,940	129,891	3,211	2.5%

Without a Proposition 218 vote, the Storm Water Fund has a capped revenue stream. With the cost of this service continuing to increase, starting in Fiscal Year 2006-07, the Gas Tax fund began to supplement the Storm Water fund. Since 2006-07, the supplement provided by the Gas Tax fund has more than doubled (from \$200,000 per year in FY 2006-07 to \$445,000 per year in FY 2009-10). Beginning in FY 2008-09 the General Fund also started to supplement the Storm Water Fund. While no new General Fund revenues were required to supplement this fund in FY 2009-10, new storm water regulations will require that \$250,000 in additional General Fund contributions will be required beginning in FY 2010-11.

PARKING DISTRICT FUND

Summary of Revenues and Expenditures

	Actual	Adopted	Amended	Projected	Adopted	Change from Adopted	%
REVENUES	2008-09	2009-10	2009-10	2009-10	2010-11	2009-10	Change
Parking Fees	606,847	515,000	515,000	515,000	525,000	10,000	1.9%
Interest and Other	12,431	12,000	12,000	12,000	12,000	-	0.0%
Total Revenues	619,278	527,000	527,000	527,000	537,000	10,000	1.9%
EXPENDITURES							
Employee Services	204,937	206,513	206,522	206,522	213,391	6,878	3.3%
Supplies and Services	119,615	181,807	182,132	182,132	181,798	(9)	0.0%
Total Expenditures	341,101	388,320	388,654	388,654	395,189	6,869	1.8%
Net Income	278,177	138,680	138,346	138,346	141,811	3,131	2.3%
Advances from RDA	490,444	9,062,676	9,062,676	10,592,312	9,565,867	503,191	5.6%
Undesignated Fund Equity *	126,610	265,290	264,956	264,956	406,767	141,477	53.3%

* 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 Avenue. RDA will be paid back from parking permit and parking meter revenues, which will need to be raised overtime to pay for the loan costs.

NON-MAJOR GOVERNMENTAL SPECIAL REVENUE FUNDS

GAS TAX FUND

Summary of Revenues and Expenditures

REVENUES	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	%
							Change
Gas Tax	968,732	-	-	1,050,000	994,535	994,535	
Traffic Congestion Relief (Proposition 42 Replacement)	541,923	545,000	545,000	537,000	570,000	25,000	4.6%
City/County Association of Governments (C/CAG)	110,066	110,000	110,000	110,000	110,000	-	0.0%
Prop 1B State Grant	930,841	-	-	-	-	-	
Federal Stimulus Grant (ARRA)	54,455	1,001,000	1,001,000	1,001,000	-	(1,001,000)	-100.0%
Interest/Other Income	54,455	30,000	30,000	30,000	30,000	-	0.0%
Total Revenues	2,606,018	1,686,000	1,686,000	2,728,000	1,704,535	18,535	1.1%
EXPENDITURES							
Transfer Out to General Fund for Street Maintenance/General Engineering	536,000	536,000	536,000	536,000	553,000	17,000	3.2%
Transfers Out to General Fund for Congestion Relief	150,000	150,000	150,000	150,000	155,000	5,000	3.3%
Transfer Out to Sewer Fund	15,131	-	-	-	-	-	
Transfer Out to Storm Water Fund	250,000	445,000	445,000	445,000	445,000	-	0.0%
Transfers Out to CIP Funds	1,038,004	1,001,000	2,740,782	2,740,782	1,446,000	445,000	44.5%
Total Expenditures	1,989,135	2,132,000	3,871,782	3,871,782	2,599,000	467,000	21.9%
Net Income	616,882	(446,000)	-	(1,143,782)	(894,465)	(448,465)	100.6%
Total Fund Balance	2,802,143	-	-	1,658,362	763,897	763,897	

Gas Tax and Propositions 42 replacement funding and 1B funding are distributed by the State of California and used for street and related improvements.

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

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

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

MEASURE A FUND

Summary of Revenues and Expenditures

	Actual	Adopted	Amended	Projected	Adopted	Change	%
REVENUES	2008-09	2009-10	2009-10	2009-10	2010-11	from Adopted 2009-10	Change
Measure A Sales Tax	1,005,404	927,000	927,000	850,000	765,000	(162,000)	-17.5%
Interest/Other Income	27,579	37,200	37,200	15,000	10,000	(27,200)	-73.1%
Total Revenues	1,032,983	964,200	964,200	865,000	775,000	(189,200)	-19.6%
EXPENDITURES							
Transfer Out to General Fund	-	-	-	-	-	-	
Transfers Out to CIP Fund for Street Improvement Projects	475,527	1,018,000	1,375,432	1,375,432	940,000	(78,000)	-7.7%
Transfer Out to Sewer Fund	100,000	-	-	-	-	-	
Total Expenditures	575,527	1,018,000	1,375,432	1,375,432	940,000	(78,000)	-7.7%
Net Income	457,456	(53,800)	-	(510,432)	(165,000)	(111,200)	206.7%
Total Fund Balance	1,112,824	-	-	602,392	437,392	437,392	

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 and Expenditures

REVENUES	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
CDBG Entitlement	584,788	601,729	601,729	601,729	651,456	49,727	8.3%
HOME Investment Partnership	16,175	13,000	25,515	25,515	12,000	(1,000)	-7.7%
ARRA Funding (Stimulus Grant)	-	-	161,564	161,564	-	-	
Interest / Other Income	15,015	158,800	106,000	106,000	30,000	(128,800)	-81.1%
Prior Year Allocation Carry-over	-	92,426	92,426	92,426	100,000	7,574	8.2%
Total Revenues	615,978	865,955	987,234	987,234	793,456	(72,499)	-8.4%
EXPENDITURES							
CDBG Program Expenditures	547,963	805,706	772,064	772,064	747,207	(58,499)	-3.2%
ARRA Expenditures	-	-	161,564	161,564	-	-	-100.0%
Transfers Out - General Fund	33,249	34,249	34,249	34,249	34,249	-	
Total Expenditures	581,212	839,955	967,877	967,877	781,456	(58,499)	-19.3%
Net Income	34,766	26,000	19,357	19,357	12,000	(14,000)	-53.8%
Total Fund Balance	1,659,651	1,650,884	1,679,008	1,679,008	1,691,008	40,124	2.4%
Reserved for Encumbrances	19,158	-	-	20,000	-	-	
Reserved for Loans Receivable	1,347,746	1,230,327	1,230,327	1,230,327	1,200,327	-	
Advances to Other Funds	346,748	346,748	346,748	346,748	346,748	-	
Designated for CDBG Programs *	(54,002)	73,809	101,933	81,933	143,933	70,124	95.0%

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

COMMON GREENS MAINTENANCE DISTRICT FUNDS

Summary of Revenues and Expenditures

REVENUES	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
Property Taxes West Park 1&2/Trfs	812,361	435,000	435,000	370,000	399,900	(35,100)	-8.1%
Property Taxes West Park 3/Trfs	1,108,337	662,000	662,000	607,500	653,000	(9,000)	-1.4%
Property Taxes Stonegate Rdg/Trfs	(753,014)	236,000	236,000	207,300	222,600	(13,400)	-5.7%
Property Taxes Willow Gardens/Trfs	286,827	45,000	45,000	42,900	45,300	300	0.7%
Total Revenues	1,454,511	1,378,000	1,378,000	1,227,700	1,320,800	(57,200)	-4.2%
EXPENDITURES							
West Park 1&2	545,423	565,162	565,162	565,162	574,951	9,789	1.7%
West Park 3	681,282	768,360	768,360	768,360	782,430	14,070	1.8%
Stonegate Ridge	193,312	177,391	177,391	177,391	181,105	3,714	2.1%
Willow Gardens	100,937	49,419	49,419	49,419	49,921	502	1.0%
Total Maintenance Expenditures	1,520,954	1,560,332	1,560,332	1,560,332	1,588,407	28,075	1.8%
Transfers Out to CIP	127,705	160,000	779,231	753,969	-	(160,000)	-100.0%
Total Expenditures	1,648,659	1,720,332	2,339,563	2,314,301	1,588,407	(131,925)	-7.7%
Net Income	(194,148)	(342,332)	(961,563)	(1,086,601)	(267,607)	74,725	-21.8%
Designated for Common Greens Maintenance and Capital Improvements	1,877,522	-	-	790,921	523,314	(287,995)	

Revenues have been reduced by \$111,093 in FY 2009-10 to reflect the State borrowing of property taxes. The State will repay these funds with 2% interest by June 30, 2013.

SOLID WASTE FUND

Summary of Revenues and Expenditures

	Actual	Adopted	Amended	Projected	Adopted	Change from Adopted	% Change
REVENUES	2008-09	2009-10	2009-10	2009-10	2010-11	2009-10	
Franchise Fee Revenue	173,325	173,325	173,325	173,325	173,325	-	0.0%
Total Revenues	173,325	173,325	173,325	173,325	173,325	-	0.0%
EXPENDITURES							
Operating Expenditures	66,574	139,000	203,491	89,000	129,570	(9,430)	-6.8%
Transfers Out to Capital Improvement Fund	45,138	-	51,876	51,876	-	-	
Total Expenditures	111,712	139,000	255,367	140,876	129,570	(9,430)	-6.8%
Net Income	61,613	34,325	(82,042)	32,449	43,755	9,430	27.5%
Fund Balance	741,025	649,048	658,983	773,474	817,229	168,181	25.9%

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.

INTERAGENCY SPECIAL REVENUE FUND

Summary of Revenues and Expenditures

REVENUES	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
Donations	130,420	86,500	86,500	86,500	56,500	(30,000)	-34.7%
Raffle Ticket Sales	27,189	30,000	30,000	30,000	30,000	-	0.0%
Miscellaneous Revenue	10,916	29,000	29,000	29,000	-	(29,000)	-100.0%
Total Revenues	168,525	145,500	145,500	145,500	86,500	(59,000)	-40.5%
EXPENDITURES							
Employee Services	35,166	-	-	-	-	-	0.0%
Supplies & Services	111,965	145,500	145,500	291,000	56,500	(89,000)	-61.2%
Transfer Out	40,162	-	-	-	-	-	0.0%
Total Expenditures	187,293	145,500	145,500	291,000	56,500	(89,000)	-61.2%
Net Income	(18,768)	-	-	(145,500)	30,000	30,000	0.0%
Fund Balance	149,749	149,749	149,749	4,249	34,249	(115,500)	-77.1%

NON-MAJOR PROPRIETARY INTERNAL SERVICE FUNDS

CITY SERVICE (GARAGE) FUND

Summary of Revenues and Expenditures

REVENUES	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change From Adopted 2009-10	% Change
Charges to Departments	1,431,148	1,413,384	1,413,384	1,442,250	1,398,352	(15,032)	-1.1%
Interest & Other Income	-	-	-	-	-	-	
Charges to Other Agencies	-	-	-	3,000	-	-	
Total Revenues	1,431,148	1,413,384	1,413,384	1,445,250	1,398,352	(15,032)	-1.1%
EXPENDITURES							
Salaries and Benefits	600,152	502,993	502,993	502,993	537,961	34,968	7.0%
Supplies and Services	820,286	910,391	922,157	922,157	860,391	(50,000)	-5.5%
Capital Outlay	-	20,100	20,100	20,100	-	(20,100)	-100.0%
Total Expenditures	1,420,438	1,433,484	1,445,250	1,445,250	1,398,352	(35,132)	-2.5%
Revenues (under) / over Expenditures	10,710	(20,100)	(31,866)	-	-	-	
Undesignated Reserve End of Year	10,886	-	-	10,886	10,886	-	

EQUIPMENT REPLACEMENT FUND

Summary of Revenues and Expenditures

	Actual	Adopted	Amended	Projected	Adopted	Change	%
REVENUES	2008-09	2009-10	2009-10	2009-10	2010-11	from Adopted 2009-10	Change
Equipment	355,545	387,686	387,686	382,726	387,686	-	
Vehicles	477,600	468,068	468,068	470,925	468,068	-	
Sale of Real/Personal Property	61,660	-	-	27,656	-	-	
Lease Proceeds	-	280,000	280,000	-	1,680,000	1,400,000	500.0%
Interest & Other Income	63,905	56,000	56,000	50,000	50,000	(6,000)	-10.7%
Total Revenues	958,710	1,191,754	1,191,754	931,307	2,585,754	1,394,000	117.0%
EXPENDITURES							
Vehicle Replacement	659,543	237,000	237,000	200,177	397,000	160,000	67.5%
Equipment Replacement	151,286	481,500	591,500	786,562	300,000	(181,500)	-37.7%
Lease Purchase (Vehicles)		280,000	280,000	-	1,680,000	1,400,000	500.0%
Transfer Out to Capital Improvement Fund	124,985	-	215,377	215,377	-	-	
Transfer Out to General Fund	-	-	-	19,736	-	-	
Total Expenditures	935,814	998,500	1,323,877	1,221,852	2,377,000	1,378,500	138.1%
Revenues (under) / over expenditures	22,896	193,254	(132,123)	(290,545)	208,754	15,500	8.0%
Undesignated Reserve *	2,282,801	-	-	1,702,257	1,521,011	1,521,011	

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.

* Adjusted for net effects of depreciation and transfer of assets to balance sheet for CAFR.

**VEHICLE AND OTHER EQUIPMENT PURCHASES
FY 2010-11**

Department	Division	Tag #	Vehicle/Equipment to be Replaced	Estimated Replacement	
				Cost in 10-11	Replacement Information
Police	Canine	14	2004 Crown Victoria	30,000	Replace with new Patrol Vehicle
Police	Patrol	18	2006 Crown Victoria	30,000	Replace with new Patrol Vehicle
Police	Traffic	41	2002 Kawasaki KZ1000	25,000	Replace with new Motorcycle
Police	Traffic	44	1997 Kawasaki KZ1000	25,000	Replace with new Motorcycle
Fire	ALS	125	2000 Chevy Lumina	30,000	Replace with Hybrid Escape
Fire	Code				
Fire	Enforcement	241	2000 Chevy S-10 Pick-Up	30,000	Replace with Hybrid Escape
Fire	Code				
Fire	Enforcement	242	2000 Chevy S-10 Pick-Up	30,000	Replace with Hybrid Escape
Fire*	Suppression	508	1996 Simon-Duplex Quint	560,000	Lease Purchase new Engine
Fire*	Suppression	513	1992 Spartan Pumper	560,000	Lease Purchase new Engine
Fire*	ALS	515	2006 Ford E450 Rescue ALS	280,000	Lease Purchase new Ambulance
Fire*	ALS	516	2006 Ford E450 Rescue ALS	280,000	Lease Purchase new Ambulance
	Park				
Parks	Maintenance	256	1999 GMC 1500 Pick-Up	25,000	Replace with 1.5 Ton new Pick-Up
	Streets and				
Parks	Medians	257	1998 GMC Sonoma Pick-Up	20,000	Replace with Ford Ranger
	Park				
Parks	Maintenance	306	1991 GMC Dump Truck	45,000	Replace with F550 Dump Truck
	Park				
Parks	Maintenance	614	97 Toro Gang Mower	92,000	Replace with new Mower
	Street				
Public Works	Maintenance	734	Pump	15,000	Replace with a 4-inch Pump
Total, Equipment Replacement Fund:				2,077,000	
Other Funds: (Budgeted in Sewer Fund)					
Water Quality	WQCP Admin	203	1994 Chevy Astro Van	20,000	Replace with Ford Ranger
Water Quality	WQCP Admin	230	1995 GMC Safari Van	15,000	Replace with new Van
Water Quality	WQCP Admin	263	2000 CHEVY 2500 Pick-Up	21,000	Replace with new Pick-Up
Total, Other Funds:				56,000	

* These vehicles will be purchased with a Capital Lease.

DEFERRED VEHICLE REPLACEMENTS
FY 2010-11

Department	Division	Tag #	Vehicle Deferred Purchases	Estimated Replacement Cost in 10-11
Building	Building Inspection	113	2001 Chevy Malibu	20,000
Common Greens	West Park 1&2 Maintenance	271	2001 Silverado 2500 Service Body	35,000
Fire	Fire Admin	109	2001 Chevy Malibu	20,000
Fire	Fire Prevention	517	2005 Ford Expedition 4x4	35,000
IT	Information Tech	122	1992 Chevy Astro Van	20,000
Library	Project Read Grants	906	Ford E450 Book Mobile	80,000
Parks	Park Maintenance	269	2001 Chevy 3500HD Flatbed	40,000
Parks	Park Maintenance	272	2001 Chevy 2500HD Service Body	35,000
Police	Investigation	133	2008 Ford Fusion	28,000
Police	Investigation	136	2006 Ford 500	30,000
Police	Patrol	2	2008 Crown Victoria	30,000
Police	Patrol	6	2008 Crown Victoria	30,000
Police	Patrol	11	2008 Crown Victoria	30,000
Police	Traffic	42	2003 Kawasaki KZ1000	25,000
Parks	MSB Maintenance	244	2001 Chevy 2500 Pick-Up	20,000
Streets	Sewer Maintenance	236	2001 Chevy 3500 Service Body	40,000
Streets	Traffic Markings	207	2001 Chevy 3500 Service Body	40,000
Total, Equipment Replacement Fund, Deferred Vehicles:				558,000
Other Funds:				
Water Quality	WQCP Admin		252 2001 Chevy S-10 Pick-Up	20,000
Total, Other Funds, Deferred Vehicles:				20,000

These vehicles are due for replacement for FY10-11, however due to the budget reductions for FY10-11 the purchase of the vehicles and equipment will be deferred.

INFORMATION TECHNOLOGY FUND

Summary of Revenues and Expenditures

REVENUES	Actual	Adopted	Amended	Projected	Adopted	Change	%
	2008-09	2009-10	2009-10	2009-10	2010-11	2009-10	Change
Charges to Departments*	1,301,057	1,300,492	1,300,492	1,300,492	1,354,710	54,219	4.2%
Telephone Maintenance	44,024	44,110	44,110	44,110	44,110	-	0.0%
Charges to Other Agencies	53,290	8,000	8,000	63,000	25,000	17,000	212.5%
PEG Revenue	50,162	50,000	50,000	40,000	40,000	(10,000)	-20.0%
Transfers in for GIS	114,683	-	117,834	117,834	-	-	
Total Revenues	1,563,216	1,402,602	1,520,435	1,565,435	1,463,820	61,219	4.4%
EXPENDITURES							
Salaries and Benefits	773,376	713,762	711,369	711,369	706,308	(7,454)	-1.0%
Supplies and Services	628,890	644,252	800,211	800,211	643,945	(307)	0.0%
Telephone Maintenance	44,024	44,110	44,110	44,110	44,110	-	0.0%
GIS expenses	4,200	-	117,834	117,834	-	-	
Network Equip Replacement	-	180,130	200,130	-	200,130	20,000	11.1%
Astound - SSF network fee	-	-	-	-	-	-	
Initial Network Building Cost	-	-	-	-	55,000	55,000	
Transfers Out to Capital Improvement Fund	222,357	-	73,451	73,451	-	-	
Total Expenditures	1,672,848	1,582,254	1,947,104	1,746,974	1,649,493	67,239	4.2%
Excess of Revenues over Expenditures	(109,630)	(179,650)	(426,669)	(181,539)	(185,673)	(6,023)	3.4%
Total Fund Balance	793,666	614,016	366,996	612,126	426,456	(187,560)	-30.5%
Reserved for Encumbrances	156,716	-	-	-	-	-	
Reserved for Telecommunications Improvements [^]	345,557	345,557	345,557	345,557	345,557	-	
Designated for Capital	73,451	-	-	200,130	-	-	
Reserved for All Other	1,925	-	-	-	-	-	
Unrestricted Fund Balance	216,017	268,459	21,439	66,439	80,899		

*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.

SELF-INSURANCE FUND

Summary of Revenues and Expenditures

REVENUES	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change	% Change
						From Adopted 2009-10	
Charges to Departments	2,767,028	2,920,000	2,920,000	2,547,186	2,606,800	(313,200)	-10.7%
Interest Income	60,446	85,000	85,000	65,000	65,000	(20,000)	-23.5%
Insurance Rebate	613,997	-	-	-	-	-	
Transfer in from Health & Benefits Fund	-	-	-	400,000	-	-	
Transfer in from General Fund	-	-	2,725,000	2,725,000	-	-	
Total Revenue	3,441,471	3,005,000	5,730,000	5,737,186	2,671,800	(333,200)	-11.1%
EXPENDITURES							
Injury Pay	368,753	524,000	524,000	492,045	590,454	66,454	12.7%
Claims Defense & Management	244,775	320,000	320,000	70,408	77,448	(242,552)	-75.8%
Insurance Premiums	1,040,429	983,000	983,000	976,199	1,025,009	42,009	4.3%
Workers Compensation Claims	2,094,295	1,142,000	1,142,000	962,666	1,010,799	(131,201)	-11.5%
Liability Claims	234,533	234,000	234,000	94,942	150,000	(84,000)	-35.9%
Transfer Out to General Fund	-	505,000	-	-	-	(505,000)	-100.0%
Repair and Maintenance	-	-	-	-	-	-	
Transfer Out to Benefits Fund	-	-	-	-	-	-	
Total Expenses	3,982,786	3,708,000	3,203,000	2,596,260	2,853,710	(854,290)	-23.0%
Revenues (under) / over Expenses	(541,315)	(703,000)	2,527,000	3,140,926	(181,910)	521,090	-74.1%
Cash Balance, End of Year *	2,617,868	1,914,868	5,144,868	5,758,794	5,576,884	(181,910)	
Estimated Liabilities *	5,523,000	5,523,000	5,523,000	5,523,000	5,523,000		

*A recent actuarial analysis of the self insurance fund recommends that funding be increased to cover the 75% level of confidence for expected losses.

HEALTH & BENEFITS FUND

Summary of Revenues and Expenditures

REVENUES	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change From Adopted 2008-09	% Change
Benefit Charges to Departments	3,452,985	3,739,050	3,739,050	3,692,138	3,354,740	(384,310)	-10.3%
Leave Accrual Charges to Departments	365,917	-	-	-	-	-	-
Insurance Refund	-	-	-	-	-	-	-
PERS Refund	-	-	-	-	-	-	-
Transfers In from Other Funds for Retiree Health Liability Interest	500,000	-	-	-	-	-	-
Total Revenue	4,318,902	3,739,050	3,739,050	3,692,138	3,354,740	(579,852)	-15.5%
EXPENDITURES							
Vacation payouts	350,948	542,000	542,000	299,101	350,000	(192,000)	-35.4%
Sick Leave payouts	33,043	135,000	135,000	35,000	35,000	(100,000)	-74.1%
Accrued Vac/Sick Leave	22,963	50,000	-	-	-	(50,000)	-100.0%
Dental and Vision	547,976	673,000	673,000	548,000	575,400	(97,600)	-14.5%
Retiree Health Insurance	1,899,208	2,751,600	2,751,600	2,039,433	2,222,982	(528,618)	-19.2%
Unemployment Insurance	55,555	46,000	46,000	114,149	116,432	70,432	153.1%
All Other	30,795	27,170	27,170	30,056	30,000	2,830	10.4%
Transfer Out to Self Insurance Fund	-	-	-	400,000	-	-	-
Total Expenditures	2,940,489	4,224,770	4,174,770	3,465,739	3,329,814	(894,956)	-21.2%
Revenues (under) / over Expenditures	1,378,413	(485,720)	(435,720)	226,399	24,926	(1,864,133)	383.8%
Reserved for Retiree Health Benefit Liability *	5,614,725	4,963,756		5,841,124	5,866,050	902,294	18.2%

* Funds are being accumulated to pay down the retiree health liability, currently estimated by an actuary to be \$59.5 million.

OTHER NON-MAJOR GOVERNMENTAL FUNDS

EAST OF 101 SEWER IMPACT FEE FUND

Summary of Revenues and Expenditures

REVENUES	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change from Adopted 2009-10	% Change
Operations:							
Sewer Impact Fees	46,938	25,000	25,000	250,000	75,000	50,000	200.0%
Prior Year Adjustment to Impact Fees	(91,407)	-	-	-	-	-	
Transfer in from RDA CIP		-	214,000	-	-	-	
Interest/Other Income	(33,156)	-	-	8,600	-	-	
Total Revenues and Other Sources of Funding	(77,624)	25,000	239,000	258,600	75,000	50,000	200.0%
EXPENDITURES							
Transfers out to CIP	1,078,964	183,750	190,233	1,500,646	134,000	(49,750)	-27.1%
Transfer out to Gen. Fund	-	-	-	-	2,500	2,500	
Total Expenditures	1,078,964	183,750	190,233	1,500,646	136,500	(47,250)	-25.7%
Net Income	(1,156,588)	(158,750)	48,767	(1,242,046)	(61,500)	97,250	-61.3%
Total Fund Balance	(665,348)	(824,098)	(616,581)	(1,907,393)	(1,968,893)	(1,144,796)	138.9%
Cumulative Advances from Development Pre-Funding [^]	749,176	-	-	1,971,093	1,971,093	-	
Undesignated Reserve	83,828	-	-	63,699	2,199	-	

*The revenue for this restricted fund is received from development impact fees paid by new development upon building permit issuance. The revenues may only be used to fund specific sewer capital projects as outlined in a nexus study previously adopted by the City Council. The nexus study shows the relationship between new development and the need for sewer system improvement to support that development. The fee is charged to new development located East of Highway 101.

[^]In 2007, the City entered into an agreement with Genentech in which the company agreed to pre-fund the sewer impact fees for the E. Grand Avenue Sewer Trunk project in order for the project to be completed prior to Genentech pulling building permits. As a result, pre-funding is shown on the City's books as a liability until either sufficient Genentech development generates impact fees to cover the prepayment of those fees, or until Genentech enters into a new agreement, which is expected to occur calendar year 2010.

SEWER CAPACITY CHARGE FUND

Summary of Revenues and Expenditures

REVENUES	Actual 2008-09	Adopted 2009-10	Amended 2009-10	Projected 2009-10	Adopted 2010-11	Change	% Change
						from Adopted 2009-10	
Operations:							
Capacity Charges	144,679	-	-	255,000	100,000	100,000	
Interest/Other Income	-	-	-	1,500	5,100	5,100	
Total Revenues and Other Sources of Funding	144,679	-	-	256,500	105,100	105,100	
EXPENDITURES							
Transfers out to CIP	144,679	-	-	-	150,000	150,000	
Transfer out to General Fund (for administrative costs)					2,500	2,500	
Total Expenditures	144,679	-	-	-	152,500	152,500	
Net Income	-	-	-	256,500	(47,400)	(47,400)	
Total Fund Balance	-	-	-	256,500	209,100	209,100	

*The revenue for this restricted fund is received from sewer capacity charges paid by users that connect to sewer facilities for the first time, and by users who increase their sanitary sewer usage. The charge is typically due upon building permit issuance and is charged in areas of the City receiving sewer service from the City (excludes Westborough area that receives sewer service from Daly City). The charge assists with the funding required to replace, upgrade, and construct sewer infrastructure not funded by other sources.

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STATISTICAL & DEMOGRAPHIC INFORMATION

South San Francisco, "The Industrial City" was incorporated on September 19, 1908. South San Francisco is located approximately 8 miles south of Downtown San Francisco and adjacent to the northern border of the San Francisco Airport. The City occupies the basin and portions of the sides of a broad valley formed by the San Bruno Mountains on the north and the Coast Range on the west. Most of the valley faces adjacent San Francisco Bay, affording sweeping vistas, from higher levels and a definite sense of identification with the Bay. South San Francisco has mild winters and dry cool summers. The hills to the west shield the City from much of the fog that prevails in neighboring areas.

Employment in South San Francisco includes services (including medical facilities), wholesale/manufacturing and retail. A large part of the employment base is in the biotechnology field. South San Francisco is known as the birth place of Biotechnology. In 1976 Genentech began in South San Francisco. Since Genentech's early beginnings the biotech sector of South San Francisco has grown to include 72 biotech firms within a two square mile area.² Top employers of South San Francisco include: United Airlines, Genentech, Kaiser Permanente, Costco, South San Francisco School District, United Parcel Service and Amgen.

Structure of Government

City Council – 5 members, elected to 4-Year Terms

The governing body of South San Francisco is the City Council, which establishes local law and policies through enactment of ordinances and resolutions. The Council also determines how the City shall obtain and spend funds, appoints members to all advisory municipal activities and represents the City by serving on Regional and County committees/boards whose policies may impact South San Francisco (i.e., Associated Bay Area Governments and Metropolitan Transportation Commission). The Council provides direction for the City Manager and sits as the Redevelopment Agency Board of Directors. The Council position is a salaried position.

City Clerk – Elected to a 4-Year Term

The City Clerk is the archivist of City records and, as such, maintains records and prepares the minutes of Council proceedings. Additional responsibilities include providing information to the general public and staff, through research of City records, administering municipal elections and processing initiative recalls and referendum petitions. The Clerk also processes Conflict of Interest Statements for designated employees, Council members and candidates for Council seats. This is a full-time, salaried position.

City Treasurer – Elected to a 4-Year Term

The City Treasurer is responsible for investing City funds to achieve the maximum return on deposits. Reports identifying amounts and types of investment instruments are provided quarterly to the City Council. The duties of this position include arranging for payment on City Bonds, coordinating financial transactions, in cooperation with the Finance Director, and preparation of property tax assessments, upon individual requests from residents. This is a part-time, salaried position.

City Manager – Appointed by City Council

The City Manager is the Chief Administrative Officer of the City and is appointed by the City Council. The City Manager provides, in accordance with the City Council policies, overall administration and direction for the City organization. This position also serves as the Executive Director of the Redevelopment Agency and as the Director of Emergency Services.

City Attorney – Appointed by City Council

The City Attorney serves as legal counsel for the City Council and the Redevelopment Agency. This position is responsible for providing both formal and informal legal opinions, as well as advice to the City's officers, employees, boards and commissions. The duties of this position also include the review and/or preparation of all contracts, bonds, deeds, leases and other documents of legal significance.

² Source: South San Francisco Chamber of Commerce, www.ssfchamber.com

Demographic Information from the US Census Bureau

People QuickFacts

	South San Francisco
Population, 2006 estimate	61,354
Population, percent change, April 1, 2000 to July 1, 2006	1.3%
Population, 2000	60,552
Persons under 5 years old, percent, 2000	6.5%
Persons under 18 years old, percent, 2000	24.2%
Persons 65 years old and over, percent, 2000	12.6%
Female persons, percent, 2000	50.4%
White persons, percent, 2000 (a)	44.0%
Black persons, percent, 2000 (a)	2.8%
American Indian and Alaska Native persons, percent, 2000 (a)	0.6%
Asian persons, percent, 2000 (a)	28.9%
Native Hawaiian and Other Pacific Islander, percent, 2000 (a)	1.6%
Persons reporting two or more races, percent, 2000	7.0%
Persons of Hispanic or Latino origin, percent, 2000 (b)	31.8%
Living in same house in 1995 and 2000, pct 5 yrs old & over	61.1%
Foreign born persons, percent, 2000	39.1%
Language other than English spoken at home, pct age 5+, 2000	54.7%
High school graduates, percent of persons age 25+, 2000	79.8%
Bachelor's degree or higher, pct of persons age 25+, 2000	25.2%
Mean travel time to work (minutes), workers age 16+, 2000	26.7

Housing

Housing units, 2000	20,138
Homeownership rate, 2000	62.5%
Median value of owner-occupied housing units, 2000	\$352,900
Households, 2000	19,677
Persons per household, 2000	3.05
Median household income, 1999	\$61,764
Per capita money income, 1999	\$23,562
Persons below poverty, percent, 1999	5.2%

Business QuickFacts

	South San Francisco
Wholesale trade sales, 2002 (\$1000)	\$5,872,580
Retail sales, 2002 (\$1000)	\$681,652
Retail sales per capita, 2002	\$11,409
Accommodation and foodservices sales, 2002 (\$1000)	\$152,217
Total number of firms, 2002	5,112
Asian-owned firms, percent, 2002	31.1%
Women-owned firms, percent, 2002	27.1%

Geography QuickFacts

	South San Francisco
Land area, 2000 (square miles)	9
Persons per square mile, 2000	6,713.1

Source: US Census Bureau State & County QuickFacts
<http://quickfacts.census.gov/qfd/states/06/0673262.html>

GLOSSARY OF ACRONYMS & TERMS

Amended Budget – The increase or decrease of the amount budgeted for program or account code.

Appropriations – The amount of money that had been set designated for specific purposes and approved by the City Council.

Budget – The plan of expenditures and revenues for a specific period.

Budget deficit – The gap between revenue and expenditures. When there is a budget deficit the expenditures are more than the revenues.

Capital Expenditures – Expenditures that are used to improve the infrastructure of the City.

Capital Outlay – One time expenditures for the purchase of furniture, equipment or vehicles.

CIP – Capital Improvement Program is used for city infrastructure improvement projects. The CIP appropriations are approved by the City Council in a separate document.

CDBG – Community Development Block Grant is grant that is provided by the US Department of Housing and Urban Development (HUD). The money is used to support programs ranging from home improvements and commercial building improvements to grants to local nonprofit agencies.

Equipment Replacement – An internal service fund that is used to set aside money for future equipment purchases. Charges are made to department and the money is put into the equipment replacement fund.

Fiduciary Fund – A fund where the City acts as a trustee of impact fees received from developers. All of the funds used in the Fiduciary funds are set aside for specific types of projects or purposes.

FY – Also known as fiscal year. The year used for accounting purposes that begins July 1 and ends June 30.

Funds – Different accounts that are used to separate expenses and revenues used to for specific purposes.

FTE – Full Time Equivalent some positions are part-time and are budgeted as based on hours and are converted to the full time equivalent of a position. One full-time equivalent equals 2080 hours of work a year.

General Fund – The main governmental operating fund for the City. The General Fund is the largest of the City funds and the majority of government type activities are in the General Fund.

Interdepartmental Charges – Charges that are made to departments to support the city-wide operations. Charges may include IT, phone service and vehicle repair.

Modified Accrual Basis – The basis for budgeting and accounting where the expenditures are recognized as they occur and the revenues are recognized as they are received.

Operating Budget – The budget that is used to plan for city operational expenditures and revenues for each fiscal year.

Projected – The projected amount of expenditures or revenues for the City before the account books have been closed for the year and an audit of expenses and revenues conducted.

Proposed – The budgeted revenues and expenditures that are presented to City Council before their approval. After the City Council approves the budget it then becomes adopted.

Proprietary Funds – Are funds that receive the majority of its revenues through user-charges and not through taxes like many other funds. Proprietary funds are considered business type funds because of the nature of the activity that takes place within the fund. For example, the Sewer Enterprise Fund is used to operate the Water Quality Control Plant, which is paid for from user-charges.

RDA – The Redevelopment Agency is an agency governed by City Council, who in official matters acts as the Redevelopment Agency Board. The RDA is funded by tax increment dollars in marked zones within the City boundaries.

Resolution – The legal document that is approved or rejected by the City Council for specific action regarding City government. A resolution is often prepared in conjunction with a staff report which is presented to the City Council for a vote.

Reserves – Money that is set aside for emergencies and future expenditures. The City Council approves a reserve policy for the General Fund.

Staff Report – The memorandum that is presented to City Council for approval where needed.

Tax Increment – The difference between the baseline property tax of the Redevelopment Agency zone and any increase in assessed value that will lead to increased property taxes.

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