

City of South San Francisco California



Adopted Operating Budget Fiscal Year 2014-15

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CITY OF SOUTH SAN FRANCISCO, CALIFORNIA



FISCAL YEAR 2014-15
ADOPTED OPERATING BUDGET

MEMBERS OF THE CITY COUNCIL:

Mayor

Karyl Matsumoto

Vice Mayor

Richard A. Garbarino

Council Members

Mark N. Addiego

Pradeep Gupta

Liza Normandy

CITY OFFICIALS:

City Manager

Mike Futrell

City Treasurer

Frank Risso

City Clerk

Krista Martinelli

City Attorney

Steven T. Mattas

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CITY COUNCIL 2014

KARYL MATSUMOTO, MAYOR
RICHARD A. GARBARINO, VICE MAYOR
MARK N. ADDIEGO, COUNCILMEMBER
PRADEEP GUPTA, COUNCILMEMBER
LIZA NORMANDY, COUNCILMEMBER

MIKE FUTRELL, CITY MANAGER

OFFICE OF THE CITY MANAGER

Honorable Mayor and City Council Members:

We present to you the City of South San Francisco's FY 2014-15 Operating Budget.

FY 2014-15 GENERAL FUND BUDGET: PRIORITIES & ISSUES

While the FY 2014-15 Adopted Budget is balanced, on a go-forward basis, rising California Employees' Retirement System (CalPERS) retirement costs of approximately \$5.1 million over the next five years for the General Fund will mean that the next two to five year period will be critical for a major budget re-alignment process. Such a process will need to bring revenues in line with operating expenditures, deferred maintenance and capital infrastructure needs (streets, storm water facilities, parks, buildings, and other facilities). The Adopted Budget, therefore, makes changes to the City's Reserves Policy to better address deferred infrastructure liabilities. The following are the large, over-arching issues governing decisions taken in the FY 2014-15 budget.

Budget
balanced;

Retirement
costs
expected to
increase

CALPERS RETIREMENT BENEFITS

The City participates in CalPERS to fund and provide employee pensions. The benefit is funded largely by contributions from the City, with the employee paying a portion. The amount which the City is required to contribute on an annual basis is determined by evaluating factors such as employee and retiree demographics, City established benefit levels, and overall investment performance of the CalPERS portfolio. During the recent recession, CalPERS, as well as many other pension systems, experienced poor investment returns which caused increases to the City's rates. More recently, the CalPERS Board voted to change certain actuarial assumptions upon which rates are based. These changes are part of a national effort to bring public pension plan liabilities down. Those assumption changes also resulted in increased rates for the City, and are intended by CalPERS to allow the plans to be 100 percent funded in a fixed 30-year time period. Those changes, in addition to changing the long term earnings assumption from 7.75% to 7.5% last year, include:

- the time period to “smooth out” the impacts of CalPERS’ investment losses due to economic downturns was reduced from 15 years to five years;
- CalPERS actuaries have built the fact that retirees are living longer into their new models;
- additional longevity increases are built in for future retirees;
- rates will be structured in such a way that the first five years will be a “ramp up” period to improve the plans funded percentage.

As a result of these adopted changes and assumptions, the City’s contributions to the system are estimated to increase significantly over the next five years. While it is difficult to say with absolute certainty what the exact amount of future contributions to the system the City will be required to make, estimates for the next five years from CalPERS show contributions increasing by \$5 million, or 50%, from \$10 million in FY 2013-14 to a projected \$15.1 million by FY 2018-19.

Other Post Employment Benefits (OPEB)

The City’s most recent actuarial study has estimated the City’s total liability for Other Post Employment Benefits, or OPEB, at \$86 million, representing a 39% increase since the last valuation two years prior. OPEB refers to the City’s obligation to fund retiree health costs for life for retirees who retire from City service with at least 5 years of City service. (Employees hired after April 2010 are not eligible for this benefit). When the City has had the capacity to do so, it has been setting aside budget savings to begin paying down the OPEB liability. In FY 2013-14, the General Fund budgeted an additional \$1 million towards OPEB, bringing the projected balance of OPEB funds set aside in City reserves to \$13.5 million.

In February 2014, Council agreed to an initial investment of \$13.5 million along with an annual appropriation of \$250,000 in the California Employers’ Retirement Benefit Trust (CERBT) to reduce the City’s cost for funding retiree health benefits into the future. Estimates provided by the City’s actuary indicate that the City will save approximately \$46.7 million (net present value) over time, and will reduce the number of years that the City will be paying for OPEB obligations by over 30 years.

CAPITAL PROJECTS

The Fiscal Year 2014-15 Capital Improvement Program (CIP), adopted by Council on June 11, 2014, includes over \$9.2 million in new appropriations. Noteworthy new projects include the Storm Drain Master Plan Implementation, Downtown Right of Way Improvements, Water Quality Control Plant Digester Design, and Parking Meter Upgrades. General Fund appropriations of approximately \$650,000 will fund new projects for a Gateway Monument Sign at US 101 and South Airport Boulevard, Brentwood Park Renovation and Pathway Improvements, Fire Station 62 Roof Replacement, and Main Library Auditorium Renovation. The CIP also includes approximately \$475,000 in continued ADA improvements at various locations throughout the City.

RESERVES

The net impact on General Fund reserves after transfers out for capital projects, funding OPEB, and contributing to the Storm Water Fund operating budget, is an increase of \$96,000.

SHORT-TERM ASSUMPTIONS

The following is a discussion of large revenue and expenditure assumptions used to prepare the FY 2014-15 General Fund budget. These assumptions were discussed with the Budget Subcommittee in May 2014 and presented to the full City Council in June 2014.

REVENUE ASSUMPTIONS

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. The most current information from the County available at the time the budget was adopted showed a slight increase to South San Francisco's assessed values, which translates into a \$72,000 increase over the prior adopted budget.

ERAF Refund: The FY 2014-15 General Fund revenue budget includes an assumption of half the prior year Excess Educational Revenue Augmentation Fund (ERAF) Refund, based on recommendations from county officials, consistency with budgeting practices of other local cities and South San Francisco's past practice. The volatility of ERAF revenue is primarily due to the large number of Basic Aid school districts in San Mateo County and an imbalance between the funding source (property taxes) and the State's obligations for Triple Flip, Motor Vehicle License Fee (MVLFF) and ERAF. This conservative budgeting for ERAF Refund is being done in accordance with the adopted Reserves Policy, which also states that any extra dollars coming by year end in this category should go to fund one-time items such as paying down liabilities and/or debt, such as retiree health liabilities, or funding capital improvements or infrastructure backlog needs.

Sales Tax: The City contracts with Muniservices to receive quarterly sales tax reports and projections. The City's budget division works with the consultant to develop a scenario for the coming year's receipts. In FY 2014-15, the sales tax budget is up \$523,000 from the FY 2013-14 year-end, representing growth in the Food Products, Retail and Wholesale Construction, and Business to Business.

Transient Occupancy Tax (TOT): Budget Staff use actual TOT receipts, in addition to information published by local tourism agencies and the San Francisco International Airport (SFO), to budget for changes in annual TOT revenue. At the time the budget was adopted, hotel tax receipts for FY 2013-14 showed an increase of 15.7% over the prior year through ten months of actual receipts; that growth has been carried into the FY 2014-15 budget, representing a \$980,000 increase over the adopted FY 2013-14 budget. This is consistent with industry forecasts and trends with SFO, which is predicting the busiest summer travel season in its history.

Business License Fees: While this is generally a stable revenue source for the City, total fee revenue fluctuates when there are a large number of delinquent accounts and/or non-renewals, as there have been in the last two years. After a recent audit conducted by MuniFinancial, this revenue source is expected to gradually stabilize in FY 2014-15.

Commercial Parking Tax: The City has three large commercial parking lots that bring in the majority of the revenue in this category. This revenue tends to track with TOT returns, and is therefore adjusted accordingly.

Franchise Fees: There are several franchise organizations that remit to the City a percentage of their gross receipts on a monthly or quarterly basis. These include providers of cable, utilities, and waste management; the fee ranges from 0.5% to 10% depending on the type of service provided. There are no significant changes to total franchise fees expected in FY 2014-15.

Building and Fire Permits: Permit fees are collected on a variety of construction and improvement activities, as well as for annual inspection of certain properties. Budget Staff coordinate with the Building Division and the Fire Department to update annual projections. In FY 2014-15, the budget remained relatively flat compared to the prior year adopted budget to align with historical trends.

Motor Vehicle License and In-Lieu Fees: Motor Vehicle In-Lieu fees are essentially a subset of property taxes, as the State dips into the local Educational Revenue Augmentation Fund (ERAF) pools to backfill for the 1.35% reduction to vehicle license fees since 2004.

Revenue From Other Agencies: These revenues include Federal, State, and local grant awards that, at the time of budget adoption, the City knows it will receive during the year. Additional grant funds are budgeted during the year as the awards are made.

Charges For Services: This category includes revenue generated by direct services provided by City departments, such as recreation and police service fees. The FY 2014-15 budget is increased by \$146,000 over the prior year adopted budget, which is the net result of increases in child care site expansions.

Administrative Charges: This revenue comes to the General Fund via charges to other funds that are supported by General Fund department administrative functions. The charges were originally calculated by a cost allocation study years ago, with an escalator applied on an annual basis.

Fines: This category includes traffic and other police-related fines, library fines, and code enforcement fines. The adopted budget in FY 2014-15 was reduced to reflect a levelling off of code enforcement after the 2008 recession resulted in a dramatic increase in abandoned and neglected homes, thus administrative citation revenues were decreased by \$220,000.

Interest Income: Interest income maintains the status quo with no dramatic interest rate changes anticipated - continued low interest rates; this is consistent with the FY 2013-14 amended budget.

Rent: The City receives rental income from the Sewer Treatment Plant, for commercial tenants at City owned property, and from wireless companies that access its cell towers; this revenue does not generally fluctuate.

Other: This category includes reimbursements, property abatement revenue, and various other miscellaneous revenues that do not fit under the other defined categories; the adopted budget is generally static, with changes occurring during the year.

Transfers In: This category is primarily transfers to the General Fund from the Gas Tax Fund to reimburse the City for street maintenance work performed by the Public Works Department, and is adjusted to account for the growth of Gas Tax revenues and Public Works expenditures.

EXPENDITURE ASSUMPTIONS

Personnel Costs: While the City typically sees an annual increase of between 10% and 15% to its medical insurance rates, there were no increases to the City's Blue Shield medical premium, while Kaiser Permanente medical premiums increased 7.5 percent. PERS rates increased from 22.1 percent to 23.3 percent for miscellaneous employees, while the PERS rates for safety employees increased from 36.5 percent to 39.0 percent. As previously mentioned, over the next five years, PERS rates are expected to increase significantly due to changes in actuarial assumptions. The FY 2014-15 budget does include some room for vacation and sick payouts, and does not provide for cost-of-living wage increases.

Kaiser medical premiums increase 7.5%;

PERS rates to increase significantly over five years

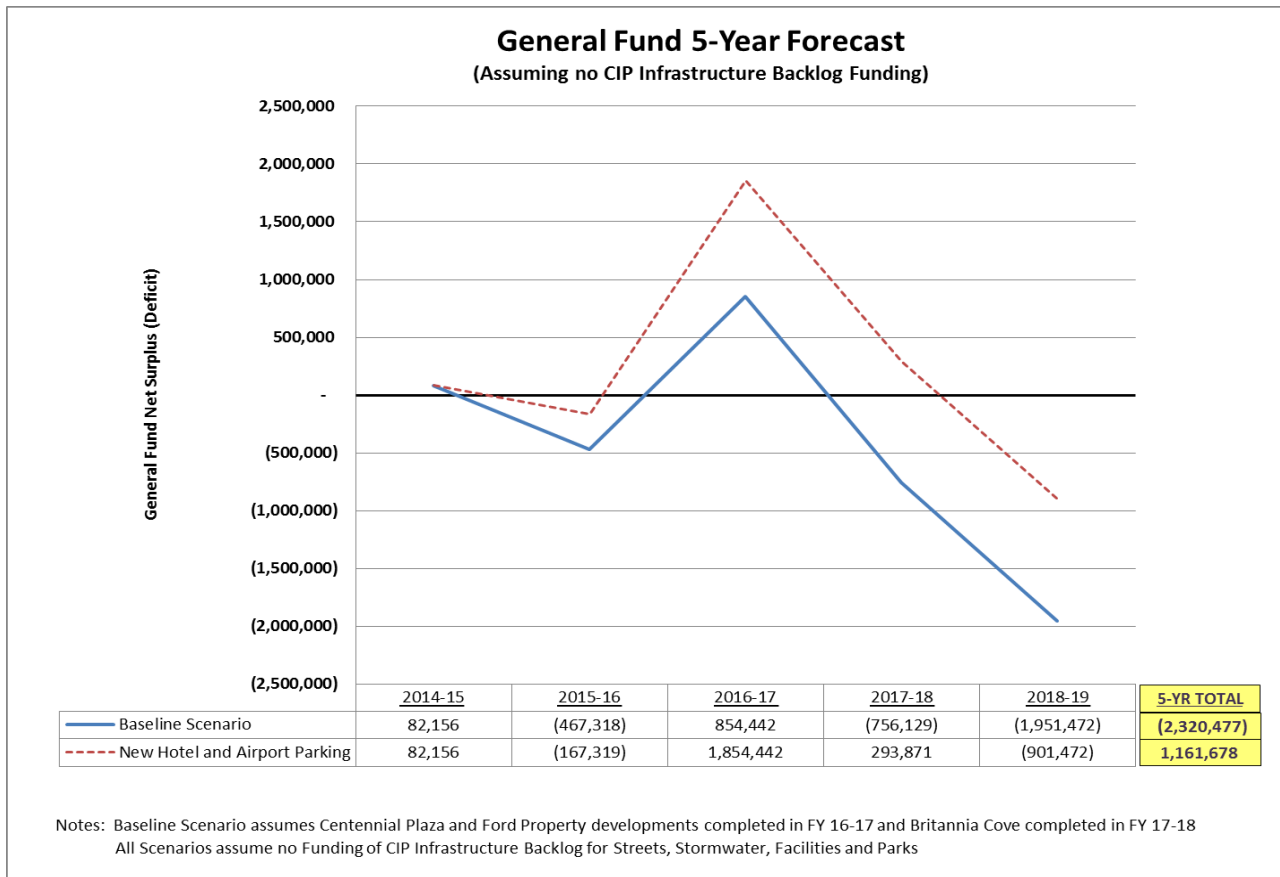
Storm Water Regulations: As mentioned above, the Storm Water Fund has required supplemental funding in order to comply with new mandates guiding storm water discharge operations and monitoring, and to fund infrastructure backlog improvements. In FY 2014-15 the General Fund will contribute \$750,000 for this purpose, with \$670,000 from the Gas Tax Fund of which \$225,000 is from Measure M funds (\$10 increase to vehicle registration fees in San Mateo County).

OPEB Contribution: As mentioned above, the proposed budget includes an additional \$250,000 contribution towards the California Employers' Retirement Benefit Trust (CERBT); this is in addition to the initial investment of \$13.5 million, which will reduce the cost and time to fully fund the City's retiree medical liability, currently estimated at \$86 million.

LONG TERM FINANCIAL PLAN

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 for nonrecurring expenses. 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 – the most recent is below. 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 PERS 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.



In accordance with the newly adopted Reserves Policy for FY 2014-15, the City has set aside \$2.3 million in General Fund reserves for the projected cumulative structural deficit over the next five years, as shown in the chart below under the “Baseline Scenario”. The City’s goal over the next couple of years will be to align revenues and expenditures by increasing revenues, decreasing expenditures or a combination of both.

Staff will continue revising the General Fund long-term forecast as information becomes available on new developments, assessed valuation changes, PERS changes and other changes that impact the City’s finances. In addition, and as the City continues to pull out of the recession, the major long-term budget issues continue to include addressing unsustainable departmental reductions, restoring more deferred capital projects, and coping with increasing health and benefit costs.

LONG TERM NON-FINANCIAL GOALS

The City is continuing to work towards its non-financial goals through programs and procedures that are in accordance with its overall mission to provide residents a safe, attractive, and well-maintained community. Some of these activities are direct enhancements to community services, while others focus on the overall environment. Internal training and management programs are also being implemented as a way of addressing succession planning needs, building a stronger employee base, and doing business more efficiently. The following is a summary of the City’s non-financial long-term goals.

CITYWIDE

The Long Range Property Management Plan (LRPMP) describes the City’s retention and disposition plans for former Redevelopment Agency properties, while the Housing Investment Plan deals addresses the City’s disposition and development plans for City owned housing units and assets. As of the time of this writing, the LRPMP was still being reviewed by the State of California. It includes plans to develop new market rate housing downtown, and to sell the former Public Utilities’ Commission parcels near El Camino Real and Chestnut Ave. for mixed use, transit oriented development. City Staff was also directed to review possible uses for the site for City facilities.

ECONOMIC AND COMMUNITY DEVELOPMENT

The Building Division aims to modernize its procedures through technology improvements including online permit application and payments, use of tablets in the field and schedule inspections through phone recordings.

The Planning Division is nearing completion of the Downtown Station Area Land Use Plan, which will guide denser, transient oriented development downtown in the years to come, including proposals for possible rental residential and hotel development.

FIRE

The Fire Department will work to develop and implement a business plan for the Basic Life Support (BLS) ambulance. This will serve to address many of the current challenges, as well as identifying and allowing for exploration of alternative service delivery options for the program.

INFORMATION TECHNOLOGY

Information Technology will evaluate the navigation and focus of the City website and will redesign its look and functionality.

LIBRARY

The new fiscal year will include the planning and implementation of the Grand Avenue Branch Library Renovation project; upgrade of library infrastructure, including Grand Library connectivity and Main Library auditorium equipment and furnishings.

PARKS AND RECREATION

The Parks and Recreation Department initiated a comprehensive Parks and Recreation Master Plan in FY 2013-14, which includes reviewing facilities and park areas, to identify current conditions and needs and provide a framework to steer future projects and programs. Plans to renovate four community playgrounds have also been developed, and will start work in the coming year. Moving forward, the City will focus on executing the Master Plan, addressing residents' demand for before and after school and pre-school programs, assessing parks and facilities and corrective maintenance and capital programs to improve their capacity to serve the community.

POLICE

The Police Department is targeting development of a plan to upgrade or replace Police facilities, for improved disaster preparedness, as well as to accommodate changing staff needs, specifically the increased number of female police officers.

The Police Department's Neighborhood Response Team (NRT) and Bicycle Patrol Unit will continue to patrol the Downtown area, along with visiting schools and participating in City events, in support of the Downtown Plan.

In the upcoming year, the Police Department will begin transitioning computer support from a third-party vendor to Information Technology department staff resources.

PUBLIC WORKS

Public Works plans to launch a smartphone app allowing the community to report maintenance issues and requests for services, and also anticipates an implementation to upgrade downtown parking meters to accept credit card and phone payments.

Public Works will begin its South City Shuttle service by December 2014 to provide critical public transportation access to the community.

The Water Quality Control Plant is embarking on a \$32 million three-year plan to upgrade sewer treatment facilities. The plan includes capital projects to expand wet weather treatment capacity and rebuild three anaerobic digesters. The projects will be funded with Sewer Enterprise Fund reserves, operating revenue and \$15 million in low-interest state loans. To

TRANSMITTAL LETTER

help fund the projects, sewer rates will increase by up to 10% for single unit residential customers and up to 7% for commercial customers, with increases phased over three years. In addition, Public Works will begin replacing key infrastructure along Grand Avenue, including signals, signs, and crosswalk improvements in front of City Hall.

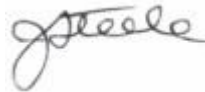
ACKNOWLEDGEMENTS

The preparation of the FY 2014-15 Operating Budget Document was made possible through the services of the Finance Department and staff from the operating departments. We extend our thanks for the contributions made in the preparation of this document.

Respectfully Submitted,



Mike Futrell
City Manager



Jim Steele
Finance Director

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INTRODUCTORY SECTION

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City of South San Francisco



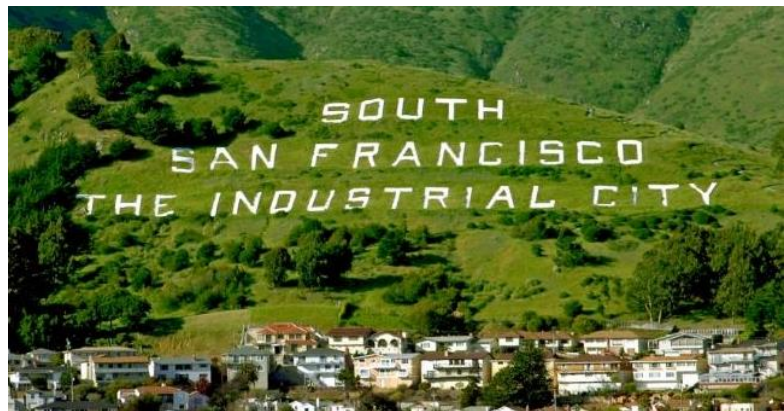
Source: US Census Bureau – American FactFinder

South San Francisco, California "The Industrial City" has a population of 65,700¹ and a land area of 9.63 square miles and was incorporated on September 19, 1908. South San Francisco is located approximately 8 miles south of Downtown San Francisco and is adjacent to the northern border of the San Francisco Airport and San Bruno, South of City of Daly City, Colma, and Brisbane, and East of Pacifica.

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. South San Francisco has mild winters and dry cool summers. The hills to the west shield the City from neighboring areas.

Prior to incorporation, the City was known as Rancho Buri Buri. Between 1856 and 1892, portions of the Rancho were purchased by cattle barons Miller and Lux who formed the town of Baden, and a group of Chicago businessmen, led by Gustavus Swift, formed the town of South San Francisco. Swift also created the South San Francisco Land Improvement Company which in turn was the driving force for, and the economic support behind, the 1908 merger and incorporation of these two areas as the City of South San Francisco.

At the time of incorporation, the population totaled 1,989 and there were 14 major industries in SSF. The City continued to grow and flourish with companies such as Bethlehem Steel, U.S. Steel, W.P. Fuller and Swift and Co. among many



¹ California Department of Finance, <http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/view.php>

INTRODUCTORY SECTION

others. During the 1920's, City Hall was built to house all City offices including the Police and Fire Departments and the "South San Francisco, the Industrial City" sign was installed on Sign Hill through the work of the Chamber of Commerce.

In 1949, the City Manager/City Council form of government was adopted and under this leadership, the City expanded with the addition of the Oyster Point Marina, housing developments on the slopes west of El Camino Real and the creation of the Industrial Park by the Utah Construction Company. The population also continued to grow while maintaining the diversity that had always existed in the area.

As heavy industry moved out of the area, it was replaced by light industry and hotels serving the San Francisco International Airport. In 1976, Herb Boyer and Bob Swanson founded Genentech in order to explore ways of using recombinant DNA technology to create breakthrough medicines. This was the beginning of the biotech industry and earned SSF the title of "Birthplace of Biotechnology". Since that time, many other biotech firms as well as large development projects such as the Gateway, Oyster Point Business Park and Bay West Cove have moved into the area.



EMPLOYMENT

Employment in South San Francisco includes manufacturing, retail, professional/scientific services, health care and administration. There are an estimated 52,000 people who work for South San Francisco businesses with a total payroll of \$5.4 billion.² The City has a large employment base in the biotechnology field located east of US Highway 101. A listing of top City employers may be found in the Miscellaneous Section starting on page **Error! Bookmark not defined..**

SCHOOLS

South San Francisco is served by the South San Francisco Unified School District (SSFUSD) and the San Mateo Community College District. SSFUSD encompasses all of South San Francisco and parts of Daly City and San Bruno. SSFUSD has eleven

² US Census Bureau, 2012 Zip Business Patterns

INTRODUCTORY SECTION

elementary schools (two in Daly City and one in San Bruno), three middle schools and three high schools and an adult education program.

The San Mateo Community College District has three community colleges, with the closest to South San Francisco being Skyline Community College in San Bruno. Skyline offers associate degree programs and provides opportunities for students to transfer to four year universities.

PARKS & RECREATION

There are 37 developed park sites totaling 122 acres. Amenities include baseball fields, soccer fields, twenty-six playground areas, artist studios, a sculpture garden, a bocce ball court, a skate park, a dog park, basketball courts, an indoor swimming pool, and picnic areas. Open space areas include Sign Hill Park, six-miles of improved pathways along the San Francisco Bay shoreline, and the Common Greens. The city also has an award winning trail system, Centennial Way. The Centennial Way Trail is a three mile asphalt bike and pedestrian path constructed on top of the BART tunnel that runs from South San Francisco BART to San Bruno BART station at Tanforan Shopping Center.

The City offers recreational programs to benefit residents' quality of life, including affordable childcare though before and after school programs, summer camp, and licensed pre-school, enrichment and exercise courses, leisure and care for seniors, facilities for private events and meetings, public art and cultural experiences, and youth and adult sports programs.

PUBLIC TRANSPORTATION

The City is in the crossroads of multiple types of public transportation. The City is served by bus lines operated by the San Mateo County Transit Authority (SamTrans), and the Caltrain commuter rail, with destinations from San Francisco to San Jose. There is stop for the Bay Area Rapid Transit (BART) trains that connects commuters to the San Francisco Airport, San Francisco and East Bay destinations including Oakland, Fremont and Concord.

The new Ferry Terminal at Oyster Point Marina opened to the public June 4, 2012. This new commuter options makes weekday trips from Oakland and Alameda. At Oyster Point there are shuttle services that will take commuters to the business areas in South San Francisco.

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 acts as the formal governing body of the Successor Agency to the RDA (formerly the RDA Board of Directors). The Council position is a part-time, 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.

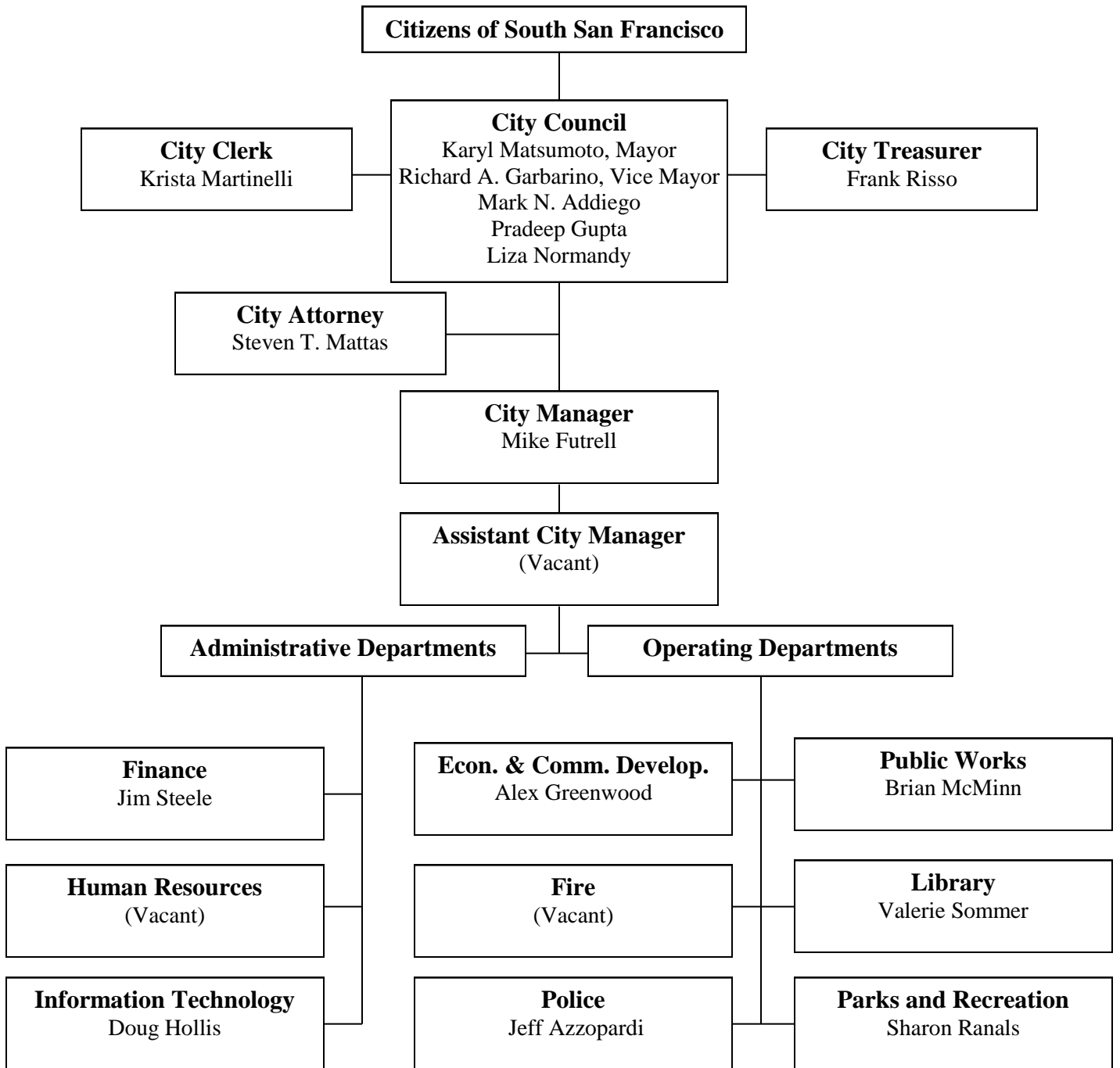
City Manager – Appointed by City Council

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 Successor Agency to the RDA and as the Director of Emergency Services. This is a full-time, salaried position.

City Attorney – Appointed by City Council

The City Attorney serves as legal counsel for the City Council and the Successor Agency to the RDA. 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. This is a contract position.

Organizational Chart of the City of South San Francisco



Budget Document and Process

BUDGET DOCUMENT

The City prepares an annual budget as a management tool to plan and control revenues and expenditures as part of the City's operations. This document is organized into the following sections:

1. **Transmittal** – Provides a general overview of the financial outlook for the coming fiscal year.
2. **Introductory** – Provides demographic and statistical information about the City. Summarizes the operational, financial and accounting structure of the City and identifies the appropriations limitations as required by the State of California Constitution Article XIII B.
3. **Operating Funds Summary** – Summarizes and aggregates all appropriated City funds including expenditures and revenues.
4. **General Fund** – Outlines the largest and main operating fund of the City.
5. **Department Pages** – Represents the City's organizational units regardless of funding source and summarizes major activities for each department.
6. **Governmental Funds** – Provides summaries of revenues and expenditures of governmental funds other than the General Fund. This section includes special revenue funds.
7. **Capital Improvement Program (CIP)** – Outlines the CIP project types, sources of funding and appropriations of capital projects.
8. **Debt Obligations** – Provides an overview of City issued debt and amount the City annually pays to debt service.
9. **Proprietary Funds** – Summarizes the City's business type activities including the Sewer Enterprise Fund, Parking District Fund, and Storm Water Fund.
10. **Internal Services Funds** – Summarizes funds used by the City that finance internal City functions such as, equipment replacement, health and retirement benefits, and information technology.

11. **Fiduciary Funds** – Summarizes funds that the City manages on behalf of other entities.
12. **Position Budget** – Lists position titles and position FTEs by fund and by department. This section also includes positions that have been frozen or left vacant as part of cost saving measures.
13. **Miscellaneous** – Provides the Master Fee Schedule, Staff Report and Resolution presented to the City Council, demographic and statistical tables, glossary of acronyms and terms found in the budget document.

BUDGET ACCOUNTING

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 equals 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.

The City budgets and accounts for governmental funds on a on a modified accrual basis except for encumbrances and the Capital Improvement Fund. This means that revenues are recognized when measurable and available. As an example, when the City issues an accounts receivable invoice, the revenue is recognized even though the cash has not been deposited in the bank. The City considers revenues reportable if they are collected with-in sixty days of year end. All expenditure appropriations lapse at the fiscal year end.

The City budgets and accounts for Proprietary Funds on a full accrual basis.

Encumbrances are considered expenditures in the year of the purchase order issuance. If the encumbrance is unused at year end, it is re-appropriated the following year.

The Capital Improvement Fund is adopted in a multi-year project basis where funds for specific projects receive an annual appropriation and any unused appropriation may be re-appropriated the following year.

The Operating Budget is adopted by the City Council for the fiscal year. The fiscal year begins on July 1 and ends June 30. The appropriations are controlled at the department level for the General Fund and at the fund level for all other funds with adopted

Operating Budgets. CIP 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 approved by the City Council (found in the Miscellaneous Section page **Error! Bookmark not defined.**) 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 Mid-year review of expenditures and revenues of the City's finances to the City Council. At the time of the Mid-year budget review, Finance can recommend budget amendments to the City Council.

To further assist the City and its departments to track revenues and expenditures budgets are divided into the following categories;

REVENUE TYPES

The revenue budgets are divided to ten revenue types:

1. **Taxes:** Are collected on property and sales, transient occupancy (hotel tax), business license tax and use of parking facilities
2. **Franchise Fees:** Are paid by utility companies (i.e. cable, telephone, garbage) to operate within the City.
3. **Licenses & Permits:** Include fees paid for building, planning and fire inspections and permits; alarm registrations.
4. **Fines & Forfeitures:** Are the City's share of traffic related fines, library fines and false alarm fines.
5. **Intergovernmental:** Includes grants from local, county, state and federal government agencies.
6. **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.

7. **Use of Money & Property:** Includes revenue from land rental and interest income.
8. **Other Financing Sources:** This revenue source accounts for the proceeds of debt issuance.
9. **Other Revenues:** Includes donations to various City programs and one-time revenues that cannot be categorized in another revenue area.
10. **Transfers:** This revenue source is an internal transfer 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.

EXPENDITURE TYPES

1. **Salaries & Benefits** – These are expenditures on employee salaries, health benefits, retirement benefits, insurance and other miscellaneous benefits.
2. **Supplies & Services** – These expenditures are for contract services, consultants, office supplies, utilities, etc.
3. **Capital Outlay** – These expenditures are reserved for purchases of land, vehicles, and equipment.
4. **Debt Service** – This expenditure category is used to pay for principal and interest of loans, bonds, leases, and other credit issued to the City.
5. **Interdepartmental Charges** – These expenditures include departmental liability insurance, charges for vehicle maintenance done at the City Garage, and charges for computer support provided by the Information Technology Department.
6. **Transfers** – These expenditures are internal transfers from one fund to another fund.

BUDGET PROCESS

The process to develop the fiscal year operating budget begins approximately in the middle of the current fiscal year. Over a period of approximately six months, the Finance Department in collaboration with the City Council, City Manager, and department executives formulate and refine budget projections for the upcoming fiscal year. The following Budget Process outlines the steps in budget preparation.

BUDGET PROCESS

Month	Description
December	<ol style="list-style-type: none"> 1. Finance Department begins current fiscal year mid-year analysis. 2. Finance Department updates revenue and expenditure projections for the upcoming fiscal year.
January	<ol style="list-style-type: none"> 3. City Manager, Finance Director and Financial Services Manager meet to discuss trends, look at financial projections, identify budget issues, and develop budget goals for upcoming fiscal year. 4. Finance Department creates budget targets for Departments based on City Manager’s goals.
February	<ol style="list-style-type: none"> 5. City Manager begins discussions with department heads for preliminary budget projections by department.
March	<ol style="list-style-type: none"> 6. City Manager, Finance Director and Financial Services Manager begin meeting with City Council Budget Sub-Committee. 7. Finance Department refines revenue forecasts for the current fiscal year. Uses revenue forecasts to develop updated upcoming fiscal year revenue projections. 8. Finance Department collaborates with Human Resources to update personnel and benefit budget forecasts. Finance department gives departments its employee benefits costs. 9. Departments enter budget requests and minor maintenance project request in finance system.
April	<ol style="list-style-type: none"> 10. Finance Department develops revenue and expense scenarios for upcoming fiscal year based on input from meetings with City Council Budget Sub-Committee and the City Manager. 11. City Manager reviews new budget requests with Finance Department. 12. Finance Department works with Engineering Division to identify and forecast funding sources and new appropriation amounts for CIP projects.
May	<ol style="list-style-type: none"> 13. Finance Department presents the preliminary proposed budget to the City Council at a study session. 14. Finance Department revises budget based on Council feedback.
June	<ol style="list-style-type: none"> 15. Finance Department prepares proposed budget and makes any final adjustments based on feedback from the City Manager and updated revenue projections and information from the State and County. 16. Finance Department presents proposed budget at the last City Council meeting in June. 17. Engineering Division separately proposes new appropriations for CIP projects to City Council. 18. City Council adopts proposed operating budget and through a separate resolution adopts CIP appropriations for upcoming fiscal year.
July	<ol style="list-style-type: none"> 19. July 1 starts the new fiscal year.

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. Proposition 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.

Fiscal Year	CPI/Personal		Change Factor	Cumulative Change Factor	Appropriation Limit
	Income % Change	Population % Change			
2010-11	(2.54)	1.34	(1.23)	414.43	99,938,622
2011-12	2.51	0.70	3.23	431.04	103,166,639
2012-13	3.77	0.98	4.79	456.48	108,108,321
2013-14	5.12	1.51	6.71	493.82	115,362,390
2014-15	(0.23)	0.79	0.56	497.14	116,008,419

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
Proceeds of Taxes	44,269,184	48,570,889	55,987,430	59,134,424
Appropriations Subject to Limit	44,269,184	48,570,889	55,987,430	59,134,424
Current Limit	103,166,639	108,108,321	115,362,390	116,008,419
Amount Under Limit	58,897,455	59,537,432	59,374,960	56,873,995

The City of South San Francisco is currently \$56.8 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.

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OPERATING FUNDS SUMMARY

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Operating Funds Descriptions

GOVERNMENTAL FUNDS

MAJOR 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.

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.

NON MAJOR GOVERNMENTAL FUNDS

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

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 1 & 2, Stonegate Maintenance District and Willow Gardens Maintenance District. These property taxes come out of regular City allocation.

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 2103, 2105, 2106, 2107 and 2107.5. Includes sales tax on gasoline received from the State's Traffic Congestion Relief Fund.

Measure A ½ Cent 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

OPERATING FUNDS SUMMARY

Enforcement Services Fund to account for special revenues that are to be used for designated programs.

Parks-in-Lieu Fee Funds: In FY2011-12 this fund was expanded to four funds to keep each of the Park-in-Lieu zones separate. These funds account for the fees paid by residential developers who do not include parkland in their development. The money is used to fund parks construction and improvement projects.

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

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.

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. Charges are generally paid when building permits are issued.

PROPRIETARY FUNDS

MAJOR 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 operates 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 and Gas Tax Fund subsidize the Storm Water Fund.

NON MAJOR PROPRIETARY FUNDS

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

OPERATING FUNDS SUMMARY

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.

PEG Access Fund – This fund accounts for the one percent of money set-aside from franchise fees that are used to support public, educational and governmental (PEG) channels.

FIDUCIARY FUNDS

Redevelopment Obligation Retirement Funds – These fund accounts for the activities related to the retirement of the City's Redevelopment Agency. Health and Safety code 33500, 33501, 33607.5, and 33607.7. As per AB 26 and AB 1484 an Oversight Board is responsible for the management of the funds.

SSF Employee Deferred Comp Oversight Trust Fund – This fund accounts for activities related to the oversight of the deferred compensation funded out of voluntary contributions by employees.

OPERATING FUNDS SUMMARY

OPERATING FUND TITLES AND TYPES

All of the funds in the following list are appropriated by the City Council. 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 2013-14 or FY 2014-15 is included in the list below.

Fund Title	Type	Category
Major Funds		
General Fund	Governmental	General Fund
Capital Improvement Funds	Governmental	CIP
Sewer Enterprise Fund	Proprietary	Enterprise
Parking District Fund	Proprietary	Enterprise
Storm Water Fund	Proprietary	Enterprise
Non Major Funds		
Deferred Comp Employee Trust Fund	Fiduciary	
Successor Agency Funds	Fiduciary	
Child Care Impact Fee Fund	Governmental	Special Revenue
City Housing Fund	Governmental	Special Revenue
Common Greens Maintenance District Funds	Governmental	Special Revenue
Community Development Grant Fund	Governmental	Special Revenue
Developer Deposits	Governmental	Special Revenue
East of 101 Sewer Impact Fees	Governmental	Special Revenue
East of 101 Traffic Impact Fees	Governmental	Special Revenue
Federal Aviation Grant Fund	Governmental	Special Revenue
Gas Tax Fund	Governmental	Special Revenue
Measure A 1/2 Sales Tax Fund	Governmental	Special Revenue
Miscellaneous Federal Grant Fund	Governmental	Special Revenue
Oyster Point Impact Fee Fund	Governmental	Special Revenue
Park-in-Lieu Fees Funds	Governmental	Special Revenue
Sewer Capacity Charge Fund	Governmental	CIP
Solid Waste Reduction Fund	Governmental	Special Revenue
Special Revenue	Governmental	Special Revenue
City Service Fund	Proprietary	Internal Service Fund
Equipment Replacement Fund	Proprietary	Internal Service Fund
Health & Benefits Fund	Proprietary	Internal Service Fund
Information Technology Fund	Proprietary	Internal Service Fund
Self Insurance Fund	Proprietary	Internal Service Fund
PEG Access Fund	Proprietary	Special Revenue

OPERATING FUNDS SUMMARY

The City's FY 2012-13 Comprehensive Annual Financial Report (CAFR) listed East of 101 Sewer Impact Fee Fund, East of 101 Traffic Impact Fee Fund and Child Care Impact Fees Fund as major funds. For budgeting purposes the above named funds are classified as non major funds.

RELATIONSHIP BETWEEN FUNDS & DEPARTMENTS

Some operating departments use funds other than the General Fund for departmental activities. An "X" represents direct responsibility and an "A" represents an assistance role, which Finance Department provides for all funds. If the department is only funded with the General Fund it is not listed below.

Fund /Department	Finance	ECD	Public Works	Information Technology	Parks & Recreation
Major Funds					
Capital Improvement Funds	A		X		
Sewer Enterprise Fund	A		X		
Parking District Fund	A	X			
Storm Water Fund	A		X		
Non Major Funds					
Child Care Impact Fee Fund	A		X		X
City Housing Fund	A	X			
City Service (Garage) Fund	A		X		
Common Greens Maintenance District Funds	A				X
Community Development Block Grant Fund	A	X			
Developer Deposits	A	X			
East of 101 Sewer Impact Fees	A		X		
East of 101 Traffic Impact Fees	A		X		
Equipment Replacement Fund	X				
Federal Aviation Grant Fund	A	X			
Gas Tax Fund	A		X		
Health & Benefits Fund	X				
Information Technology Fund	A			X	
Measure A 1/2 Sales Tax Fund	A		X		
Miscellaneous Federal Grant Fund	A	X			
Oyster Point Impact Fee Fund	A		X		
Park-in-Lieu Fees Funds	A		X		X
PEG Access Fund	A			X	
Self Insurance Fund	X				
Sewer Capacity Charge Fund	A		X		
Solid Waste Reduction Fund	A		X		
Special Revenue	A				
Successor Agency Funds	A	X			

Appropriated Funds Summary

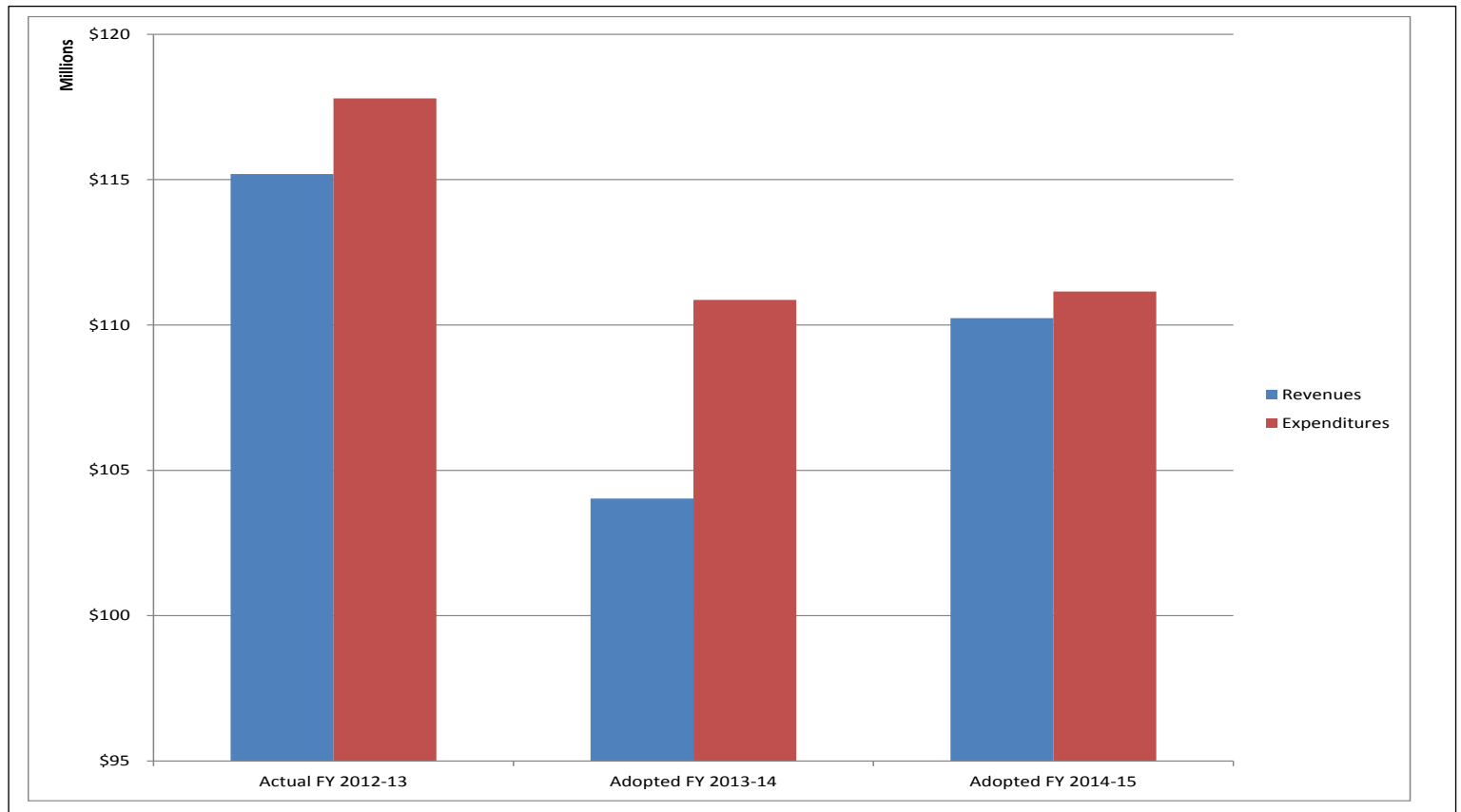
The City's total adopted FY 2014-15 appropriated budget not including transfers between funds totals \$110 million in revenues and \$111 million in expenditures*.

Schedule 1: Revenues & Expenditures Summary

	Actual FY 2012-13	Adopted FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Revenues	115,189,900	104,028,272	121,401,868	110,236,367	6,208,094	6.0%
Expenditures	106,436,614	110,862,956	113,118,539	111,153,045	290,089	0.3%
Net	8,753,286	(6,834,684)	8,283,329	(916,678)	5,918,006	(86.6%)

* Funds above exclude the following:
 Successor Agency revenues and expenses are approved outside the regular budget process.
 Funds for which the City acts as trustee for others, such as Deferred Compensation Funds held for employees
 Internal service funds are accounted for in operating department budgets, and are therefore excluded as separate entities above

Figure 1: Revenues & Expenditures by Fiscal Year (not including transfers)



OPERATING FUNDS SUMMARY

REVENUES & OTHER FINANCING SOURCES

The FY 2014-15 revenues not including transfers from other funds are estimated to come in at \$110 million. This is a 6.0% increase compared to FY 2013-14 adopted budget, primarily due to the change in the City's assessed property tax roll, reflecting further recovery from the recession.

Schedule 2: Citywide Revenues by Type

Revenue Types	Actual FY 2012-13	Adopted FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Taxes	55,618,218	48,820,771	53,423,658	52,607,922	3,787,152	7.8%
Franchise Fees	3,354,290	3,247,256	3,517,925	3,248,000	744	0.0%
Licenses & Permits	3,054,449	3,305,169	4,366,271	3,296,854	(8,315)	(0.3%)
Fines & Forfeitures	1,754,582	1,704,500	1,532,919	1,093,500	(611,000)	(35.8%)
Intergovernmental	13,043,033	8,782,151	10,683,092	9,848,844	1,066,693	12.1%
Charges For Svcs	35,033,763	34,521,396	40,424,043	36,087,412	1,566,016	4.5%
Use Of Money & Property	2,528,249	3,232,580	3,592,001	3,290,018	57,438	1.8%
Other Revenues	803,317	414,450	3,861,960	763,817	349,367	84.3%
Subtotal	115,189,900	104,028,272	121,401,869	110,236,367	6,208,094	6.0%
Transfers In	5,580,915	9,167,756	11,447,420	6,433,809	(2,733,947)	(29.8%)
Total Revenues	120,770,816	113,196,028	132,849,289	116,670,176	3,474,147	3.1%

DISCUSSION OF MAJOR REVENUE CHANGES

Taxes: The increase in tax revenues comes primarily from the restoration of assessed value for properties whose value had been temporarily decreased during the downturn in the economy.

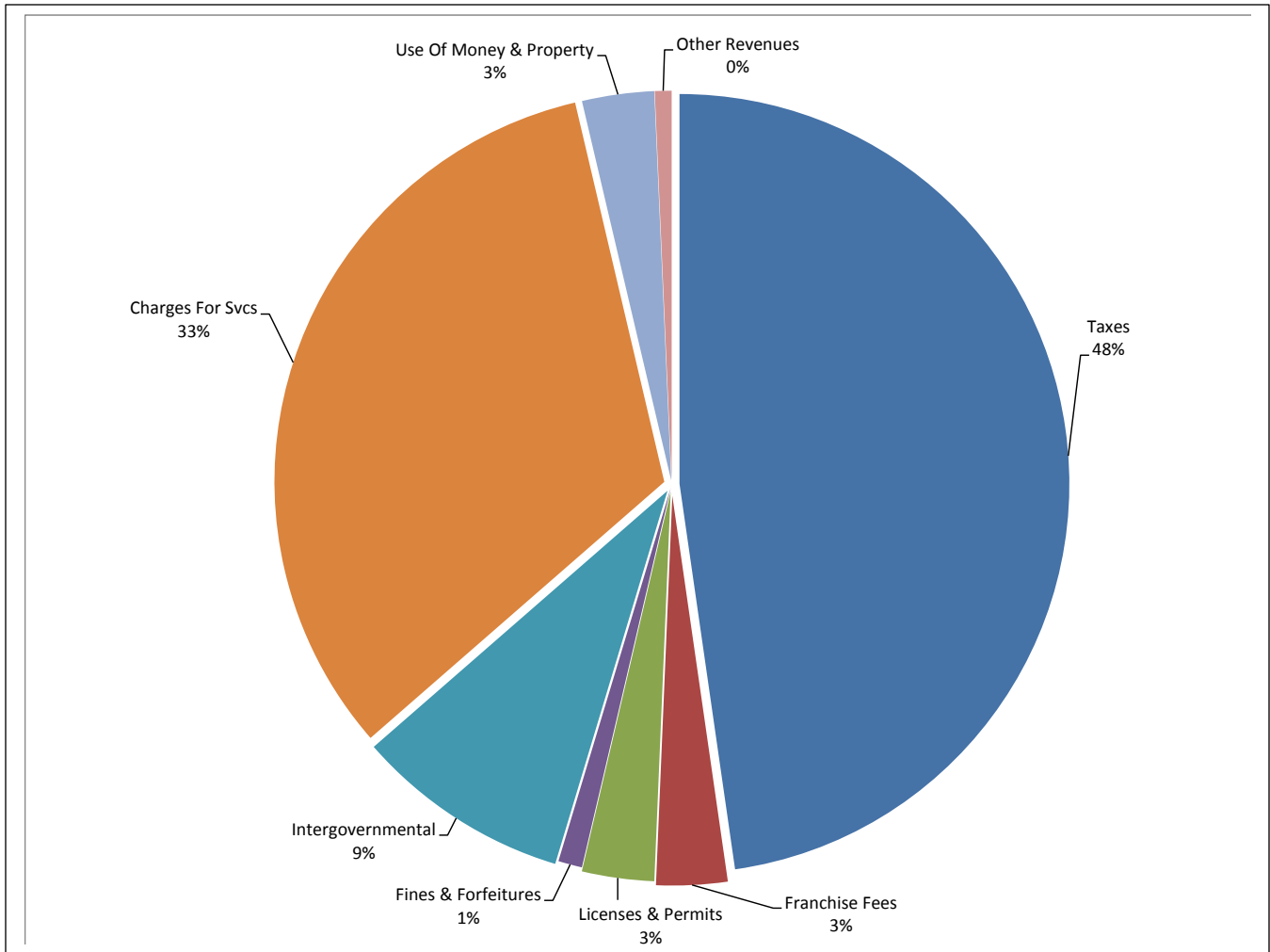
Fines & Forfeitures: The decline is largely related to a breakthrough in compliance from properties that previously had garnered numerous code enforcement citations during the recession.

Intergovernmental: The increase is mainly due to local grant revenues for the Caltrain Pedestrian/Bike Underpass feasibility study and federal grant revenues for Junipero Serra and King Drive Intersection Improvements.

Charges for Services: The increase in revenues is related to City Council approval of a three-year sewer rate increase beginning in FY 2014-15 to finance operations, repairs and new capital improvements for the City's Water Quality Control Plant (WQCP) and sanitary sewer system.

Use of Money & Property: This revenue consists primarily of interest received from the City's investments. Interest rates remain low, thus interest revenue is flat compared to the FY 2013-14 adopted budget.

Figure 2: FY 2014-15 Adopted Revenues by Type (not including transfers)



OPERATING FUNDS SUMMARY

REVENUES BY FUND

Schedule 3: Citywide Revenues by Fund

Fund	Actual	Adopted	Projected	Adopted	Change from	%
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2014-15	FY 2013-14	Change
General Fund	78,915,046	71,712,294	78,205,560	74,933,942	3,221,649	4.5%
Park-in-Lieu Fees Funds	11,197	-	165,262	-	-	0.0%
Gas Tax Fund	1,750,094	1,854,600	2,489,341	1,897,483	42,883	2.3%
Measure A-1/2 Transportation Sales Tax	1,302,040	1,025,000	1,474,960	1,315,000	290,000	28.3%
Federal Aviation Grant Fund	2,046,110	-	43,116	4,000	4,000	0.0%
Community Development Block Grant	807,524	880,318	651,566	625,818	(254,500)	(28.9%)
West Park Maint Dist 1&2	440,257	411,618	425,296	411,618	-	0.0%
West Park Maint Dist 3	711,952	658,957	688,491	658,957	-	0.0%
Stonegate Ridge Maint	245,468	224,239	235,413	224,239	-	0.0%
Willow Gardens Maint	77,878	45,920	71,070	45,920	-	0.0%
Common Greens Maintenance	1,475,555	1,340,734	1,420,270	1,340,734	-	0.0%
City Housing Fund	232,374	197,580	249,997	700,518	502,938	254.5%
Solid Waste Reduction	173,881	180,000	180,000	180,000	-	0.0%
Supplemental Law Enforcement Services	94,557	-	94,780	-	-	0.0%
Capital Improvements	1,981,929	-	1,316,798	1,231,400	1,231,400	0.0%
Sewer Enterprise Fund	24,782,585	25,507,747	26,908,319	26,887,472	1,379,725	5.4%
Parking District Fund	739,758	710,000	799,058	710,000	-	0.0%
Sewer Capacity Charges	269,014	210,000	222,438	-	(210,000)	(100.0%)
Storm Water Fund	434,949	410,000	416,087	410,000	-	0.0%
E. Of 101 Sewer Impact Fees Fund	1,949	-	888,164	-	-	0.0%
E. Of 101 Traffic Impact Fees	60,397	-	1,986,284	-	-	0.0%
Public Safety Impact Fee	-	-	72,992	-	-	0.0%
Child Care Impact Fees Fund	30,055	-	43,099	-	-	0.0%
Oyster Point Interchange Impact Fees Fun	10	-	453,587	-	-	0.0%
Genentech Prepaid Capital Projects	80,876	-	3,320,191	-	-	0.0%
Total	115,189,899	104,028,272	121,401,868	110,236,367	6,208,094	6.0%

OPERATING FUNDS SUMMARY

EXPENDITURES

Overall, the City's adopted expenditures, not including transfers to other funds, were increased by 0.3%, or approximately \$290,000, compared to the FY 2013-14 adopted budget. This increase is primarily the result of CalPERS pension contribution rate increases.

Schedule 4: Citywide Expenditures by Type

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Adopted FY 2013-14	% Change
Salaries & Benefits	67,311,301	67,031,323	65,798,248	67,940,982	909,660	1.4%
Supplies & Services	26,333,344	30,142,187	33,659,256	30,016,148	(126,039)	(0.4%)
Capital Outlay	250,415	155,907	259,038	25,900	(130,007)	(83.4%)
Debt Service	6,271,260	6,614,802	6,673,810	5,711,442	(903,360)	(13.7%)
Interdepartmental Charges	6,520,708	6,918,737	6,987,225	7,458,572	539,835	7.8%
Subtotal	106,687,028	110,862,956	113,377,577	111,153,045	290,089	0.3%
Transfers Out	6,903,602	8,804,151	12,313,668	6,728,809	(2,075,342)	(23.6%)
Total Expenditures	113,590,630	119,667,107	125,691,245	117,881,854	(1,785,253)	(1.5%)

DISCUSSION OF MAJOR EXPENDITURE CHANGES

Debt Service: Due to the elimination of the Redevelopment Agency (RDA), the Oversight Board approved paying down debt issued by the former RDA.

Interdepartmental Charges: Due to the addition of 1.0 FTE in the Information Technology Department (an internal service), to ensure sufficient staff resources for expansion of support services to include the Police Department.

OPERATING FUNDS SUMMARY

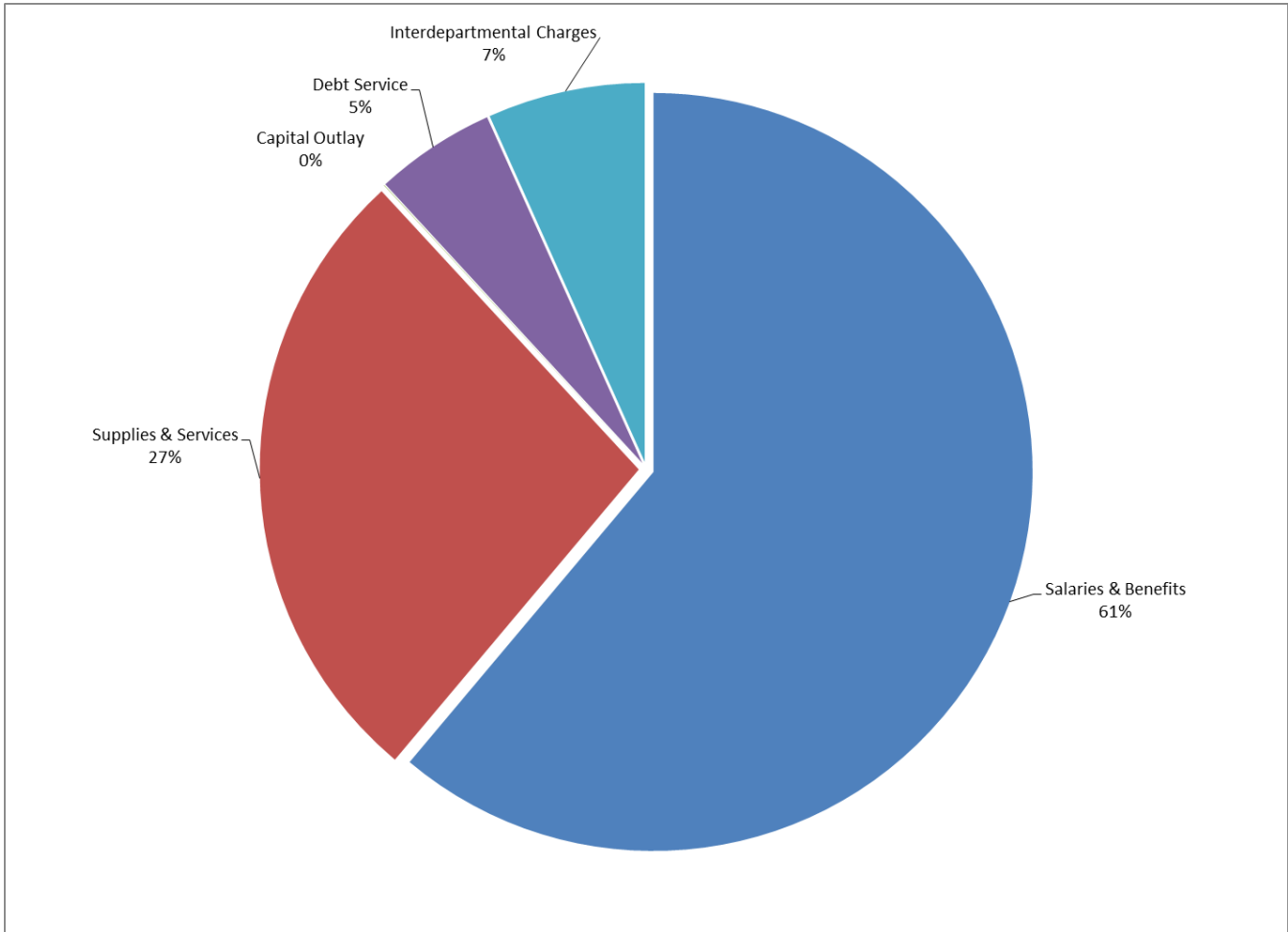
EXPENDITURES BY FUND

Schedule 5: Citywide Expenditures by Fund

Fund	Actual	Adopted	Projected	Adopted	Change from	%
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2014-15	Adopted FY 2013-14	Change
General Fund	72,553,069	72,284,260	72,356,752	74,309,158	2,024,898	2.8%
Federal Aviation Grant Fund	2,006,232	775,000	43,116	733,239	(41,761)	(5.4%)
Community Development Block Grant	940,132	874,559	618,517	535,019	(339,540)	(38.8%)
West Park Maint Dist 3	744,535	917,437	822,601	936,695	19,257	2.1%
Stonegate Ridge Maint	211,075	162,960	141,728	172,991	10,031	6.2%
Willow Gardens Maint	45,477	54,365	43,023	55,057	692	1.3%
West Park Maint Dist 1&2	419,404	401,227	360,823	419,527	18,300	4.6%
Common Greens Maintenance	1,420,491	1,535,990	1,368,175	1,584,270	48,280	3.1%
City Housing Fund	88,691	732,100	310,451	530,592	(201,508)	(27.5%)
Solid Waste Reduction	108,096	206,750	86,932	136,750	(70,000)	(33.9%)
Supplemental Law Enforcement Services	94,557	-	94,678	-	-	0.0%
Capital Improvements	4,412,793	8,672,450	10,410,098	5,598,810	(3,073,640)	(35.4%)
Sewer Enterprise Fund	22,744,349	23,502,159	25,937,970	25,117,295	1,615,136	6.9%
Parking District Fund	532,050	600,913	476,068	1,101,002	500,088	83.2%
Sewer Capacity Charges	2,500	2,500	2,500	2,500	-	0.0%
Storm Water Fund	1,645,072	1,666,275	1,211,438	1,496,911	(169,364)	(10.2%)
E. Of 101 Sewer Impact Fees Fund	2,500	2,500	2,500	2,500	-	0.0%

OPERATING FUNDS SUMMARY

Figure 3: FY 2014-15 Adopted Expenditures by Type (not including transfers)



OPERATING FUNDS SUMMARY

Projected Operating Governmental Fund Balances

Fund Balances in Governmental Funds are the estimated available funds including funds already reserved or designated for specific projects or purposes. The City calculates the Governmental Fund balance as assets minus liabilities.

Schedule 6: Projected Governmental Fund Balances

Fund	Projected Fund Balance 6/30/14	Estimated Revenues	Net Fund Transfers	Estimated Expenditures	Projected Fund Balance 6/30/15	% Change
General Funds						
General Fund	31,964,723	74,933,942	(11,598,341)	74,309,158	20,991,167	(34.3%)
<i>Subtotal</i>	31,964,723	74,933,942	(11,598,341)	74,309,158	20,991,167	(34.3%)
Capital Improvement Funds						
Capital Improvement Fund	6,114,824	1,231,400	3,891,900	5,598,810	5,639,314	(7.8%)
Future Infrastructure Improvements Fund	-	-	11,070,000	-	11,070,000	0.0%
<i>Subtotal</i>	6,114,824	1,231,400	14,961,900	5,598,810	16,709,314	173.3%
Special Revenue Funds						
Inclusionary Housing In-Lieu Fund	3,563,029	-	-	-	3,563,029	0.0%
Aircraft Noise Installation Program	729,239	4,000	-	733,239	-	(100.0%)
City Housing Fund	2,576,011	700,518	-	530,592	2,745,937	6.6%
Common Greens Maintenance District Funds	1,583,460	1,340,734	(90,000)	1,584,270	1,249,924	(21.1%)
Community Development Block Grant Fund	1,112,797	625,818	(113,000)	535,019	1,090,596	(2.0%)
Gas Tax Fund	2,273,862	1,897,483	(2,406,909)	-	1,764,436	(22.4%)
Measure A 1/2 Sales Tax Fund	2,324,847	1,315,000	(1,427,400)	-	2,212,447	(4.8%)
Park-in-Lieu Fees Funds	1,598,528	-	(231,250)	-	1,367,278	(14.5%)
Solid Waste Reduction Fund	1,147,337	180,000	(460,000)	136,750	730,587	(36.3%)
<i>Subtotal</i>	16,909,109	6,063,553	(4,728,559)	3,519,870	14,724,234	(12.9%)
Proprietary Funds						
Sewer Enterprise Fund	81,512,768	26,887,472	-	25,117,295	83,282,945	2.2%
Sewer Capacity Charge Fund	326,897	-	-	2,500	324,397	(0.8%)
Parking District Fund	13,858,735	710,000	-	1,101,002	13,467,733	(2.8%)
Storm Water Fund	568,874	410,000	1,420,000	1,496,911	901,963	58.6%
<i>Subtotal</i>	96,267,274	28,007,472	1,420,000	27,717,707	97,977,038	1.8%
Impact Fee Funds						
Child Care Impact Fee Fund	2,754,908	-	-	2,500	2,752,408	(0.1%)
East of 101 Sewer Impact Fee Fund	(494,229)	-	-	2,500	(496,729)	0.5%
East of 101 Traffic Impact Fee Fund	6,795,927	-	(100,000)	2,500	6,693,427	(1.5%)
<i>Subtotal</i>	9,056,605	-	(100,000)	7,500	8,949,105	(1.2%)
Total	160,312,536	110,236,367	(45,000)	111,153,045	159,350,857	(0.6%)

Collectively, governmental funds are decreasing fund balance by 5.1 percent. The driving factor decreasing fund balance is the use of funds for Capital Improvement and Minor Maintenance project.

OPERATING FUNDS SUMMARY

Aircraft Noise Installation Program Fund: This fund received a lump sum grant from the federal government to pay for noise improvements for housing in the fly zone of the San Francisco Airport. There are no new revenues expect for interest payments on the cash balance. In FY 2014-15 the City appropriated \$733,000 to expand the existing program.

Common Greens Maintenance District Funds: The City appropriated additional money to fund sidewalk, playground and reforestation improvements in the Common Greens Maintenance Districts. The current levels of property tax revenues received are not enough to cover the on-going maintenance and improvement needs of the maintenance districts.

City Housing Fund: The City appropriated \$530,000 to fund housing administrative costs and tenant improvements.

Park-in-Lieu Fees Fund: The revenues from this fund come from developers of housing units who pay a fee instead of adding parkland at housing development sites. As there are no new planned housing developments in the City, the fund has no new revenue sources. As such the existing funds are being used to pay for additional park improvements.

GENERAL FUND

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General Fund Summary

The General Fund is the main fund of the City's operating budget. The fund finances public safety activities such as police and fire; library, parks & recreation activities, building and planning permits and administration.

Schedule 7: General Fund Summary

Revenues	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change From Adopted FY 2013-14	% Change
Taxes	52,759,614	46,480,037	49,665,547	50,458,550	49,977,188	311,642	0.6%
Franchise Fees	3,354,290	3,247,256	3,247,256	3,517,925	3,248,000	744	0.0%
Licenses & Permits	3,054,449	3,305,169	4,083,169	4,366,271	3,296,854	(786,315)	(19.3%)
Fines & Forfeitures	1,753,682	1,699,500	1,463,500	1,528,319	1,088,500	(375,000)	(25.6%)
Intergovernmental	6,533,336	6,066,253	6,561,127	6,266,444	6,117,712	(443,415)	(6.8%)
Charges For Svcs	8,173,034	7,838,649	8,249,649	8,810,929	8,024,940	(224,709)	(2.7%)
Use Of Money & Property	2,810,735	2,870,000	2,870,000	2,958,273	2,931,500	61,500	2.1%
Other Revenues	475,906	205,430	249,248	298,850	249,248	-	0.0%
Subtotal	78,915,046	71,712,294	76,389,496	78,205,560	74,933,942	(1,455,554)	(1.9%)
Transfers In	2,082,657	1,410,306	1,432,406	1,035,422	1,121,909	(310,497)	(21.7%)
Total Revenues	80,997,703	73,122,600	77,821,902	79,240,982	76,055,851	(1,766,051)	(2.3%)
Expenditures							
Salaries & Benefits	56,966,849	56,880,380	57,389,880	56,396,691	57,925,284	535,404	0.9%
Supplies & Services	10,737,649	10,257,674	11,071,298	10,807,393	10,814,253	(257,046)	(2.3%)
Capital Outlay	118,924	90,907	90,907	75,579	25,900	(65,007)	(71.5%)
Debt Service	52,139	-	-	-	-	-	0.0%
Interdepartmental Charges	4,677,507	5,055,298	5,055,298	5,077,089	5,543,721	488,423	9.7%
Subtotal	72,553,069	72,284,260	73,607,383	72,356,752	74,309,158	701,774	1.0%
Transfers Out	1,519,444	1,782,000	5,489,750	1,951,614	12,850,250	7,360,500	134.1%
Total Expenditures	74,072,513	74,066,260	79,097,134	74,308,366	87,159,408	8,062,274	10.2%
Reserves							
Discretionary Reserves	24,892,376	24,945,241		26,841,112	15,021,804		
Non-Discretionary Reserves	1,312,294	-		4,431,188	157,699		
Total Reserves	26,204,669	24,945,241		31,272,300	15,179,503		
Fund Balance	26,204,669	24,945,241		31,272,300	15,179,503	(9,765,737)	(39.1%)

General Fund Reserves

GENERAL FUND RESERVE POLICIES

Purpose:

The Reserves Policy is designed to provide budget flexibility to the Council for prioritizing street, facility and park infrastructure backlog improvements, and to incorporate best practices from the Government Finance Officers' Association (GFOA), consistency with other California cities.

Government Finance Officers' Association (GFOA) Best Practices Recommendation for General Fund Reserves:

The GFOA Best Practices Recommendation for General Fund Reserves recommends at least two months of operating revenues be held in reserves, to fund the types of contingencies already in the City's Reserve Policy. The GFOA Reserves Policy also stipulates that adequacy of funds in other Reserves outside of the General Fund should be considered in determining the right level of General Fund Reserves. Because the General Fund has reserves for equipment replacement, information technology, workers' compensation, general liability, OPEB, and a new infrastructure replacement reserve, the City's Reserve Policy is to have General Fund Reserves equal to at least two months of operating revenues (16.7%) and up to 20%.

Total General Fund Reserves:

Consistent with best practices recommended by the Government Finance Officers' Association, General Fund Reserves should total between 15-20% of General Fund Operating Revenues. The Adopted Budget meets this target. The proposed budget meets this target, with General Fund Reserves at \$15 million, or 20% of revenues. Funds in excess of these requirements will continue to be earmarked for paying down long term liabilities, such as for Retiree Health/Other Post-Employment Benefits (OPEB) or for Infrastructure and Facilities Replacement needs (which are also considered liabilities in accounting). The City's Reserve Policy is also consistent with an April 2014 survey of California cities. Consistent with governmental accounting standards, because those types of liabilities (OPEB, Infrastructure) are often recorded in funds other than the General Fund, excess funds accumulated in the General Fund are earmarked in other dedicated funds to comply with accounting matching principles. Because funds have been budgeted in FY 2014-15 to comprehensively survey the City's backlogged facility, streets, and stormwater needs over the next year, any recommendations for the use of the new Infrastructure Reserve funds would have to come back to Council at a later time. Council will continue, however, to have full budget authority to utilize these funds for any critical City purpose.

General Fund Reserve for Emergencies:

It is recommended that the City Council approve a Reserves Target of 2% of General Fund operating budget expenditures for a Reserve for Emergencies. This level will cover one week of operations. A

Reserve for Emergencies would be used to cover unanticipated costs due to catastrophic losses from natural disasters or accidents such as earthquakes, fire, pipeline explosions, flooding or other major calamities that require activation of the Emergency Operations Center.

General Fund Reserve for Economic Contingencies:

The Reserves Policy provides for a reserve of approximately 7% of the General Fund revenues. This figure was arrived at in the early 2000's by considering the loss of a large sales tax generator that was more susceptible to relocation, due to the type of business operation it was, and by considering the proportion of business to business and cyclical sales taxes that comprise South San Francisco's revenue base.

Temporary Five Year Budget Alignment Contingency Reserve:

Staff updated a five year General Fund projection that shows that with rising PERS retirement costs, that a cumulative deficit (sum of all surpluses less deficits) is possible of \$2.3 million. A five year budget realignment plan is needed, wherein some combination of ongoing revenue increases or expenditure reductions totaling \$2.3 million will be needed. In order to bridge this gap, staff recommended and the Council approved reserving a total of \$2.3 million to be drawn down over the next five years to make the transition more manageable. The FY 2014-15 Reserves Policy therefore sets aside \$2.3 million in addition to the 16.7% overall General Fund Reserves target. Total General Fund Reserves equal 20% of operating revenues in the proposed budget.

Policy

A Reserves Policy should address at least two potential situations in which the City's revenue would be negatively impacted by economic downturns. They are local fluctuations in revenue and revenue shifts by the State. Due to the passage of Proposition 1A in 2004, revenue shifts by the State are no longer as critical a risk as economic downturns.

Given vulnerability to local economic conditions, as well as susceptibility to business relocations, this reserve would cover the City's budget in times of economic downturn for a period of one year (or more), or to support the City in between major business relocations. An example of the latter is if a major sales tax generator left town. Several major generators relocated in the 2000s. By setting aside reserves for revenue fluctuations, services don't have to be immediately cut while a more comprehensive budget strategy can be put together, or until a new sales tax generator comes to town.

In addition to the normal economic fluctuations, all San Mateo County cities have been advised by the County that due to fluctuation in year to year state mandated education funding, the leftover dollars in the countywide Education Reform Augmentation Fund (ERAF) are at risk each year to wide fluctuations. Due to this advisory from the County, many San Mateo County cities are budgeting for only half of the historical ERAF Refund dollars, and are using any additional dollars at year-end to flow into one-time reserves. Staff recommended and the Council approved that this practice of budgeting half of the historical levels be followed in South San Francisco, with any extra dollars going to fund one-time items such as paying down liabilities and/or debt, such as retiree health liabilities, or funding

capital improvements or infrastructure backlog needs. Since the current Reserves Policy was adopted, the Reserve for Economic Contingencies had only been drawn down by \$367,000 during the recession in 2009-10.

Excess Funds

Funds in excess of the General Reserves Policy above should be earmarked for paying down liabilities. Because liabilities are expenses that have been deferred, it is important to set aside dollars to pay down these liabilities over time, which are no different than debt from a financial standpoint. Two areas in continued need of funding (liabilities) are:

OPEB costs, which the Council addressed significantly by setting aside \$13 million in an OPEB Trust in FY 2013-14, and which the Council also prioritized paying down by at least another \$250,000 annually; and

Infrastructure replacement and/or deferred facility improvements. During hard economic times, not only have services and programs been scaled back, but the ongoing investment in infrastructure maintenance and replacement needed to keep City facilities well-functioning for the public have been neglected. A renewed attention to our critical infrastructure is needed as well as an operating budget realignment in the 2015-20 time period. Critical infrastructure such as parks, buildings and facilities, streets, and storm water facilities are in need of re-investment.

Because government accounting dictates that longer term liabilities such as physical assets and retiree health obligations be recorded in funds other than the General Fund, it is important not to artificially overstate General Fund Financial Reserves. Reserves can be more responsibly reported in the funds where the above liabilities are also recorded. The City Council will always have the flexibility to adjust those reserves for other critical budget needs.

Reserves for retiree health and for workers' compensation and general liabilities have long been established in the City. Beginning in the 2014-15 fiscal year, the Council, through the adopted Reserves Policy will also be recording financial reserves to address critical City infrastructure. Again those reserves are still under Council's purview, and could be tapped for any valid City budgeting purpose. However, staff is in the process of updating a comprehensive streets, parks, and facilities infrastructure backlog inventory, and preliminary estimates are that the backlog exceeds \$20 million. Therefore it is in the City's interest to fund those improvements, and reducing General Fund reserves is consistent with this budgeting discipline. The FY 2014-15 budget therefore approved a transfer of excess funds to the new Infrastructure and Facilities Reserve of \$12.5 million.

Schedule 8: General Fund Reserves

Reserve Transactions	Actual 2012-13	Adopted 2013-14	Projected 2013-14	Adopted 2014-15	Change from Adopted FY 2013-14	% Change
Net Operating Budget Impact	3,675,952	1,238,340	6,967,923	1,746,694	508,354	41.1%
Plus One Time Events						
Distribution of Former Low Mod Housing Funds	4,663,327	-	-	-	-	0.0%
Distribution of Accumulated CIP Fund Reserves	970,557	-	-	-	-	0.0%
Subtotal, One Time Events	5,633,884	-	-	-	-	0.0%
Less Transfers Out (Non Operating Expenses)						
Transfers to Capital Projects	(34,364)	(539,000)	(680,369)	(650,250)	(111,250)	20.6%
Other Transfers	-	(68,000)	(65,244)	-	68,000	(100.0%)
Transfers to Employee Benefits Fund	(1,310,080)	(1,000,000)	(1,206,000)	(250,000)	750,000	(75.0%)
Storm Water Fund	(175,000)	(175,000)	-	(750,000)	(575,000)	328.6%
Subtotal, Transfers Out (Non-Operating)	(1,519,444)	(1,782,000)	(1,951,613)	(1,650,250)	131,750	(7.4%)
Net Impact on General Fund Reserves	7,790,392	(543,660)	5,016,309	96,444	640,104	(117.7%)
General Fund Reserves Projection						
I. Discretionary Reserves/						
Liquid Reserves Available						
Emergencies	1,580,000	1,480,000	1,480,000	1,486,200	6,200	0.4%
Economic Contingencies	9,199,643	8,849,643	8,849,643	9,108,700	259,057	2.9%
Budget Contingencies				2,320,477	2,320,477	0.0%
Undesignated Reserve			5,311,469	7,075,820	7,075,820	0.0%
Subtotal Discretionary (Available) Reserves	13,319,049	15,379,469	15,641,112	19,991,197	4,611,728	30.0%
II. Non-Discretionary Reserves/						
Reserves Already Committed						
Encumbrances	566,104		743,746	-	-	0.0%
Loans Receivable from Successor Agency	746,190		-	-	-	0.0%
Designated for Property Tax Refund			-	-	-	0.0%
Inventory and Other	35,658		-	-	-	0.0%
Reserve for Prepaid Expenses			-	-	-	0.0%
Designated for Unrealized Gains	157,699		152,061	157,699	157,699	0.0%
Appropriated Capital Projects	1,406,430		3,535,381	-	-	0.0%
Subtotal, Non-Discretionary (Committed) Reserves	2,912,081		4,431,188	157,699	157,699	0.0%
Total General Fund Reserves	26,252,772	25,709,112	20,050,113	20,146,557	(5,562,555)	(21.6%)
Total Reserves over General Fund Expenditures (Including Transfers)	36%	35%	27%	27%		

General Fund Revenues

The City's General Fund receives its revenue from taxes, permit fees, charges for services, grants and other sources. Taxes account for approximately 65% of the total revenues, which include: property taxes, sales taxes, transient occupancy tax (TOT), parking tax and business license tax.

The City estimates that FY 2014-15 General Fund revenues will come in at \$76 million, 2% higher than the adopted revenues for FY 2013-14. Property taxes are expected to come in 8.7% higher than the adopted FY 2013-14 budget. Sales taxes are projected to increase 7.2% due to improvement in the Department Stores, Building Materials sectors, Business-to-Business, Transportation (fuel), and Food Products sectors. TOT is forecast to increase by 10% due mainly to increased room rates and occupancy rates at the City's hotels.

The following is a description of the City's four main revenue focuses that help gauge the fiscal outlook of the City's General Fund: Property Tax, Sales & Use Tax, TOT, and Building and Planning permits.

PROPERTY TAXES

Property Taxes are taxes paid on property and equipment. Secured property taxes are paid on unmovable assets like real estate; unsecured property taxes are paid on movable assets such as large equipment, boats and planes.

Property taxes are administered through the County, which collects and distributes the payments. Approximately 17% of property taxes paid in the City go to the General Fund.³ Of the remaining amount 45% go to schools, 22% go to the County, 7% go to the Redevelopment Agency and the rest go to special districts.

As of January 31, 2012 the City's Redevelopment Agency (RDA) ceased to exist. Any property tax increment that was generated in the former RDA project areas will now be distributed by the County of San Mateo to the local taxing entities.

Budgeting Property Taxes: The City closely monitors and tracks property tax receipts. To develop property tax budgets the City: (1) communicates with the San Mateo County Assessor, (2) reviews economic and real estate data throughout the year and (3) uses internally prepared models with prior year actual data to forecast the upcoming year budget.

³ San Mateo County Treasurer Tax Collector. <http://www.sanmateocountytaxcollector.org/whereYourTaxesGo.html>

SALES & USE TAX

Sales & Use taxes are collected by business on purchases and submitted to the State, which distributes sales tax revenues back to cities. The local tax rate for South San Francisco is 9.00%, comprised of the State levy of 7.25%, and the County levy of 1.5%; 1.0% of which is for use on public transportation and street improvement projects (also called Measure A) and the remaining 0.5% to support various county facilities and services. The City's share of Sales Tax is 1%; however, due to the State's redirection of 0.25% of the tax to fund the 2004 Economic Recovery Bonds, cities see only 0.75% upfront, with the remaining 0.25% transferred out of the ad valorem property tax revenue that would otherwise be allocated to the County's Educational Revenue Augmentation Fund.

Budgeting Sales & Use Tax: The City contracts with a consultant that provides quarterly updates of sales tax revenue and future year forecasts. These scenarios are based on current and prior year data, assumptions on growth or decline and any known adjustments made by the State. The City uses forecast data for the budget and works with the consultant to make adjustments.

TRANSIENT OCCUPANCY TAX (TOT)

This is sometimes referred to as the tourist tax since local residents do not typically stay in local hotels. The TOT rate in South San Francisco is 10% of the gross rent on a hotel stay.

Budgeting Transient Occupancy Tax: The City closely monitors TOT returns, including occupancy and average room rates. To develop the budget the City uses prior year actual data, discusses any future booking trends with the South San Francisco Conference Center, and identifies San Francisco International Airport usage trends.

BUILDING & FIRE PERMITS

These are permits issued to developers and builders for construction or improvement of new property. The volume and value of the permits help the City identify any future large developments that may have an impact on property tax and sales tax. They are also general indicators of the general health of the economy.

Budgeting Building & Fire Permits: The City communicates between the Finance Department, Building Division and the Fire Department to review volume of plan checks and permit issuance in the current year and to discuss any known plans for future permit activity.

Figure 4: FY 2014-15 General Fund Revenues by Type (not including transfers)

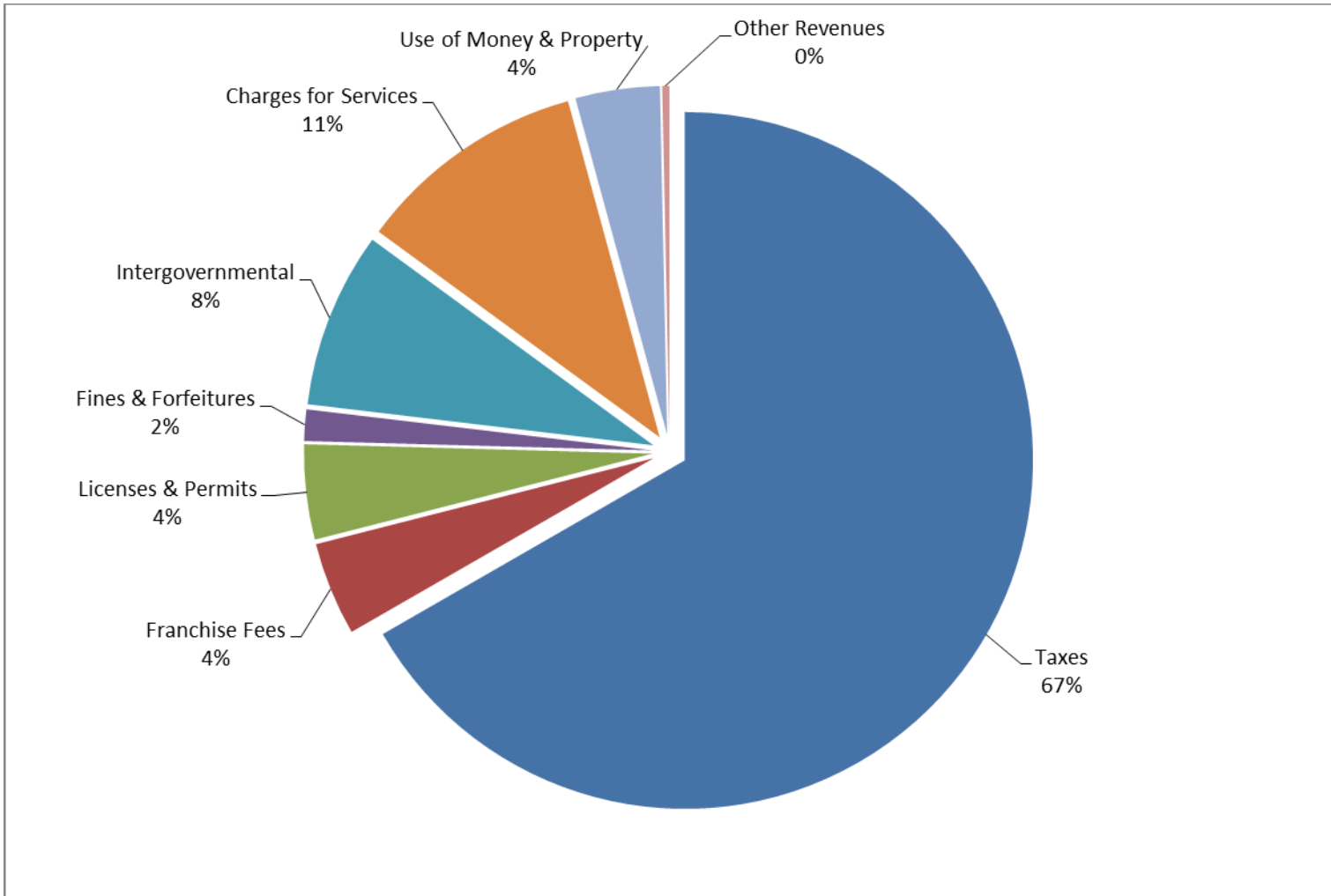
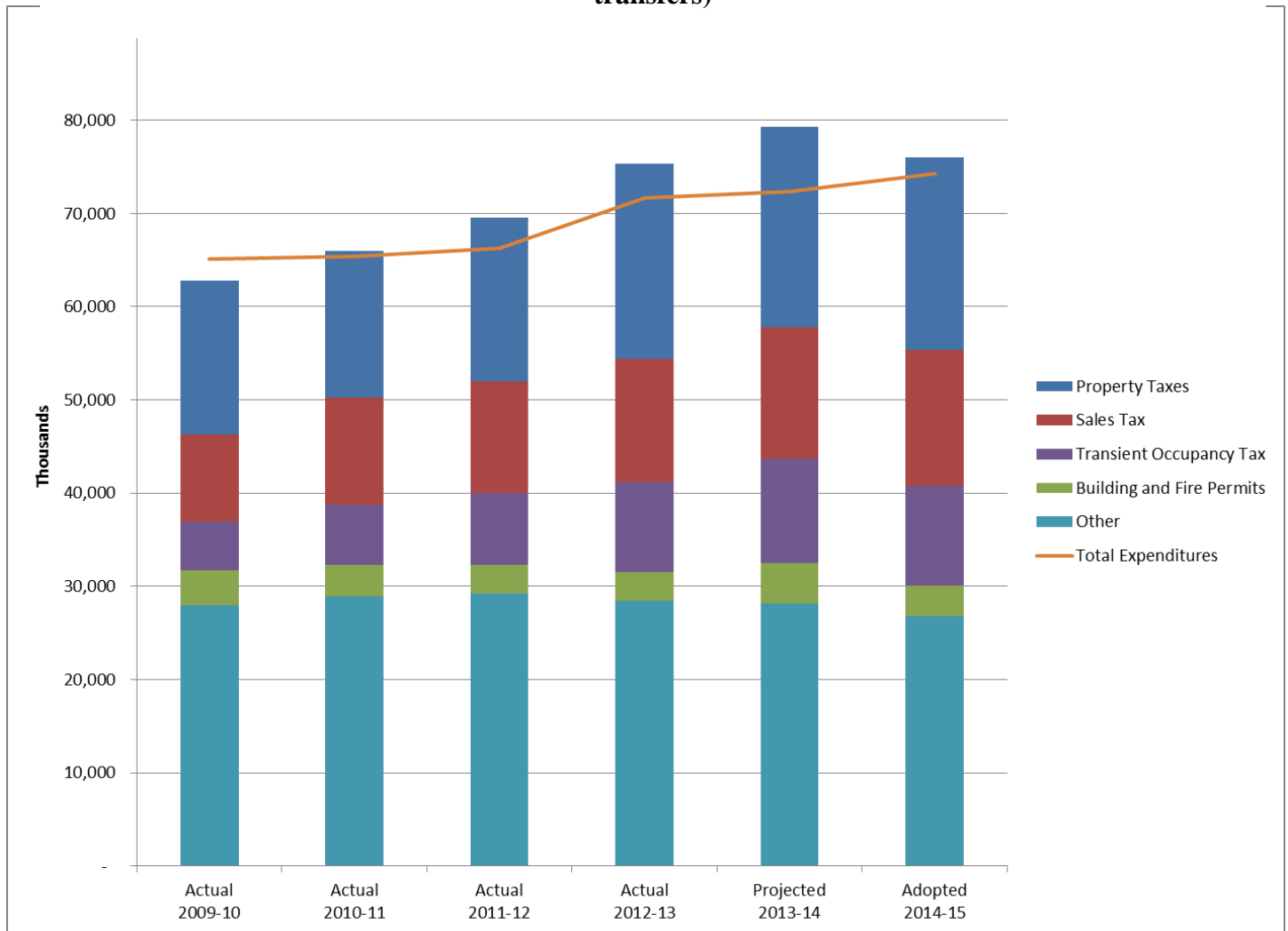


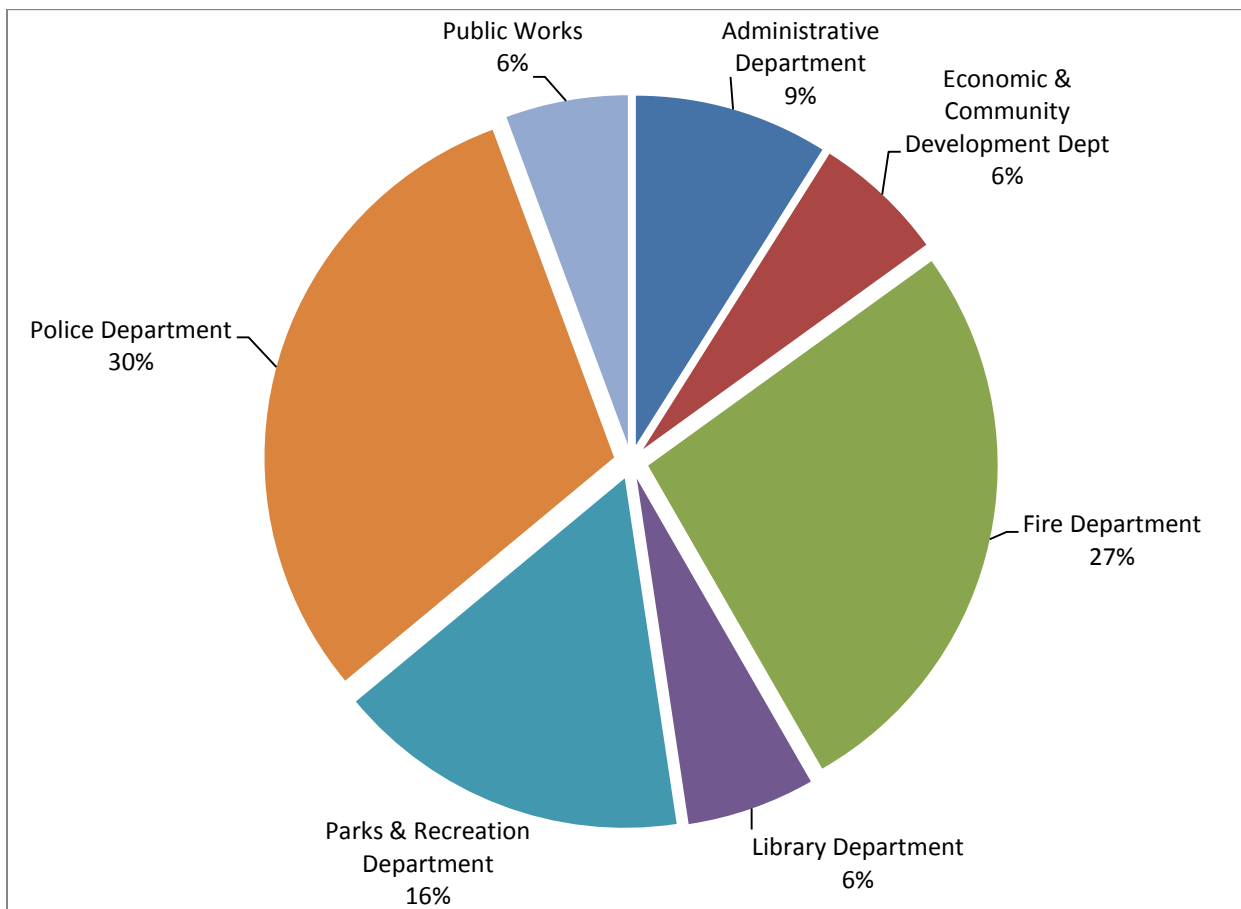
Figure 5: 5-Year History General Fund Revenues by Type with Total Expenditures (excluding transfers)



General Fund Expenditures

The General Fund expenditures are monitored and tracked at the department level. Public safety activities (Police and Fire) account for 59% of the General Fund expenditures. The administrative departments such as Finance, Human Resources and City Manager account for 9% of the General Fund expenditures.

Figure 6: FY 2014-15 Adopted General Fund Expenditures by Department



Schedule 9: General Fund Expenditures by Department

Departments	Actual FY 2012-13	Adopted FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
City Council	191,032	194,475	195,175	192,249	(2,226)	(1.1%)
City Clerk	439,575	565,696	414,430	507,564	(58,132)	(10.3%)
City Treasurer	122,330	118,906	115,521	122,094	3,189	2.7%
City Attorney	734,002	764,224	614,879	764,998	774	0.1%
City Manager	863,986	889,524	1,017,991	1,048,202	158,679	17.8%
Finance	1,787,869	1,862,609	1,852,323	1,900,235	37,626	2.0%
Non-Departmental	851,809	1,275,451	861,003	1,086,315	(189,136)	(14.8%)
Human Resources	975,335	1,046,188	882,250	1,038,521	(7,668)	(0.7%)
Economic & Community Development	3,667,322	3,917,133	3,954,552	4,524,355	607,221	15.5%
Fire	20,902,112	19,547,604	20,145,926	19,727,071	179,467	0.9%
Police	22,447,578	22,183,336	22,694,467	22,572,274	388,938	1.8%
Public Works	3,467,629	3,669,860	3,999,629	3,892,327	222,467	6.1%
Library	4,112,569	4,413,741	3,987,928	4,400,854	(12,887)	(0.3%)
Parks & Recreation	10,700,531	11,449,408	11,545,099	11,845,993	396,585	3.5%
Subtotal	71,263,679	71,898,155	72,281,173	73,623,053	1,724,898	2.4%
Minor Maintenance Projects	424,189	386,105	495,558	686,105	300,000	77.7%
Total Expenditures	71,687,867	72,284,260	72,776,731	74,309,158	2,024,898	2.8%

Administrative Allocations

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

Schedule 10: General Fund Administrative Allocations

Fund	Adopted FY 2014-15
Common Greens Maintenance Districts	
<i>West Park 1 & 2</i>	90,600
<i>West Park 3</i>	139,100
<i>Stonegate</i>	45,300
<i>Willow Gardens</i>	8,200
City Housing Fund	5,000
Solid Waste Reduction	19,600
Sewer Enterprise Fund	
<i>Sewer Maintenance Division</i>	71,171
<i>Water Quality Control Plant</i>	850,394
Parking District Fund	100,900
Sewer Capacity Charges	2,500
Storm Water Fund	15,000
E. Of 101 Sewer Impact Fees Fund	2,500
E. Of 101 Traffic Impact Fees	2,500
Child Care Impact Fees Fund	2,500
Total	1,355,265

General Fund 5 Year Forecast

While revenue gains in FY 2013-14 and continued gradual recovery anticipated in FY 2014-15 are an indication that the City has endured through the economic downturn, there are some looming hits to the General Fund over the next five years that ongoing revenues will not be able to cover. In essence, the City has identified a structural deficit in the General Fund, meaning that expenditures are growing faster than revenues in the long term. Below is a discussion of the major factors contributing to this deficit in the five-year forecast.

PERSONNEL COSTS

The largest General Fund expenditures are employee salaries and benefits, which have increased 11% to \$57.9 million since FY 2008-09, despite a decrease in budgeted General Fund FTE's. The General Fund faces a cumulative increase of approximately \$5.1 million over the next five years as a result of changes in actuarial assumptions with the Public Employee Retirement System (PERS). In addition, medical rates typically increase 10%-15% per year, adding at least \$800,000 to the General Fund budget annually.

In March 2010, as a long-term budget balancing solution, the City restructured its benefits plan to include a second tier for new employees. In that tier, pensions are calculated at 2.0% at 60 for non-safety employees and 3.0% at 55 for safety employees. Instead of the City committing to pay retiree's medical premiums, the City is contributing 1.5% into a fund for employees to keep for retirement medical costs. The City estimates that it will begin to see significant savings from this restructuring in roughly 20 years, when the first group of new employees begins to retire. In the meantime, additional savings will be needed to bridge that gap.

NON-SUSTAINABLE REDUCTIONS

As part of budget realignment over the last four years, departments have taken large budget reductions through funding shifts, supplies and services cuts, and planned vacancies. Reductions in staffing for building, parks, and public works maintenance will need to be addressed over time in order to make sure the City is adequately preserving community facilities and services. Accordingly, as the five-year forecast is updated and revised, the City Council and City Manager will be continuing discussions with department heads regarding the identification of core services.

In addition, the City has reduced its investment in the capital improvements that will develop and maintain its infrastructure and facilities. Over the last several years the City closed out or suspended less critical capital projects for a total of \$900,000 in savings. In FY 2012-13, due to revenue growth, \$1.3 million in new General Fund CIP contributions was adopted for FY 2012-13. Deferred maintenance items will continue to be addressed in the next few budget cycles.

OTHER POST EMPLOYMENT BENEFITS (OPEB)

The City's most recent actuarial study has estimated the City's total OPEB liability at \$86 million, representing a 39% increase since the last valuation two years prior. When the City has had the capacity to do so, it has been setting aside annual lump sums for this purpose, totaling approximately \$13.5 million in annual General Fund contributions since FY 2007-08.

In February 2014, Council agreed to initially investment the \$13.5 million along with an annual appropriation of \$250,000 in the California Employers' Retirement Benefit Trust (CERBT) to reduce the City's cost for funding retiree health benefits into the future.

CONCLUSION

While the City has taken steps each budget year to preserve services and staffing levels, and has maintained healthy General Fund reserves, the next five-to-ten-year forecast will build in some large hits and will likely require a review of the budget balancing solutions currently in place. In the meantime, the growth in Sales Tax and TOT, along with the City's share of property taxes from the former RDA, will allow the City some flexibility as it considers its options.

DEPARTMENT PAGES

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Departments Overview

BUDGETED CITY DEPARTMENTS

The City of South San Francisco is organized into eight administrative departments and six operating departments with one non-department classification used for miscellaneous charges. The following are the departmental that operate within the City:

ADMINISTRATIVE DEPARTMENTS

City Council – This department accounts for elected City Council members stipends and expenses related to official City functions. Administrative support is provided by the City Manager’s Office.

City Clerk – This department administers City elections, is responsible for recording public meetings, maintaining official City records and publishing official public meeting agendas. The City Clerk is an elected official.

City Treasurer – This department is responsible for the investment of City finances. Administrative support is provided by the Finance Department. The City Treasurer is an elected official.

City Attorney – This department deals with all legal matters as they relate to the City functions. The City Council has appointed the law firm Meyers Nave to provide attorney services for the City.

City Manager – This department is responsible for the implementation of City Council direction and community outreach.

Finance – This department accounts for the City’s finances, prepares the budget, processes payroll and pays vendors. It also files all state and federally mandated financial reports, manages the City’s banking contracts and provides the City Treasurer with expenditure estimates for cash flow planning.

Human Resources – This department is responsible for the recruitment of employees, maintenance of benefits, and risk management.

Information Technology – This department is in charge of the City’s purchasing and maintenance of City computers, phones, faxes, etc. This department maintains the City’s network and internet.

OPERATING DEPARTMENTS

Economic and Community Development – This department oversees planning and building functions, the Successor Agency to RDA, the Parking District and general issues relating to economic development within the City.

Fire - This department is responsible for the protection of life and property in the event of an emergency.

Police – This department is responsible for the public safety and quality of life in the City.

Library – This department provides access to materials such as books, magazines, DVDs, as well as programs and services that meet the informational and educational needs of the City.

Public Works – This department maintains the City infrastructure, runs the Water Quality Control Plant and provides maintenance for the City's vehicles and large equipment.

Parks and Recreation – This department provides for the physical, cultural and emotional well-being of the City, ensures the effective and safe use of the physical resources of the City, and maintains City facilities and parks.

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.

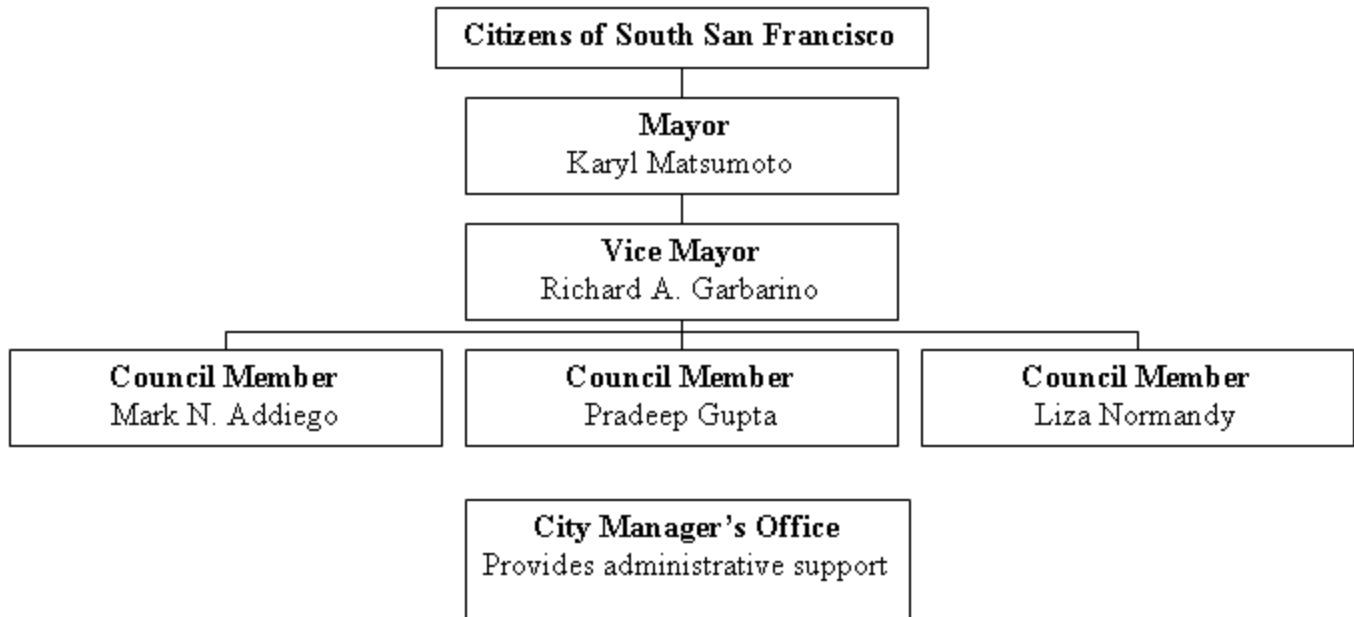
To that end, the City will strive to nurture a partnership with the Community by recruiting a diverse and highly skilled workforce, be an active partner in quality education and attract and retain a prosperous business community, all of which will foster community pride and understanding.

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.

City Council

Chart 1: City Council Organization



Fiscal Year 2014-15 Position Budget Totals: 5.0 Part Time Elected Officials

MISSION

The City Council is the governing body of South San Francisco 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. ABAG, MTC). The Council provides direction for the City Manager and sits as the Successor Agency to RDA Board of Directors.

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.

CITY COUNCIL SUMMARY**Schedule 11: City Council Expenditures**

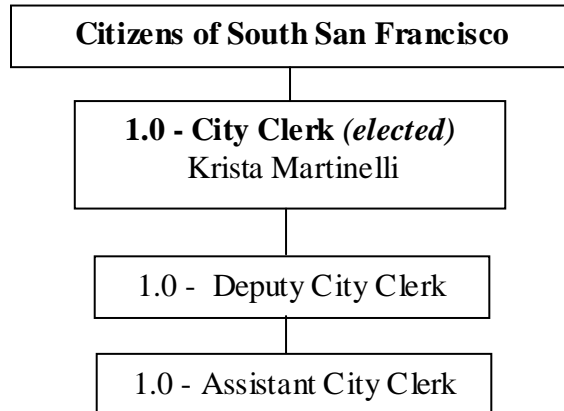
Funding Source: General Fund

Expenditure Types	Actual	Adopted	Amended	Projected	Adopted	Change	%
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	FY 2014-15	FY 2013-14	Change
Salaries & Benefits	138,976	130,972	130,972	130,972	126,717	(4,255)	-3.2%
Supplies & Services	35,180	38,807	58,307	58,307	38,807	-	0.0%
Interdepartmental Charges	16,875	24,696	24,696	24,696	26,725	2,029	8.2%
Total Expenditures	191,031	194,475	213,975	213,975	192,249	(2,226)	-1.1%

Note: In FY 2012-13 the City changed the way it accounts for most interdepartmental charges. Previously, these charges were allocated down to the program/division level. Most of them are now be allocated to a central department interdepartmental program. The full Interdepartmental budget can be found in the Department Summary.

City Clerk

Chart 2: City Clerk Organization



Fiscal Year 2014-15 Position Budget Totals: 1.0 FTE Full Time Elected Official, 2.0 FTE Full-time



MISSION:

The primary purpose of the City Clerk’s Office is to serve as the conduit between the residents of the City of South San Francisco and local government legislative agencies, including the South San Francisco City Council, the South San Francisco Successor Agency to the former Redevelopment Agency and the Oversight Board to the Successor Agency. The Clerk’s Office also performs support functions ancillary to this purpose, including managing local elections, responding to Public Records Act requests, managing the City’s Conflict of Interest Code and maintaining the City’s ever-expanding records base. The Office strives to meet these duties efficiently, courteously, neutrally and in a manner that is above all else in the best interests of the Citizens of South San Francisco.

THE DEPARTMENT SUPPORTS ITS MISSION TO THE CITY THROUGH:

- Performing all legislative duties for the legislative bodies identified above pursuant to state and local government requirements.
- Maintaining an active and dynamic e-mail distribution list, website and social media presence related to the activities of the legislative bodies above.
- Maintaining relationships with staff for the legislative bodies identified above, which includes day to day interactions permitting information flow in a regular and consistent manner.
- Managing the records retention program and goals for the City.
- Managing Elections and FPPC Filings for the City.

ACCOMPLISHMENT/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2013-14:

- Managed largest Municipal Election in recent City history.
- Streamlined Election filing process through creation of uniform filing procedures.
- Continued research on options for the use of Social Media for City related information.
- Reviewed and implemented revised FPPC reporting rules.

OBJECTIVES FOR FISCAL YEAR 2014-15:

- Implement Social Media use to inform and advise of meetings of legislative bodies.
- Convert records retained in physical storage at the Corporation Yard to electronic format in line with statewide movement towards electronic availability of records.
- Enhance presentation of information regarding legislative bodies on the City's website.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2014-15:

Accrued City Clerk related salary savings will be used to assist with Oversight Board related tasks and records management and upkeep.

CITY CLERK SUMMARY

City Clerk Position Budget:

Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change from FY 2013-14
City Clerk	1.00	1.00	1.00	-
Subtotal Elected Full Time	1.00	1.00	1.00	-
Assistant City Clerk	1.00	1.00	1.00	-
Deputy City Clerk	1.00	1.00	1.00	-
Subtotal Full Time	2.00	2.00	2.00	-
Total FTE	3.00	3.00	3.00	-

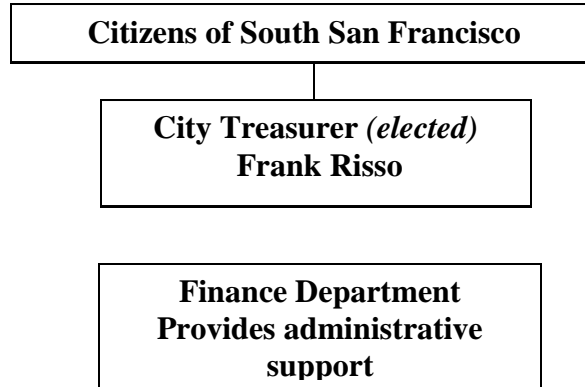
Schedule 12: City Clerk Expenditures

Funding Source: General Fund

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Salaries & Benefits	381,936	381,106	381,106	381,106	380,549	(557)	-0.1%
Supplies & Services	24,290	154,414	157,326	157,326	94,414	(60,000)	-38.9%
Interdepartmental Charge:	33,349	30,176	30,176	30,176	32,601	2,425	8.0%
Total Expenditures	439,575	565,696	568,608	568,608	507,564	(58,132)	-10.3%

City Treasurer

Chart 3: City Treasurer Organization



Fiscal Year 2014-15 Position Budget Totals: 1.0 Part Time Elected Official

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 SUMMARY

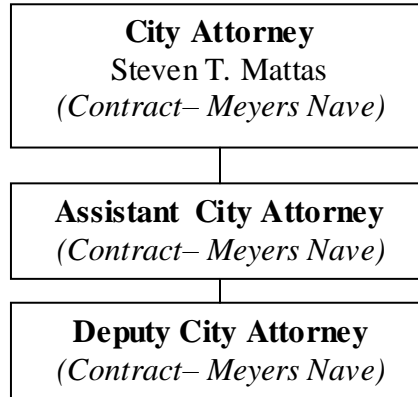
Schedule 13: City Treasurer Expenditures

Funding Source: General Fund

Expenditure Types	Actual	Adopted	Amended	Projected	Adopted	Change	%
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	FY 2014-15	FY 2013-14	Change
Salaries & Benefits	39,975	35,356	35,356	35,356	38,399	3,043	8.6%
Supplies & Services	80,698	81,800	81,800	81,800	81,800	-	0.0%
Interdepartmental Charge:	1,656	1,750	1,750	1,750	1,896	146	8.3%
Total Expenditures	122,329	118,906	118,906	118,906	122,094	3,188	2.7%

City Attorney

Chart 4: City Attorney Organization



RESPONSIBILITIES

The City Attorney is the legal counsel to the City. The City Council appointed the law firm Meyers Nave to provide attorney services for the City.

CITY ATTORNEY SUMMARY

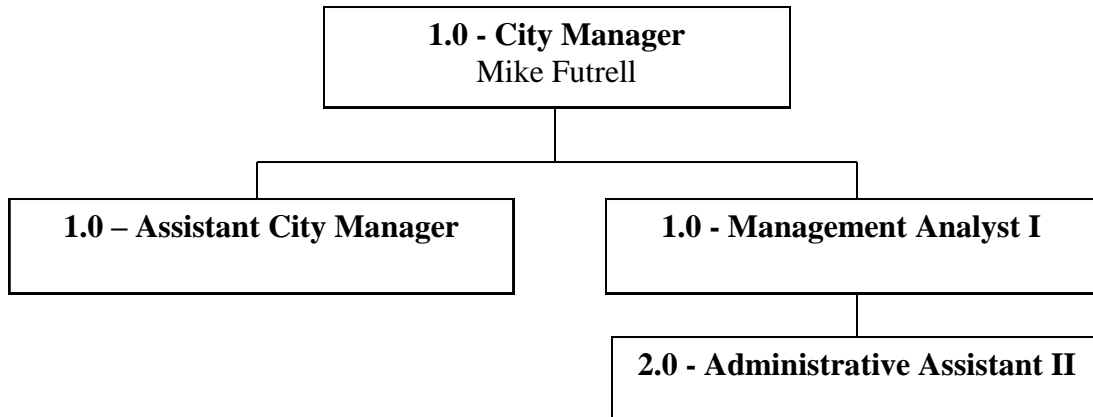
Schedule 14: City Attorney Expenditures

Funding Source: General Fund

Expenditure Types	Actual	Adopted	Amended	Projected	Adopted	Change	%
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	FY 2014-15	FY 2013-14	Change
Legal Services	722,027	654,000	654,000	654,000	654,000	-	0.0%
Legal Settlements	-	100,000	100,000	100,000	100,000	-	0.0%
Supplies & Services	494	500	500	500	500	-	0.0%
Interdepartmental Charge:	11,481	9,724	9,724	9,724	10,498	774	8.0%
Total Expenditures	734,002	764,224	764,224	764,224	764,998	774	0.1%

City Manager

Chart 5: City Manager Organization



Fiscal Year 2014-15 Position Budget Totals: 5.0 FTE Full Time

MISSION

The City Manager and Office Administration staff is charged with general management of the City. The department is responsible for implementation of City Council programs and activities, community relations, Ombudsmanship, numerous special projects, lobbying activities, interagency coordination and other duties as determined by the City Council. The City Manager's office also provides a resource for general information for the citizens of South San Francisco as well as City Staff.

ACCOMPLISHMENTS IN FY 2011-12

- City Council retained or secured several seats on important regional governing bodies.
- Members of City Council and staff attended 2012 BIO Conference in Boston, MA.
- Continued the development of the Sustainable SSF Division and expanded collaboration with City departments.
- Developed a consistent meeting schedule with the new Superintendent and board sub-committee of the SSFUSD to address issues common to both entities.
- Continued participation in the Community Coalition, including a Peace March in December of 2011.
- Held diversity and leadership training session for Executive Management Unit.
- Implemented the Next Door program providing web networking for neighborhoods throughout the City.
- Completed the necessary steps to dissolve the Redevelopment Agency, create a Successor Agency and participate in the newly created Oversight Board per State mandate.

OBJECTIVES FOR FY 2012-13

- Continue to evaluate the development of a five-year Strategic Plan for City services including succession planning.
- Complete Climate Action Plan and Pedestrian Master Plan.
- Evaluate accomplishments and next steps for the Community Coalition.
- Continue to work with the Oversight Board to determine the future of former Redevelopment Agency assets.
- Determine the effect the dissolution of Redevelopment will have on the General Fund, staffing and service levels and plan accordingly.

FY2012-13 SERVICE LEVEL CHANGES

None.

CITY MANAGER SUMMARY

City Manager Position Budget:

Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change from FY 2013-14
Administrative Assistant II	1.00	1.00	2.00	-
Assistant City Manager	-	-	1.00	1.00
City Manager	1.00	1.00	1.00	-
Communications Hourly	-	0.50	1.00	0.50
Assistant to the City Manager	1.00	1.00	-	(1.00)
Management Analyst I	-	-	1.00	1.00
Executive Assistant To The City Manager	1.00	1.00	-	(1.00)
Subtotal Full Time	4.00	4.50	6.00	0.50
Total FTE	4.00	4.50	6.00	0.50

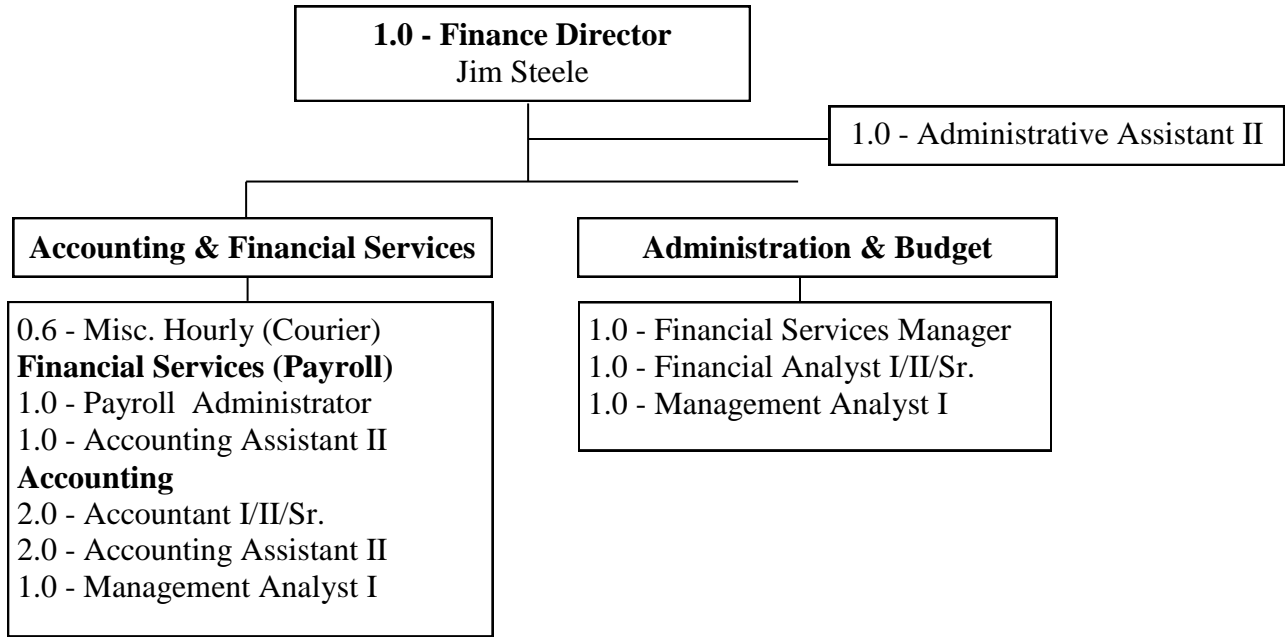
Schedule 15: City Manager Expenditures

Funding Source: General Fund

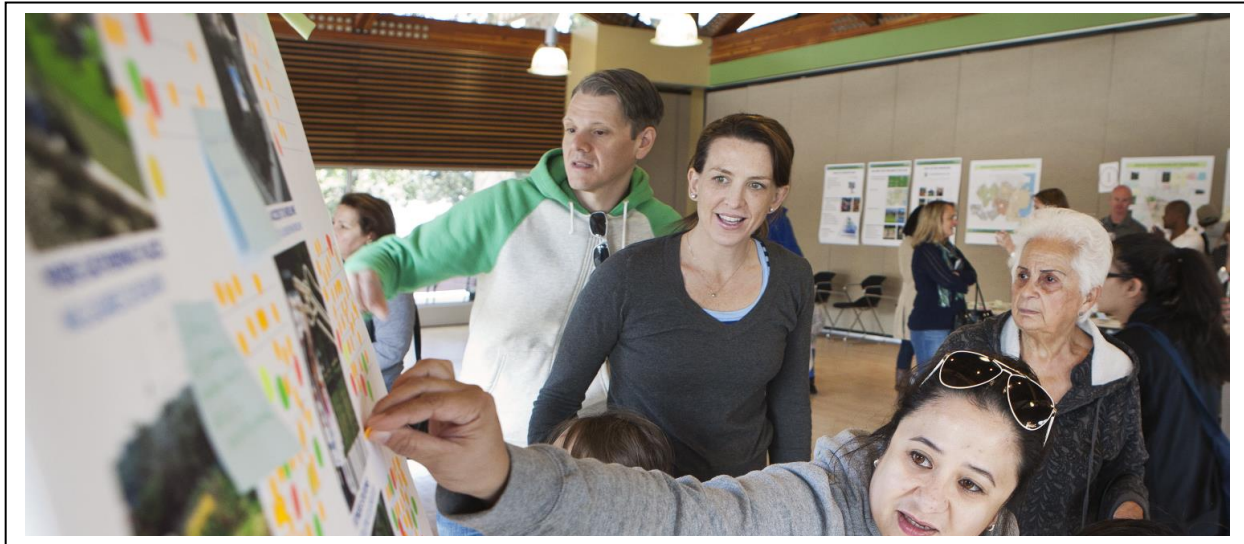
Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Salaries & Benefits	720,920	825,465	825,465	825,465	962,703	137,238	16.6%
Supplies & Services	106,983	34,470	62,630	62,630	54,210	19,740	57.3%
Interdepartmental Charge:	36,083	29,589	29,589	29,589	31,289	1,700	5.7%
Total Expenditures	863,986	889,524	917,684	917,684	1,048,202	158,678	17.8%

Finance

Chart 6: Finance Organization



Fiscal Year 2014-15 Position Budget Totals: 12.0 FTE Full Time, 0.6 FTE Hourly
1.0 FTE Financial Analyst funded through Sewer Fund.



MISSION STATEMENT:

The Finance Department provides financial services to the City departments, including payment to vendors, payroll and mandated financial services. To that end the department: Facilitates fiscal accountability and adequate control of the use of City funds and appropriations, assures collection of tax funds due to the City from sources such as Transient Occupancy Taxes and Business Licenses and provides financial planning and reporting services for a more informed budget process.

THE DEPARTMENT SUPPORTS ITS MISSION TO THE CITY THROUGH:

- Budgeting and accounting for financial transactions;
- Preparing five year financial forecasts;
- Paying vendors and city employees;
- Monitor cash flow for City needs in order to support prudent investment of City funds by City Treasurer.

ACCOMPLISHMENT/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2013-14:

- Updated five year financial forecast and brought recommendations to Council on reducing retiree health liabilities;
- Set up retiree health liability trust fund with California Public Employee Retirement System (CalPERS).
- Updated Reserves Policy for changing needs and brought changes to Council.
- Cross-trained employees in payroll processing for succession planning purposes.

OBJECTIVES FOR FISCAL YEAR 2014-15:

- Continue to monitor longer term obligations and revenue trends and update five year financial forecast;
- Evaluate workspace needs for Finance employees;

DEPARTMENT PAGES

- Work with Information Technology, Building and Planning Divisions, and Fire Prevention to implement on-line business license review and approval system;
- Explore a true one-stop process for business license processing with Building, Planning, and Fire Prevention;
- With large number of employee retirements and promotions, continue to work on staff development and succession planning, especially with payroll.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2014-15:

No significant resource level changes are included

FINANCE DEPARTMENT SUMMARY
Schedule 16: Finance Department Expenditures
Funding Source: General Fund

Expenditure Types	Actual	Adopted	Amended	Projected	Adopted	Change	%
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	FY 2014-15	from Adopted FY 2013-14	Change
Salaries & Benefits	1,454,290	1,547,898	1,368,898	1,368,898	1,563,599	15,701	1.0%
Supplies & Services	152,099	120,114	310,370	310,370	120,114	-	0.0%
Interdepartmental Charge:	181,480	194,598	194,598	194,598	216,523	21,925	11.3%
Total Expenditures	1,787,868	1,862,609	1,873,865	1,873,865	1,900,235	37,626	2.0%

FINANCE ADMINISTRATION & BUDGET DIVISION

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.

Finance Administration Position Budget:

Position Title	Amended	Amended	Adopted	Change
	FY 2012-13	FY 2013-14	FY 2014-15	from FY 2013-14
Administrative Assistant II	1.00	1.00	1.00	-
Financial Services Manager	1.00	1.00	1.00	-
Director of Finance	1.00	1.00	1.00	-
Management Analyst I	-	-	1.00	1.00
Financial Analyst I/II/Sr	2.00	2.00	1.00	(1.00)
Subtotal Full Time	5.00	5.00	5.00	-
Total FTE	5.00	5.00	5.00	-

Finance Administration Expenditures:

Expenditure Types	Actual	Adopted	Amended	Projected	Adopted	Change	%
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	FY 2014-15	FY 2013-14	Change
Salaries & Benefits	520,154	684,262	505,262	505,262	520,758	(163,504)	-23.9%
Supplies & Services	10,267	12,018	12,018	12,018	12,018	-	0.0%
Interdepartmental Charge:	-	-	-	-	-	-	0.0%
Total Expenditures	530,420	696,280	517,280	517,280	532,776	(163,504)	-23.5%

ACCOUNTING & FINANCIAL SERVICES DIVISION

The purpose of this 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.

Accounting & Financial Services Position Budget:

Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change from FY 2013-14
Accountant I/II/Sr	2.00	2.00	2.00	-
Accounting Assistant II	3.00	3.00	2.00	(1.00)
Management Analyst I	-	-	1.00	1.00
Data Business Systems Specialist	1.00	1.00	-	(1.00)
Payroll Administrator	-	-	1.00	1.00
Financial Services Supervisor	1.00	1.00	-	(1.00)
Subtotal Full Time	7.00	7.00	7.00	-
Miscellaneous Hourly	-	0.60	0.60	-
Subtotal Part Time/Hourly	-	0.60	0.60	-
Total FTE	7.00	7.60	7.60	-

Accounting & Financial Services Expenditures:

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Salaries & Benefits	934,136	863,636	863,636	863,636	1,042,841	179,205	20.8%
Supplies & Services	141,832	108,096	298,352	298,352	108,096	-	0.0%
Interdepartmental Charge:	-	-	-	-	-	-	0.0%
Total Expenditures	1,075,968	971,732	1,161,988	1,161,988	1,150,937	179,205	18.4%

Non-Departmental

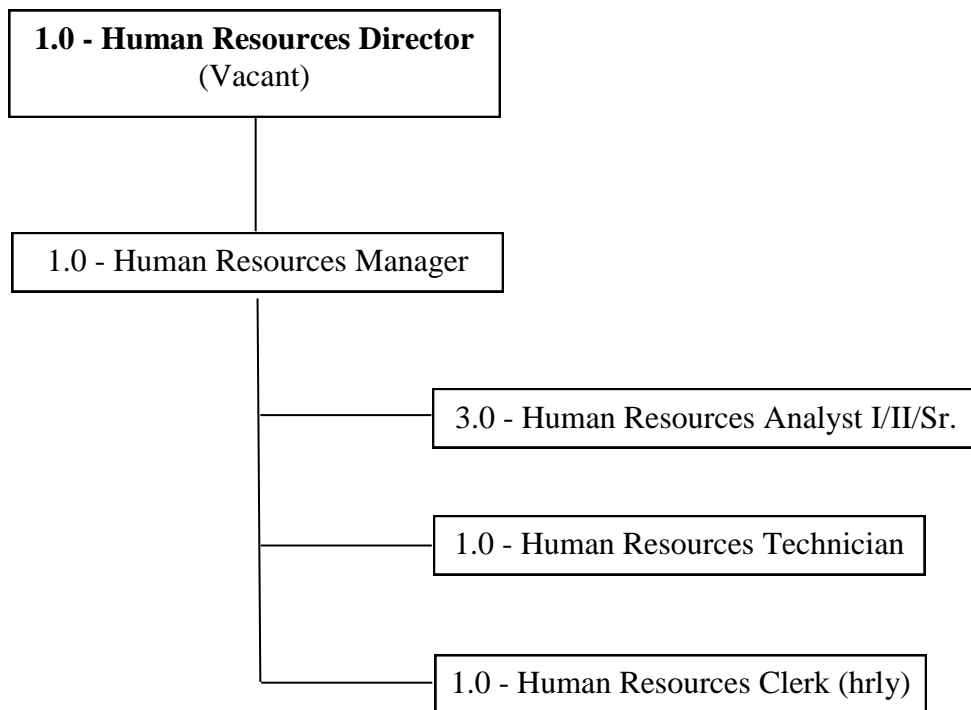
Non-Departmental are the General Fund expenditures that benefit the City as a whole, and that do not fit into one particular department. All of the expenditures are categorized as supplies and services.

Schedule 17: Non-Departmental Expenditures

	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Contractual Services						
Animal Control	538,043	538,043	538,043	555,453	17,410	3.2%
C/CAG	56,661	56,661	56,661	59,576	2,915	5.1%
C/CAG Congestion Relief	166,325	166,325	166,325	166,325	-	0.0%
Other Contractual Services	23,777	43,777	43,777	-	(23,777)	-100.0%
Subtotal Contractual Services	784,806	804,806	804,806	781,354	(3,452)	-0.4%
Dues, Meetings						
ABAG	11,862	11,862	11,862	12,152	290	2.4%
Airport Roundtable	1,302	1,302	1,302	1,500	198	15.2%
Congress of Cities and Expositions	-	-	-	-	-	
International City/County Management Association	-	-	-	1,400	1,400	
Joint Venture Silicon Valley	5,000	5,000	5,000	-	(5,000)	-100.0%
LAFCO	8,107	8,107	8,107	6,873	(1,234)	-15.2%
League of CA Cities	18,690	18,690	18,690	19,883	1,193	6.4%
Municipal Management Assoc. of N	-	-	-	100	100	
National League of Cities	-	-	-	5,400	5,400	
Peninsula Conflict Resolution Center	17,680	17,680	17,680	17,000	(680)	-3.8%
Sister Cities International	-	-	-	680	680	
SMC Sustainable Book	3,000	3,000	3,000	-	(3,000)	-100.0%
SSF Chamber of Commerce	2,500	2,500	2,500	2,520	20	0.8%
Other	-	-	-	-	-	
Subtotal Dues, Meetings	68,141	68,141	68,141	67,508	(633)	-0.9%
Other Expenditures						
Citizens Academy	8,340	8,340	8,340	8,340	-	0.0%
Neighborhood Grant Program	-	-	-	2,500	2,500	0.0%
Promotional	-	20,000	20,000	-	-	0.0%
Postage -Printing	7,213	7,213	7,213	7,213	-	0.0%
Special Program Expenditure	-	-	-	215,000	215,000	0.0%
Maint/Operating Equipment	-	-	-	-	-	0.0%
Phone	900	900	900	900	-	0.0%
Gas/Electricity (Increase to be spread to all Depts)	-	-	-	-	-	0.0%
Water (Increase to be spread to all Depts)	-	-	-	-	-	0.0%
Historical Commission	-	-	-	-	-	0.0%
Miscellaneous	6,050	18,050	18,050	3,500	(2,550)	-42.1%
Grant Writer	-	-	-	-	-	
Subtotal Other Expenditures	22,503	54,503	54,503	237,453	214,950	955.2%
Total Expenditures	875,450	927,450	927,450	1,086,315	210,864	24.1%

Human Resources

Chart 7: Human Resources Organization



Fiscal Year 2014-15 Position Budget Totals: 6.0 FTE Full Time; 1.0 Part Time Hourly



MISSION STATEMENT:

The Human Resources Department follows the City's goals and values when providing Human Resources services to the City as an employer.

THE DEPARTMENT SUPPORTS ITS MISSION TO THE CITY THROUGH:

- Recruitment and Selection
- Labor Relations
- Training and Engagement
- Classification and Compensation
- Benefits and Wellness
- Personnel Administration

ACCOMPLISHMENT/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2013-14:

- Recruited and processed multiple new hires and promoted employees into key positions as retirements, separations and reorganizations developed.
- Completed classification and compensation studies for two bargaining units and implemented changes pursuant to the 2012-2014 bargaining agreements.
- Completed RFP for and introduced a new Employee Assistance Program (EAP) provider.

OBJECTIVES FOR FISCAL YEAR 2014-15:

- Negotiate labor agreements with all City bargaining units and implement agreed-upon terms.
- Partner with the Chamber of Commerce to host a job fair to promote City jobs and careers, as well as, local and regional jobs and their employers.
- Implement an employee engagement campaign to support building a high performance team through the City's recruitment process, new employee onboarding process, and other employee programs and activities.

- Develop new evaluation tool that includes individual employee development tool.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2014-15:

No service level changes.

HUMAN RESOURCES DEPARTMENT SUMMARY

Human Resources Position Budget:

Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change from FY 2013-14
Director Of Human Resources	1.00	1.00	1.00	-
Human Resources Manager	-	-	1.00	1.00
Human Resource Analyst II/Sr	3.00	3.00	2.00	(1.00)
Human Resources Technician	1.00	1.00	1.00	-
Human Resources Clerk	-	1.00	1.00	
Subtotal Full Time	5.00	5.00	6.00	-
Total FTE	5.00	5.00	6.00	-

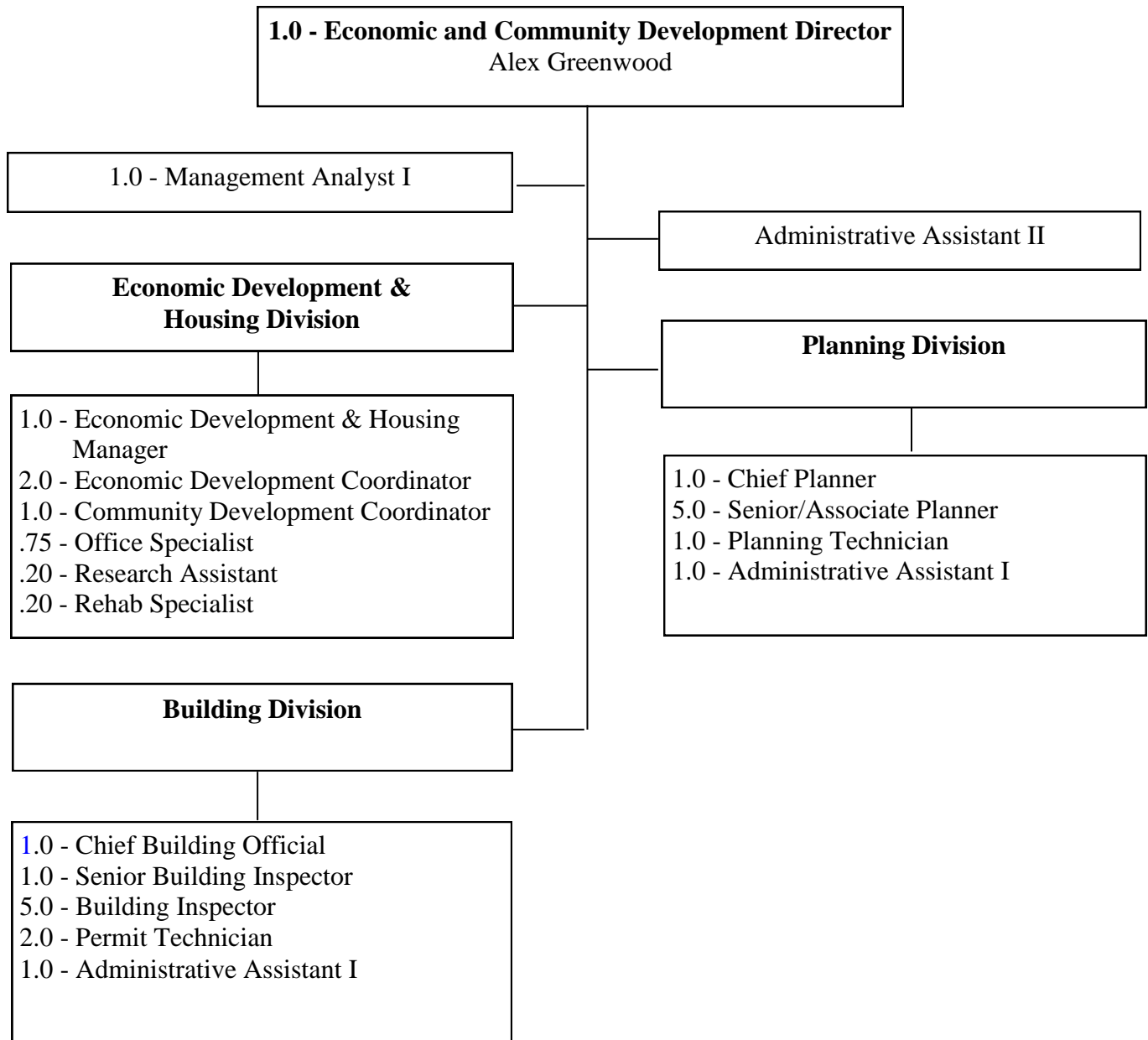
Schedule 18: Human Resources Expenditures

Funding Source: General Fund

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Salaries & Benefits	844,312	869,568	869,568	869,568	851,883	(17,685)	-2.0%
Supplies & Services	82,946	122,854	132,266	132,266	122,854	-	0.0%
Interdepartmental Charge:	48,078	53,767	53,767	53,767	63,784	10,017	18.6%
Total Expenditures	975,335	1,046,188	1,055,600	1,055,600	1,038,521	(7,667)	-0.7%

Economic & Community Development

Chart 8: Economic & Community Development Organization



Fiscal Year 2014-15 Position Budget Totals: 25.0 FTE Full Time, 1.15 FTE Part Time



MISSION STATEMENT:

The Economic and Community Development Department works to preserve and improve the physical, social, economic and environmental condition of the community. The department administers the City's land use policies, including planning, zoning, building and environmental regulations to ensure the orderly physical growth of the community. Program activities include advanced and current planning as well as issuing permits and conducting inspections. The department is also responsible for developing affordable housing, supporting economic development, encouraging environmental sustainability, managing the Community Development Block Grant (CDBG) program and managing the dissolution of the former Redevelopment Agency.

THE DEPARTMENT SUPPORTS ITS MISSION TO THE CITY THROUGH:

- Guiding the physical growth and development of the City.
- Ensuring public safety, health and welfare through the effective administration and enforcement of building and planning ordinances.
- Creating affordable housing opportunities and a sustainable economy.

ACCOMPLISHMENT/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2013-14:

Housing and Community Development Division

- Completed the FY 13-14 Community Development Block Grant (CDBG) One Year Action Plan which included improving the accessibility at the City Hall Tot Lot, rehabbing the Sundial Apartments on Grand Avenue, improving the facades of 8 Downtown businesses, providing 577 South San Francisco residents with a variety of public services, and making home repairs to 23 South San Francisco households.
- Developed an Economic Development Strategy for the Downtown which included proposals for public Right of Way (ROW) improvement projects, a Downtown Façade & Tenant Improvement Program, and the development of a Business Improvement District (BID).
- Completed the Long Term Property Management Plan which describes the City's retention/disposition plans for properties owned by the former Redevelopment Agency.
- Increased participation in BIO International Conference.
- Issued a contract for retail tenant improvements at 636 El Camino Real.

Building Division

- Processed approximately XXX building permits.
- Established customer survey cards to provide feedback and improve performance.

Planning Division

- Substantial progress toward completion of Downtown Station Area Land Use Plan
- Processed approximately XXX project applications.
- Adoption of Climate Action Plan and Pedestrian Master Plan.
- Entitlement of 2,800,000 square feet of development in the Bay Cove Project.
- Approval of the Centennial Village mixed use development.

OBJECTIVES FOR FISCAL YEAR 2014-15:

Housing Community Development

- Implement the Long Term Property Management Plan which describes the City's retention/disposition plans for properties owned by the former Redevelopment Agency.
- Complete and implement the Housing Investment Plan which describes the City's disposition and development plans for City owned housing units and assets.
- Implement the Economic Development Strategy for the Downtown.
- Implementation of the Downtown Façade Improvement grants and loans program and fund \$200,000 in improvements.
- Fill existing vacancies Department wide.
- Make a smooth transition of the Parking District to the Public Works Department.

Building Division

- Implement training for staff on new code requirements.
- 2 staff members will obtain CASP (Certified Access Specialist Program) certifications.
- Digitize all historical building permits and microfilm.
- Implement use of tablets in the field.
- Implement schedule inspections by phone recording.
- Implement online permit applications and online payments.

Planning Division

- Complete public draft of the Downtown Station Area Land Use Plan and associated draft Environmental Impact Report.
- Complete Parks Master Plan Update and Parks, Recreation and Open Space element of the General Plan.
- Continue participating in 21 Elements and complete 2014 Housing Element Update.
- Undertake efforts to modify the Zoning Ordinance to comply with the updated Airport Land Use Compatibility Plans (ACLUP).
- Implement online permit applications and online payments.
- Create an entitlement coordinator function to allow one point of contact for developers and facilitate the development application, permit and construction process.
- Establish customer feedback survey forms to improve customer service.
- Initiate conversion of paper files to electronic storage system.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2014-15:

\$600,000 have been set aside to implement a Downtown Business Improvement District (BID), Downtown façade improvements grant and loan program and CDBG funding has been allocated to public right of way improvements.

\$520,000 has been allocated from the Parking District to upgrade the meters and purchase new parking technology that will facilitate enforcement and parking collections.

FY 2014-15 SERVICE LEVEL CHANGES

The department is working with the Successor Agency and the Oversight board to wind down the City's former Redevelopment Agency.

ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY**Schedule 19: ECD Funding Sources & Expenditures**

Funding Sources	Actual	Adopted	Amended	Projected	Adopted	Change	%
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	FY 2014-15	from Adopted FY 2013-14	Change
General Fund							
Building Insp. Permits	822,904	979,660	1,311,511	1,311,511	979,660	-	0.0%
Building Plan Check	76,522	58,516	158,230	158,230	58,516	-	0.0%
Building Plan Check Exp.	85,372	84,907	110,498	110,498	100,000	15,093	17.8%
Building Plan Check in Hs	486,594	537,958	679,465	679,465	537,958	-	0.0%
Electrical Permits	157,055	157,025	208,189	208,189	157,025	-	0.0%
Plumbing Permits	95,133	98,673	106,269	106,269	98,673	-	0.0%
Mechanical Permits	79,564	92,068	107,482	107,482	92,068	-	0.0%
Bldg. Special Inspection	5,463	2,665	5,194	5,194	2,665	-	0.0%
Energy Plan Check	115,161	135,889	178,135	178,135	135,889	-	0.0%
Genetech Bldg. Insp.	51,450	45,000	46,375	46,375	45,000	-	0.0%
Other	44,194	39,790	41,569	41,569	39,790	-	0.0%
Planning Fees	102,054	72,000	72,000	72,000	50,000	(22,000)	-30.6%
Subtotal Fees	2,121,466	2,304,151	3,024,917	3,024,917	2,297,244	(6,907)	-0.3%
General Fund	1,545,857	1,612,982	1,515,815	1,515,815	2,227,111	614,129	38.1%
Total General Fund	3,667,323	3,917,133	4,540,732	4,540,732	4,524,355	607,222	15.5%
Other Funds:							
Housing Fund	385,903	197,580	1,235,580	1,235,580	700,518	502,938	254.5%
Community Development							
Block Grant Fund (CDBG)	928,148	880,318	880,318	880,318	860,818	(19,500)	-2.2%
Parking District	739,758	710,000	795,000	795,000	710,000	-	0.0%
Total Other Funds	2,053,809	1,787,898	2,910,898	2,910,898	2,271,336	483,438	27.0%
Total Funding Sources	5,721,132	5,705,031	7,451,630	7,451,630	6,795,691	1,090,660	19.1%
Expenditure Types							
General Fund							
Salaries & Benefits	2,761,089	3,271,267	3,604,667	3,604,667	3,380,800	109,533	3.3%
Supplies & Services	689,421	450,000	740,198	740,198	933,137	483,137	107.4%
Capital Outlay	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Interdepartmental Charges	216,813	195,866	195,866	195,866	210,418	14,552	7.4%
Transfers Out	-	-	-	-	-	-	0.0%
Total General Fund	3,667,323	3,917,133	4,540,732	4,540,732	4,524,355	607,222	15.5%
Other Funds							
Housing Fund	88,691	732,100	1,290,592	1,290,592	530,592	(201,508)	-27.5%
Community Development							
Block Grant Fund (CDBG)	923,483	874,559	909,501	909,501	648,019	(226,540)	-25.9%
Parking District	585,245	600,913	600,913	600,913	1,101,001	500,088	83.2%
Total Other Funds	1,597,419	2,207,572	2,801,006	2,801,006	2,279,612	72,040	3.3%
Total Expenditures	5,264,742	6,124,705	7,341,738	7,341,738	6,803,967	679,262	11.1%

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 within the City.

ECD Administration Position Budget:

Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change from FY 2013-14
Director of Economic & Community Development	-	-	1.00	1.00
Assistant City Manager	1.00	1.00	-	(1.00)
Administrative Assistant II	-	-	1.00	1.00
Associate/Sr Planner	1.00	1.00	2.00	1.00
Economic Development Coordinator**	0.50	0.50	1.00	0.50
Management Analyst I	1.00	1.00	1.00	-
Subtotal Full Time	3.50	3.50	6.00	2.50
Total FTE	3.50	3.50	6.00	2.00

ECD Administration Expenditures:

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Salaries & Benefits	583,114	713,652	931,052	931,052	786,329	72,677	10.2%
Supplies & Services	70,789	69,681	304,117	304,117	652,818	583,137	836.9%
Interdepartmental Charges	-	-	-	-	-	-	0.0%
Total Expenditures	653,903	783,333	1,235,170	1,235,170	1,439,147	655,814	83.7%

Note: In FY 2012-13 the City changed the way it accounts for most interdepartmental charges. Previously, these charges were allocated down to the program/division level. Most of them will now be allocated to a central department interdepartmental program. This reduces the Interdepartmental FY 2012-13 budget in all of the divisions. The full Interdepartmental budget can be found in the Department Summary.

SUSTAINABLE SSF/GREEN DIVISION

The mission of the Sustainable SSF Division is to build upon the City's strong foundation of innovation science and commitment to sustainability and smart growth. This division is responsible for helping residents and businesses benefit from new energy efficient technologies, working to secure federal, state and regional "green" grants, developing a locally focused Climate Action Plan and collaborating with various City departments to lower operating costs by retrofitting and upgrading facilities.

Sustainable SSF/Green Division Position Budget:

Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change from FY 2013-14
Associate/Sr Planner	1.00	1.00	1.00	-
Economic Development Coordinator**	0.50	0.50	1.00	0.50
Subtotal Full Time	1.50	1.50	2.00	-
Total FTE	1.50	1.50	2.00	-

Sustainable SSF/Green Division Expenditures:

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Salaries & Benefits	42,527	-	-	-	-	-	0.0%
Total Expenditures	42,527	-	-	-	-	-	0.0%

HOUSING & COMMUNITY DEVELOPMENT DIVISION

The Housing and Community Development Division administers the Community Development Block Grant (CDBG) program including fiscal reporting requirements, administering residential revitalization and social service grants, creating affordable housing opportunities for low and moderate income families, and implementing the Inclusionary Housing Ordinance.

Housing & Community Development Position Budget:

Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change from FY 2013-14
Community Development Coordinator	1.00	1.00	1.00	-
Manager Of Housing & Redevelopment	1.00	1.00	-	(1.00)
Manager Economic Development & Housing	-	-	1.00	1.00
Subtotal Full Time	2.00	2.00	2.00	-
Total FTE	2.95	2.90	2.00	-

Housing & Community Development Expenditures:

Expenditure Types	Actual FY 2010-11	Adopted FY 2011-12	Amended FY 2011-12	Projected FY 2011-12	Adopted FY 2012-13	Change from Adopted FY 2011-12	% Change
Salaries & Benefits	315,781	324,399	309,412	309,412	191,779	(132,620)	-40.9%
Supplies & Services	602,288	427,056	573,957	573,957	657,571	230,515	54.0%
Capital Outlay	214,304	-	-	-	-	-	0.0%
Interdepartmental Charges	14,700	12,407	12,407	12,407	12,407	-	0.0%
Transfers Out	34,249	34,249	83,529	83,529	-	(34,249)	-100.0%
Total Expenditures	1,181,322	798,111	979,305	979,305	861,757	63,646	8.0%

PLANNING DIVISION

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.

Planning Position Budget:

Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change From FY2013-14
Administrative Assistant I	1.00	1.00	1.00	-
Associate/Sr Planner	1.00	1.00	2.00	1.00
City Planner**	1.00	1.00	-	-
Permit Technician	1.00	1.00	1.00	-
Planning Technician	1.00	1.00	1.00	-
Principal Planner	1.00	1.00	-	(1.00)
Subtotal Full Time	6.00	6.00	5.00	-
Office Specialist	0.50	-	0.75	-
Misc. Hourly (Research)	-	-	0.20	-
Misc. Hourly (Rehab Specialist)	-	-	0.20	-
Subtotal Part Time/Hourly	0.50	-	1.15	-
Total FTE	6.50	6.00	6.15	-

Planning Expenditures:

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Salaries & Benefits	873,474	1,071,094	1,187,094	1,187,094	1,157,871	86,777	8.1%
Supplies & Services	88,306	320,354	329,871	329,871	220,354	(100,000)	-31.2%
Interdepartmental Charges	-	-	-	-	-	-	0.0%
Total Expenditures	961,780	1,391,448	1,516,966	1,516,966	1,378,225	(13,223)	-1.0%

BUILDING DIVISION

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.

Building Position Budget:

Position Title	Amended	Amended	Adopted	Change
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	-
Permit Technician	1.00	1.00	1.00	-
Sr Building Inspector	1.00	1.00	1.00	-
Subtotal Full Time	10.00	10.00	9.00	(1.00)
Total FTE	10.00	10.00	9.00	(1.00)

Building Position Expenditures:

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Salaries & Benefits	1,227,082	1,486,521	1,486,521	1,486,521	1,436,600	(49,921)	-3.4%
Supplies & Services	356,805	59,965	73,476	73,476	59,965	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Interdepartmental Charges	-	-	-	-	-	-	0.0%
Total Expenditures	1,583,887	1,546,486	1,559,997	1,559,997	1,496,565	(49,921)	-3.2%

PARKING DISTRICT DIVISON

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.

Parking District Position Budget:

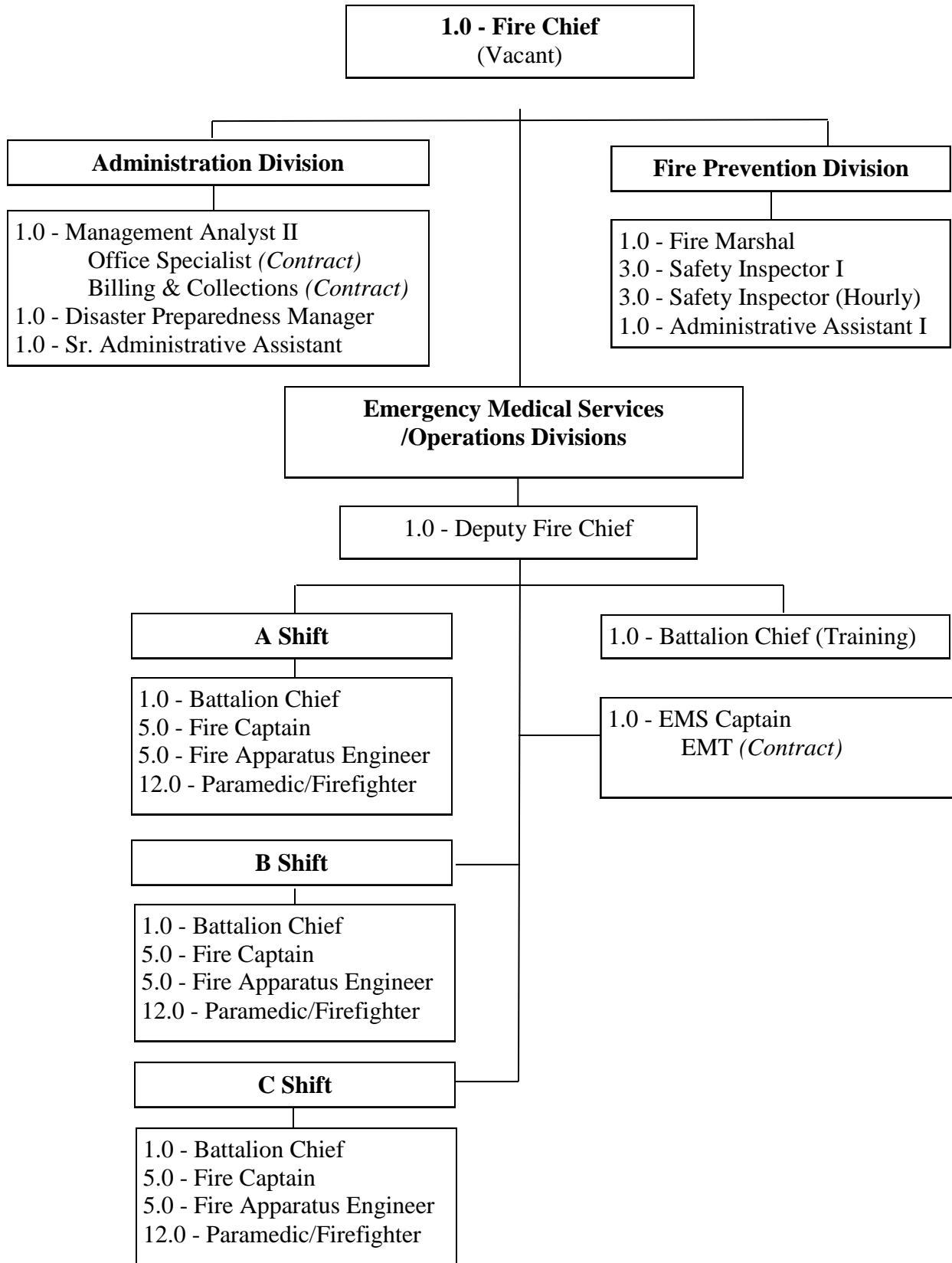
Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change From FY2013-14
Parking Meter Collector - Repair Worker	1.00	1.00	1.00	-
Subtotal Full Time	1.00	1.00	1.00	-
Total FTE	1.00	1.00	1.00	-

Parking District Expenditures:

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Salaries & Benefits	356,163	351,513	351,513	351,513	328,995	(22,518)	-6.4%
Supplies & Services	72,202	145,674	145,674	145,674	668,280	522,606	358.8%
Interdepartmental Charges	103,686	103,726	103,726	103,726	103,726	-	0.0%
Transfers	53,195	-	-	-	-	-	0.0%
Total Expenditures	585,245	600,913	600,913	600,913	1,101,001	500,088	83.2%

Fire

Chart 9: Fire Department Organization



Fiscal Year 2014-15 Position Budget Totals: 82.0 Full Time, 0.48 Part Time/Hourly



MISSION STATEMENT:

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.

THE DEPARTMENT SUPPORTS ITS MISSION TO THE CITY THROUGH:

- Fire Administration
- Fire Prevention
- Disaster Preparedness
- Emergency Medical Services Division
- Operations Division

ACCOMPLISHMENT/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2013-14:

- Hosted two Office of the State Fire Marshal certified Rescue Systems 2 classes utilizing the department's Collapsed Structure Site. This allowed the department to minimize the financial impact of increasing the number of technical rescue certified employees who specialize in structural collapse response including shoring, breaking and breaching, and lifting and moving of heavy objects during an emergency response.

- Participated in Falling Rock, a joint training exercise with the 95th Army Civil Support Team. The purpose of the exercise was to identify how local fire resources would merge with Civil Support resources during a large scale disaster. The SSFFD worked with teams from California, Hawaii and Arizona consisting of Hazmat Specialists Teams and Urban Search and Rescue Teams. Crews practiced different search and rescue techniques as well as entering buildings that had hazardous chemical releases.
- The South San Francisco Fire Department, in partnership with the County of San Mateo Human Services Agency and Second Harvest Food Bank were successful in providing and hosting the Holiday Food Drive. These events provided approximately four hundred families with fresh and healthy holiday meals. In addition to the holiday meals, approximately 1700 children were provided toys during the Annual Holiday Toy Drive.
- Conducted joint task force training, in coordination with North County Fire Authority, which includes Daly City, Brisbane, and Pacifica. This shared training is both cost effective and efficient while reinforcing the countywide Operational Plan for Mutual Aid.

OBJECTIVES FOR FISCAL YEAR 2014-15:

- Eliminate emergency staffing; this is the practice in which the fire department decreases the minimum staffing levels from 20 fire suppression personnel to 19 per day. This decrease in staffing creates a “Squad” deployment model, necessitating the engine company located at Fire Station 65 in the Terra Bay subdivision to be staffed by two personnel instead of the department and countywide standard of three personnel. The net result is a compromised response, reducing the overall effectiveness of the Squad in certain instances that necessitates assignment of additional apparatus to assist.
- Create and implement a long term strategic plan in an effort to ensure the fire department continues the provision of high quality, relevant and timely “all-risk” services. The previous plan has expired and is in need of revision to ensure we continue to adapt to the modern evolving threat and service environments. The strategic plan will have the necessary detail to guide department policy, serve as a basis for all divisional operations as well as to identify the financial structure and support to address the needs of our essential services, now and into the future.
- Development and implementation of a business plan for the Basic Life Support (BLS) ambulance. This will serve to address many of the current challenges, as well as identifying and allowing for exploration of alternative service delivery options for the program. The BLS ambulance program was originally implemented in 2005 to provide high quality, low cost, non-emergency ambulance transportation services for residents or others who are unable to travel to the hospital, residential care or treatment facilities by their own vehicle due to a medical condition. The BLS ambulance also serves as a third ambulance in the City and readily responds to 911 calls if both paramedic/firefighter staffed rescue ambulances are unavailable.
- Implementation of a comprehensive Wellness and Fitness Program to improve overall employee health through departmental policy that outlines comprehensive health screenings, health risk appraisals, education and fitness programs. The goal of the program is to instill a culture of health and well-being to decrease employee morbidity and mortality, reduce workplace injuries, lower absenteeism, improving the safety and effectiveness of our workforce as well as to comply with applicable federal and state respiratory protection statutes.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2014-15:

The department will continue its focus on training and succession planning through an increase in the Training Division Operating Budget of \$50,000. This funding will be used to train and certify suppression staff to industry recognized standards for incident management and will raise the level of professionalism throughout the ranks and make them more effective in emergency response and management.

FIRE DEPARTMENT SUMMARY

Schedule 20: Fire Department Funding Sources & Expenditures

Funding Sources	Actual	Adopted	Amended	Projected	Adopted	Change	%
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	FY 2014-15	from Adopted FY 2013-14	Change
Paramedic Service Fees	1,510,977	1,435,000	1,484,000	1,484,000	1,435,000	-	0.0%
BLS Transport Fees	194,566	218,160	218,160	218,160	218,160	-	0.0%
Administrative Citations	380,802	300,000	64,000	64,000	80,000	(220,000)	-73.3%
Fire Construction Permits	89,445	91,498	75,982	75,982	80,000	(11,498)	-12.6%
Fire Prevention Fees	260,778	267,936	267,936	267,936	320,000	52,064	19.4%
Fire Prevention Inspection	265,230	286,145	286,145	286,145	280,000	(6,145)	-2.1%
Renewable Fire Permits	254,900	253,293	253,293	253,293	200,000	(53,293)	-21.0%
Other	59,202	48,225	105,842	105,842	42,482	(5,743)	-11.9%
Subtotal Fees	3,015,900	2,900,257	2,755,358	2,755,358	2,655,642	(244,615)	0.0%
General Fund	17,886,212	16,720,952	17,184,651	17,184,651	17,145,034	424,082	2.5%
Total Funding Sources	20,902,112	19,621,209	19,940,009	19,940,009	19,800,676	179,467	0.9%
Expenditure Types							
Salaries & Benefits	18,328,975	16,869,634	17,099,633	17,099,633	16,966,317	96,683	0.6%
Supplies & Services	1,418,056	1,309,929	1,398,729	1,398,729	1,356,329	46,400	3.5%
Capital Outlay	-	25,907	25,907	25,907	25,900	(7)	0.0%
Debt Service	24,201	-	-	-	-	-	0.0%
Interdepartmental Charge:	1,130,882	1,415,740	1,415,740	1,415,740	1,452,129	36,389	2.6%
Total Expenditures	20,902,112	19,621,209	19,940,009	19,940,009	19,800,676	179,467	0.9%

FIRE ADMINISTRATION DIVISION

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.

Fire Administration Position Budget:

Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change from FY 2013-14
Deputy Fire Chief	1.00	1.00	1.00	-
Fire Chief	1.00	-	1.00	1.00
Public Safety Chief	-	0.50	-	(0.50)
Disaster Preparedness Manager	-	1.00	1.00	-
Management Analyst II	1.00	1.00	1.00	-
Sr Administrative Assistant	1.00	1.00	1.00	-
Subtotal Full Time	4.00	4.50	5.00	0.50
Total FTE	4.00	4.50	5.00	0.50

Fire Administration Expenditures:

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Salaries & Benefits	946,474	836,393	836,393	836,393	809,923	(26,470)	-3.2%
Supplies & Services	283,168	311,869	311,869	311,869	311,869	-	0.0%
Interdepartmental Charges	-	-	-	-	-	-	0.0%
Total Expenditures	1,229,642	1,148,262	1,148,262	1,148,262	1,121,792	(26,470)	-2.3%

FIRE PREVENTION DIVISION

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.

Fire Prevention Position Budget:

Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change from FY 2013-14
Administrative Assistant I	1.00	1.00	1.00	-
Fire Marshal	1.00	1.00	1.00	-
Safety Inspector I	4.00	4.00	4.00	-
Subtotal Full Time	6.00	6.00	6.00	-
Safety Inspector	1.00	1.00	1.00	-
Subtotal Part Time/Hourly	1.00	1.00	1.00	-
Total FTE	7.00	7.00	7.00	-

Fire Prevention Expenditures:

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Salaries & Benefits	1,178,507	1,061,163	1,061,163	1,061,163	1,051,605	(9,558)	-0.9%
Supplies & Services	156,495	226,293	226,293	226,293	226,293	-	0.0%
Interdepartmental Charges	39	-	-	-	-	-	0.0%
Total Expenditures	1,335,040	1,287,456	1,287,456	1,287,456	1,277,898	(9,558)	-0.7%

DISASTER PREPAREDNESS

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

Disaster Preparedness Expenditures:

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change	%
						from Adopted FY 2013-14	Change
Supplies & Services	122,924	115,948	115,948	115,948	115,948	-	0.0%
Interdepartmental Charge:	-	-	-	-	-	-	0.0%
Total Expenditures	122,924	115,948	115,948	115,948	115,948	-	0.0%

EMERGENCY MEDICAL SERVICES DIVISION

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.

Emergency Medical Services Position Budget:

Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change from FY 2013-14
EMS Captain	1.00	1.00	1.00	-
Paramedic/Firefighter	35.00	35.00	35.00	-
Subtotal Full Time	36.00	36.00	36.00	-
Total FTE	36.00	36.00	36.00	-

Emergency Medical Services Expenditures:

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Salaries & Benefits	7,979,086	7,117,944	7,117,944	7,117,944	7,113,341	(4,603)	-0.1%
Supplies & Services	287,794	421,311	470,311	470,311	421,311	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Interdepartmental Charges	-	-	-	-	-	-	0.0%
Total Expenditures	8,266,880	7,539,255	7,588,255	7,588,255	7,534,652	(4,603)	-0.1%

OPERATIONS DIVISION

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.

Operations Position Budget:

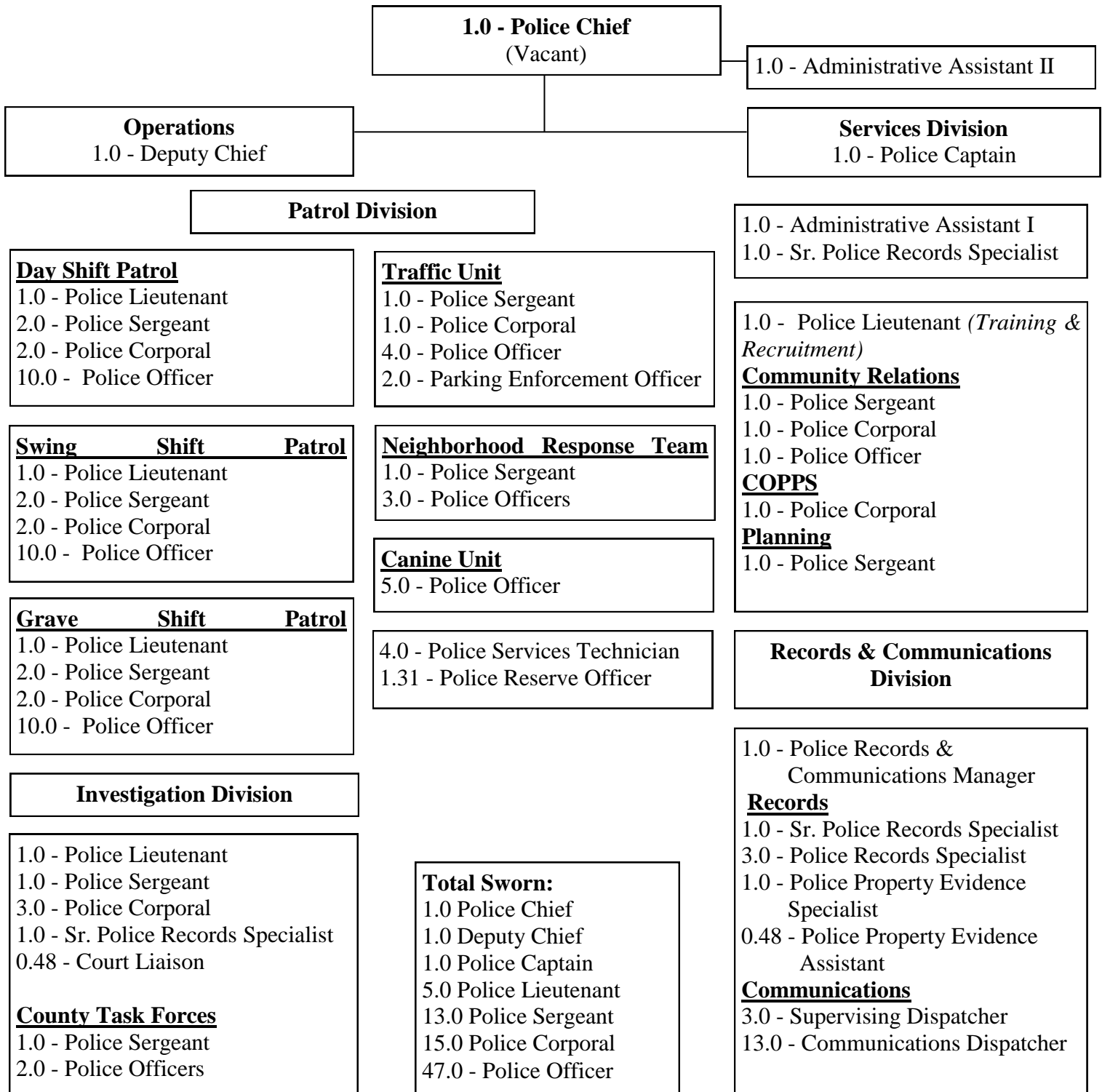
Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change from FY 2013-14
Fire Apparatus Engineer	14.00	15.00	15.00	-
Fire Battalion Chief (40 Hours)	1.00	1.00	1.00	-
Fire Battalion Chief (56 Hours)	3.00	3.00	3.00	-
Fire Captain	15.00	15.00	15.00	-
Firefighter	2.00	1.00	1.00	-
Subtotal Full Time	35.00	35.00	35.00	-
Fire Courier	0.48	0.48	0.48	-
Subtotal Part Time/Hourly	0.48	0.48	0.48	-
Total FTE	35.48	35.48	35.48	-

Operations Expenditures:

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Salaries & Benefits	8,166,728	7,854,132	8,084,132	8,084,132	7,991,448	137,316	1.7%
Supplies & Services	518,822	158,203	154,603	154,603	204,603	46,400	29.3%
Capital Outlay	-	25,907	25,907	25,907	25,900	(7)	0.0%
Interdepartmental Charge:	-	-	-	-	-	-	0.0%
Total Expenditures	8,685,550	8,038,242	8,264,642	8,264,642	8,221,951	183,709	2.3%

Police

Chart 10: Police Department Organization



Fiscal Year 2014-15 Position Budget Totals: 109.0 Full Time, 6.65 Part Time/Hourly

1.0 FTE Parking Enforcement Officers funded by the Parking District.



MISSION STATEMENT:

The mission of the South San Francisco Police Department is to provide service in the most professional, courteous, and efficient manner possible. We acknowledge that the responsibility for public safety and the quality of life in our neighborhoods is a responsibility shared with the whole community.

To that end we will strive to nurture a partnership based on trust and respect amongst the Police Department, the City family, and the community.

THE DEPARTMENT SUPPORTS ITS MISSION TO THE CITY THROUGH:

- Providing more than 40 programs and services to our community
- Gang Resistance Educating and Training (GREAT)
- 488 5th grade students received GREAT instruction
- 29 juveniles participated in Neighborhood Enhancement Action Team (NEAT)
- 750 high school students received internet/anti-bullying training

ACCOMPLISHMENT/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2013-14:

- Operation Red Tidings
 - 16 gang members pled guilty and received lengthy prison terms including the main suspect, who received 3 life sentences.
- Outlaw Motorcycle Gang traffic stop/arrest
 - 3 “Vagos” gang members arrested and 7 guns confiscated
- Operation Sunny Day
 - Worked cooperatively with San Mateo County Law Enforcement and the District Attorney’s Office in a county wide operation where 16 gang members were indicted.

- Multiple arrests for human trafficking violations
- Neighborhood Response Team (Sergeant/ 3 Officers)
 - Continued mission- enforcement, intelligence, community relationship building
 - 273 arrests (59 gang related arrests)
 - Seized 16 firearms
 - Validated 123 gang members
 - Worked closely with San Mateo County Gang Intelligence Unit
- Initiated the Station Security Project including new bulletproof glass for front office, new doors, updates to the card-key system, jail panic alarm system, and surveillance camera project.
- Continued efforts with Office of Traffic Safety for the traffic and DUI enforcement grants. The grant for the 2013/2014 year was \$148,000.

OBJECTIVES FOR FISCAL YEAR 2014-15:

- Build Management Team once the new Chief is appointed
- Develop plan to upgrade/replace Police facilities
- Initiate the transition of computer support from City Information Technology and the reduction of outside computer support
- Continue partnership with the Drug Enforcement Agency (DEA) Task Force so our drug seizure account can fund equipment replacement and upgrades without impacting the City's General Fund
- Assist with the implementation of the City's Downtown Plan through policing efforts of the Neighborhood Response Team (NRT) and the Downtown Bicycle Patrol

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2014-15:

- A previously frozen Parking Enforcement Officer position has been restored to address the parking issues near the BART station and along McLellan Drive that cannot effectively be addressed with the two current positions.
- Continue to freeze the fourth Records Specialist position. In order to maintain the current front office hours open to the public, coverage will be provided through overtime. The net savings is \$50,500.
- Senior Records Specialist will be reduced by 1 position and a new Supervising Police Records Specialist will be created with a nominal increase to overall salaries.

POLICE DEPARTMENT SUMMARY

Schedule 21: Police Funding Sources and Expenditures

Funding Sources	Actual	Adopted	Amended		Adopted	Change from	%
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	FY 2014-15	Adopted FY 2013-14	Change
General Fund							
City Forces General	18,935	22,000	22,000	22,000	22,000	-	0.0%
Police County Task Force	186,454	175,000	250,000	250,000	250,000	75,000	42.9%
Police Dept. Services	301,045	305,000	305,000	305,000	305,000	-	0.0%
Comm Svc. Colma/Brisbane	97,520	92,000	92,000	92,000	92,000	-	0.0%
Police Recovery Charges	19,836	2,500	2,500	2,500	2,500	-	0.0%
Pacifica Dispatch Services	572,469	624,240	624,240	624,240	620,000	(4,240)	-0.7%
Grants	210,788	-	148,415	-	148,415	148,415	0.0%
SLESF/COPS	23,158	-	-	-	-	-	0.0%
Other	151,734	73,500	100,423	100,423	102,723	29,223	39.8%
Subtotal Fees	1,581,939	1,294,240	1,544,578	1,396,163	1,542,638	248,398	19.2%
General Fund	20,865,639	20,889,096	20,804,173	20,952,588	21,029,636	140,540	0.7%
Total Funding Sources	22,447,578	22,183,336	22,348,751	22,348,751	22,572,274	388,938	1.8%
Expenditure Types							
Salaries & Benefits	19,455,186	19,651,961	19,817,376	19,817,376	19,891,904	239,943	1.2%
Supplies & Services	1,678,203	1,204,455	1,204,455	1,204,455	1,204,455	-	0.0%
Capital Outlay	-	-	-	-	-	-	0.0%
Interdepartmental Charges	1,314,190	1,326,919	1,326,919	1,326,919	1,475,915	148,996	11.2%
Total Expenditures	22,447,578	22,183,336	22,348,751	22,348,751	22,572,274	388,938	1.8%

POLICE ADMINISTRATION DIVISION

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.

Police Administration Position Budget:

Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change from FY 2013-14
Administrative Assistant II	1.00	1.00	1.00	-
Public Safety Chief	-	0.50	-	(0.50)
Chief Of Police	1.00	-	1.00	1.00
Deputy Police Chief	-	1.00	1.00	-
<i>Subtotal Full Time</i>	<i>2.00</i>	<i>2.50</i>	<i>3.00</i>	<i>0.50</i>
Total FTE	2.00	2.50	3.00	0.50

Police Administration Expenditures:

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Salaries & Benefits	412,948	275,827	275,827	275,827	361,659	85,832	31.1%
Supplies & Services	93,917	210,045	210,045	210,045	210,045	-	0.0%
Interdepartmental Charges	-	-	-	-	-	-	0.0%
Total Expenditures	506,866	485,872	485,872	485,872	571,704	85,832	17.7%

SERVICES DIVISION

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.

Services Position Budget:

Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change from FY 2013-14
Administrative Assistant I	1.00	1.00	1.00	-
Police Captain	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	-
<i>Subtotal Full Time</i>	8.00	7.00	7.00	-
Total FTE	8.00	7.00	7.00	-

Services Expenditures:

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Salaries & Benefits	1,268,128	1,574,431	1,574,431	1,574,431	1,537,813	(36,618)	-2.3%
Supplies & Services	30,619	43,275	43,275	43,275	43,275	-	0.0%
Interdepartmental Charges	-	-	-	-	-	-	0.0%
Total Expenditures	1,298,747	1,617,706	1,617,706	1,617,706	1,581,088	(36,618)	-2.3%

COMMUNICATIONS & RECORDS DIVISION

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.

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 Pacifica and Colma Police Department at night.

Communications & Records Position Budget:

Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change from FY 2013-14
Communications Dispatcher	11.00	14.00	14.00	-
Communications Manager	1.00	-	-	-
Police Communications & Records Manager	1.00	1.00	1.00	-
Police Property/ Evidence Specialist	1.00	1.00	1.00	-
Supervising Police Records Specl.	-	-	1.00	1.00
Police Records Specialist	3.00	3.00	3.00	-
Sr Police Records Specialist	1.00	1.00	-	(1.00)
Supervising Dispatcher	3.00	3.00	3.00	-
Subtotal Full Time	21.00	23.00	23.00	-
Communications Dispatcher	3.00	0.60	0.60	-
Police Property/Evidence Assi	0.48	0.48	0.48	-
Subtotal Part Time/Hourly	3.48	1.08	1.08	-
Total FTE	24.48	24.08	24.08	-

Communications & Records Expenditures:

Expenditure Types	Actual	Adopted	Amended	Projected	Adopted	Change from	Change
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	FY 2014-15	Adopted FY 2013-14	
Salaries & Benefits	2,726,471	2,863,355	2,863,355	2,863,355	2,875,507	12,152	0.4%
Supplies & Services	544,924	478,076	478,076	478,076	478,076	-	0.0%
Interdepartmental Charges	-	-	-	-	-	-	0.0%
Total Expenditures	3,271,396	3,341,431	3,341,431	3,341,431	3,353,583	12,152	0.4%

INVESTIGATIONS DIVISION

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.

Investigations Position Budget:

Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change from FY 2013-14
Police Corporal	6.00	6.00	6.00	-
Police Lieutenant	1.00	1.00	1.00	-
Police Sergeant	1.00	1.00	1.00	-
Sr Police Records Specialist	1.00	1.00	1.00	-
Subtotal Full Time	9.00	9.00	9.00	-
Police Court Liason	0.48	0.48	0.48	-
Subtotal Part Time/Hourly	0.48	0.48	0.48	-
Total FTE	9.48	9.48	9.48	-

Investigations Expenditures:

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Salaries & Benefits	1,621,736	1,793,264	1,810,264	1,810,264	1,747,948	(45,316)	-2.5%
Supplies & Services	30,430	48,180	48,180	48,180	48,180	-	0.0%
Interdepartmental Charges	-	-	-	-	-	-	0.0%
Total Expenditures	1,652,166	1,841,444	1,858,444	1,858,444	1,796,128	(45,316)	-2.5%

PATROL DIVISION

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.

Patrol Position Budget:

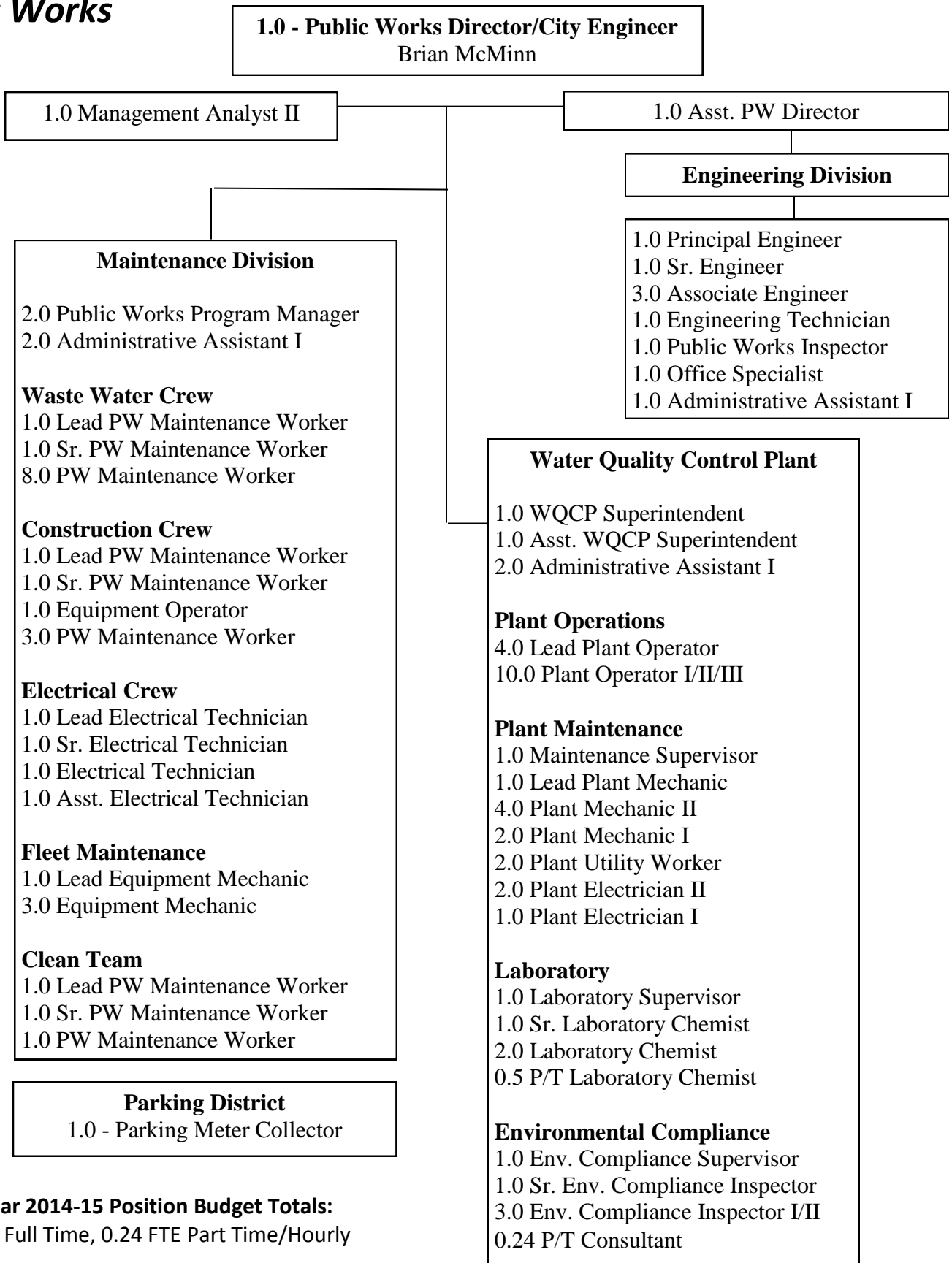
Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change from FY 2013-14
Parking Enforcement Officer	2.00	2.00	2.00	-
Police Captain	1.00	1.00	1.00	-
Police Corporal	8.00	7.00	7.00	-
Police Lieutenant	3.00	3.00	3.00	-
Police Officer	45.00	48.00	48.00	-
Police Sergeant	8.00	9.00	9.00	-
Police Service Technician	4.00	4.00	4.00	-
Subtotal Full Time	71.00	74.00	74.00	-
Police Reserve Officer	1.31	1.31	1.31	-
Subtotal Part Time/Hourly	-	-	1.31	-
Total FTE	73.69	76.69	75.31	-

Patrol Expenditures:

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Salaries & Benefits	13,289,173	13,145,084	13,145,084	13,145,084	13,368,977	223,893	1.7%
Supplies & Services	944,324	424,879	424,879	424,879	424,879	-	0.0%
Capital Outlay	-	-	-	-	-	-	0.0%
Interdepartmental Charges	-	-	-	-	-	-	0.0%
Total Expenditures	14,233,497	13,569,963	13,569,963	13,569,963	13,793,856	223,893	1.6%

Chart 11: Public Works Organization

Public Works



Fiscal Year 2014-15 Position Budget Totals:
83.1 FTE Full Time, 0.24 FTE Part Time/Hourly



MISSION STATEMENT:

To maintain the City’s streets, vehicles, infrastructure, Water Quality Control Plant, and other physical assets to ensure quality of life and public safety involving City infrastructure. Process wastewater, storm water runoff, control debris, and comply with environmental regulations. Participate in the Capital Improvement Program, designing, constructing, and rebuilding City assets, and be ready to assist other departments with their needs.

THE DEPARTMENT SUPPORTS ITS MISSION TO THE CITY THROUGH:

- Responding to service requests and resolving infrastructure maintenance issues as they arise in a timely manner.
- Ensuring the City’s physical assets are in operable condition 24/7.
- Enforcing environmental regulations through the Environmental Compliance program.
- Rehabilitating and improving the City’s infrastructure through the Capital Improvement Program.

ACCOMPLISHMENT/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2013-14:

- Received \$4.7million in grants which will pay for projects to improve pedestrian safety and green sections of El Camino Real.
- Completed 9 CIP projects for a total construction cost of \$1.9 million.
- Completed the first departmental community survey which identified community priorities of the Public Works departmental activities. The results of the survey will be used to as part of a departmental strategic plan and move towards a performance management system.
- Implemented new computerized maintenance management systems with the fleet program and at the Water Quality Control Plant. Both systems provide better ways to manage equipment preventative maintenance and generate work orders efficiently, reducing paperwork and necessity for hardcopy storage.

OBJECTIVES FOR FISCAL YEAR 2014-15:

- Support the City's Downtown Plan replacing key infrastructure along Grand Avenue; including signals, signs, and crosswalk improvements in front of City Hall.
- Begin the South City Shuttle by December 1, 2014. The shuttle will provide critical public transportation access to the South San Francisco Community.
- Development of a strategic plan aligning the Public Works department mission statement to its goals and creating a performance management system.
- Launch a smartphone app in conjunction with Information Technology Department allowing the community to report maintenance issues and request for services. The app will allow the department to be more accessible to the community and will provide follow up information to the caller as work is completed.
- Create a five year CIP that identifies projects and estimated costs over a five year period to be able to effectively use the department's resources to prioritize and complete CIP projects.
- Upgrade parking meters in downtown to accept credit card and phone payments. The upgraded meters will be expandable to take advantage of new technologies as they become available.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2014-15:

None.

PUBLIC WORKS DEPARTMENT SUMMARY

Schedule 22: Public Works Funding Sources and Expenditures

Funding Sources	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
General Fund							
Grading & Other Permits	152,267	158,528	203,247	203,247	150,000	(8,528)	-5.4%
Traffic Signal Maintenance	11,149	5,000	9,510	9,510	7,000	2,000	40.0%
Engineering Insp. Fees	32,850	15,000	15,000	15,000	10,000	(5,000)	-33.3%
Misc. Public Works Fees	-	-	28,031	28,031	5,000	5,000	0.0%
Subtotal Fees	196,266	178,528	255,788	255,788	172,000	(6,528)	0.0%
General Fund	3,468,662	3,798,332	3,980,126	3,980,126	4,027,327	228,995	0.0%
Total General Fund	3,664,928	3,976,860	4,235,914	4,235,914	4,199,327	222,467	5.6%
Other Funds:							
Sewer Fund	26,227,830	25,717,747	29,252,840	29,252,840	26,887,472	1,169,725	4.5%
Storm Water Fund	1,279,949	1,255,000	1,080,000	1,080,000	1,830,000	575,000	45.8%
Fleet Maint. Fund	1,495,557	1,730,000	1,730,000	1,730,000	1,650,000	(80,000)	-4.6%
Total Other Funds	29,003,336	28,702,747	32,062,840	32,062,840	30,367,472	1,664,725	5.8%
Total Funding Sources	32,668,264	32,679,607	36,298,754	36,298,754	34,566,799	1,887,192	5.8%
General Fund							
Expenditure Types							
Salaries & Benefits	2,080,302	2,139,471	2,314,471	2,314,471	2,200,940	61,469	2.9%
Supplies & Services	897,478	1,104,385	1,188,439	1,188,439	1,103,228	(1,157)	-0.1%
Capital Outlay	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Interdepartmental Charges	687,146	733,003	733,003	733,003	895,159	162,156	22.1%
Total General Fund	3,664,928	3,976,860	4,235,914	4,235,914	4,199,327	222,467	5.6%
Other Funds:							
Sewer Fund	26,443,229	23,561,659	33,675,888	33,675,888	25,119,795	1,558,136	6.6%
Storm Water Fund	1,645,072	1,666,275	1,964,737	1,789,737	1,496,911	(169,364)	-10.2%
Fleet Maint. Fund	1,495,382	1,576,848	1,576,848	1,576,848	1,516,175	(60,673)	-3.8%
Total Other Funds	29,583,683	26,804,782	37,217,473	37,042,473	28,132,881	1,328,099	5.0%
Total Expenditures	33,248,611	30,781,642	41,453,387	41,278,387	32,332,208	1,550,566	5.0%

ENGINEERING DIVISION

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.

Engineering Division Position Budget:

Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change from FY 2013-14
Administrative Assistant I	0.70	1.00	1.00	-
Assistant Public Works	0.75	0.75	0.75	-
Director/City Engineer	-	1.00	1.00	-
Associate Civil Engineer	2.00	2.00	2.00	-
Director Of Public Works	0.05	0.05	0.05	-
Engineering Technician	1.00	1.00	1.00	-
Office Specialist	0.20	0.20	0.20	-
Public Works Inspector	1.00	1.00	1.00	-
Sr Civil Engineer	3.00	2.00	2.00	-
Subtotal Full Time	8.70	9.00	9.00	-
Total FTE	8.70	9.00	9.00	-

Engineering Division Expenditures:

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Salaries & Benefits	857,953	729,756	729,756	729,756	717,830	(11,926)	-1.6%
Supplies & Services	80,515	125,435	125,435	125,435	125,435	-	0.0%
Interdepartmental Charges	-	-	-	-	-	-	0.0%
Total Expenditures	938,468	855,191	855,191	855,191	843,265	(11,926)	-1.4%

SEWER MAINTENANCE DIVISION

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.

Sewer Maintenance Position Budget:

Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change from FY 2013-14
Administrative Assistant I	0.40	0.80	0.80	-
Director Of Public Works	0.35	0.35	0.35	-
Lead Public Works Maintenance Worker	1.00	1.00	1.00	-
Management Analyst II	0.40	0.40	0.40	-
Public Works Maintenance Worker	6.70	7.70	6.70	(1.00)
Public Works Program Manager	0.40	0.80	0.80	-
Sr Public Works Maintenance Worker	1.00	1.00	1.00	-
Subtotal Full Time	10.25	12.05	11.05	(1.00)
Total FTE	10.25	12.05	11.05	(1.00)

Sewer Maintenance Expenditures:

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Salaries & Benefits	1,569,127	1,776,074	1,776,074	1,776,074	1,619,234	(156,840)	-8.8%
Supplies & Services	162,564	102,950	117,092	117,092	313,400	210,450	204.4%
Capital Outlay	192,593	25,000	156,491	156,491	-	(25,000)	-100.0%
Interdepartmental Charges	290,534	337,800	337,800	337,800	346,072	8,272	2.4%
Total Expenditures	2,214,818	2,241,824	2,387,458	2,387,458	2,278,706	36,882	1.6%

STREETS MAINTENANCE DIVISION

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.

Streets Maintenance Position Budget:

Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change From FY2013-14
Administrative Assistant I	0.20	0.65	0.65	-
Assistant Electrical Technician	1.00	1.00	1.00	-
Director Of Public Works	0.05	0.05	0.05	-
Electrical Technician	1.00	1.00	1.00	-
Equipment Operator	1.80	1.00	1.00	-
Lead Electrical Technician	1.00	1.00	1.00	-
Lead Public Works Maintenance Worker	-	-	1.00	1.00
Management Analyst II	0.45	0.45	0.45	-
Public Works Maintenance Worker	2.50	2.50	2.50	-
Public Works Program Manager	0.30	0.60	0.60	-
Public Works Supervisor	2.10	0.10	-	(0.10)
Sr Electrical Technician	-	1.00	1.00	-
Sr Public Works Maintenance Worker	2.00	2.00	2.00	-
Sweeper Operator	1.00	1.00	1.00	-
Subtotal Full Time	13.40	12.35	13.25	0.90
Total FTE	13.40	12.35	13.25	0.90

Streets	Maintenance				Expenditures:		
Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Salaries & Benefits	1,089,403	1,409,715	1,584,715	1,584,715	1,483,110	73,395	5.2%
Supplies & Services	752,585	671,950	666,550	666,550	670,793	(1,157)	-0.2%
Debt Service	-	-	-	-	-	-	0.0%
Interdepartmental Charges	-	-	-	-	-	-	0.0%
Total Expenditures	1,841,988	2,081,665	2,251,265	2,251,265	2,153,903	72,238	3.5%

FLEET MAINTENANCE (GARAGE) DIVISION

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.

Fleet Maintenance Position Budget:

Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change From FY2013-14
Administrative Assistant I	0.30	0.35	0.35	-
Director Of Public Works	0.05	0.05	0.05	-
Equipment Mechanic	2.00	3.00	3.00	-
Lead Equipment Mechanic	1.00	1.00	1.00	-
Management Analyst II	0.05	0.05	0.05	-
Public Works Program Manager	0.10	0.20	0.20	-
Subtotal Full Time	3.50	4.65	4.65	-
Total FTE	3.50	4.65	4.65	-

Fleet Maintenance Expenditures:

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Salaries & Benefits	-	-	-	-	-	-	0.0%
Supplies & Services	26	-	-	-	-	-	0.0%
Capital Outlay	-	-	-	-	-	-	0.0%
Interdepartmental Charges	-	-	-	-	-	-	0.0%
Total Expenditures	26	-	-	-	-	-	0.0%

STORM WATER DIVISION

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.

Storm Water Position Budget:

Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change From FY2013-14
Administrative Assistant I	0.10	0.20	0.20	-
Director Of Public Works	0.10	0.10	0.10	-
Environmental Compliance Inspector	1.75	1.75	1.75	-
Environmental Compliance Coordinator	1.00	1.00	1.00	-
Equipment Operator	0.20	-	-	-
Lead Public Works Maintenance Worker	1.00	1.00	1.00	-
Management Analyst II	0.10	0.10	0.10	-
Public Works Maintenance Worker	3.80	3.80	3.80	-
Public Works Program Manager	0.20	0.40	0.40	-
Sr Environmental Compliance Inspector	0.38	0.38	0.38	-
Sweeper Operator	1.00	1.00	1.00	-
<i>Subtotal Full Time</i>	9.63	9.73	9.73	-
Total FTE	9.63	9.73	9.73	-

Storm Water Expenditures:

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Interdepartmental Charges	687,146	733,003	733,003	733,003	895,159	162,156	22.1%
Total Expenditures	687,146	733,003	733,003	733,003	895,159	162,156	22.1%

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.

Water Quality Control Plant Position Budget:

Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change From FY2013-14
Administrative Assistant I	2.00	2.00	2.00	-
Assistant Plant Superintendent	1.00	1.00	1.00	-
Assistant Public Works Director/City Engineer	0.25	0.25	0.25	-
Director Of Public Works	0.40	0.40	0.40	-
Environmental Compliance Inspector	1.25	1.25	1.25	-
Laboratory Supervisor	-	1.00	1.00	-
Laboratory Chemist	2.00	2.00	2.00	-
Lead Plant Mechanic	1.00	1.00	1.00	-
Lead Plant Operator	4.00	4.00	4.00	-
Office Specialist	0.80	0.80	0.80	-
Operator I	1.00	2.00	2.00	-
Plant Electrician I	1.00	1.00	1.00	-
Plant Electrician II	2.00	2.00	2.00	-
Plant Mechanic I	2.00	2.00	2.00	-
Plant Mechanic II	4.00	4.00	4.00	-
Plant Operator II	9.00	8.00	8.00	-
Plant Utility Worker	2.00	2.00	2.00	-
Sr Environmental Compliance Inspector	0.62	0.62	0.62	-
Sr Laboratory Chemist	1.00	1.00	1.00	-
Superintendent Of WQCP	1.00	1.00	1.00	-
WQCP Maintenance Supervisor	1.00	1.00	1.00	-
Subtotal Full Time	37.32	38.32	38.32	-
Consultant	0.24	0.24	0.24	-
Laboratory Chemist	0.50	0.50	0.50	-
Subtotal Part Time/Hourly	0.74	0.74	0.74	-
Total FTE	38.06	39.06	39.06	-

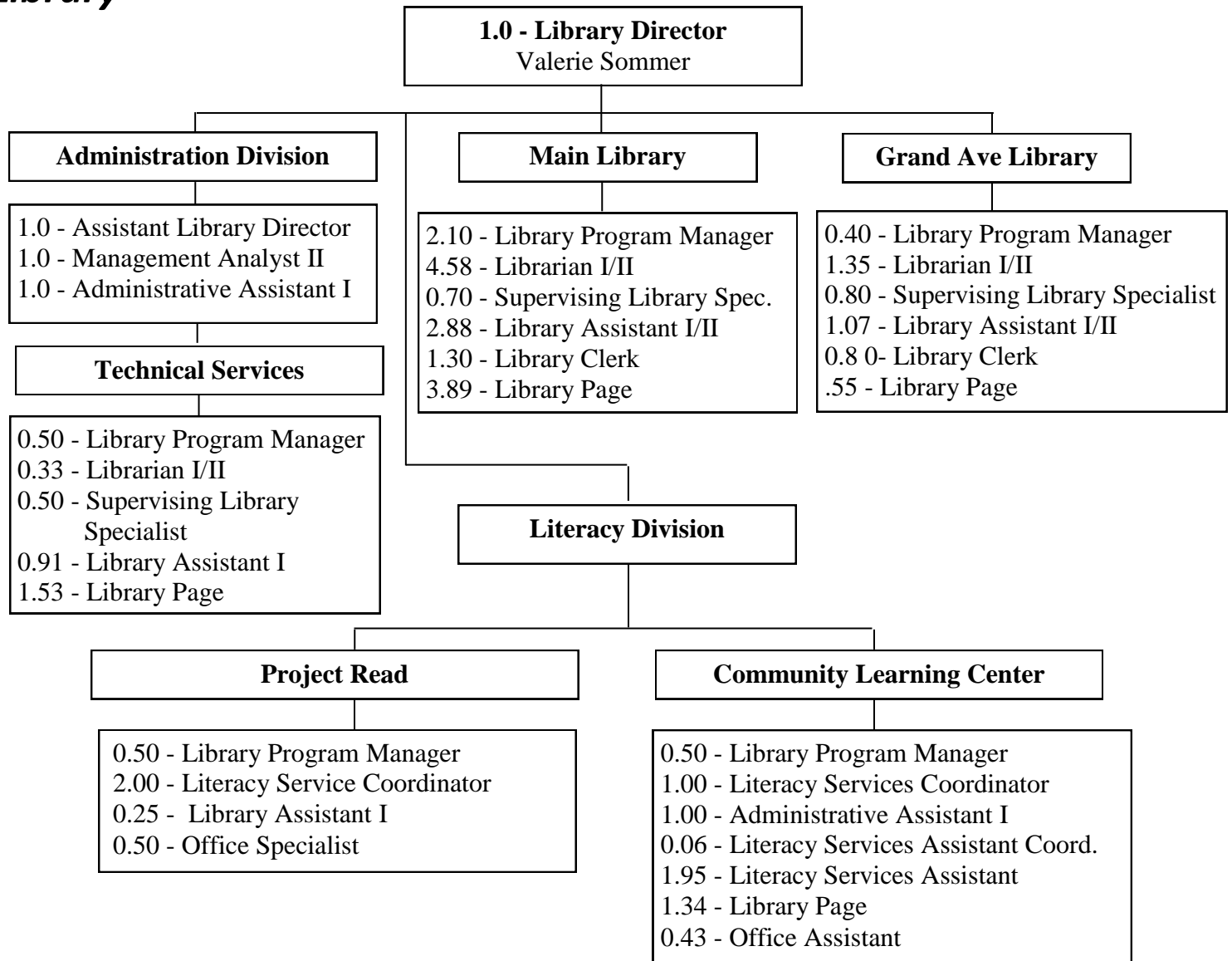
DEPARTMENT PAGES

Water Quality Control Plant Expenditures:

Expenditure Types	Actual	Adopted	Amended	Projected	Adopted	Change	%
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	FY 2014-15	FY 2013-14	Change
Salaries & Benefits	5,213,679	5,716,608	5,716,608	5,716,608	5,849,882	133,274	2.3%
Supplies & Services	5,798,969	6,860,735	6,903,854	6,903,854	7,477,469	616,734	9.0%
Capital Outlay	3,492,096	40,000	40,000	40,000	-	(40,000)	-100.0%
Debt Service	6,307,762	6,614,802	6,614,802	6,614,802	5,711,442	(903,360)	-13.7%
Interdepartmental Charges	1,048,822	1,030,689	1,030,689	1,030,689	1,073,296	42,607	4.1%
Total Expenditures	21,861,328	20,262,835	20,305,954	20,305,954	20,112,089	(150,746)	-0.7%
Total Sewer Fund	24,076,146	22,504,659	22,693,412	22,693,412	22,390,795	(113,864)	-0.5%

Chart 12: Library Organization

Library



Fiscal Year 2014-15 Position Budget Totals: 20.0 FTE Full Time, 15.35 FTE Part Time/Hourly



MISSION STATEMENT:

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.

THE DEPARTMENT SUPPORTS ITS MISSION TO THE CITY THROUGH:

- Instruction, assistance and access to informational, recreational and educational resources via library print, audio visual, electronic and local history collections
- Fast, efficient, customer service-oriented and patron-directed programs and services
- Partnerships with local businesses, agencies, schools and local residents, working together to meet the needs of our community
- Promotion of literacy and lifelong learning through educational programs, classes, learning/discussion activities, and library collections
- Promotion of school success, youth development and the joy of reading through programs and services for children of all ages

ACCOMPLISHMENT HIGHLIGHTS IN FISCAL YEAR 2013-14:

- **Automation:** Completed the Automated Materials Handling (AMH) installation and implementation at the Main Library; Maintained a nearly 95% usage of patron self-checkout; Implemented wireless printing from patron laptops; Upgraded the Library's Broadband connection to 1Gb at the Main and Grand Libraries, providing faster and improved network connectivity for patrons and staff; Enhanced the patron catalog experience through migration to the Bibliocommons interactive platform; rolled out

the mobile app, developed by Boopsie for Libraries, Inc., allowing patrons to access the collection, manage their account and place holds using phones and tablets; added the Enki e-book collection, specializing in non-fiction titles and independent publishers, increasing by thousands the number of digital titles available to patrons; implemented the “Sierra” upgrade to our integrated library system software, providing a modern interface, streamlined workflow and enhanced collection analysis and reporting features.

- **Programming and Community Engagement:** A total of 35,726 people attended library programs in 2013/2014, including: family friendly movies screenings; weekly after school teen programs; financial literacy and job resource programs; and programs focused on health and wellness. The Library also promoted e-book collections and usage through a series of hands-on workshops, participated in the rollout and registrations of the Affordable Care Act; celebrated the Community Learning Center’s (CLC) 15-Year Anniversary, offered STEM programming at the after school homework program, and partnered with the South San Francisco Unified School District and the City’s Department of Parks and Recreation in providing this year’s Parkway Summer Youth Program at the CLC, offering Robotics, Animation, Keyboarding and various sports classes.
- **Social Media (or E-services):** Continued to build the library presence on several social media and mobile sites in order to increase patron interactions outside of library buildings and bring services and information to the public in a format they use daily.
- **Children’s and Family Services :** The federal Library Services and Technology Act (LSTA) Early Learning with Families (ELF) grant provided early literacy interactive toys and furnishings at Grand Avenue Library; staff participated in this year’s World Book Night, distributing free books at local parks; staff partnered with the school district and stepped in as *Principal for a Day* at Martin Elementary School; Measure A funding was secured for PLS libraries to support the 2014/2015 Summer Learning Challenge; participated in county-wide *The Big Lift* planning; began a federally-funded summer snack and lunch program for children at Grand Avenue Branch Library; built the collection tied to Common Core curriculum with a \$5,000 grant from the California State Library; Project Read’s Learning Wheels early literacy outreach van provided story times, science workshops and free books to an annual audience of 6,000 children, parents and care givers; over 100 children received after school homework assistance at the CLC.
- **Grand Avenue Library:** Reopened Grand Avenue Library Fridays and Saturdays in November 2013. Secured \$400,000 in Measure A funding and combined it with \$350,000 in City and donations funds to begin work on upgrading Grand Avenue Branch Library into an exciting, family- and technology friendly “destination” library.
- **Library Support Services:** Library staff in all divisions secured approximately \$400,000 in grant funding in fiscal year 2013/2014 to provide programming to meet the needs of the local community. In addition, the Friends of the Library provided \$8,000 in support of programs and services. The library collection contains 185,482 books and audio visual materials, and the Technical Services Division processed 13,054

items this year. There were approximately 686,500 items checked out of the library in fiscal year 2013/2014.

- **Volunteer hours:** Community volunteers donated the equivalent in hours of 8.9 FTE (full-time equivalent) staff members, or 18,478 hours of service to Library programs.

OBJECTIVES FOR FISCAL YEAR 2014-15:

- **Automation:** Complete AMH project by expansion of the materials sorters; survey and upgrade if necessary the AT&T broadband lines coming in to Grand Avenue Library in order to expand computer and wireless services in the Branch; by implementing Sierra's Acquisitions module this year, we will be able to make new items available to patrons sooner through streamlined ordering and cataloging functions.
- **E-services:** Continue to maximize and promote e-services; evaluate for potential acquisition a number of new e-services products this year, focusing on those that offer digital music, movies and magazines; enhance social media connections; customize the Library's new e-newsletter.
- **Programming:** Implement the *We Love Reading* LSTA grant-funded program aligned with Common Core curricula for children in grades one through five at CLC after school programs; expand the IRS/United Way-funded Volunteer Income Tax Assistance (VITA) program to the CLC; successfully complete the first year of Grand Avenue Library's Summer Learning Camp and Summer Lunch programs; register and engage almost 200% more children than last fiscal year in the Summer Reading Challenge; enhance early literacy story times to promote benefits, tips and techniques to assist parents in building early literacy skills in their children; continue to build Library program audiences by offering a wide diversity of informational, educational and recreational programs, from author visits, to computer software classes to cooking demonstrations and more.
- **Facilities:** Plan and/or implement several high profile capital projects, including the Grand Avenue Library Renovation, the Main Library Auditorium Upgrade, and the PUC development plan in collaboration with City Departments, including Finance, Parks and Recreation, Economic and Community Development, and Public Works.
- **Partnerships:** Strengthen partnership with SSFUSD through The Big Lift initiative and the ASES renewal application; partner with SMC, local residents and businesses on The Big Lift Little Libraries installations; strengthen our partnership with the YMCA and Revolution Foods through Summer Learning Camp and Free Snack and Lunch programs collaboration; participate on the North San Mateo County Collaborative Action Team (CAT) in the design and implementation of AB86 adult education restructuring plan.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2014-15:

Continue to direct resources to support increases and enhancements in library marketing, outreach, e-services, programs and collections; plan and implement the Grand Avenue Branch Library Renovation project; upgrade library infrastructure, including Grand Library connectivity and Main Library auditorium equipment and furnishings.

LIBRARY DEPARTMENT SUMMARY

Schedule 23: Library Funding Sources & Expenditures

Funding Sources	Actual	Adopted	Amended	Projected	Adopted	Change	%
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	FY 2014-15	from Adopted FY 2013-14	Change
Calif. Library Grant	-	30,000	50,063	50,063	50,000	20,000	0.0%
Calif. Library Foundation	-	100,000	161,305	161,305	116,000	16,000	16.0%
Local Library Grant	45,387	20,000	20,000	20,000	20,000	-	0.0%
Library Foundation	16,000	6,000	6,000	6,000	-	(6,000)	-100.0%
County Library Grant	8,975	110,000	110,000	110,000	78,000	(32,000)	-29.1%
Library Misc. Revenue	78,001	75,000	75,000	75,000	68,000	(7,000)	-9.3%
Subtotal Fees	148,363	341,000	422,368	422,368	332,000	(9,000)	-2.6%
General Fund	3,964,206	4,078,241	3,965,109	3,965,109	4,074,354	(3,887)	-0.1%
Total Funding Sources	4,112,569	4,419,241	4,387,477	4,387,477	4,406,354	(12,887)	-0.3%
Expenditure Types							
Salaries & Benefits	3,012,641	3,295,982	3,139,982	3,139,982	3,282,090	(13,892)	-0.4%
Supplies & Services	736,653	708,112	832,348	832,348	708,376	264	0.0%
Capital Outlay	-	65,000	65,000	65,000	-	(65,000)	-100.0%
Interdepartmental Charge:	363,275	350,147	350,147	350,147	415,887	65,740	18.8%
Total Expenditures	4,112,569	4,419,241	4,387,477	4,387,477	4,406,354	(12,887)	-0.3%

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.

Library Administration Position Budget:

Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change from FY 2013-14
Administrative Assistant I	1.00	1.00	1.00	-
Assistant Library Director	0.80	0.80	0.80	-
Librarian II	0.25	0.25	0.20	-
Library Assistant 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 II	1.00	1.00	1.00	-
<i>Subtotal Full Time</i>	<i>5.23</i>	<i>5.23</i>	<i>5.18</i>	<i>-</i>
Librarian I	0.13	0.13	0.13	-
Office Specialist	-	0.50	0.50	-
Library Assistant I	0.93	1.25	1.25	-
Library Page	1.53	1.53	1.53	-
<i>Subtotal Part Time/Hourly</i>	<i>2.59</i>	<i>3.41</i>	<i>3.41</i>	<i>-</i>
Total FTE	7.82	8.64	8.59	-

Library Administration Expenditures:

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Salaries & Benefits	826,136	939,101	789,101	789,101	875,578	(63,523)	-6.8%
Supplies & Services	425,718	404,722	459,185	459,185	388,122	(16,600)	-4.1%
Capital Outlay	-	65,000	65,000	65,000	-	(65,000)	-100.0%
Interdepartmental Charge:	-	-	-	-	-	-	0.0%
Total Expenditures	1,251,854	1,408,823	1,313,286	1,313,286	1,263,700	(145,123)	-10.3%

MAIN LIBRARY DIVISION

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.

Main Library Position Budget:

Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change from FY 2013-14
Assistant Library Director	0.20	0.20	0.20	-
Supervising Library Specialist	-	-	1.00	1.00
Librarian II	2.75	3.75	3.00	-
Library Assistant II	1.62	0.62	0.62	-
Library Program Manager	3.40	2.40	2.40	-
<i>Subtotal Full Time</i>	7.97	6.97	7.22	1.00
Librarian I	1.13	1.13	1.13	-
Librarian II	0.20	1.00	1.00	-
Library Assistant I	1.75	2.75	2.75	-
Library Assistant II	0.20	-	-	-
Library Clerk	0.51	0.90	0.90	-
Library Page	3.64	3.64	3.64	-
<i>Subtotal Part Time/Hourly</i>	7.43	9.42	9.42	-
Total FTE	15.40	17.39	16.64	1.00

Main Library Expenditures:

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Salaries & Benefits	1,103,957	1,197,659	1,157,659	1,157,659	1,471,032	273,373	22.8%
Supplies & Services	185,708	212,217	222,217	222,217	222,917	10,700	5.0%
Interdepartmental Charge:	-	-	-	-	-	-	0.0%
Total Expenditures	1,289,665	1,409,876	1,379,876	1,379,876	1,693,949	284,073	20.1%

GRAND AVENUE LIBRARY DIVISION

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.

Grand Avenue Library Position Budget:

Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change from FY 2013-14
Librarian I	-	2.00	-	(2.00)
Librarian II	-	0.50	0.80	0.30
Library Program Manager	0.80	0.80	0.80	-
Supervising Library Specialist	-	-	1.00	1.00
<i>Subtotal Full Time</i>	<i>0.80</i>	<i>2.80</i>	<i>2.60</i>	<i>(1.00)</i>
Library Assistant I	0.10	0.10	0.10	-
Library Assistant II	0.30	-	-	-
Library Clerk	0.80	1.20	1.20	-
Library Page	0.30	0.80	0.80	-
Local History Specialist	0.05	-	-	-
<i>Subtotal Part Time/Hourly</i>	<i>1.55</i>	<i>2.10</i>	<i>2.10</i>	<i>-</i>
Total FTE	2.35	4.90	4.70	(1.00)

Grand Avenue Library Expenditures:

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Salaries & Benefits	223,206	385,517	375,517	375,517	163,526	(221,991)	-57.6%
Supplies & Services	40,502	49,740	51,145	51,145	54,740	5,000	10.1%
Interdepartmental Charge:	-	-	-	-	-	-	0.0%
Total Expenditures	263,708	435,257	426,661	426,661	218,266	(216,991)	-49.9%

LITERACY DIVISION

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 citizen's 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.

Literacy Position Budget:

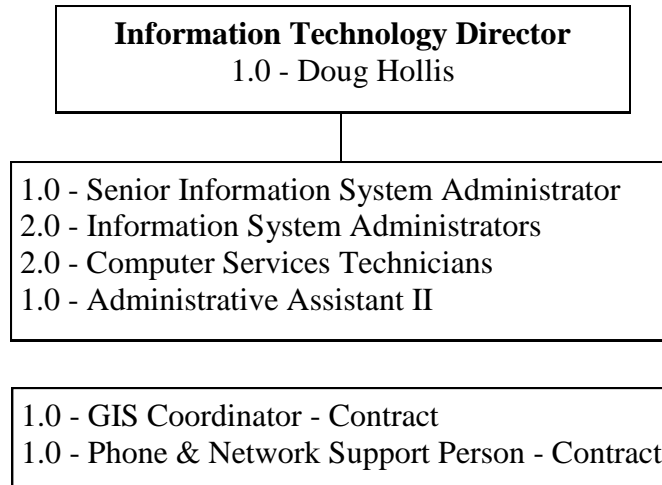
Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change from FY 2013-14
Administrative Assistant I	2.00	1.00	1.00	-
Literacy Program Manager	2.00	-	-	-
Literacy Services Coordinator	2.00	3.00	3.00	-
Subtotal Full Time	6.00	4.00	4.00	-
Library Page	1.34	1.34	1.34	-
Literacy Services Assistant C	0.06	0.06	0.06	-
Literacy Services Assistant I	1.95	1.95	1.95	-
Office Assistant	0.43	0.43	0.43	-
Subtotal Part Time/Hourly	3.78	3.78	3.78	-
Total FTE	9.78	7.73	7.78	-

Literacy Expenditures:

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Salaries & Benefits	525,681	647,337	637,337	637,337	645,762	(1,575)	-0.2%
Supplies & Services	9,821	15,933	18,201	18,201	17,097	1,164	7.3%
Interdepartmental Charges:	-	-	-	-	-	-	0.0%
Total Expenditures	535,502	663,270	655,538	655,538	662,859	(411)	-0.1%

Information Technology

Chart 13: Information Technology Organization



Fiscal Year 2014-15 Position Budget Totals: 7.0 FTE Full Time



MISSION STATEMENT:

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 various, common software; to assist departments in planning for their particular unique technology needs.

THE DEPARTMENT SUPPORTS ITS MISSION TO THE CITY THROUGH:

- Training city staff on use of software
- Upgrading software applications to keep current
- Network security
- Using technology to advance the business
- Maintaining the backup of data and systems

ACCOMPLISHMENT/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2013-14:

- Replaced and upgraded all police department PCs
- Upgraded Microsoft XP PCs to new operating system.
- Created public Wi-Fi hotspots at MSB, Joe Fernekes Building, City Hall and CLC.
- Upgraded network segments to 10 gigs.
- Replaced spam filter to reduce costs.
- Helped upgrade Hillsborough phone system to VOIP.
- Major High Line payroll system upgrade.
- Installed Airwatch security on all mobile devices (iPhones & iPads).

OBJECTIVES FOR FISCAL YEAR 2014-15:

- Redesign the look and functionality of the city web site. Evaluate the navigation and focus of the site.
- Replace the city council broadcasting equipment consisting of new cameras, public education & government channel equipment and digital storage.
- Consider and evaluate expanding the city “free public Wi-Fi” to new areas of the city.
- City IT staff will start taking over the police department PC support. This is the first phase of IT supporting the police department.
- Start training IT staff in network design and daily support of the city network. This will require class time and hands-on time on the network.
- Help the public works department install "SeeClickFix" for a pilot program in their department. This customer relationship management (CRM) software will provide the public and staff the ability to report trouble spots.
- Hire a phone consultant to evaluate the needs and cost estimates to replace the existing phone system. Based on the evaluation and ROI, we can better understand the job of installing a voice over internet protocol (VOIP) modern phone system.
- Expand online services for the public by working with other departments who want to take advantage of it.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2014-15:

- Created a new Information System Administrator position to help support the police department.
- Created Senior Information System Administrator position from an existing Information System Administrator position.
- Hiring a consultant to evaluate our phone and network for a new voice over internet protocol (VOIP) phone system.
- Budget was increased by \$125,000 for increased software costs.
- Budgeted for the purchase of a new IT van.
-

INFORMATION TECHNOLOGY DEPARTMENT SUMMARY

Information Technology Position Budget:

Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change from FY 2013-14
Administrative Assistant II	1.00	1.00	1.00	-
Computer Services Technician	2.00	2.00	2.00	-
Director Of Information Technology	1.00	1.00	1.00	-
Sr Information Systems Administra	-	-	1.00	1.00
Information Systems Administrator	2.00	2.00	2.00	-
Subtotal Full Time	6.00	6.00	7.00	1.00
Total FTE	6.00	6.00	7.00	-

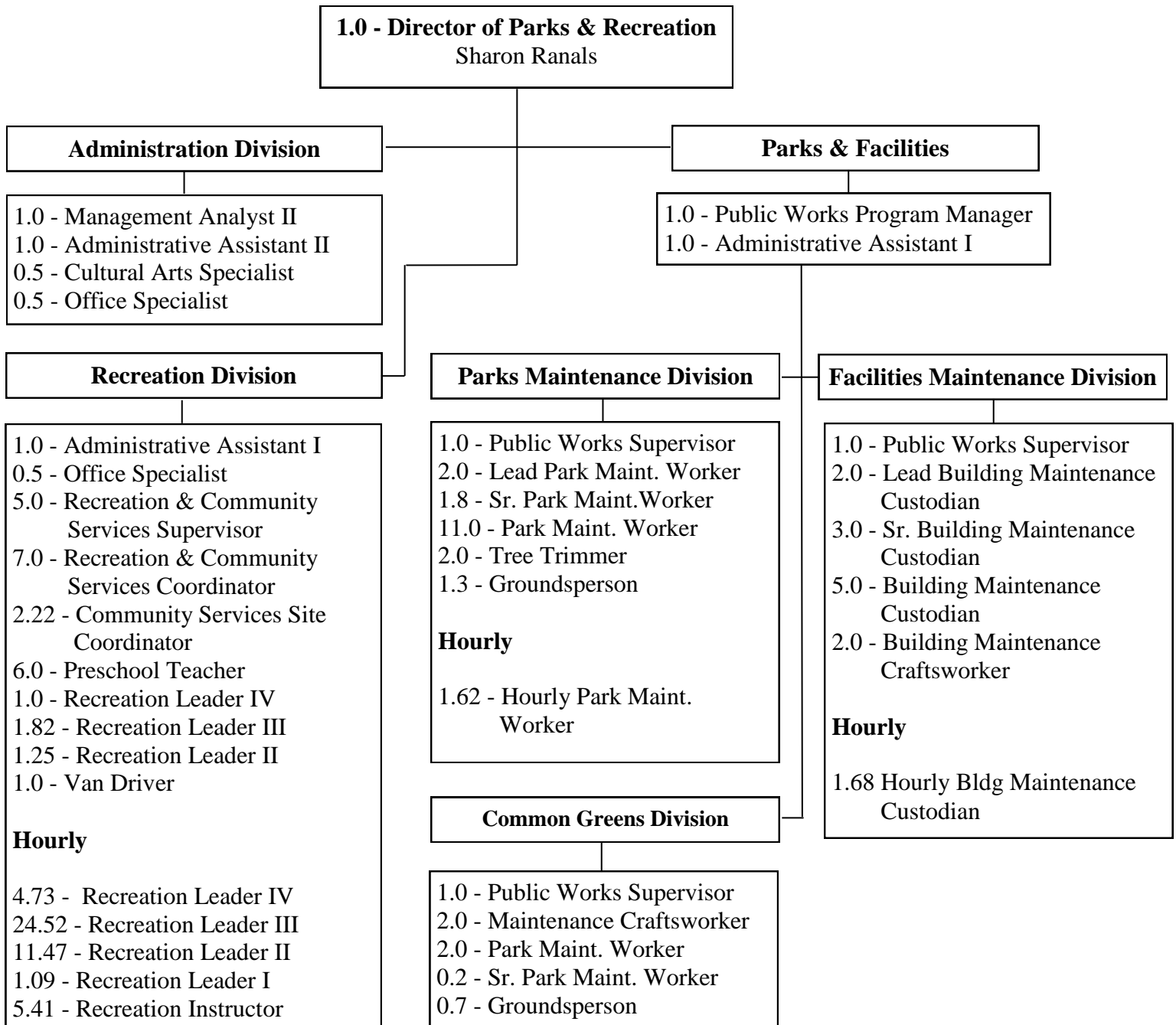
Schedule 24: Information Technology Funding Sources and Expenditures

Funding Source: Information Technology Fund

Funding Sources	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013- 14	% Change
Charges for Services	1,589,473	1,658,370	1,658,370	1,658,370	1,982,117	323,747	19.5%
Use of Money & Property	4,202	14,000	14,000	14,000	14,000	-	0.0%
Charges to Other Agencies	242,921	50,000	50,000	50,000	40,000	(10,000)	-20.0%
Transfers In	51,850	200,000	200,000	200,000	-	(200,000)	-100.0%
Subtotal Revenues	1,888,446	1,922,370	1,922,370	1,922,370	2,036,117	113,747	5.9%
Fund Balance	140,206	(22,997)	251,023	251,023	(46,509)	(23,512)	102.2%
Total Funding Sources	2,028,652	1,899,373	2,173,393	2,173,393	1,989,608	90,235	4.8%
Expenditure Types							
Salaries & Benefits	945,680	983,373	983,373	983,373	1,140,974	157,601	16.0%
Supplies & Services	1,076,151	911,582	1,185,601	1,185,601	842,082	(69,500)	-7.6%
Interdepartmental Charges	4,721	4,418	4,418	4,418	6,552	2,134	48.3%
Misc. Expenditures	2,100	-	-	-	-	-	0.0%
Total Expenditures	2,028,652	1,899,373	2,173,393	2,173,393	1,989,608	90,235	4.8%

Parks & Recreation

Chart 14: Parks & Recreation Organization



Fiscal Year 2012-13 Position Budget Totals: 60.90 FTE Full Time, 50.76 FTE Part Time/Hourly
 0.15 FTE Parks Maintenance Worker funded by the Storm Water Fund. 1.0 Parks Maintenance Worker, 0.15 FTE Lead Parks Maintenance Worker funded by the Sewer Fund.



Mission Statement:

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 parks and recreation services in a timely, efficient, and cost-effective manner.

The Department supports its mission to the City through:

- Creating and sustaining parks and open spaces that are safe, clean, and green;
- Managing and maintaining public buildings that are functional, attractive, and efficient;
- Sponsoring recreation and enrichment programs that meet community needs and enhance the quality of life for the participants.

Accomplishment/Initiative Highlights in Fiscal Year 2013-14:

- Executed the Department’s staffing plan with the addition of Parks Manager and Management Analyst II positions, recruitment of three supervisor-level positions, one new full-time coordinator, and hired additional maintenance staff;
- Completed improvements including plastering the pool basin and installation of new water filtration systems at the Orange Park Pool, and enhancements of the Bob Brian Baseball Field to benefit league play and city programs;
- Actively participated in creating the Americans with Disabilities Act Transition Plan to identify and establish strategies for correcting physical and programmatic barriers in public facilities and public programs;
- Contracted with landscape architecture firm Gates and Associates to create a comprehensive Parks and Recreation Master Plan, and hosted successful community outreach events to solicit public feedback.

Objectives for Fiscal Year 2014-15:

- Complete the Parks and Recreation Master Plan, and develop a roadmap for improved and prioritized service delivery;
- Implement the Parks and Recreation Department's Minor Maintenance Program and Capital Improvement Program;
- Expand the Department's Before and After School Program at Monte Verde Elementary School and Ponderosa Elementary School, and create an additional licensed pre-school site at the Community Learning Center;
- Initiate the city-wide parks and facilities assessment to evaluate sites and develop a plan to address deferred maintenance needs;
- Increase promotion of Parks and Recreation events by way of social media, press releases, and other media;
- Encourage staff development and build a more cohesive team environment.

Budget highlights for Fiscal Year 2014-15:

The 2014-15 operating budget makes strides toward meeting community programming demand and restoring maintenance operations. Parks and Facilities Maintenance Divisions were budgeted an additional \$300,000 to address deferred maintenance through the Minor Maintenance Program. Additionally, \$2.5 million in new appropriations were approved in the Capital Improvement Program for parks and public facilities projects. Parks and facilities assessments were authorized in order to identify, and develop a phased and prioritized plan to address maintenance needs, which will provide a framework for future project requests.

Additional funding was granted for expansion of the Before and After School Programs at Ponderosa Elementary School and Ponderosa Elementary School, and expansion of Full of Fun Camp, a summer program for young people with disabilities. The Department received additional funding to create a new licensed pre-school site at the Community Learning Center to meet growing demand, and hire an additional full-time preschool teacher.

PARKS & RECREATION DEPARTMENT SUMMARY

Schedule 25: Parks & Recreation Funding Sources & Expenditures

Funding Sources	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	from Adopted FY 2013-14	% Change
General Fund							
Picnic/Facility Rental Fees	413,267	392,000	392,000	392,000	392,000	-	0.0%
Playground Programs	4,825	-	-	-	-	-	0.0%
Aquatics Programs	391,248	383,500	383,500	383,500	383,500	-	0.0%
Swim Team	5,000	5,000	5,000	5,000	5,000	-	0.0%
Sports	168,835	57,142	57,142	57,142	57,142	-	0.0%
Special Classes/Events	583,761	497,500	497,500	497,500	497,500	-	0.0%
Child Care Programs	1,707,631	1,764,400	1,764,400	1,764,400	1,950,600	186,200	10.6%
Adult Day Care	137,473	126,000	126,000	126,000	126,000	-	0.0%
Community Gardens	1,985	2,000	2,000	2,000	2,000	-	0.0%
Senior Program Fees	18,286	16,100	16,100	16,100	16,100	-	0.0%
Co-Sponsorship Fees	2,050	250	250	250	250	-	0.0%
Artist Studio Rentals	-	120,000	120,000	120,000	46,000	(74,000)	-61.7%
Subtotal Fees	3,434,360	3,363,892	3,363,892	3,363,892	3,476,092	112,200	3.3%
General Fund	7,493,062	8,085,516	8,350,295	8,350,295	8,669,901	584,385	7.2%
Total General Fund	10,927,422	11,449,408	11,714,187	11,714,187	12,145,993	696,585	6.1%
Other Funds:							
Common Greens Fund	1,628,491	1,535,990	1,757,477	1,757,477	1,674,270	138,280	9.0%
Total Funding Sources	12,555,913	12,985,398	13,471,664	13,471,664	13,820,263	834,865	6.4%
Expenditure Types							
General Fund							
Salaries & Benefits	7,709,422	7,859,149	7,948,249	7,948,249	8,279,383	420,234	5.3%
Supplies & Services	2,581,800	2,900,934	3,076,613	3,076,613	3,155,714	254,780	8.8%
Capital Outlay	-	-	-	-	-	-	0.0%
Interdepartmental Charges	636,199	689,324	689,324	689,324	710,897	21,573	3.1%
Total General Fund	10,927,422	11,449,408	11,714,187	11,714,187	12,145,993	696,585	6.1%
Other Funds:							
Common Greens Fund	1,628,491	1,535,990	1,757,477	1,757,477	1,674,270	138,280	9.0%
Total Expenditures	12,555,913	12,985,398	13,471,664	13,471,664	13,820,263	834,865	6.4%

PARKS & RECREATION ADMINISTRATION DIVISION

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.

Parks & Recreation Administration Position Budget:

Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change from FY 2013-14
Administrative Assistant II	1.00	1.00	1.00	-
Management Analyst II	-	1.00	1.00	-
Director Of Parks & Recreation	0.75	0.75	0.75	-
Subtotal Full Time	1.75	2.75	2.75	-
Cultural Arts Specialist	0.50	0.50	0.50	-
Subtotal Part Time/Hourly	0.50	0.50	0.50	-
Total FTE	2.25	3.25	3.25	-

Parks & Recreation Administration Expenditures:

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Salaries & Benefits	576,084	635,612	635,612	635,612	643,289	7,677	1.2%
Supplies & Services	125,165	317,373	317,373	317,373	167,373	(150,000)	-47.3%
Interdepartmental Charges	-	-	-	-	-	-	0.0%
Total Expenditures	701,249	952,985	952,985	952,985	810,662	(142,323)	-14.9%

RECREATION DIVISION

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.

DEPARTMENT PAGES

Recreation Position Budget:

Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change from FY 2013-14
Community Services Site Coordinator	1.00	1.00	1.00	-
Office Specialist	1.00	1.00	-	(1.00)
Administrative Assistant I	-	-	1.00	1.00
Preschool Teacher	5.00	5.00	6.00	1.00
Recreation & Community Svcs Coordinator	6.00	7.00	7.00	-
Recreation & Community Svcs Supervisor	5.00	5.00	5.00	-
Recreation Leader IV	1.00	1.00	1.00	-
Van Driver	1.00	1.00	1.00	-
Subtotal Full Time	20.00	21.00	22.00	1.00
Community Services Site Coordinator	1.97	1.22	1.22	-
Office Assistant	-	1.00	1.00	-
Recreation Instructor	5.41	5.41	5.41	-
Recreation Leader I	1.09	1.09	1.09	-
Recreation Leader II	12.72	12.72	12.72	-
Recreation Leader III	23.34	23.34	26.34	3.00
Recreation Leader IV	4.73	4.73	4.73	-
Subtotal Part Time/Hourly	47.29	49.51	52.51	3.00
Total FTE	67.29	70.51	74.51	4.00

Recreation Expenditures:

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Salaries & Benefits	3,979,139	3,803,519	3,803,519	3,803,519	3,946,084	142,565	3.7%
Supplies & Services	396,639	461,074	490,353	490,353	464,907	3,833	0.8%
Interdepartmental Charges	-	-	-	-	-	-	0.0%
Total Expenditures	4,375,778	4,264,593	4,293,872	4,293,872	4,410,991	146,398	3.4%

PARKS MAINTENANCE DIVISION

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 include mowing, irrigation, trimming, fertilizing, painting, cutting, and restroom services.

Parks Maintenance Division Position Budget:

Position Title	Amended	Amended	Adopted	Change
	FY 2012-13	FY 2013-14	FY 2014-15	from FY 2013-14
Administrative Assistant I	0.25	0.25	0.25	-
Director Of Parks & Recreation	0.15	0.15	0.15	-
Public Work Program Mgr	-	1.00	1.00	-
Groundsperson	1.30	1.30	1.30	-
Lead Park Maintenance Worker	1.00	2.00	2.00	-
Park Maintenance Worker	14.00	13.00	12.00	(1.00)
Public Works Supervisor	1.50	1.00	1.00	-
Sr Park Maintenance Worker	1.90	1.90	2.90	1.00
Superintendent Of Parks & Facilities	0.10	-	-	-
Tree Trimmer	2.00	2.00	2.00	-
Subtotal Full Time	22.20	22.60	22.60	-
Total FTE	22.20	22.60	22.60	-

Parks Maintenance Expenditure Budget:

Expenditure Types	Actual	Adopted	Amended	Projected	Adopted	Change	Change from Adopted FY 2013-14
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	FY 2014-15	FY 2013-14	
Salaries & Benefits	1,803,930	2,014,654	2,014,654	2,014,654	2,275,513	260,859	12.9%
Supplies & Services	965,277	1,191,790	1,173,190	1,173,190	1,234,248	42,458	3.6%
Capital Outlay	-	-	-	-	-	-	0.0%
Interdepartmental Charges	-	-	-	-	-	-	0.0%
Total Expenditures	2,769,206	3,206,444	3,187,844	3,187,844	3,509,761	303,317	9.5%

FACILITIES MAINTENANCE DIVISION

The Facilities 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.

Facilities Position Budget:

Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change from FY 2013-14
Administrative Assistant I	0.34	0.34	0.34	-
Building Maintenance Craftsworker	2.00	2.00	2.00	-
Building Maintenance Custodian	5.00	5.00	5.00	-
Director Of Parks & Recreation	0.10	0.10	0.10	-
Lead Building Maintenance Custodian	2.00	2.00	2.00	-
Public Works Supervisor	1.00	1.00	1.00	-
Sr Building Maintenance Custodian	2.00	3.00	3.00	-
Sr Civil Engineer	0.10	-	-	-
Superintendent Of Parks & Facilities	0.10	-	-	-
Subtotal Full Time	12.64	13.44	13.44	-
Building Maintenance Custodian	-	1.68	1.68	-
Subtotal Part Time/Hourly	-	1.68	1.68	-
Total FTE	12.64	15.12	15.12	-

Facilities Expenditures:

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Salaries & Benefits	1,319,384	1,405,364	1,405,364	1,405,364	1,414,497	9,133	0.6%
Supplies & Services	843,073	930,697	1,007,497	1,007,497	989,186	58,489	6.3%
Interdepartmental Charges	-	-	-	-	-	-	0.0%
Total Expenditures	2,162,457	2,336,061	2,412,861	2,412,861	2,403,683	67,622	2.9%

COMMON GREENS DIVISION

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 responds to customer service requests.

Common Greens Position Budget:

Position Title	Amended FY 2012-13	Amended FY 2013-14	Adopted FY 2014-15	Change from FY 2013-14
Administrative Assistant I	0.41	0.41	0.41	-
Administrative Assistant II	0.05	-	-	-
Groundsperson	0.70	0.70	0.70	-
Maintenance Craftworker	2.00	2.00	2.00	-
Park Maintenance Worker	2.00	2.00	1.62	-
Public Works Supervisor	0.90	0.90	1.00	0.10
Sr Civil Engineer	0.25	-	-	-
Sr Park Maintenance Worker	0.10	0.10	0.10	-
Superintendent Of Parks & Facilities	0.80	-	-	-
Superintendent Of Public Works	0.25	-	-	-
Subtotal Full Time	7.46	6.11	5.83	0.10
Total FTE	8.16	6.81	5.83	0.10

Common Greens Expenditures:

Expenditure Types	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Salaries & Benefits	693,597	698,194	698,194	698,194	720,583	-	0.0%
Supplies & Services	420,997	529,443	529,443	529,443	555,333	-	0.0%
Interdepartmental Charges	305,896	308,354	308,354	308,354	308,354	-	0.0%
Transfers Out	208,001	-	221,486	221,486	90,000	-	0.0%
Total Expenditures	1,628,491	1,535,990	1,757,477	1,757,477	1,674,270	138,280	9.0%

DEBT OBLIGATIONS

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Debt Service Obligations

As of July 1, 2014 the City will hold \$55.3 million of debt outstanding. The City has no formal debt policy. Debt service is backed through revenue proceeds either through tax increment dollars from the Redevelopment Agency or sewer usage charges from the Sewer Enterprise fund.

Schedule 26: Legal Debt Limit

Assessed Valuation [1]	14,811,520,910
Bonded Debt Limit (3.75% of assessed value)	555,432,034
Less Debt Subject to Limit	-
Legal Bonded Debt Limit	555,432,034

[1] Source: San Mateo County Assessor Office FY 2014-15 Combined Roll

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.

DEBT OBLIGATIONS

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. **1999, 2004, 2008 State Water Resources Control Board Loans** - \$77,999,366, 2.4% to 3.0% due 8/1/22, 4/30/26, 7/15/28. 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. \$47.6 million of principal outstanding.
2. **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. \$4.4 million of principal outstanding.

DEBT OBLIGATIONS

3. **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. \$2.14 million of principal outstanding.

Tax Allocation Revenue Bonds Series 2006A - \$70,675,000, 3.75% to 5.13%, due 9/1/35. These bonds will be called on the first called date in September 2017. The Successor Agency will continue to pay the annual debt service on the bonds until the first call date.

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 to pay for these over time rather than using upfront cash. The purchases tend to be Fire trucks, ambulances, and Public Works vehicles and equipment. Below is a list of the vehicles and equipment lease-purchased with remaining balances in the past four fiscal years. The capital lease payments are made by the General Fund.

1. **2008 Two Fire Trucks** – Projected balance \$450,506, due 7/16/18.
2. **2011 Two Fire Trucks** – Projected balance \$776,718, due 12/31/20.
3. **2011 Two Ambulances** – Projected balance \$297,341, due 12/20/17.
4. **2013 Two Fire Trucks** – Projected balance \$1,174,774, due 5/23/23.
5. **2014 Sweeper** – Projected balance \$632,935, due 10/17/18.

DEBT OBLIGATIONS

GOVERNMENTAL FUNDS

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Governmental Funds Overview

The Governmental Funds are designated for revenues and expenses that are classified as government type activities. These activities, which are financed primarily through taxes, provide infrastructure improvements including housing rehabilitation, traffic improvements, land improvements, park facilities and public facilities improvements including municipal buildings. The General Fund is the main Governmental Fund, which was presented separately.

CAPITAL IMPROVEMENT FUND

The Capital Improvement fund is the holding place for many CIP project expenditures. The revenues backfill expenditures and come from transfers from other funds and grants.

CITY HOUSING FUND

Up until Redevelopment Agencies were abolished in FY 2011-12 by the State of California under AB 26, the City set aside 20% of Redevelopment property taxes to fund the provision of new affordable housing units, as well as the operation and maintenance of housing stock that the Redevelopment Agency had already funded. That fund was formerly called the Low/Moderate Income Housing Fund. With its source of funding (20% of Redevelopment property tax dollars) thus abolished, the City Council voted to take on the operations of the former housing units by becoming the Successor Housing Agency to the Low/Moderate Income Housing Fund. The City Housing Fund is funded primarily from the rental revenues received by the City for those occupied housing units. Any shortfall between the rents received and the operations and maintenance costs of those housing units are funded by either one time grants or by the General Fund.

COMMON GREENS MAINTENANCE DISTRICT FUNDS

There are four Common Greens Maintenance Districts within the City: West Park 1&2, West Park 3, Stonegate Ridge, and Willow Gardens. The areas cover approximately 2600 residential parcels. The funding for these maintenance districts comes from a portion of 1% Property Tax on the assessed value paid by the parcel owners. The property tax that funds these maintenance districts is diverted from the City's portion of property taxes that would otherwise go to the General Fund.

The revenue from the property tax provides for sidewalk, parks and tree maintenance within each of the maintenance districts. Some CIP projects within the maintenance districts are funded through these funds.

COMMUNITY DEVELOPMENT BLOCK GRANT

The Community Development Block Grant (CDBG) is a federally funded program out of the Department of Housing and Urban Development (HUD). This program supports the improvement of housing, commercial facilities and provides grants to local nonprofit agencies.

CONSOLIDATED GRANT FUNDS

This fund summary covers the following special revenue grant funds:

Aircraft Noise Installation Program: This fund received grant funds from the Federal government to install new windows in homes under the flight path of planes at San Francisco International Airport. The grant funds have been received.

CONSOLIDATED IMPACT FEE FUNDS

This fund summary covers the following special revenue impact fee funds:

East of 101 Traffic Impact Fees: These are developer paid fees that are used to fund traffic improvement projects East of 101.

Child Care Impact Fees: These are developer paid fees that are used to build child care facilities in the City.

Oyster Point Interchange Impact Fees: These are developer paid fees used for the 101 and Oyster Point Boulevard interchange project.

EAST OF 101 SEWER IMPACT FEE FUND

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 improvements to support that development. The fee is charged to new development located East of 101.

GAS TAX FUND

Gas Tax is the City portion of the state tax on gas purchases. The funding is distributed by the State of California and is used for street and related improvements.

MEASURE A ½ CENT SALES TAX FUND

Measure A is a voter approved ½ cent sales tax in San Mateo County. The measure was approved in 1988 and expired in 2008. In 2004 the voters of San Mateo County reauthorized Measure A through 2033. The sales tax revenues generated are distributed by the County of San Mateo and funds are to be used for road and traffic improvements. This fund is used to fund capital projects.

As with any tax related measure, the City has seen swings in the amount of Measure A funds available due to the volatile nature of the regional economy.

PARK-IN-LIEU FEES FUND

The City's ordinance as authorized by the Quimby Act requires park land dedication in proposed residential subdivisions or the payment of an in-lieu fee. In the event the proposed residential subdivision is less than 50 parcels, the City may only require the payment of an in-lieu fee. This fee requirement is a condition of approval of residential development projects. The fees may only be used for acquiring land and developing new park and recreation facilities, or for the rehabilitation/enhancement of existing neighborhood parks, community parks, and recreational facilities.

SOLID WASTE MANAGEMENT FUND

This fund is used to pay for monitoring costs at the closed Oyster Point landfill and is funded by a portion of the Solid Waste franchise fees.

SEWER CAPACITY CHARGE FUND

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. This fund provides revenues to cover the costs associated with providing collection and treatment capacity to new and expanding development not funded by the East of 101 Sewer Impact Fee Program.

Capital Improvement Fund

The Capital Improvement Fund is where the majority of CIP project expenses are recorded. CIP projects are appropriated on a multi-year basis and thus any unspent budget in one year can be carried over into the next year.

The FY 2012-13 adopted budget reflects the change in the CIP process and the elimination of the Redevelopment Agency. The FY 2014-15 adopted budget reflects new appropriations and not any prior year carry forward appropriations. At the time of the budget adoption it was estimated that the Capital Improvement Fund would have approximately \$21.3 million of carry forward budget appropriations. The final actual amount of carry forward appropriations will be finalized as part of the FY 2013-14 closing process and the carry forward budgets will then be reflected as part of the FY 2014-15 amended budget.

Schedule 27: Capital Improvement Fund Summary

Revenues	Actual	Adopted	Amended	Projected	Adopted	Change from	
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	FY 2014-15	FY 2013-14	% Change
Intergovernmental	1,974,823	-	4,345,983	1,316,798	1,231,400	1,231,400	
Other Revenue	7,106	-	306,000	-	-	-	0.0%
Transfers In for CIP Expenses	2,430,675	6,912,450	26,230,136	9,300,915	3,891,900	(3,020,550)	-43.7%
Transfer In for Infrastructure Reserve	-	-	-	11,000,000	-	-	0.0%
Total Revenues	4,412,604	6,912,450	30,882,118	21,617,712	5,123,300	(1,789,150)	-25.9%
Expenditures							
Salaries & Benefits	392,028	-	6,200	389,047	-	-	
Supplies & Services	4,020,765	8,672,450	32,765,729	10,041,285	5,598,810	(3,073,640)	-35.4%
Capital Outlay	-	-	-	-	-	-	0.0%
Transfers Out	970,557	-	-	-	-	-	
Total Expenditures	5,383,350	8,672,450	32,771,929	10,430,332	5,598,810	(3,073,640)	-35.4%
Surplus/(Deficit)	(970,746)	(1,760,000)	(1,889,811)	11,187,380	(475,510)	1,284,490	
Fund Balance	1,105,323	(654,677)	(784,488)	12,292,703	11,817,193	12,471,870	-1905.0%
Infrastructure Reserve	-	-	-	11,000,000	11,000,000	11,000,000	
ADA Improvements Reserve	1,105,320	605,320	475,508	854,935	379,425	(225,895)	-37.3%
Net Fund Balance Excluding Reserve	3	(1,259,997)	(1,259,996)	437,768	437,768	1,697,765	-134.7%

City Housing Fund

Schedule 28: City Housing Fund Summary

Revenues	Actual	Adopted	Amended	Projected	Adopted	Change from	
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	FY 2014-15	FY 2013-14	% Change
Housing Rental Revenue	172,970	145,000	157,911	157,911	157,518	12,518	8.6%
Investment Income and Loan Interest	57,755	52,580	52,580	52,580	37,000	(15,580)	-29.6%
Equity Sharing	-	-	21,264	21,264	15,000	15,000	0.0%
Miscellaneous	675	-	3,825	3,825	1,000	1,000	0.0%
Loan Repayments*	154,503	-	1,000,000	1,000,000	490,000	490,000	0.0%
Total Revenues	385,903	197,580	1,235,580	1,235,580	700,518	502,938	254.5%
Expenditures							
Housing Operating Expenses	80,842	222,100	280,592	280,592	75,600	(146,500)	0.0%
636 El Camino Retail Work	7,849	510,000	510,000	510,000	449,992	(60,008)	0.0%
Transfers Out			500,000	500,000	5,000	5,000	0.0%
Total Expenditures	88,691	732,100	1,290,592	1,290,592	530,592	(201,508)	-27.5%
Surplus/(Deficit)	297,213	(534,520)	(55,012)	(55,012)	169,926	704,446	
Ending Fund Balance	345,363	(189,157)	290,351	290,351	460,277	649,434	-343.3%

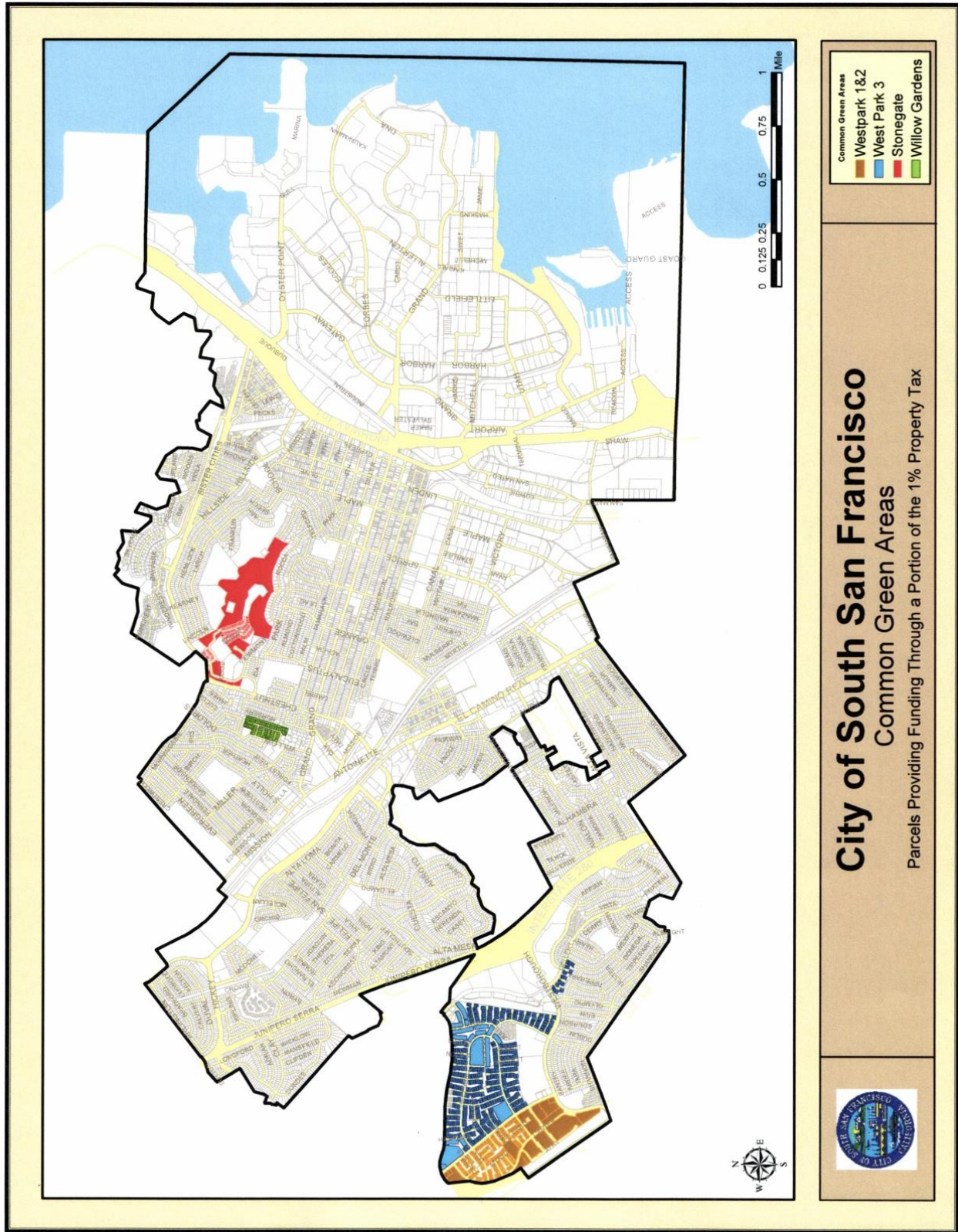
*Note - Loan repayment from Mid-Peninsula Housing

Common Greens Maintenance District Funds

Schedule 29: Common Greens Maintenance District Funds Summary

Common Greens	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from	
						Adopted FY 2013-14	% Change
Revenues:							
West Park 3	711,952	658,957	658,957	658,957	658,957	-	0.0%
Stonegate Ridge	245,468	224,239	224,239	224,239	224,239	-	0.0%
Willow Gardens	77,878	45,920	45,920	45,920	45,920	-	0.0%
West Park 1 & 2	440,257	411,618	411,618	411,618	411,618	-	0.0%
Total Revenues	1,475,555	1,340,734	1,340,734	1,340,734	1,340,734	-	0.0%
Expenditures:							
West Park 3	744,535	917,437	917,437	917,437	936,695	19,258	2.1%
Stonegate Ridge	211,075	162,960	162,960	162,960	172,991	10,031	6.2%
Willow Gardens	45,477	54,365	54,365	54,365	55,057	692	1.3%
West Park 1 & 2	424,920	401,228	401,228	401,228	419,527	18,299	4.6%
CIP	202,484	-	221,487	221,487	90,000	90,000	0.0%
Total Expenditures	1,628,491	1,535,990	1,757,477	1,757,477	1,674,270	138,280	9.0%
Surplus/Deficit	(152,936)	(195,256)	(416,743)	(416,743)	(333,536)	(138,280)	
Fund Balance	1,536,105	1,340,848	1,119,362	1,119,362	785,826	(555,022)	-41.4%

Figure 7: Common Greens Maintenance District Map



City of South San Francisco
Common Green Areas
Parcels Providing Funding Through a Portion of the 1% Property Tax



Community Development Block Grant

The City Council annually determines the allocation of the CDBG funds. In FY 2012-13, the City received notice from HUD that the annual CDBG appropriations would be reduced. At the time of budget adoption the City Council approved the following appropriations for CDBG with the understanding that the appropriations may be amended during the fiscal year to reflect ongoing changes and budget reductions within the Federal Government.

Schedule 30: Community Development Block Grant Fund Summary

Revenues	Actual	Adopted	Amended	Projected	Change from		
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	Adopted FY 2014-15	Adopted FY 2013-14	% Change
Intergovernmental	765,680	821,298	821,298	821,298	617,249	(204,049)	-24.8%
Program Income (Loan Repayments)	120,624	50,000	50,000	50,000	35,000	(15,000)	-30.0%
Use of Money & Property	25,810	-	-	-	-	-	0.0%
Other Revenues	16,034	9,020	9,020	9,020	8,569	(451)	-5.0%
Prior Year Program Income & Uncommitted Funds	-	-	-	-	200,000	200,000	0.0%
Total Revenues	928,148	880,318	880,318	880,318	860,818	(19,500)	-2.2%
Expenditures							
Salaries & Benefits	270,573	255,250	255,250	255,250	163,064	(92,186)	-36.1%
Supplies & Services	650,802	619,309	511,491	511,491	371,955	(247,354)	-39.9%
Interdepartmental Charges	2,107	-	-	-	-	-	0.0%
Transfers Out to Capital Projects	-	-	142,760	142,760	113,000	113,000	
Total Expenditures	923,483	874,559	909,501	909,501	648,019	(226,540)	-25.9%
Surplus/(Deficit)	4,665	5,759	(29,183)	(29,183)	212,799	207,040	
Fund Balance	134,470	140,229	105,287	105,287	318,086	177,857	126.8%

Consolidated Grant Funds

This fund summary combines the smaller special revenue grant funds. These funds were setup to segregate special grant money used to fund CIP projects or fund general operating costs. The funds included in the summary are: Federal Aviation Grant Fund, Miscellaneous Federal Grant Fund and Supplemental Law Services Fund. These funds are listed in the Appropriated Fund Summary section of this budget document.

The revenues for these funds are either on a reimbursement basis such as the Miscellaneous Federal Grant Fund or come from deferred revenue (cash that was received in prior years) such as the Federal Aviation Grant Fund. In FY 2014-15 any revenue budget or additional expenditure budget will be part of the FY 2014-15 amended budget.

Schedule 31: Consolidated Grant Funds Summary

Consolidated Grants	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted	
						FY 2013-14	% Change
Revenues:							
Taxes	94,416	-	95,000	94,523	-	-	0.0%
Intergovernmental	2,034,097	-	-	34,595	-	-	0.0%
Use of Money & Property	12,155	-	-	8,778	4,000	4,000	0.0%
Subtotal	2,140,668	-	95,000	137,896	4,000	4,000	0.0%
Transfers In	-	-	-	-	-	-	0.0%
Total Revenues	2,140,668	-	95,000	137,896	4,000	-	0.0%
Expenditures:							
Salaries & Benefits	169,548	-	95,000	94,678	-	-	0.0%
Supplies & Services	1,905,861	775,000	775,000	43,116	733,239	(41,761)	-5.4%
Interdepartmental Charges	25,381	-	-	-	-	-	0.0%
Subtotal	2,100,790	775,000	870,000	137,794	733,239	(41,761)	-5.4%
Transfers Out	-	-	-	-	-	-	0.0%
Total Expenditures	2,100,790	775,000	870,000	137,794	733,239	(41,761)	-5.4%
Surplus/(Deficit)	39,879	(775,000)	(775,000)	102	(729,239)		
Fund Balance	888,863	113,863	113,863	888,965	159,726		

Consolidated Impact Fee Funds

The funds included in the summary below are East of 101 Traffic Impact Fee Fund, Oyster Point Interchange Impact Fee Fund, and Child Care Impact Fee Fund. These funds collect deposits from developers to pay for CIP projects within the designated impact fee area.

Schedule 32: Consolidated Impact Fee Funds Summary

Consolidated Impact Fees	Actual	Adopted	Amended	Projected	Adopted	Change from	
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	FY 2014-15	FY 2013-14	% Change
Revenues:							
Use of Money & Property	80,823	-	-	132,743	-	-	0.0%
Other Revenues	9,639	-	-	2,350,226	-	-	0.0%
Subtotal	90,462	-	-	2,482,969	-	-	0.0%
Transfers In	-	-	-	-	-	-	0.0%
Total Revenues	90,462	-	-	2,482,969	-	-	0.0%
Expenditures:							
Supplies & Services	4	-	52,570	-	-	-	0.0%
Debt Service	-	-	-	453,381	-	-	0.0%
Interdepartmental Charges	5,000	7,500	7,500	5,000	5,000	(2,500)	-33.3%
Subtotal	5,004	7,500	60,070	458,381	5,000	(2,500)	-33.3%
Transfers Out	656,740	3,006,450	8,133,585	4,203,575	100,000	(2,906,450)	-96.7%
Total Expenditures	661,745	3,013,950	8,193,656	4,661,956	105,000	(2,908,950)	-96.5%
Surplus/(Deficit)	(571,283)	(3,013,950)	(8,193,656)	(2,178,987)	(105,000)		
Fund Balance	10,995,217	7,981,267	2,801,561	8,816,230	8,711,230		

East of 101 Sewer Impact Fee Fund

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 applying for building permits. As a result, the pre-funding is shown on the City's books as a liability until sufficient Genentech development generates impact fees to cover the prepayment of those fees.

Schedule 33: East of 101 Sewer Impact Fee Fund Summary

East of 101 Sewer Impact Fee	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted	
						FY 2013-14	% Change
Revenues:							
Use of Money & Property	1,503	-	-	8,260	-	-	0.0%
Other Revenues	446	-	-	879,904	-	-	0.0%
Subtotal	1,949	-	-	888,164	-	-	0.0%
Transfers In	-	-	-	-	-	-	0.0%
Total Revenues	1,949	-	-	888,164	-	-	0.0%
Expenditures:							
Interdepartmental Charges	2,500	2,500	2,500	2,500	2,500	-	0.0%
Subtotal	2,500	2,500	2,500	2,500	2,500	-	0.0%
Transfers Out	60,000	12,000	75,008	-	-	(12,000)	-100.0%
Total Expenditures	62,500	14,500	77,508	2,500	2,500	(12,000)	-82.8%
Surplus/(Deficit)	(60,551)	(14,500)	(77,508)	885,664	(2,500)		
Fund Balance	(1,379,893)	(1,394,393)	(1,457,401)	(494,229)	(496,729)		

Gas Tax Fund

Beginning in FY 2011-12 the new Measure M San Mateo County Vehicle Registration Fee began generating an estimated \$225,000 in annual revenue for the next 25 years. This new revenue will be transferred out to the Storm Water fund to supplement the increased storm water regulation cost. The original San Mateo County Vehicle Registration Fee that collected approximately \$105,000 annually to generate revenues ended December 31, 2012.

Schedule 34: Gas Tax Fund Summary

Revenues	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Adopted FY 2013-14	% Change
Tax Revenue							
HUTA 2103-2107 (Gas Tax)	1,578,249	1,639,600	1,855,600	1,855,600	1,652,483	12,883	0.8%
Measure M	156,847	205,000	443,000	443,000	230,000	25,000	12.2%
USE OF MONEY & PROPERTY	14,998	10,000	10,000	10,000	15,000	5,000	50.0%
TRANSFERS	-	-	-	-	-	-	
Total Revenues	1,750,094	1,854,600	2,308,600	2,308,600	1,897,483	42,883	2.3%
Expenditures							
Transfer to General Fund	1,061,909	989,701	989,701	989,701	1,106,909	117,208	11.8%
Transfer to Stormwater	670,000	670,000	670,000	670,000	670,000	-	0.0%
Transfer to Capital Improvement	246,874	915,200	1,659,109	1,659,109	630,000	(285,200)	-31.2%
Total Expenditures	1,978,784	2,574,901	3,318,810	3,318,810	2,406,909	(167,992)	-6.5%
Surplus/(Deficit)	(228,690)	(720,301)	(1,010,210)	(1,010,210)	(509,426)	210,875	
Fund Balance	1,499,081	778,780	488,871	488,871	(20,555)	(799,335)	-102.6%

Measure A ½ Cent Sales Tax Fund

Schedule 35: Measure A Fund Summary

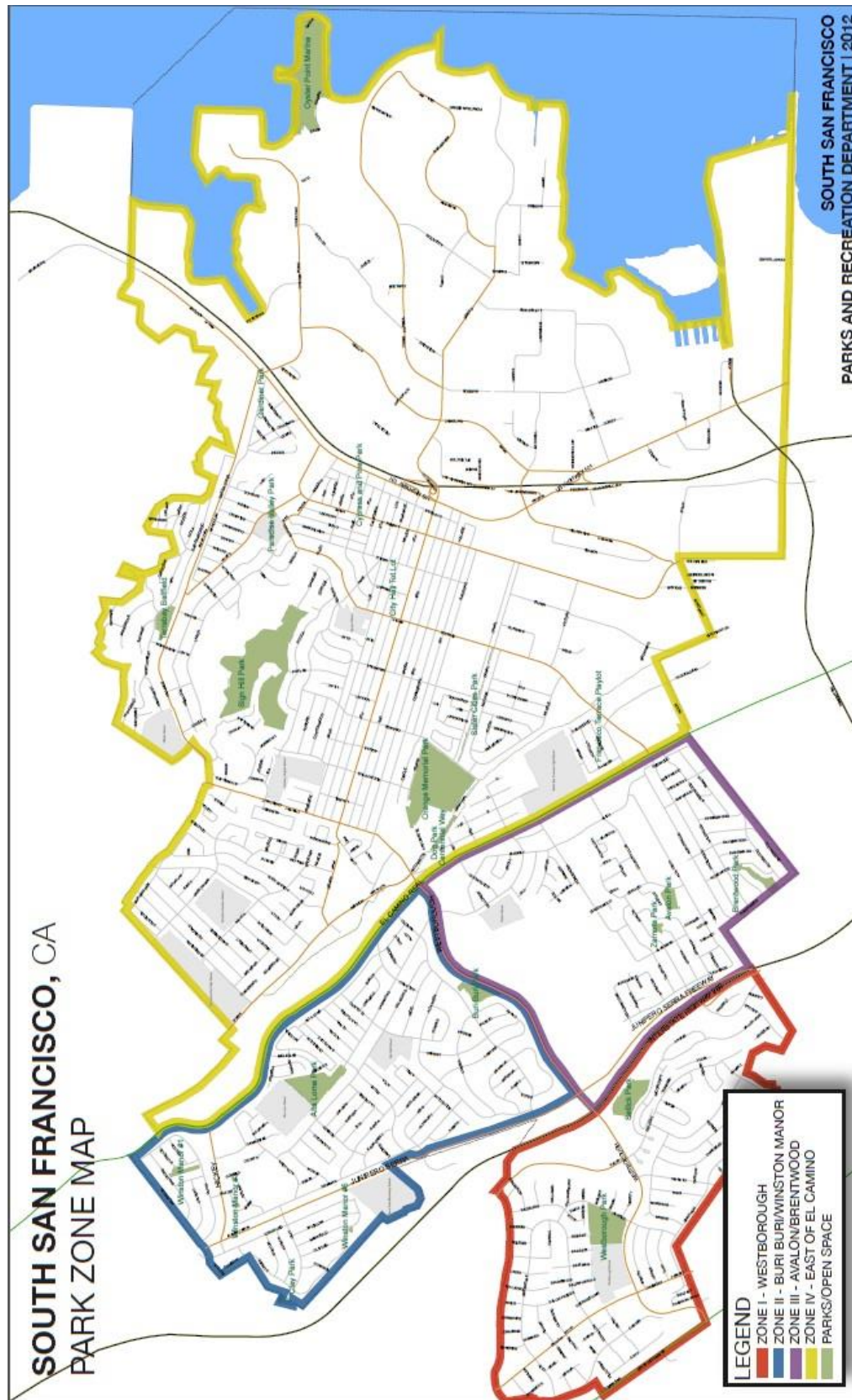
Revenues	Actual	Adopted	Amended	Projected	Adopted	Change from	
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	FY 2014-15	FY 2013-14	% Change
Taxes	1,288,633	1,000,000	1,290,000	1,290,000	1,290,000	290,000	29.0%
Use of Money & Property	13,407	25,000	25,000	25,000	25,000	-	0.0%
Transfers	-	-	-	-	-	-	
Total Revenues	1,302,040	1,025,000	1,315,000	1,315,000	1,315,000	290,000	28.3%
Expenditures							
TRANSFERS TO GF	10,000	-	-	-	-	-	
TRANSFERS TO CAPITAL IMPROV	1,026,978	1,140,000	2,502,369	2,502,369	1,427,400	287,400	25.2%
Total Expenditures	1,036,978	1,140,000	2,502,369	2,502,369	1,427,400	287,400	25.2%
Surplus/(Deficit)	265,062	(115,000)	(1,187,369)	(1,187,369)	(112,400)	2,600	-2.3%
Fund Balance	1,864,844	1,749,844	677,475	677,475	565,075	(1,184,769)	-67.7%

Park-in-Lieu Fees Funds

Schedule 36: Park-in-Lieu Funds Summary

Revenues	Actual	Adopted	Amended	Projected	Adopted	Change from	
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	FY 2014-15	FY 2013-14	% Change
Developers Contribution/Reimb	-	-	-	-	-	-	-
Interest Income-Investments	29,274	-	-	-	-	-	-
Unrealized Gains/Losses	(18,077)	-	-	-	-	-	-
Total Revenues	11,197	-	-	-	-	-	-
Expenditures							
Transfer to General Fund	-	-	-	-	-	-	-
Transfer to Capital Improvement	59,674	191,800	757,609	757,609	231,250	39,450	20.6%
Total Expenditures	59,674	191,800	757,609	757,609	231,250	39,450	20.6%
Surplus/(Deficit)	(48,477)	(191,800)	(757,609)	(757,609)	(231,250)	(39,450)	
Fund Balance	1,501,341	1,309,541	743,732	743,732	512,482	(797,059)	-60.9%

Figure 8: Park-in-Lieu Fee Zone Map



Solid Waste Management Fund

The Solid Waste Management Fund is primarily funded from a dedicated fee payment made by the South San Francisco Scavenger Company, the City's exclusive solid waste management franchise. Funding pays for monitoring and remediation costs associated with the closed Oyster Point landfill and for other solid waste reduction efforts. Additional revenue comes from forfeited solid waste deposits, which are used to further the City's solid waste diversion goals.

Schedule 37: Solid Waste Management Fund Summary

	Actual	Adopted	Amended	Projected	Adopted	Change from	%
Revenues	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	FY 2014-15	Adopted	Change
Service Charges	173,881	180,000	180,000	180,000	180,000	-	0.0%
Total Revenues	173,881	180,000	180,000	180,000	180,000	-	0.0%
Expenditures							
Operating Expenses	108,096	206,750	236,193	236,193	136,750	(70,000)	-33.9%
Transfers Out to General Fund	-	40,000	40,000	40,000	60,000	20,000	50.0%
Transfer Out to Capital Improvement	-	-	-	-	400,000	400,000	0.0%
Total Expenditures	108,096	246,750	276,193	276,193	596,750	350,000	141.8%
Surplus/(Deficit)	65,785	(66,750)	(96,193)	(96,193)	(416,750)	(350,000)	
Fund Balance	986,338	919,588	890,145	890,145	569,588	(350,000)	-38.1%

Sewer Capacity Charge Fund

Schedule 38: Sewer Capacity Charge Fund Summary

Sewer Capacity Charge	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Revenues:							
Use of Money & Property	4,359	10,000	10,000	5,354	-	(10,000)	-100.0%
Other Revenues	264,655	200,000	200,000	217,084	-	(200,000)	-100.0%
Subtotal	269,014	210,000	210,000	222,438	-	(210,000)	-100.0%
Transfers In	-	-	-	-	-	-	0.0%
Total Revenues	269,014	210,000	210,000	222,438	-	(210,000)	-100.0%
Expenditures:							
Interdepartmental Charges	2,500	2,500	2,500	2,500	2,500	-	0.0%
Subtotal	2,500	2,500	2,500	2,500	2,500	-	0.0%
Transfers Out	222,584	-	422,417	422,417	-	-	0.0%
Total Expenditures	225,083	2,500	424,917	424,917	2,500	-	0.0%
Surplus/(Deficit)	43,930	207,500	(214,917)	(202,479)	(2,500)		
Fund Balance	529,376	736,876	314,459	326,897	324,397		

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MAJOR PROPRIETARY FUNDS

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Proprietary Funds Overview

Enterprise Funds are associated with business type activities, where a fee is charged for a particular service. The funds in the follow pages all support business type activities operated by the City. The first three funds represented—Sewer Enterprise, Parking District, and Storm Water—are classified as major funds. The last fund in this section, Sewer Capacity Charge is classified as a non major fund.

SEWER ENTERPRISE FUND

The Sewer Enterprise Fund is used to operate the systems for the Water Quality Control Plant including sewer lines and pump stations. This fund also covers Sanitary Sewer type capital projects that upgrade and improve the WQCP. There are 51.02 FTE budgeted in this fund.

PARKING DISTRICT FUND

The Parking District Fund receives its revenue from the collection of parking fees from City owned parking meters and parking lots. This fund has 3.02 FTEs budgeted including the budget for the Parking Place Commission.

STORM WATER FUND

The Storm Water Fund is used to comply with Federal and State regulations regarding storm drain run off. There are 8.73 FTEs budgeted by this fund.

The costs of complying with State and Federal regulations regarding storm water and storm drains have dramatically increased in the last few years. With the cost of this service continuing to increase the Gas Tax fund began to supplement this fund in FY 2006-07. In FY 2008-09 the General fund began to supplement the Storm Water Fund in addition to the Gas Tax Fund.

Sewer Enterprise Fund

The Sewer Enterprise Fund is used to operate the systems for the Water Quality Control Plant (WQCP) including maintenance of sewer lines and pump stations. This fund also covers sanitary sewer CIP projects that upgrade and improve the WQCP.

Schedule 39: Sewer Enterprise Fund Summary

Revenues	Actual	Adopted	Amended	Projected	Change from		
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	Adopted	Adopted	% Change
SSF Service Charge Revenue	19,330,988	19,200,000	19,646,000	19,646,000	20,263,855	1,063,855	5.5%
Other Agency Share of O&M Expenses	4,268,188	4,653,035	4,653,035	4,653,035	4,561,067	(91,968)	-2.0%
Other Agency CIP Reimbursement	594,100	134,600	2,873,269	2,873,269	542,438	407,838	303.0%
Other Agency Loan Pymt Reimb	1,245,492	1,245,492	1,245,492	1,245,492	1,245,492	-	0.0%
Grants & CIP Contributions from Others	29,620	29,620	29,620	29,620	29,620	-	0.0%
Interest/Other Income	536,858	245,000	320,000	320,000	245,000	-	0.0%
Transfers In	222,584	210,000	485,424	485,424	-	(210,000)	-100.0%
Total Revenues	26,227,830	25,717,747	29,252,840	29,252,840	26,887,472	1,169,725	4.5%
Expenditures							
Operating Expenses	17,768,384	15,889,857	16,078,610	16,078,610	16,679,353	789,496	5.0%
Debt Service	6,307,762	6,614,802	6,614,802	6,614,802	5,711,442	(903,360)	-13.7%
CIP Budgeted Expenditures	2,259,551	1,000,000	10,901,960	10,901,960	2,729,000	1,729,000	172.9%
Interdepartmental Charges							
Transfers Out	107,532	57,000	80,516	80,516	-	(57,000)	-100.0%
Total Expenses	26,443,229	23,561,659	33,675,888	33,675,888	25,119,795	1,558,136	6.6%
Surplus/(Deficit)	(215,399)	2,156,088	(4,423,048)	(4,423,048)	1,767,677	(388,411)	
Ending Fund Balance	15,993,676	18,149,764	11,570,628	11,570,628	13,338,305	(4,811,459)	-26.5%
Capital Reserves [1]	3,519,000	3,674,000	3,674,000	3,674,000	3,829,000	155,000	4.2%
Operating Reserves [2]	4,381,245	3,918,047	3,964,589	3,964,589	4,112,700	194,653	5.0%
Active CIP Projects	8,787,937	9,902,504	544	544	-	(9,902,504)	-100.0%
Accrued Vacation/Sick Leave	216,090	216,090	216,090	216,090	216,090	-	0.0%
All Other Reserves	95,140	95,140	95,140	95,140	95,140	-	0.0%

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

[1] The Capital Reserve is based on the State loan requirements and is 0.5% of the each loan amount from 0 to 10 years after construction; thereafter the reserve must be maintained until the State loans are retired. After the State loans are retired, the Capital Reserve will be based on the lesser of: 1) 10% of total principal due on debt, 2) 125% of the average annual debt service, or 3) The maximum annual debt service.

[2] The Operating Reserve is calculated based on at least 90 days of annualized operations and maintenance costs.

Parking District Fund

The Parking District Fund receives its revenue from the collection of parking fees from City owned parking meters, parking lots, and the selling of parking permits.

Schedule 40: Parking District Fund Summary

Revenues	Actual	Adopted	Amended	Projected	Adopted	Change from	
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	FY 2014-15	FY 2013-14	% Change
Charges for Services:							
Parking Permit Fees	87,899	95,000	105,550	105,550	95,000	-	0.0%
Parking Meter Fees	612,045	605,000	630,137	630,137	555,000	(50,000)	-8.3%
Miller Ave Parking Garage	32,988	-	49,313	49,313	50,000	50,000	0.0%
Interest/Other Income	6,826	10,000	10,000	10,000	10,000	-	0.0%
Total Revenues	739,758	710,000	795,000	795,000	710,000	-	0.0%
Expenditures							
Salaries & Benefits	356,163	351,513	351,513	351,513	328,995	(22,518)	-6.4%
Supplies & Services	72,202	145,674	145,674	145,674	668,280	522,606	358.8%
Interdepartmental Charges	103,686	103,726	103,726	103,726	103,726	-	0.0%
Transfers Out	53,195	-	-	-	-	-	0.0%
Total Expenditures	585,245	600,913	600,913	600,913	1,101,001	500,088	83.2%
Surplus/(Deficit)	154,513	109,087	194,087	194,087	(391,001)	500,088	
Fund Balance	1,027,432	1,136,519	1,221,519	1,221,519	830,518	(306,001)	-26.9%

Note:

[1] Beginning in FY 2011-12 ongoing costs of Other Post Employee Benefits (OPEB) obligations for retiree health costs will be charged to the Parking District and Sewer Funds.

Storm Water Fund

The Storm Water Fund is used to comply with Federal and State regulations regarding storm drain run off. Primary revenue other than transfers is through a levy on property owners. This revenue source is capped and can only be increased with a Proposition 218 vote, which would require a ballot measure. The target annual fund balance for this fund is \$300,000 that would cover emergency replacement and/or staff changes related to regulatory measures.

Schedule 41: Storm Water Fund Summary

Revenues	Actual	Adopted	Amended	Projected	Adopted	Change from	
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	FY 2014-15	FY 2013-14	% Change
Service Charges	404,653	405,000	405,000	405,000	405,000	-	0.0%
Transfer In from Gas Taxes/Measure M	670,000	670,000	670,000	670,000	670,000	-	0.0%
Transfer In from General Fund	175,000	175,000	-	-	750,000	575,000	0.0%
Interest and Other	30,297	5,000	5,000	5,000	5,000	-	0.0%
Total Revenues	1,279,949	1,255,000	1,080,000	1,080,000	1,830,000	575,000	45.8%
Expenditures							
Operating Expenses	1,604,992	1,468,005	1,506,841	1,331,841	1,448,642	(19,363)	-1.3%
Interdepartmental Charges	39,706	48,270	48,270	48,270	48,270		
Capital Outlay	374	150,000	409,626	409,626	-	(150,000)	-100.0%
Total Expenditures	1,645,072	1,666,275	1,964,737	1,789,737	1,496,911	(169,364)	-10.2%
Surplus/(Deficit)	(365,123)	(411,275)	(884,737)	(709,737)	333,089	744,364	
Fund Balance	542,569	131,294	(342,168)	(167,168)	165,921	34,627	26.4%

Note:

[1] Transfers in to the Storm Water Fund for FY 2012-13 include \$175,000 from the General Fund and \$670,000 from the Gas Tax Fund.

INTERNAL SERVICE FUNDS

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Internal Service Funds Overview

The Internal Service Funds are used to pay for services provided internally within the City. These funds cover vehicle maintenance, computer, software technical support, equipment and vehicle replacement, insurance and employee benefits.

CITY SERVICE FUND

The City Service Fund is used to pay for in-house vehicle maintenance for City owned vehicles. The Public Works Department, Fleet Maintenance Division, manages the budget for this fund and the fund receives its revenues by charging departments for the services rendered on an actual invoice basis. In recent years, the Fleet Management Division has been performing vehicle maintenance work for Millbrae, Daly City and other nearby cities as an effort to further regional consolidation efforts. The fund budgets 4.0 FTEs in the Public Works department.

EQUIPMENT REPLACEMENT FUND

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 equipment needs.

HEALTH & BENEFITS FUND

This fund collects charges from departments and is used to pay benefit providers for active and retiree health, dental, vision insurance and other miscellaneous benefits including life insurance and short term disability.

INFORMATION TECHNOLOGY FUND

The Information Technology Fund is funded through an allocation charge to departments for the maintenance and upkeep of the Cities, computers, telephones, servers, copiers, scanners, Citywide software, etc. The Information Technology (IT) department manages this fund. In addition to in-house IT services, the IT Department provides IT services to the City of Hillsborough nearby cities as an effort to further regional consolidation efforts. This fund budgets 5.0 FTEs in the IT department.

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY PEG ACCESS FUND

This fund was created in FY 2011-12 to separate the \$40,000 in franchise fees the City receives that are used for the City’s Public, Educational and Governmental channel.

SELF-INSURANCE FUND

This fund is used to accumulate reserves to pay for workers compensation claims and to pay for general liability insurance claims through the Association of Bay Area Governments (ABAG).

Revenues	Actual	Adopted	Amended	Projected	Adopted	Change from	
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	FY 2014-15	FY 2013-14	% Change
Charges for Services	(3,963)	-	-	(4,510)	-	-	0.0%
Use of Money & Property	56,446	150,000	150,000	111,636	75,000	(75,000)	0.0%
Other Revenues	4,892,597	3,434,595	3,434,595	4,143,106	3,385,285	(49,310)	-1.4%
Subtotal	4,945,080	3,584,595	3,584,595	4,250,233	3,460,285	(124,310)	-3.5%
Transfers In	-	-	-	-	-	-	0.0%
Total Revenues	4,945,080	3,584,595	3,584,595	4,250,233	3,460,285	(124,310)	-3.5%
Expenditures							
Salaries & Benefits	705,459	503,100	503,100	859,744	650,000	146,900	29.2%
Supplies & Services	2,368,408	2,730,300	2,730,300	2,411,005	2,435,000	(295,300)	-10.8%
Subtotal	3,073,868	3,233,400	3,233,400	3,270,749	3,085,000	(148,400)	-4.6%
Transfers Out	-	-	-	-	-	-	0.0%
Total Expenditures	3,073,868	3,233,400	3,233,400	3,270,749	3,085,000	(148,400)	-4.6%
Surplus/(Deficit)	1,871,212	351,195	351,195	979,484	375,285	24,090	
Fund Balance	(14,938)	336,257	336,257	964,546	1,339,831		

City Service Fund

The Public Works Department oversees the City Service Fund, which is used for charging time and billing departments for gasoline costs and vehicle and equipment maintenance.

Schedule 42: City Service (Garage) Fund Summary

Revenues	Actual	Adopted	Amended	Projected	Adopted	Change from	
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	FY 2014-15	FY 2013-14	% Change
Charges for Services	-	-	-	-	-	-	0.0%
Use of Money & Property	(270)	-	-	-	-	-	0.0%
Other Revenues	1,495,827	1,730,000	1,730,000	1,730,000	1,650,000	(80,000)	-4.6%
Total Revenues	1,495,557	1,730,000	1,730,000	1,730,000	1,650,000	(80,000)	-4.6%
Expenditures							
Salaries & Benefits	575,332	562,992	562,992	562,992	581,588	18,596	3.3%
Supplies & Services	903,748	998,150	998,150	998,150	918,150	(80,000)	-8.0%
Capital Outlay	818	-	-	-	-	-	0.0%
Interdepartmental Charges	15,484	15,706	15,706	15,706	16,437	731	4.7%
Subtotal	1,495,382	1,576,848	1,576,848	1,576,848	1,516,175	(60,673)	-3.8%
Transfers Out	-	-	-	-	-	-	-
Total Expenditures	1,495,382	1,576,848	1,576,848	1,576,848	1,516,175	(60,673)	-3.8%
Surplus/(Deficit)	175	153,152	153,152	153,152	133,825	(19,327)	
Fund Balance	86,271	239,423	239,423	239,423	373,248	133,825	55.9%

Equipment Replacement Fund

The Equipment Replacement Fund is paying the Fire Department's capital leases. The Fire Department will be charged directly for the debt service budgeted for FY2014-15.

Schedule 43: Equipment Replacement Fund Summary

Revenues	Actual	Adopted	Amended	Projected	Proposed	Change from	
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	FY 2014-15	FY 2013-14	% Change
Use of Money & Property	40,449	95,000	95,000	95,000	95,000	-	0.0%
Lease Financing	1,289,000	240,000	693,000	693,000	-	(240,000)	-100.0%
Charges to Other Departments	1,323,704	1,009,080	1,009,080	1,009,080	1,677,632	668,552	66.3%
Transfer In from City Prog Spec Rev	-	-	40,000	40,000	-	-	
Total Revenues	2,653,153	1,344,080	1,837,080	1,837,080	1,772,632	428,552	31.9%
Expenditures							
Capital Outlay	2,822,888	1,305,605	3,597,262	3,597,262	1,057,000	(248,605)	-19.0%
Debt Service on Leases	227,797	525,941	525,941	525,941	631,419	105,478	20.1%
Special Program Expenditure	-	-	-	-	165,000	165,000	
Interdepartmental Charges	8,294	-	-	-	-	-	
Subtotal	3,058,979	1,831,546	4,123,203	4,123,203	1,853,419	21,873	1.2%
Transfers Out to GF for MMP	-	73,605	73,605	73,605	-	(73,605)	-100.0%
Transfers Out to CIP	-	-	-	-	275,000	275,000	0.0%
Total Expenditures	3,058,979	1,905,151	4,196,808	4,196,808	2,128,419	223,268	11.7%
Surplus/(Deficit)	(405,826)	(561,071)	(2,359,728)	(2,359,728)	(355,787)	205,284	
Fund Balance	4,061,087	3,500,016	1,701,359	1,701,359	1,345,572	(2,154,444)	-61.6%

Note:

[1] Lease proceeds.

Planned Vehicle & Equipment Purchases FY 2014-15
Equipment Replacement Fund**Schedule 44: Planned Vehicle & Equipment Purchases FY 2014-15**

Department	Vehicle ID	Make / Model	Replacement Vehicle	Estimated Cost
City Manager				
	131	2006 Ford 500	TBD	\$42,000
Fire				
	101	2000 Chevy Astro Van	Dodge Caravan	\$35,000
	259	1995 Chevy 3500	Ford F350	\$70,000
IT				
	122	1992 Chevy Astro Van	Ford Transit Connect	\$35,000
Parks				
	216	1994 Chevy 2500	Ford F250	\$47,000
	239	1997 Chevy 3500	Ford F350	\$47,000
Police				
	TBD	Crown Victoria	Ford Interceptor SUV	\$45,000
	TBD	Crown Victoria	Ford Interceptor SUV	\$45,000
	TBD	Crown Victoria	Ford Interceptor SUV	\$45,000
	42	2003 KZ1000	Harley Davidson TBD	\$32,000
	TBD	Go-4 Interceptor	Go-4 Interceptor - EV	\$42,000
	TBD	Go-4 Interceptor	Go-4 Interceptor - EV	\$42,000
Public Works				
	328	F800 Water Truck	Equivalent Water Truck	\$120,000
Total Estimated Vehicle Replacement Fund Cost				<u>\$647,000</u>

Health & Benefits Fund

This fund collects charges from departments and is used to pay benefit providers for active and retiree health, dental, vision insurance and other miscellaneous benefits including life insurance as well as long term and short term disability insurance. The total reserves in this fund are set aside for Other Post Retirement Benefits (OPEB), which according to the latest actuarial study is approximately \$86 million.

Schedule 45: Health & Benefits Fund Summary

Health & Benefits	Actual FY 2012-13	Adopted FY 2013-14	Amended FY 2013-14	Projected FY 2013-14	Adopted FY 2014-15	Change from Adopted FY 2013-14	% Change
Revenues:							
Charges for Services	4,716	-	-	5,608	-	-	0.0%
Use of Money & Property	91,117	305,000	305,000	159,660	100,000	(205,000)	-67.2%
Other Revenues	11,113,842	10,944,454	10,944,454	10,967,169	11,283,400	338,946	3.1%
Subtotal	11,209,675	11,249,454	11,249,454	11,132,437	11,383,400	133,946	1.2%
Transfers In	1,600,000	1,000,000	1,206,000	1,206,000	250,000	(750,000)	-75.0%
Total Revenues	12,809,675	12,249,454	12,455,454	12,338,437	11,633,400	(616,054)	-5.0%
Expenditures:							
Salaries & Benefits	868,727	946,000	946,000	628,807	900,000	(46,000)	-4.9%
Supplies & Services	10,056,513	9,904,000	23,404,000	14,339,059	19,472,762	9,568,762	96.6%
Subtotal	10,925,240	10,850,000	24,350,000	14,967,866	20,372,762	9,522,762	87.8%
Transfers Out	-	-	-	-	-	-	0.0%
Total Expenditures	10,925,240	10,850,000	24,350,000	14,967,866	20,372,762	9,522,762	87.8%
Total Health & Benefits Fund	1,884,435	1,399,454	(11,894,546)	(2,629,429)	(8,739,362)		
Total Reserve for OPEB							
Liability	12,581,466	13,980,920	686,920	10,487,582	1,748,220		

Notes:

[1] The Sewer Fund and the Parking District Fund will pay the annual required contribution (ARC) for Other Post Employment Benefits (OPEB) liabilities for retiree health insurance totaling \$522,600.

[2] The General Fund will contribute \$1,000,000 towards the OPEB liability in FY 2012-13.

Information Technology Fund

Schedule 46: Information Technology Fund Summary

Revenues	Actual	Adopted	Amended	Projected	Adopted	Change from	
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	FY 2014-15	FY 2013-14	% Change
Charges for Services	1,589,473	1,658,370	1,658,370	1,658,370	1,982,117	323,747	19.5%
Use of Money & Property	4,202	14,000	14,000	14,000	14,000	-	0.0%
Charges to Other Agencies	242,921	50,000	50,000	50,000	40,000	(10,000)	-20.0%
Subtotal	1,836,596	1,722,370	1,722,370	1,722,370	2,036,117	313,747	18.2%
Transfers In	51,850	200,000	200,000	200,000	-	(200,000)	-100.0%
Total Revenues	1,888,446	1,922,370	1,922,370	1,922,370	2,036,117	113,747	5.9%
Expenditures							
Salaries & Benefits	945,680	983,373	983,373	983,373	1,140,974	157,601	16.0%
Supplies & Services	1,076,151	911,582	1,185,601	1,185,601	842,082	(69,500)	-7.6%
Interdepartmental Charges	4,721	4,418	4,418	4,418	6,552	2,134	48.3%
Miscellaneous Expenditures	2,100	-	-	-	-	-	0.0%
Subtotal	2,028,652	1,899,373	2,173,393	2,173,393	1,989,608	90,235	4.8%
Transfers Out	-	-	-	-	-	-	0.0%
Total Expenditures	2,028,652	1,899,373	2,173,393	2,173,393	1,989,608	90,235	4.8%
Surplus/(Deficit)	(140,206)	22,997	(251,023)	(251,023)	46,509	23,512	
Fund Balance	599,144	622,141	348,121	348,121	394,630	(227,511)	-36.6%

Information Technology PEG Access Fund

This is a new fund that was created in FY 2011-12 to separate the franchise fees paid by the cable companies from the Information Technology Fund.

Franchise holders pay a fee to the City in the amount of 1% of gross revenues; these funds are to be used by the City for the purpose of supporting Public, Educational, and Governmental (PEG) channels.

Schedule 47: Information Technology PEG Access Fund Summary

Revenues	Actual	Adopted	Amended	Projected	Adopted	Change from	
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	FY 2014-15	Adopted	% Change
Franchise Fees	160,968	125,000	125,000	168,368	125,000	-	0.0%
Use of Money & Property	2,055	6,000	6,000	4,901	5,000	(1,000)	-16.7%
Subtotal	163,023	131,000	131,000	173,269	130,000	(1,000)	-0.8%
Transfers In	-	-	-	-	-	-	0.0%
Total Revenues	163,023	131,000	131,000	173,269	130,000	(1,000)	-0.8%
Expenditures							
Supplies & Services	15,188	50,000	59,413	11,861	-	(50,000)	-100.0%
Subtotal	15,188	50,000	59,414	11,862	-	(50,000)	-100.0%
Transfers Out	-	200,000	200,000	-	-	(200,000)	-100.0%
Total Expenditures	15,188	250,000	259,414	11,862	-	(250,000)	-100.0%
Surplus/(Deficit)	147,834	(119,000)	(128,414)	161,407	130,000	249,000	
Fund Balance	386,549	267,549	258,135	547,956	677,956		

Self-Insurance Fund

This fund is used to pay for workers compensation claims. The City paid for an actuarial study to determine the amount of funding that would be needed to have a 85% level of confidence that the City would be able to fund the maximum amount of claims in that year. That study suggested that the fund maintain a cash balance of \$7.5 million. This fund also contributes to liability insurance through the Association of Bay Area Governments (ABAG).

Schedule 48: Self-Insurance Fund Summary

Revenues	Actual	Adopted	Amended	Projected	Adopted	Change from	
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	FY 2014-15	FY 2013-14	% Change
Charges for Services	(3,963)	-	-	(4,510)	-	-	0.0%
Use of Money & Property	56,446	150,000	150,000	111,636	75,000	(75,000)	0.0%
Other Revenues	4,892,597	3,434,595	3,434,595	4,143,106	3,385,285	(49,310)	-1.4%
Subtotal	4,945,080	3,584,595	3,584,595	4,250,233	3,460,285	(124,310)	-3.5%
Transfers In	-	-	-	-	-	-	0.0%
Total Revenues	4,945,080	3,584,595	3,584,595	4,250,233	3,460,285	(124,310)	-3.5%
Expenditures							
Salaries & Benefits	705,459	503,100	503,100	859,744	650,000	146,900	29.2%
Supplies & Services	2,368,408	2,730,300	2,730,300	2,411,005	2,435,000	(295,300)	-10.8%
Subtotal	3,073,868	3,233,400	3,233,400	3,270,749	3,085,000	(148,400)	-4.6%
Transfers Out	-	-	-	-	-	-	0.0%
Total Expenditures	3,073,868	3,233,400	3,233,400	3,270,749	3,085,000	(148,400)	-4.6%
Surplus/(Deficit)	1,871,212	351,195	351,195	979,484	375,285	24,090	
Fund Balance	(14,938)	336,257	336,257	964,546	1,339,831		

Note:

[1] From the Bickmore Risk Services Actuarial review of the Self-Insured Workers Compensation Program dated August 31, 2011.

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FIDUCIARY FUNDS

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Fiduciary Funds Overview

SUCCESSOR AGENCY REDEVELOPMENT RETIREMENT FUNDS

These fund accounts for the activities related to the retirement of the City's Redevelopment Agency. Health and Safety code 33500, 33501, 33607.5, and 33607.7. As per AB 26 and AB 1484 an Oversight Board is responsible for the management of the funds.

SSF EMPLOYEES DEFERRED COMP TRUST OVERSIGHT FUND

This fund accounts for activities related to the oversight of the deferred compensation funded out of voluntary contributions by employees.

Revenues	Actual	Adopted	Amended	Projected	Change from		% Change
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	Adopted FY 2014-15	Adopted FY 2013-14	
Charges for Services	10,313	-	-	41,619	-	-	0.0%
Use of Money & Property	194	-	-	406	-	-	0.0%
Other Revenues	592	-	-	-	-	-	0.0%
Subtotal	11,098	-	-	42,025	-	-	0.0%
Transfers In	-	-	-	-	-	-	0.0%
Total Revenues	11,098	-	-	42,025	-	-	0.0%
Expenditures							
Supplies & Services	27,887	-	-	28,235	-	-	0.0%
Subtotal	27,887	-	-	28,235	-	-	0.0%
Transfers Out	-	-	-	-	-	-	0.0%
Total Expenditures	27,887	-	-	28,235	-	-	0.0%
Surplus/(Deficit)	(16,789)	-	-	13,789	-	-	
Fund Balance	20,758	20,758	20,758	34,547	34,547		

Successor Agency Redevelopment Retirement Funds

Schedule 49: Successor Agency Redevelopment Retirement Funds Summary

Revenues	Actual	Adopted	Amended	Projected	Change from		% Change
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	Adopted FY 2014-15	Adopted FY 2013-14	
Taxes	9,405,277	-	10,615,307	10,365,307	-	-	0.0%
Use of Money & Property	(365,143)	-	499,342	1,530,206	-	-	0.0%
Other Revenues	12,040	-	-	-	-	-	0.0%
Subtotal	9,052,175	-	11,114,649	11,895,513	-	-	0.0%
Transfers In	1,212,823	-	-	-	-	-	0.0%
Total Revenues	10,264,997	-	11,114,649	11,895,513	-	-	0.0%
Expenditures							
Salaries & Benefits	270,587	-	1,440,080	586,998	-	-	0.0%
Supplies & Services	1,392,197	-	11,674,705	2,309,853	-	-	0.0%
Capital Outlay	97,128	-	-	96,355	-	-	0.0%
Debt Service	3,090,757	-	4,806,124	3,017,117	-	-	0.0%
Subtotal	4,850,668	-	17,920,909	6,010,323	-	-	0.0%
Transfers Out	45,804	-	379,549	104,988	-	-	0.0%
Total Expenditures	4,896,473	-	18,300,458	6,115,312	-	-	0.0%
Surplus/(Deficit)	5,368,525	-	(7,185,808)	5,780,201	-	-	
Fund Balance	86,612,978	86,612,978	79,427,169	92,393,179	92,393,179		

SSF Employee Deferred Comp Oversight Trust Fund

Schedule 50: SSF Employee Deferred Comp Oversight Fund Summary

Revenues	Actual	Adopted	Amended	Projected	Change from		% Change
	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14	Adopted FY 2014-15	Adopted FY 2013-14	
Charges for Services	10,313	-	-	41,619	-	-	0.0%
Use of Money & Property	194	-	-	406	-	-	0.0%
Other Revenues	592	-	-	-	-	-	0.0%
Subtotal	11,098	-	-	42,025	-	-	0.0%
Transfers In	-	-	-	-	-	-	0.0%
Total Revenues	11,098	-	-	42,025	-	-	0.0%
Expenditures							
Supplies & Services	27,887	-	-	28,235	-	-	0.0%
Subtotal	27,887	-	-	28,235	-	-	0.0%
Transfers Out	-	-	-	-	-	-	0.0%
Total Expenditures	27,887	-	-	28,235	-	-	0.0%
Surplus/(Deficit)	(16,789)	-	-	13,789	-	-	
Fund Balance	20,758	20,758	20,758	34,547	34,547		

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POSITION BUDGET

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Summary of Position Budget and Personnel Costs

The City Council has authorized 515.61 FTE positions citywide for FY 2014-15. Of those positions 406 FTE are full-time with benefits. Benefits include City paid medical, dental, health, life insurance, retirement⁴, retiree health⁵, workers compensation, unemployment, short term and long term disability. In addition to paid benefits, full-time employees earn between 15-25 vacation days and 12 sick days a year plus 13 holidays and 1 floating holiday. Employees also have the option of contributing to a deferred compensation retirement account.

The General Fund pays for 71% of all full-time employees. With the remainder of the budgeted employees paid for by the other funds.

The largest overall City expenses are for salaries and benefits of its employees. Each year the City Council enters into Memorandums of Understanding (MOU) between the City's bargaining units. The MOU's outline the salaries and benefits available to the positions within that bargaining unit.

Schedule 51: Benefit Costs per FTE

Benefit Costs for 1.0 FTE	FY 2013-14	FY 2014-15	Difference
Health/Dental/Vision	17,115	16,261	(854)
Retiree Health (pay-as-you-go)	5,680	6,023	343
OPEB	13.2%	13.2%	0.0%
PERS			
<i>Safety Employee</i>	36.47%	39.03%	2.56%
<i>Non-Safety</i>	22.08%	23.31%	1.23%
Medicare	1.45%	1.45%	0.00%
FICA	6.20%	6.20%	0.00%
Workers Compensation			
<i>Office</i>	100	219	119
<i>Other</i>	520	555	35
<i>Public Works</i>	3,756	4,675	919
<i>Police</i>	9,755	7,128	(2,627)
<i>Fire</i>	19,179	19,596	417
Miscellaneous Benefits	1,211	1,095	(116)

Notes:

⁴ The City has a two tiered retirement system. Any employee hired after March 1, 2010 participates in the second tier where for miscellaneous employees receive the 2 percent at 60 and the public safety employees receive the 3.0 percent at 55.

⁵ Any employee in the second tier does not have retiree health insurance. Instead the City contributes 1.5 percent of salary to a retiree health savings account.

POSITION BUDGET

The benefit costs per employee are both fixed and variable depending on the type of employee. The fixed costs that do not change between types on employees are health, dental and vision insurance, retiree health and miscellaneous benefits.

The health, dental, and vision insurance costs listed above represent an average costs per 1.0 budgeted FTE. The actual costs that the City pays for each employee may be lower or higher depending on the insurance plan either Blue Shield or Kaiser and whether the employee's insurance coverage is at the single, two people or family rate.

As noted in the Health & Benefit Fund summary, the City uses a pay-as-you-go method to pay for current retiree's health insurance. The \$5,046 listed above represents the amount per 1.0 FTE that is charged to departments and that the City pays for retiree health insurance.

The PERS/FICA benefits are all based on the percentage of an employee's salary. PERS has different rates depending on whether the employee is safety (i.e. Police Officer, Firefighter) or non-safety (everyone else). FICA (Federal Insurance Contributions Act) is the Federal Government Social Security and Medicare employer share. The City will pay and 6.2% of each employee's salary for Social Security and 1.45% of each employee's salary for Medicare.

The City self-funds workers compensation insurance. Based on past claims, each employee is broken into types as listed above and the departments are charged the corresponding amount based on the position budget.

SOUTH SAN FRANCISCO BARGAINING UNITS

Police Association – This unit includes the Police Officers, Police Corporals, and Police Sergeants.

Fire Association – This unit includes Fire Fighters, Paramedics and Fire Apparatus Engineers. This units employees work a 56 hour work week with 24 hour shifts.

Police and Fire Managers – This unit includes the Police Captains and Police Lieutenants, Fire Battalion Chiefs, Deputy Chief.

Mid Management –This unit includes Planners, Engineers, Analysts, Accountants and Recreation Supervisors. The Mid Management Unit also receives 40 hours of administrative leave to compensate for the additional late night meeting or weekend work required of the positions.

Confidential – This unit includes Administrative Assistants and other miscellaneous positions such as Information Technology Technicians.

Executive – This unit includes the department heads.

Operating Engineers – This unit includes the Water Quality Control Plant operators.

AFSCME – This is the largest bargaining unit of the City which includes Parks and Public Works Maintenance Workers. There are 126 FTEs budgeted in this unit. Many of the Part-Time regular benefited employees belong to this bargaining unit.

The City Council has the authority to approve any changes within the position budget, which includes changing titles, salary schedules or creating new positions.

The positions listed are part of the position budget. The City also employs contract employees that may be reflected on a department’s organization chart and not in the position budget. Some of those positions include: Emergency Medical Technicians and a Construction Manager.

Position Budget by Department

City Council		Position Title	FTE Actual FY 2012-13	FTE Actual FY 2013-14	FTE Proposed FY 2014-15	Change from FY 2013-14
Elected						
E110		Elected City Council Member	5.00	5.00	5.00	0.00
Subtotal Elected			5.00	5.00	5.00	0.00
Total FTE - City Council			5.00	5.00	5.00	0.00

City Treasurer		Position Title	FTE Actual FY 2012-13	FTE Actual FY 2013-14	FTE Proposed FY 2014-15	Change from FY 2013-14
Elected						
E105		Elected City Treasurer	1.00	1.00	1.00	0.00
Subtotal Elected			1.00	1.00	1.00	0.00
Total FTE - City Treasurer			1.00	1.00	1.00	0.00

City Clerk		Position Title	FTE Actual FY 2012-13	FTE Actual FY 2013-14	FTE Proposed FY 2014-15	Change from FY 2013-14
Elected-FT						
E100		Elected City Clerk	1.00	1.00	1.00	0.00
Subtotal Elected			1.00	1.00	1.00	0.00
Full Time						
O285	FT	Assistant City Clerk	1.00	1.00	1.00	0.00
O320	FT	Deputy City Clerk	1.00	1.00	1.00	0.00
Subtotal Full -Time			2.00	2.00	2.00	0.00
Total FTE - City Clerk			3.00	3.00	3.00	0.00

POSITION BUDGET

City Manager			Position Title	FTE Actual FY 2012-13	FTE Actual FY 2013-14	FTE Proposed FY 2014-15	Change from FY 2013-14
Full Time							
N115	FT		City Manager	1.00	1.00	1.00	0.00
N100	FT		Assistant City Manager	0.00	0.00	1.00	1.00
N180	FT		Assistant To The City Manager	1.00	1.00	0.00	(1.00)
M570	FT		Management Analyst I	0.00	0.00	1.00	1.00
O410	FT		Executive Assistant To The City Manager	1.00	1.00	0.00	(1.00)
O310	FT		Aministrative Assistant II	1.00	1.00	2.00	1.00
Subtotal Full -Time				4.00	4.00	5.00	1.00
Hourly							
X570	FT		Communications Hourly	0.00	0.50	1.00	0.50
Subtotal Hourly				0.00	0.50	1.00	0.50
Total FTE - City Manager				4.00	4.50	6.00	1.50

Economic & Community Development			Position Title	FTE Actual FY 2012-13	FTE Actual FY 2013-14	FTE Proposed FY 2014-15	Change from FY 2013-14
Full Time							
N100	FT		Assistant City Manager	1.00	1.00	0.00	(1.00)
N160	FT		Director of ECD	0.00	0.00	1.00	1.00
M125	FT		Associate Planner	2.00	3.00	3.00	0.00
M145	FT		Manager of Housing & Redevelopment	1.00	1.00	1.00	0.00
M155	FT		City Planner	1.00	1.00	1.00	0.00
M185	FT		Economic Development Coordinator	1.00	1.00	1.00	0.00
M185	FT		Community Development Coordinator	1.00	1.00	1.00	0.00
M210	FT		City Building Official	1.00	1.00	1.00	0.00
M215	FT		Assistant Building Official	1.00	1.00	1.00	0.00
M335	FT		Sr Planner	1.00	1.00	2.00	1.00
M570	FT		Management Analyst I	1.00	1.00	1.00	0.00
M590	FT		Principal Planner	1.00	1.00	0.00	(1.00)
A660	FT		Community Development Specialist	0.00	1.00	1.00	0.00
A462	FT		Planning Technician	1.00	1.00	1.00	0.00
A460	FT		Permit Technician	1.00	1.00	1.00	0.00
A400	FT		Sr Building Inspector	1.00	1.00	1.00	0.00
A245	FT		Parking Meter Service Worker	1.00	1.00	1.00	0.00
A135	FT		Building Inspector	5.00	5.00	5.00	0.00
O315	FT		Administrative Assistant I	2.00	3.00	3.00	0.00
Subtotal Full -Time				23.00	26.00	26.00	0.00
Part Time Regular							
A295	PT Reg		Office Specialist	0.75	0.75	0.75	0.00
Subtotal Part-Time Regular				0.75	0.75	0.75	0.00
Hourly							
X280	Hrly		Miscellaneous Hourly	0.20	0.15	0.15	0.00
X415	Hrly		Office Specialist	0.50	0.00	0.00	0.00
Subtotal Hourly				0.70	0.15	0.15	0.00
Total FTE - ECD				24.45	26.90	26.90	0.00

POSITION BUDGET

Finance		Position Title	FTE Actual FY 2012-13	FTE Actual FY 2013-14	FTE Proposed FY 2014-15	Change from FY 2013-14
Full Time						
N145	FT	Director of Finance	1.00	1.00	1.00	0.00
M770	FT	Financial Services Manager	1.00	1.00	1.00	0.00
M615	FT	Senior Financial Analyst	1.00	1.00	1.00	0.00
M610	FT	Financial Analyst II	1.00	1.00	1.00	0.00
M625	FT	Senior Accountant	1.00	1.00	1.00	0.00
M100	FT	Accountant I	1.00	1.00	1.00	0.00
A225	FT	Accounting Assistant II	3.00	2.00	2.00	0.00
M???	FT	Financial Services Supervisor	1.00	0.00	0.00	0.00
M599	FT	Payroll Administrator	0.00	1.00	1.00	0.00
O405	FT	Data Business Systems Specialist	1.00	1.00	1.00	0.00
O???	FT	Administrative Assistant I	0.00	1.00	1.00	0.00
O310	FT	Administrative Assistant II	1.00	1.00	1.00	0.00
Subtotal Full -Time			12.00	12.00	12.00	0.00
Hourly						
X280	Hrly	Miscellaneous Hourly	0.60	0.60	0.60	0.00
Subtotal Hourly			0.60	0.60	0.60	0.00
Total FTE - Finance			12.60	12.60	12.60	0.00

Fire		Position Title	FTE Actual FY 2012-13	FTE Actual FY 2013-14	FTE Proposed FY 2014-15	Change from FY 2013-14
Full Time						
N150	FT	Fire Chief	1.00	0.00	1.00	1.00
N155	FT	Public Safety Chief	0.00	0.50	0.00	(0.50)
M110	FT	Deputy Fire Chief	1.00	1.00	1.00	0.00
M399	FT	Disaster Preparedness Manager	0.00	1.00	1.00	0.00
M560	FT	Management Analyst II	1.00	1.00	1.00	0.00
M410	FT	Fire Marshall	1.00	1.00	1.00	0.00
M390	FT	Fire Battalion Chief (56 Hours)	3.00	3.00	3.00	0.00
M205	FT	Fire Battalion Chief (40 Hours)	1.00	1.00	1.00	0.00
B120	FT	Fire Apparatus Engineer	14.00	15.00	15.00	0.00
B100	FT	Fire Captain	15.00	15.00	15.00	0.00
B125	FT	Firefighter	2.00	1.00	1.00	0.00
B130	FT	Paramedic / Firefighter	35.00	35.00	35.00	0.00
B185	FT	EMS Captain	1.00	1.00	1.00	0.00
B200	FT	Safety Inspector I	4.00	4.00	4.00	0.00
A460	FT	Administrative Assistant I	1.00	1.00	1.00	0.00
O340	FT	Sr. Administrative Assistant	1.00	1.00	1.00	0.00
Subtotal Full -Time			81.00	81.50	82.00	0.50
Hourly						
A245	Hrly	Safety Inspector	1.00	1.00	1.00	0.00
A135	Hrly	Fire Courier	0.48	0.48	0.48	0.00
Subtotal Hourly			1.48	1.48	1.48	0.00
Total FTE - Fire			82.48	82.98	83.48	0.50

POSITION BUDGET

Human Resources		Position Title	FTE Actual FY 2012-13	FTE Actual FY 2013-14	FTE Proposed FY 2014-15	Change from FY 2013-14
Full Time						
N130	FT	Director Of Human Resources	1.00	1.00	1.00	0.00
M270	FT	Human Resources Analyst II	2.00	2.00	2.00	0.00
O265	FT	Human Resources Technician	1.00	1.00	1.00	0.00
M271	FT	Sr Human Resources Analyst	1.00	1.00	1.00	0.00
Subtotal Full -Time			5.00	5.00	5.00	0.00
Hourly						
X310	Hrly	Human Resources Clerk	0.00	1.00	1.00	0.00
Subtotal Hourly			0.00	1.00	1.00	0.00
Total FTE - Human Resources			5.00	6.00	6.00	0.00

Police		Position Title	FTE Actual FY 2012-13	FTE Actual FY 2013-14	FTE Proposed FY 2014-15	Change from FY 2013-14
Full Time						
N155	FT	Police Chief	1.00	0.00	1.00	1.00
N155	FT	Public Safety Chief	0.00	0.50	0.00	(0.50)
M765	FT	Deputy Police Chief	0.00	1.00	1.00	0.00
M280	FT	Police Captain	2.00	1.00	1.00	0.00
M275	FT	Police Lieutenant	5.00	5.00	5.00	0.00
C165	FT	Police Sergeant	11.00	12.00	12.00	0.00
C100	FT	Police Corporal	15.00	14.00	14.00	0.00
C115	FT	Police Officer	45.00	49.00	49.00	0.00
M285	FT	Police Records & Comm. Manager	1.00	1.00	1.00	0.00
C185	FT	Supervising Police Records Spec.	0.00	0.00	1.00	1.00
C110	FT	Police Property/ Evidence Specialist	1.00	1.00	1.00	0.00
C180	FT	Sr Police Records Specialist	3.00	3.00	2.00	(1.00)
C105	FT	Police Records Specialist	3.00	3.00	3.00	0.00
A365	FT	Supervising Dispatcher	3.00	3.00	3.00	0.00
A150	FT	Communications Dispatcher	11.00	14.00	14.00	0.00
C175	FT	Parking Enforcement Officer	2.00	2.00	2.00	0.00
C125	FT	Police Service Technician	4.00	4.00	4.00	0.00
O310	FT	Administrative Assistant II	1.00	1.00	1.00	0.00
O315	FT	Administrative Assistant I	1.00	1.00	1.00	0.00
Subtotal Full -Time			109.00	115.50	116.00	0.50
Part Time Regular						
A150	PT Reg	Communications Dispatcher	3.00	0.60	0.60	0.00
Subtotal Part-Time Regular			3.00	0.60	0.60	0.00
Hourly						
X190	Hrly	Police Property/Evidence Assistant	0.48	0.48	0.48	0.00
X193	Hrly	Police Court Liaison	0.48	0.48	0.48	0.00
X325	Hrly	Police Reserve Officer	1.31	1.31	1.31	0.00
Subtotal Hourly			2.27	2.27	2.27	0.00
Total FTE - Police			114.27	118.37	118.87	0.50

POSITION BUDGET

Public Works		Position Title	FTE Actual FY 2012-13	FTE Actual FY 2013-14	FTE Proposed FY 2014-15	Change from FY 2013-14
Full Time						
N160	FT	Director Of Public Works/City Eng	1.00	1.00	1.00	0.00
M435	FT	Asst Public Works Dir/City Eng	1.00	1.00	1.00	0.00
M760	FT	Principal Engineer	0.00	1.00	1.00	0.00
M750	FT	Public Works Program Manager	1.00	2.00	2.00	0.00
M745	FT	WQCP Maint Super	1.00	1.00	1.00	0.00
M560	FT	Management Analyst II	1.00	1.00	1.00	0.00
M465	FT	Assistant Plant Superintendent	1.00	1.00	1.00	0.00
M450	FT	Environ Compliance Coord	1.00	1.00	1.00	0.00
M355	FT	Superintendent Of WQCP	1.00	1.00	1.00	0.00
M340	FT	Sr Civil Engineer	3.00	2.00	2.00	0.00
M255	FT	Public Works Supervisor	2.10	0.10	0.00	(0.10)
M220	FT	Laboratory Supervisor	0.00	1.00	1.00	0.00
M115	FT	Associate Civil Engineer	2.00	2.00	2.00	0.00
D190	FT	Lead Plant Operator	4.00	4.00	4.00	0.00
D180	FT	Lead Plant Mechanic	1.00	1.00	1.00	0.00
D170	FT	Sr Laboratory Chemist	1.00	1.00	1.00	0.00
D160	FT	Sr Environmental Compliance Inspector	1.00	1.00	1.00	0.00
D155	FT	Environmental Compliance Inspector	3.00	3.00	3.00	0.00
D150	FT	Plant Operator II	9.00	8.00	8.00	0.00
D145	FT	Operator I	1.00	2.00	2.00	0.00
D140	FT	Plant Electrician II	2.00	2.00	2.00	0.00
D135	FT	Plant Mechanic II	4.00	4.00	4.00	0.00
D125	FT	Plant Utility Worker	2.00	2.00	2.00	0.00
D120	FT	Laboratory Chemist	2.00	2.00	2.00	0.00
D105	FT	Plant Electrician I	1.00	1.00	1.00	0.00
A500	FT	Sr Electrical Technician	0.00	1.00	1.00	0.00
A370	FT	Sweeper Operator	2.00	2.00	2.00	0.00
A360	FT	Sr Public Works Maintenance Worker	3.00	3.00	3.00	0.00
A345	FT	Lead Equipment Mechanic	1.00	1.00	1.00	0.00
A335	FT	Lead Electrical Technician	1.00	1.00	1.00	0.00
A310	FT	Public Works Inspector	1.00	1.00	1.00	0.00
A295	FT	Office Specialist	1.00	1.00	1.00	0.00
A275	FT	Public Works Maintenance Worker	13.00	14.00	13.00	(1.00)
A200	FT	Lead Public Works Maintenance Worker	2.00	2.00	3.00	1.00
D130	FT	Plant Mechanic I	2.00	2.00	2.00	0.00
A175	FT	Equipment Operator	2.00	1.00	1.00	0.00
A170	FT	Equipment Mechanic	2.00	3.00	3.00	0.00
A167	FT	Engineering Technician	1.00	1.00	1.00	0.00
A160	FT	Electrical Technician	1.00	1.00	1.00	0.00
A120	FT	Assistant Electrical Technician	1.00	1.00	1.00	0.00
O315	FT	Administrative Assistant I	4.00	5.00	5.00	0.00
Subtotal Full -Time			83.10	86.10	86.00	(0.10)

POSITION BUDGET

A160	FT	Electrical Technician	1.00	1.00	1.00	0.00
A120	FT	Assistant Electrical Technician	1.00	1.00	1.00	0.00
O315	FT	Administrative Assistant I	4.00	5.00	5.00	0.00
Subtotal Full -Time			83.10	86.10	86.00	(0.10)
Hourly						
X545	Hrly	Laboratory Chemist	0.50	0.50	0.50	0.00
X570	Hrly	Consultant	0.24	0.24	0.24	0.00
Subtotal Hourly			0.74	0.74	0.74	0.00
Total FTE - Public Works			83.84	86.84	86.74	(0.10)

Library	Position Title	FTE Actual FY 2012-13	FTE Actual FY 2013-14	FTE Proposed FY 2014-15	Change from FY 2013-14	
Full Time						
N110	FT	Library Director	1.00	1.00	1.00	0.00
M640	FT	Assistant Library Director	1.00	1.00	1.00	0.00
M560	FT	Management Analyst II	1.00	1.00	1.00	0.00
M500	FT	Literacy Program Manager	2.00	0.00	0.00	0.00
M235	FT	Library Program Manager	5.00	4.00	4.00	0.00
A445	FT	Literary Services Coordinator	2.00	3.00	3.00	0.00
A670	FT	Supervising Library Specialist	0.00	0.00	2.00	2.00
A240	FT	Librarian II	3.00	4.00	4.00	0.00
A215	FT	Library Assistant II	2.00	1.00	1.00	0.00
A210	FT	Librarian I	0.00	2.00	0.00	(2.00)
O315	FT	Administrative Assistant I	3.00	2.00	2.00	0.00
Subtotal Full -Time			20.00	19.00	19.00	0.00
Part Time Regular						
A240	PT Reg	Librarian II	0.00	0.80	0.80	0.00
A220	PT Reg	Library Assistant I	1.75	2.75	2.75	0.00
A215	PT Reg	Library Assistant II	0.50	0.00	0.00	0.00
Subtotal Part-Time Regular			2.25	3.55	3.55	0.00
Hourly						
X210	Hrly	Librarian I	1.26	1.26	1.26	0.00
X220	Hrly	Library Assistant I	1.03	1.35	1.35	0.00
X235	Hrly	Library Clerk	1.31	2.10	2.10	0.00
X250	Hrly	Library Page	6.81	7.31	7.31	0.00
X415	Hrly	Office Specialist	0.00	0.50	0.50	0.00
X440	Hrly	Office Assistant	0.43	0.43	0.43	0.00
X630	Hrly	Local History Specialist	0.05	0.00	0.00	0.00
X655	Hrly	Literary Services Asst. Coord.	0.06	0.06	0.06	0.00
X665	Hrly	Literary Services Asst. I	1.95	1.95	1.95	0.00
X670	Hrly	Librarian II	0.20	0.20	0.20	0.00
Subtotal Hourly			13.10	15.16	15.16	0.00
Total FTE - Library			35.35	37.71	37.71	0.00

POSITION BUDGET

Parks & Recreation		Position Title	FTE Actual FY 2012-13	FTE Actual FY 2013-14	FTE Proposed FY 2014-15	Change from FY 2013-14
Full Time						
N175	FT	Director Of Parks & Recreation	1.00	1.00	1.00	0.00
M750	FT	Public Works (Parks) Program Manager	0.00	1.00	1.00	0.00
M560	FT	Management Analyst II	0.00	1.00	1.00	0.00
M530	FT	Rec & Comm Svcs Coord	6.00	7.00	7.00	0.00
M360	FT	Superintendent of Parks & Facilities	1.00	0.00	0.00	0.00
M295	FT	Rec & Comm Svcs Super	5.00	5.00	5.00	0.00
M255	FT	Public Works Supervisor	2.90	2.90	3.00	0.10
A640	FT	Comm Svcs Site Coord	1.00	1.00	1.00	0.00
A515	FT	Recreation Leader IV	1.00	1.00	1.00	0.00
A510	FT	Van Driver	1.00	1.00	1.00	0.00
A505	FT	Groundsperson	2.00	2.00	2.00	0.00
A495	FT	Preschool Teacher	5.00	5.00	6.00	1.00
A465	FT	Building Maintenance Craftworker	2.00	2.00	2.00	0.00
A375	FT	Tree Trimmer	3.00	2.00	2.00	0.00
A350	FT	Senior Parks Maintenance Worker	1.00	2.00	3.00	1.00
A320	FT	Sr Building Maint Custodian	2.00	3.00	3.00	0.00
A295	FT	Office Specialist	2.00	0.00	0.00	0.00
A280	FT	Maintenance Craftworker	2.00	2.00	2.00	0.00
A250	FT	Parks Maintenance Worker	14.00	13.00	12.00	(1.00)
A195	FT	Lead Parks Maintenance Worker	1.00	2.00	2.00	0.00
A190	FT	Lead Building Maintenance Custodian	2.00	2.00	2.00	0.00
A140	FT	Building Maint Custodian	5.00	5.00	5.00	0.00
O315	FT	Administrative Assistant I	1.00	2.00	2.00	0.00
O310	FT	Administrative Assistant II	1.00	1.00	1.00	0.00
Subtotal Full -Time			61.90	63.90	65.00	1.10
Part Time Regular						
A640	PT Reg	Comm Srvcs Site Coord	1.97	1.22	1.22	0.00
A650	PT Reg	Cultural Arts Specialist	0.50	0.50	0.50	0.00
A610	PT Reg	Recreation Leader II	1.25	1.25	1.25	0.00
A620	PT Reg	Recreation Leader III	1.82	1.82	1.82	0.00
Subtotal Part-Time Regular			5.54	4.79	4.79	0.00
Hourly						
X185	Hrly	Building Maintenance Custodian	0.00	1.68	1.68	0.00
X440	Hrly	Office Assistant	0.00	1.00	1.00	0.00
X300	Hrly	Park Maintenance Worker	0.00	1.62	1.62	0.00
X350	Hrly	Recreation Instructor	5.41	5.41	5.41	0.00
X360	Hrly	Recreation Leader I	1.09	1.09	1.09	0.00
X365	Hrly	Recreation Leader II	11.47	11.47	11.47	0.00
X370	Hrly	Recreation Leader III	21.52	21.52	24.52	3.00
X375	Hrly	Recreation Leader IV	4.73	4.73	4.73	0.00
Subtotal Hourly			44.22	48.52	51.52	3.00
Total FTE - Parks & Recreation			111.66	117.21	121.31	4.10

POSITION BUDGET

X375	Hrly	Recreation Leader IV	4.73	4.73	4.73	0.00
Subtotal Hourly			44.22	48.52	51.52	3.00
Total FTE - Parks & Recreation			111.66	117.21	121.31	4.10

Information Technology	Position Title	FTE	FTE	FTE	Change	
		Actual FY 2012-13	Actual FY 2013-14	Adopted FY 2014-15	from FY 2013-14	
Full Time						
N165	FT	Director of Information Technology	1.00	1.00	1.00	0.00
M650	FT	Information Systems Administrator	2.00	2.00	2.00	0.00
O525	FT	Computer Services Technician	2.00	2.00	2.00	0.00
O310	FT	Administrative Assistant II	1.00	1.00	1.00	0.00
MM	FT	Senior Information Services Administratc	0.00	0.00	1.00	1.00
Subtotal Full -Time			6.00	6.00	7.00	1.00
Total FTE -Information Technology			6.00	6.00	7.00	1.00
Grand Total FTE - Citywide			488.65	508.11	515.61	7.50

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MISCELLANEOUS SECTION

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Master Fee Schedule Changes

The Fees for Services section of the Master Fee Schedule is brought to the City Council for approval annually along with the proposed operating budget. These fees are charged for direct City services, and can be approved via a resolution by Council, as opposed to other fees which may have public notice requirements and/or require public approval. Fees for services are collected for planning, building and fire code inspections, recreation classes, facility rentals and other City services. The following is a list of fee changes that the City Council approved as part of its regular Council meeting June 11, 2014.

Schedule 52: Master Fee Schedule Changes

	Current	Proposed	Change	Note
<u>ECD Dept.</u>				
<u>Building</u>				
California Green Building Standards		15% of Plan Checking Fee	15% of Plan Checking Fee	New
<u>Planning</u>				
Modifications & Waivers		\$100.00	\$100.00	New
<u>Parking District</u>				
Construction Parking Permit-per parking meter daily		\$35.00	\$35.00	New
<u>Library:</u>				
Library Card Replacement	\$2.00	\$1.00	\$1.00	Decrease
Reserve-PLS Inter-Library Loan - Per item/barcode charged at the time of placement, excluding reserves on Children's library cards / pending PLS Adm Council approval, reserve fee for all patrons to be eliminated	\$0.75	\$0.00	\$0.75	Decrease
<u>Parks/Recreation:</u>				
Thanksgiving Fun Run - Pre-registration	\$18.00	\$20.00	\$2.00	Increase
Thanksgiving Fun Run - Day of Event	\$20.00	\$30.00	\$10.00	Increase
Thanksgiving Fun Run - Children 13-17 years old		\$5.00	\$5.00	New
<u>Public Works</u>				
<u>WQCP</u>				
Wastewater Analysis - Bioassy	\$300.00	\$450.00	\$150.00	Increase
<u>Engineering</u>				
Off-site video inspection/processing fee for the recordation of the condition of private sewer lateral		\$75.00	\$75.00	New
Property owner request for painting of any curb to designate a parking restriction / approved by Traffic Advisory Committee	\$100.00	\$150.00	\$50.00	Increase
Add words "On-site" inspection/processing fee for the recordation of the condition of private sewer lateral	\$150.00			No fee change

Resolution to the Council

RESOLUTION NO. 66-2014

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

A RESOLUTION APPROVING THE FISCAL YEAR 2014-15 OPERATING BUDGET FOR THE CITY OF SOUTH SAN FRANCISCO; APPROPRIATING THE CORRESPONDING FUNDS; AUTHORIZING THE CITY MANAGER TO MAKE SPECIFIED EXPENDITURES; MAKING CHANGES TO THE CITY'S SALARY SCHEDULES, AND APPROVING THE GANN APPROPRIATIONS LIMIT

WHEREAS, the proposed fiscal year 2014-15 City of South San Francisco Operating Budget is attached hereto; and

WHEREAS, the City of South San Francisco ("City") Operating Budget shall hereafter be referred to collectively as the "Operating Budget" for purposes of adopting this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of South San Francisco ("City Council") that the fiscal year 2014-15 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 2014-15 Operating Budget in their entirety, 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 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 2014-15 and included herein as a consequence of a grant award approved by the City Council are hereby appropriated for the purposes for which the grant has been approved. Such appropriation includes authorization for the City Manager to expend such monies and for the Finance Director to make payments therefore in accordance with the terms and conditions and for the purpose of the grant.

BE IT FURTHER RESOLVED that the Finance Director is hereby granted the authority to increase budgeted revenues and budgeted expenses in departments specifically for development related expenses such as expedited plan checks, legal reviews, traffic studies, geotechnical studies, etc., where the developers pay up front for expenses that the City contracts out for. In those cases, the Finance Director, upon receiving those deposits or payments, will increase the budget for revenues 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 2014-15 budget attached hereto is hereby

officially adopted:

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

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

BE IT FURTHER RESOLVED that the Reserves Policy, enclosed in the budget pages that follow, is approved.

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

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

BE IT FURTHER RESOLVED that fund balance and reserve categories in this document are designed for decision-making and informational purposes only for the City Council, and are not intended to replace the reserve classifications supplied by the Governmental Accounting Standards Board (GASB) Statement 54 for governmental funds.

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 2013-14 into fiscal year 2014-15 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 2013-14 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 2014-15 Operating Budget are hereby approved.

BE IT FURTHER RESOLVED that the following salary schedule changes are approved effective June 20, 2014:

MISCELLANEOUS SECTION

JOB TITLE	CLASS CODE	EFFECTIVE DATE	PAY					
			1	2	3	4	5	
CONSULTANT – HOURLY MISCELLANEOUS	X570	20-Jun-2014	9.00					125.00
HOURLY RECREATION	X280	20-Jun-2014	9.00					80.00
INSTRUCTOR – HOURLY RECREATION LEADER I –	X350	20-Jun-2014	9.00					35.00
HOURLY	X360	20-Jun-2014	9.00	9.45	9.92	10.42	10.94	

JOB TITLE	PAY RATE	PAY				
		1	2	3	4	5
ECONOMIC & COMMUNITY DEVELOPMENT DIRECTOR	Hourly Rate	72.10	75.71	79.50	83.48	87.65
N140	Monthly	12,497.33	13,123.07	13,780.00	14,469.87	15,192.67

BE IT FURTHER RESOLVED that the Director of Finance is hereby authorized and directed to carry forward unspent fiscal year 2013-14 unencumbered non-recurring project budgets in the Operating Budget, such as litigation projects.

* * * * *

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 11th day of June, 2014 by the following vote:

AYES: Councilmembers Mark N. Addiego, Pradeep Gupta, and Liza Normandy

Vice Mayor Richard A. Garbarino and Mayor Karyl Matsumoto

NOES: None

ABSTAIN: None

ABSENT: None

ATTEST: Anna M. Brown
Anna Brown, Deputy City Clerk

RESOLUTION NO. 67-2014

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

A RESOLUTION APPROVING CHANGES TO THE 2014-15
MASTER FEE SCHEDULE FOR FEES FOR SERVICES

WHEREAS, staff recommends modification to the Master Fee Schedule for the 2014-15 fiscal year as set forth in the exhibits to this Resolution; and

WHEREAS, all of the fees herein are either fees for services or regulatory fees under the purview of the City to modify, and none are developer impact fees or fees subject to Proposition 218 requiring special noticing, hearing, or special adoption procedures; and

WHEREAS, the fees reflect the reasonable costs of providing the subject services; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of South San Francisco that the City Council hereby approves and adopts revisions to the Master Fee Schedule to include fee amendments specified in the staff report and attached as exhibits hereto.

* * * * *

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 11th day of June, 2014 by the following vote:

AYES: Councilmembers Mark N. Addiego, Pradeep Gupta, and Liza Normandy

Vice Mayor Richard A. Garbarino and Mayor Karyl Matsumoto

NOES: None

ABSTAIN: None

ABSENT: None

ATTEST: Anna M. Brown
Anna Brown, Deputy City Clerk

South

MISCELLANEOUS SECTION

San Francisco Demographics

Note: The US Census Bureau is continually releasing additional data from the 2010 US Census. The information contained comes from the US Census Bureau 2010 Census, US Census Bureau 2007 Economic Census, or the California Department of Finance Demographic Research Unit, otherwise the source is noted.

Area Population and Population Density

Total Population	63,975
Land Area in Square Miles	10.3
Population Per Square Mile (Land Area)	6,224

Population, Age and Sex Characteristics **% of Total**

Total population	63,975	100%
Male	31,577	49.4%
Female	32,398	50.6%
Median age (years)	38.1	
Average Household size	3.0	
Average Family size	3.5	
Persons Under 5 years	3,952	6.2%
Persons 6-17 years	9,931	15.5%
Persons Age 18-64	41,711	65.2%
Persons Age 65+	8,381	13.1%

Race Detail **% of Total**

Total Population	63,975	100.0%
Total Population of One Race	60,105	94.0%
Total Population of Two or More Races	3,870	6.0%
White	23,892	37.3%
Black or African American	1,625	2.5%
American Indian and Alaska Native	396	0.6%
Asian	23,429	36.6%
Native Hawaiian and Other Pacific Islander	1,122	1.8%
Some Other Race	9,641	15.1%

MISCELLANEOUS SECTION

Hispanic Origin Detail		% of Total
Total population	63,975	100.0%
Hispanic or Latino (of any race)	21,737	34.0%
	Mexican	13,237 60.9%
	Puerto Rican	573 2.6%
	Cuban	95 0.4%
	Other Hispanic or Latino	7,832 36.0%
Not Hispanic or Latino	42,238	66.0%

Housing Occupancy		% of Total
Total housing units	21,946	100.0%
Occupied housing units	21,061	96.0%
Vacant housing units	885	4.0%
	For rent	347 1.6%
	Rented, not occupied	12 0.1%
	For sale only	168 0.8%
	Sold, not occupied	35 0.2%
	For seasonal, recreational, or occasional use	95 0.4%
	All other vacants	228 1.0%
Vacancy rate	4.0%	
Homeowner vacancy rate	1.3%	
Rental vacancy rate	4.0%	

Housing Tenure		% of Total
Occupied housing units	20,938	100.0%
Owner-occupied housing units	12,614	60.2%
	Population in owner-occupied housing units	37,802
	Average household size of owner-occupied units	3.0
Renter-occupied housing units	8,324	39.8%
	Population in renter-occupied housing units	25,251
	Average household size of renter-occupied units	3.03

Median Income Comparison	Amount
2011 Area Median Income*	\$ 101,600
1999 Median Household Income	\$ 61,765
1999 Median Household Income Owner Occupied	\$ 71,041
1999 Median Household Income Renter Occupied	\$ 47,429

* Source: US Department of Housing & Urban Development

Industry description	Number of employer establishments	Employer sales, shipments, receipts, revenue, or business done (\$1,000)	Annual payroll (\$1,000)	Number of paid employees for pay period including March 12
Manufacturing	130	D	975,768	13,709
Retail trade	193	791,902	83,281	2,676
Information	30	D	92,746	811
Real estate and rental and leasing	94	164,412	36,328	979
Professional, scientific, and technical services	180	784,080	481,681	4,436
Administrative and Support and Waste Mang and Re	122	321,127	133,397	3,996
Educational services	12	D		
Health care and social assistance	182	454,093	205,088	3,506
Arts, entertainment, and recreation	23	26,144	8,960	288
Accommodation and food services	203	289,637	73,689	3,466
Other services (except public administration)	129	139,364	47,288	1,447

Source: 2007 Economic Census, US Census Bureau

D: Withheld to avoid disclosing data for individual companies

Top 10 Employers in South San Francisco

- Genentech
- Amgen
- Costco (2 Stores)
- American Etc Inc/Royal Laundry
- Oroweat/Entenmanns
- Guckenhiemer Enterprises Inc
- Columbus Manufacturing Inc
- Matagrano Inc
- Actelion Pharmaceuticals US Inc
- Nippon Express USA, Inc

Source: Business License Database

Glossary

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.

ARC – Annual Required Contribution. This is the annual amount needed to save to pay for retiree benefits, usually pensions or health care.

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 a 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 the department and the money is put into the equipment replacement fund.

FICA – Federal Insurance Contributions Act. This is the tax that employers must pay as a percent of each employee's salary. Employees also contribute to the same percent, 6.2% (4.2% in calendar year 2012) for Social security and 1.45% for Medicare.

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. A full-time equivalent fire fighter/paramedic will work 2912 hours in one year.

GASB 45 – An accounting statement issued by the Governmental Accounting Standard Board (GASB) with guidelines on how to and when to account for expenditures and liabilities relating to other post employment benefits (OPEB).

GASB 54 – An accounting statement issued by the Governmental Accounting Standard Board (GASB) with guidelines on fund balance reporting and classification of Governmental Funds.

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 citywide operations. Charges may include IT, phone service and vehicle repair.

MMP – Minor Maintenance Improvement Projects are the new classification for projects that do not meet the criteria of a CIP.

Modified Accrual Basis – The basis for budgeting and accounting in the governmental funds where the revenues are recognized as they are measurable and available, i.e. when the invoice for payment is issued. The expenditures are recognized as they occur and not as the check clears.

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

OPEB – Other Post Employment Benefits. These are costs related to benefits paid to employees who have retired from the City. These costs generally consist of retiree health, dental and vision care and are covered for the life of the retiree.

PERS – The California Public Employee Retirement System. The City contributes to PERS for employee defined benefit pension costs. Each year CalPERS sends the City the required contribution based on age and number of employees.

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.

Quimby Act – The 1975 act passed by the California State Legislature that authorizes local governments (California Government Code §66477) to require developers to set aside land, donate or pay fees for park improvements.

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 project area, at the time of the project area inception, and any annual increases to property tax as calculated on changes to assessed values. Tax increment revenue was formally allocated to the RDA, but will now be redistributed to local taxing entities as California RDA's have been eliminated.

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