

City of South San Francisco

Adopted Operating
Budget

Fiscal Year 2013-2014

City of South San Francisco



Adopted Operating Budget
Fiscal Year 2013-2014

Pedro Gonzalez, Mayor
Karyl Matsumoto, Mayor Pro Tem
Mark Addiego, Councilmember
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Submitted by Barry M. Nagel, City Manager
Jim Steele, Finance Director

I acknowledge and extend my personal gratitude to all of those who came together to help prepare the 2013-14 Adopted Operating Budget Book with their creativity, determination, and senses of humor.

Justine Buenaflor
Eileen Deasy

Mich Mercado
Amy Mangubat

Joel Resplandor
Colleen Tribby

My special thanks to the South San Francisco Management for deploying our first Internal Talent Exchange Program (I-TEP).

Kathy Mount

Barry Nagel

Terry White

And finally special thanks to Colleen Tribby, Gerry Beaudin, Dave Bockhaus, and Mich Mercado for their passion and vision in setting up the Employee Development Group (EDG), and to their work in launching the I-TEP program.

The compilation and publication of this Operating Budget was made possible by the combined contributions of those listed above. I am grateful for their hard work and support.

Jim Steele
Finance Director
City of South San Francisco

City of South San Francisco

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City of South San Francisco

Introduction

South San Francisco (SSF or “South City”), is easily recognizable from San Francisco International Airport and the surrounding sky by the “South San Francisco, The Industrial City” sign on a hill which rises north of the City. The sign, made of white-painted concrete letters, is a tribute to the City’s industrial past and is listed on the National Register of Historic Places.

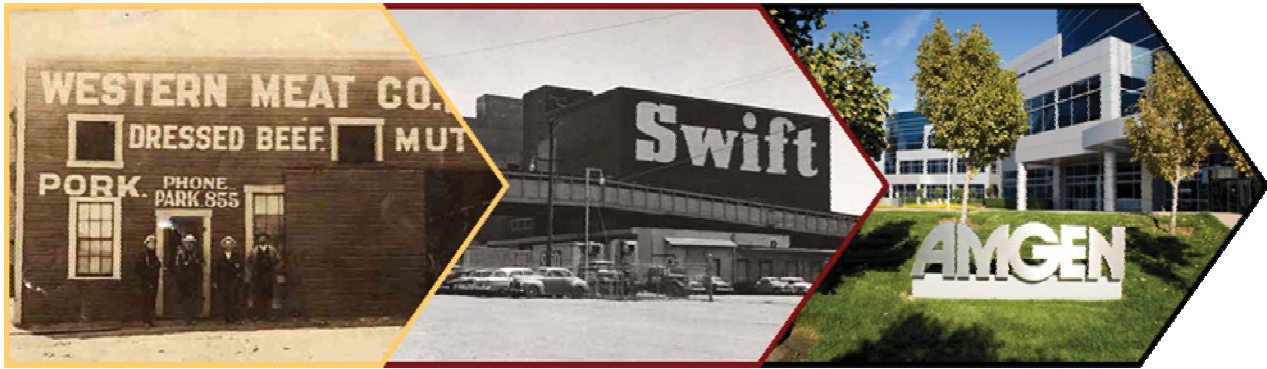
A BRIEF HISTORY

SSF was incorporated on September 19, 1908. 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 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.



City Hall, 400 Grand Avenue



In 1949, the City Manager/City Council form of government was adopted. 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 South San Francisco 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 51,000 people who work for SSF businesses with a total payroll of \$4.5 billion.¹ SSF 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 *Demographics* pages.

SCHOOLS

The City 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 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 SSF being Skyline Community College in San Bruno. Skyline offers associate degree programs and provides opportunities for students to transfer to four year universities.

¹ US Census Bureau, 2010 Zip Code Business Patterns

PARKS & RECREATION

There are 34 City-owned parks totaling 114 acres. These facilities include baseball fields, soccer fields, twenty playground areas, a bocce ball court, skate park, basketball courts, swimming pool, and picnic areas.

Centennial Trail is a 2.85 mile asphalt bike/walk 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 Centennial Trail won the League of California Cities 2010 Helen Putnam Award for Excellence in the Planning and Environmental Quality category.

PUBLIC TRANSPORTATION

South 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.



Torque, 100 McClellan, near SSF BART

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



Centennial Way Linear Park



City of South San Francisco

Demographics

Incorporated

September 19, 1908

Government

City Manager/City Council Form of Municipal Government

Location

The City is centrally located on the west shore of the San Francisco Bay, adjacent to San Francisco International Airport.

County

San Mateo County

Area

9.63 square miles. The City's 9.14 square miles in land area, is approximately 35% residential, 35% industrial, 20% commercial and 10% open space.

City Population

65,127²

Daytime Population

108,402 (Based on employment of 51,143 - 7,150 who work in their place of residence)³

¹ US Census Bureau, State and County Geography QuickFacts

² CA Department of Finance estimate as of 1/1/2013

³ US Census Bureau, 2010 Zip Code Business Patterns and American Fact Finder Workers by Place of Work 2007-2011

POPULATION PROFILE – US CENSUS 2010

Extract by the California Department of Finance Demographic Research Unit, 5/12/2011

| | |
|---------------------------------------|----------|
| Total Population | 63,632 |
| Male | 31,435 |
| Female | 32,197 |
| Median Age (years) | 38.1 |
| Male Median Age (years) | 36.5 |
| Female Median Age (years) | 39.7 |
| Percent Population Female | 50.6% |
| Total Housing Units | 21,814 |
| Median Household Income (2007-2011) | \$75,543 |
| Average Household Size (2007-2011) | 2.96 |
| Percent Population Less Than 18 Years | 21.7% |
| Persons Under 5 Years | 3,924 |
| Persons Under 18 Years | 13,787 |
| Persons Age 21+ | 47,470 |
| Persons Age 55+ | 15,953 |
| Persons Age 60+ | 11,891 |
| Persons Age 65+ | 8,329 |
| <i>Race</i> | |
| Total Population of One Race | 59,782 |
| Total Population of Two or More Races | 3,850 |
| White | 23,760 |
| Black or African American | 1,625 |
| American Indian or Alaska native | 395 |
| Asian | 23,293 |
| Native Hawaiian or Other Islander | 1,111 |
| Other Race | 9,598 |
| <i>Ethnicity</i> | |
| Hispanic or Latino (or any race) | 21,645 |



Millennium,
Median at Westborough and
Junipero Serra Boulevard

EMPLOYMENT

City of South San Francisco Comprehensive Annual Financial Report 2012 List of Principal Employers

| | Principal Employers | Description |
|----|--------------------------------|--------------------|
| 1 | Genentech | Biotechnology |
| 2 | Costco (2 Stores) | Retail |
| 3 | Amgen | Biotechnology |
| 4 | Guardsmark | Security Services |
| 5 | American Etc Inc/Royal Laundry | Commercial Laundry |
| 6 | Bay Bread LLC | Bakery |
| 7 | Elan Pharmaceuticals | Biotechnology |
| 8 | DBI Beverage | Distributorship |
| | SBM Site Services | Facilities Support |
| 9 | Oroweat/Entenmann's | Bakery |
| 10 | Monogram Biosciences | Biotechnology |



Budget Document and Process

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. **Introduction** – Provides historical, 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** – 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. **Departments** – 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 within 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) includes the guidelines of how the budget may be increased without a resolution approved by the City Council. To summarize the guidelines outlined in the resolution; the Finance Director may increase the expense and revenue budgets where there is a zero net impact on the fund and the City Manager may authorize the transfer of budget amounts between projects within the same fund. All other budgetary changes after the budget adoption are subject to approval by the City Council.

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

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 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; and alarm registrations.
4. **Fines & Forfeitures** are the City's share of traffic-related, library 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** accounts for the proceeds of debt issuance.
9. **Other Revenues** include donations to various City programs and one-time revenues that cannot be categorized in another revenue area.
10. **Transfers** are internal transfers 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** are expenditures on employee salaries, as well as, health, retirement, insurance and other miscellaneous benefits.
2. **Supplies & Services** are for contract services, consultants, office supplies, utilities, etc.
3. **Capital Outlay** is reserved for purchases of land, vehicles, and equipment.
4. **Debt Service** is used to pay for principal and interest of loans, bonds, leases, and other credit issued to the City.
5. **Interdepartmental Charges** 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** 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 Budget 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 Budget 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

| Fiscal Year | CPI/Personal Income % Change | Population % Change | Change Factor | Cumulative Change Factor | Appropriation Limit |
|---------------------------------|------------------------------|---------------------|-------------------|--------------------------|---------------------|
| 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 |
| | | FY 2010-11 | FY 2011-12 | FY 2012-13 | FY 2013-14 |
| Proceeds of Taxes | | 42,991,856 | 44,269,184 | 48,570,889 | 55,958,101 |
| Appropriations Subject to Limit | | 42,991,856 | 44,269,184 | 48,570,889 | 55,958,101 |
| Current Limit | | 99,938,622 | 103,166,639 | 108,108,321 | 115,362,390 |
| Amount Under Limit | | 56,946,765 | 58,897,455 | 59,537,432 | 59,404,289 |

| Fiscal Year | CPI/Personal Income % Change | Population % Change | Change Factor | Cumulative Change Factor | Appropriation Limit |
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| Amount Under Limit | | 56,946,765 | 58,897,455 | 59,537,432 | 59,404,289 |

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 Income % Change | Population % Change | Change Factor | Cumulative Change Factor | Appropriation Limit |
|---------------------------------|------------------------------|---------------------|-------------------|--------------------------|---------------------|
| 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 |
| | | FY 2010-11 | FY 2011-12 | FY 2012-13 | FY 2013-14 |
| Proceeds of Taxes | | 42,991,856 | 44,269,184 | 48,570,889 | 55,958,101 |
| Appropriations Subject to Limit | | 42,991,856 | 44,269,184 | 48,570,889 | 55,958,101 |
| Current Limit | | 99,938,622 | 103,166,639 | 108,108,321 | 115,362,390 |
| Amount Under Limit | | 56,946,765 | 58,897,455 | 59,537,432 | 59,404,289 |

The City of South San Francisco is currently \$59.4 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.

Budget Awards



The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of South San Francisco, California for the Annual Budget beginning July 1, 2012. In order to receive this award, a governmental unit must publish a document that meets program criteria as a policy document, an operations guide, a financial plan, and a communication device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

California Society of Municipal Finance Officers

Certificate of Award

Operating Budget Excellence Award Fiscal Year 2012-2013

Presented to the

City of South San Francisco

For meeting the criteria established to achieve the Operating Budget Excellence Award.

February 6, 2013



Laura M. Nomura

Laura Nomura
CSMFO President

Scott Catlett

Scott Catlett, Chair
Professional Standards and
Recognition Committee

Dedicated Excellence in Municipal Financial Reporting

The California Society of Municipal Finance Officers (CSMFO) presented an Excellence Award in Operating Budget to the City of South San Francisco, California for the Annual Budget beginning July 1, 2012. In order to receive this award, a governmental unit must publish a document that meets program criteria as a policy document, an operations guide, a financial plan, and a communication device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to CSMFO to determine its eligibility for another award.



City of South San Francisco

Operating Funds

As of February 1, 2012 the City's Redevelopment Agency (RDA) was eliminated by California State Assembly Bill 26. FY 2013-14 will be the second full fiscal year without the RDA Merged Operating Funds, RDA Housing Fund, RDA Debt Fund, and the Public Improvements Agreement Fund. The City created Successor Agency Funds as part of the RDA elimination process. These funds are used for the winding down of the RDA and the City Housing Fund, which the City will use for tracking and maintaining the former RDA Housing Fund owned properties.

GOVERNMENTAL FUNDS

MAJOR GOVERNMENTAL FUNDS

General Fund 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 (CDBG) Fund accounts for federal monies received to be expended for development of social services for lower-income residents.

Common Greens Maintenance District Fund 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 Fund 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 such as the Federal Aviation Grant Fund, Miscellaneous Federal Grants Fund and Supplemental Law Enforcement Services Fund are used by the City to account for special revenues that are to be used for designated programs.

Parks-in-Lieu Fee Fund was expanded to four funds in FY2011-12 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 are paid by developers 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 subsidizes the Storm Water Fund.

NON-MAJOR PROPRIETARY FUNDS

City Service Fund is an internal service fund that accounts for vehicle maintenance services provided to City departments.

Equipment Replacement Fund is an 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 Fund is an internal service fund that accounts for health and retirement benefits paid on behalf of eligible City employees.

Information Technology Fund is an internal service fund that accounts for the information technology services provided to City departments.

Self Insurance Fund is an internal service fund that accounts for costs associated with workers compensation and general liability.

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

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 2012-13 or FY 2013-14 is included in the list below.

| Fund Title | Type | Category |
|---|--------------|-----------------------|
| Major Funds | | |
| General Fund | Governmental | General Fund |
| Capital Improvement Fund | 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 Fund | Governmental | Special Revenue |
| Community Development Block Grant Fund | Governmental | Special Revenue |
| Developer Deposits | Governmental | Special Revenue |
| East of 101 Sewer Impact Fee | Governmental | Special Revenue |
| East of 101 Traffic Impact Fee | Governmental | Special Revenue |
| Federal Aviation Grant Fund | Governmental | Special Revenue |
| Gas Tax Fund | Governmental | Special Revenue |
| Measure A ½ 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 (Garage) 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 |
| PEG Access Fund | Proprietary | Special Revenue |
| Self Insurance Fund | Proprietary | Internal Service Fund |

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 Title | Finance | ECD | Public Works | Info Tech | Parks & Rec |
|---|---------|-----|--------------|-----------|-------------|
| 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 Fund | 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 ½ 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 | | | |

Highlights of FY 2013-14 Operating Budget

BACKGROUND/DISCUSSION

The FY 2013-14 Operating Budget was approved by the City Council on June 26, 2013. This narrative is an overview of the budget highlights. Also, the budgets for the Successor Agency to the former Redevelopment Funds are formally adopted as part of the State certified Recognized Obligations Payment Schedule (ROPS) process, and are not repeated here.

HIGHLIGHTS

Highlights from the May 13, 2013 Study Session presentation is repeated below:

- Library - Reduced payroll costs by taking advantage of retirement savings and under filling replacements thereby able to increase resources towards library networking and e-services costs, and library collections.
- Fire - The Disaster Preparedness Coordinator has been funded as a contract employee, the budget proposes converting this to a regular, full time employee with benefits for a net increase of \$30,000 to the budget. This action will create more permanence for a needed service.
- Parks and Recreation - As part of a reorganization proposal presented to Council earlier, a net addition of .75 FTE (for a modest overall net increase) is proposed for:
 - Hiring a Parks Program Manager and Management Analyst II in exchange for a Parks and Facilities Superintendent and a Park Supervisor.
 - Upgrading an Office Specialist to an Administrative Assistant I and adding two part-time Office Assistants in exchange for one Office Specialist position.
 - Upgrading a 30 hour Community Services Site Coordinator to a full-time Program Coordinator in Facility Rentals.
 - Removing one of three Tree Trimmers but restoring a Lead Parks Maintenance Worker and Sr. Building Maintenance Custodian.

\$200,000 has also been added in non-personnel costs to the Building and Parks Maintenance operating budgets to augment regular maintenance tasks to keep parks and facilities in better repair. These funds had been cut back during the recession.

Finally, the attached resolution formalizes the salary schedule to match augmented duties undertaken by the Director of Parks and Recreation in recent years. This salary is consistent with what Council has previously approved on an interim basis for those expanded duties, and this action will formalize the salary schedule.

- City Manager’s Office - \$69,000 in funding is proposed to initiate start-up costs for utilizing social media for public communications in the City Manager’s Office. That effort will be collaboration between the City Clerk and the City Manager’s Office.
- Police Department - One frozen Parking Enforcement Officer has been restored for Police to address the parking issues near the BART station and along McClellan Drive that cannot effectively be addressed with the two current positions. In addition, to accommodate scheduling needs for dispatching operations, which has been expanded to include dispatching for Pacifica, three 32-hour dispatchers have been converted to 40 hour positions.
- Finance Department - The Finance Department is implementing two position changes as a result of vacancies, consistent with the reorganization plan for an eventual Administrative Services Department. The vacant Budget Manager position is being recruited as a Financial Services Manager, and the vacant Payroll and Financial Services Supervisor position will be recruited as a Payroll Manager. That latter position’s job description has not yet been completed, so a revision to that position’s salary schedule will come to the Council at a later time.
- City Clerk - \$120,000 has been added to the City Clerk’s budget for election costs.
- Public Works - Restoring one previously frozen maintenance worker position for Public Works in the Storm Water Fund due to increased requirements in storm water permit regulations and creek cleanup efforts. \$175,000 is needed from the General Fund to continue to subsidize the Storm Water Fund to adequately address regulatory requirements. The Storm Water Fund is not self-supporting with fees set in place over a decade ago. The funding stream is constrained by Proposition 218 from being increased without voter approval.
- \$1.0 million contribution towards the City’s Other Post-Employment Benefits (OPEB) obligation.
- A net draw on General Fund Reserves of \$1.5 million, after transfers out to OPEB, Storm Water Fund, and CIP.
- In non-General Fund areas, a Laboratory Supervisor and an Administrative Assistant are being added to the Sewer Fund, consistent with Public Works’ reorganization efforts.

GENERAL FUND RESERVES

The following is a summary of the proposed reserve uses for FY 2013-14:

- \$1.0 million in General Fund contribution towards new projects in the Capital Improvements Program.
- \$1.0 million contribution towards the City’s Other Post-Employment Benefits (OPEB) obligation.
- \$.2 million in General Fund contribution to the Storm Water Fund to cover increased costs due to complying with new regulations.

OTHER FUNDS

Highlights of proposed budgets in other funds in FY 2013-14 include the following:

- Sewer Enterprise Fund: the Fund is projected to end the year with reserves totaling \$9.9 million, which will be a down payment towards the next round of major capital improvement renovations to begin at the Plant, which must always invest to ensure continued compliance with our regulatory requirements. Low interest State Loan funding will be pursued in the next year to achieve some of these needed improvements.
- Storm Water Fund will end next year with approximately \$300,000 in Reserves. It continues to be subsidized with contributions from the General Fund and Gas Tax Fund.
- Health and Benefits Fund: the proposed budget projects funds set-aside for OPEB at the end of FY 2013-14 to be \$12.5 million. The last actuarial study estimates the total liability now at \$82 million. That figure is being re-evaluated now by actuarial consultants, and staff will have that revised number by the time of this meeting. As staff has continued to emphasize, the longer the City delays in investing those funds in an OPEB Trust Fund, the farther behind in funding this liability the City will fall. Staff will continue to explore this with the Budget Subcommittee in the upcoming months.
- City Housing Fund: this is a new fund that accounts for Successor Housing Agency activities: housing property maintenance and repair costs, tenant screening, oversight activities by staff, and housing rental revenue. A loan repayment from Mid-Peninsula Housing will fund retail improvements at the 636 El Camino Housing properties. The General Fund is not projected to need to contribute towards these activities in FY 2013-14.
- IT Fund and PEG Fund (Public, Educational, and Governmental Cable Access Fund): the PEG Fund will contribute \$200,000 in funds to upgrade the Council Chambers to provide upgraded public viewing of the Council meetings. PEG Funds are assessed from our cable TV providers for this purpose.
- The Solid Waste Fund is projected to have a fund balance of \$.97 million at the end of 2013-14. Funds come from our franchise agreement with the South San Francisco Scavenger Company, and are used to pay for source reduction and solid waste mitigation efforts such as continued monitoring of the former landfill site at Oyster Point.
- The Parking District Enterprise Fund is projected to have \$1.1 million in reserves at the end of 2013-14 that may be used for future Parking District investments and operating expenditures.

FISCAL IMPACT

- \$.8 million operating budget surplus before transfers out to other funds.
- \$1.0 million dip into reserves after transfers out.
- Proposed FY 2013-14 General Fund Reserves meet Council's Reserves Policy:

Projected ending balance of Undesignated Reserve of \$15.0 million.

Total General Fund Reserves of \$24.9 million.



City of South San Francisco

General Fund

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.

General Fund Summary

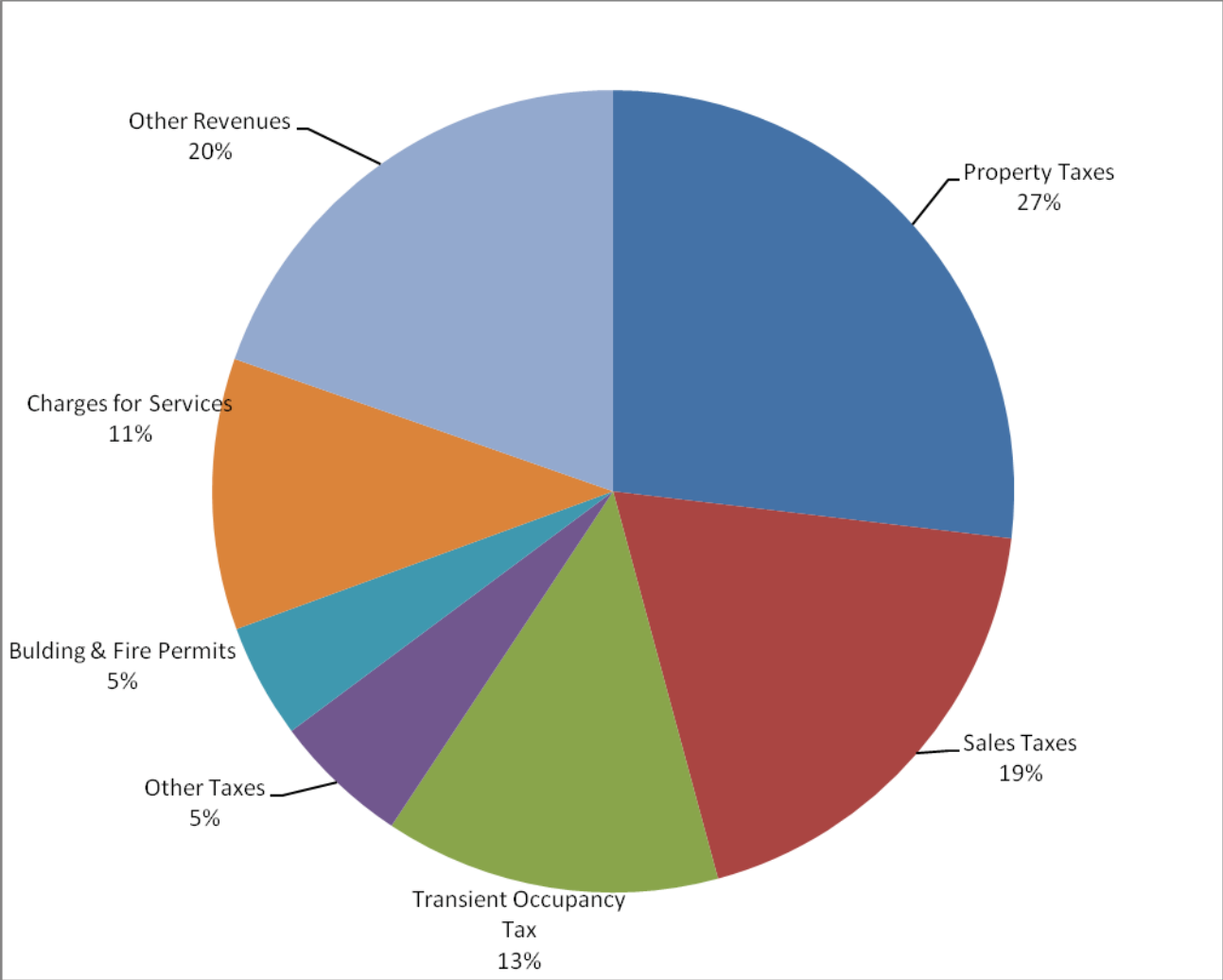
| Revenues and Other Financing Sources | Actual | Adopted | Amended | Projected | Adopted | Change from Adopted | |
|---|-------------------|-------------------|-------------------|-------------------|----------------------------------|---------------------|-------------|
| | 2011-12 | 2012-13 | 2012-13 | 2012-13 | 2013-14 | 2012-13 | % Change |
| Property Taxes | 14,016,218 | 13,981,867 | 14,120,890 | 14,120,890 | 14,640,236 | 658,369 | 4.7% |
| Property Taxes, RDA Dissolution | 1,048,513 | 2,860,000 | 3,518,964 | 3,753,730 | 3,450,000 | 590,000 | 20.6% |
| Property Tax Refund | 665,650 | 391,003 | 551,058 | 551,058 | 62,288 | (328,715) | -84.1% |
| ERAF Refund from County | 1,776,206 | 1,793,968 | 1,793,968 | 2,123,998 | 897,000 | (896,968) | -50.0% |
| Sales Tax | 11,969,796 | 12,978,812 | 12,912,473 | 12,912,473 | 13,521,440 | 542,627 | 4.2% |
| Transient Occupancy Tax | 8,619,170 | 8,516,099 | 9,659,101 | 9,659,101 | 9,704,772 | 1,188,673 | 14.0% |
| Business License | 1,075,472 | 993,632 | 1,011,031 | 1,011,031 | 1,011,031 | 17,399 | 1.8% |
| Contingency for Business License Modernization Ballot Measure (1) | | | | | 400,000 | | |
| Commercial Parking Tax | 2,548,014 | 2,546,441 | 2,546,441 | 2,546,441 | 2,546,441 | - | 0.0% |
| Franchise Fees | 3,247,256 | 3,317,516 | 3,247,256 | 3,247,256 | 3,247,256 | (70,260) | -2.1% |
| Building and Fire Permits | 3,056,508 | 2,959,155 | 3,305,169 | 3,305,169 | 3,305,169 | 346,014 | 11.7% |
| Motor Vehicle License & In-Lieu | 5,321,598 | 5,137,005 | 5,248,931 | 5,248,931 | 5,422,728 | 285,722 | 5.6% |
| Revenue from Other Agencies | 1,336,854 | 706,459 | 2,074,968 | 1,984,800 | 643,525 | (62,934) | -8.9% |
| Charges for Services | 6,547,604 | 6,172,948 | 6,286,449 | 6,286,449 | 6,510,649 | 337,701 | 5.5% |
| Administrative Charges | 1,894,761 | 1,333,114 | 1,333,114 | 1,333,114 | 1,325,500 | (7,614) | -0.6% |
| Fines | 2,184,233 | 1,167,350 | 1,697,086 | 1,697,086 | 1,699,500 | 532,150 | 45.6% |
| Interest & Rent | 2,858,950 | 2,907,817 | 2,870,000 | 2,870,000 | 2,870,000 | (37,817) | -1.3% |
| Transfers In & Other | 1,341,272 | 2,466,084 | 2,300,053 | 2,315,239 | 1,865,064 | (601,020) | -24.4% |
| Subtotal Revenues | 69,508,077 | 70,229,271 | 74,476,951 | 74,966,765 | 73,122,599 | 2,464,092 | 3.5% |
| Plus Prior Year Carryovers | | | 840,365 | 840,365 | | | |
| Total Revenues and Other Financing Sources | 69,508,077 | 70,229,271 | 75,317,316 | 75,807,130 | 73,122,599 | 2,464,092 | 3.5% |
| Operating Budget Expenditures | Actual | Adopted | Amended | Projected | Adopted | Change from Adopted | |
| | 2011-12 | 2012-13 | 2012-13 | 2012-13 | 2013-14 | 2012-13 | % Change |
| City Council | 186,983 | 184,948 | 204,448 | 204,448 | 194,475 | 9,527 | 5.2% |
| City Clerk | 381,498 | 447,844 | 452,697 | 452,697 | 565,696 | 117,852 | 26.3% |
| City Treasurer | 144,470 | 175,990 | 204,897 | 204,897 | 118,906 | (57,084) | -32.4% |
| City Attorney | 585,943 | 751,307 | 751,307 | 751,307 | 764,224 | 12,917 | 1.7% |
| City Manager | 719,803 | 798,757 | 800,617 | 800,617 | 889,524 | 90,767 | 11.4% |
| Finance | 1,616,491 | 1,813,753 | 1,828,972 | 1,828,972 | 1,862,609 | 48,856 | 2.7% |
| Non-Departmental | 885,836 | 959,945 | 991,945 | 991,945 | 875,451 | (84,494) | -8.8% |
| Human Resources | 986,947 | 1,030,763 | 1,092,117 | 1,092,117 | 1,046,188 | 15,425 | 1.5% |
| Economic & Community Dev | 3,241,269 | 3,762,691 | 4,444,927 | 4,444,927 | 3,917,133 | 154,442 | 4.1% |
| Fire | 18,812,865 | 18,669,464 | 18,919,610 | 18,919,610 | 19,591,209 | 921,745 | 4.9% |
| Police | 21,151,343 | 21,054,388 | 21,767,545 | 21,767,545 | 22,183,336 | 1,128,948 | 5.4% |
| Public Works | 3,203,364 | 3,203,292 | 3,235,695 | 3,235,695 | 4,056,860 | 853,568 | 26.6% |
| Library | 4,272,704 | 4,208,912 | 4,638,464 | 4,638,464 | 4,419,241 | 210,329 | 5.0% |
| Parks & Recreation | 10,101,409 | 10,539,100 | 10,875,677 | 10,875,677 | 11,449,408 | 910,307 | 8.6% |
| Contingency for Business License Modernization Ballot Measure (1) | | | | | 400,000 | | |
| Transfer out to Housing Fund | | 38,000 | 38,000 | 38,000 | | (38,000) | -100.0% |
| Total Operating Budget Expenses | 66,290,926 | 67,639,154 | 70,246,918 | 70,246,918 | 72,334,260 | 4,695,106 | 6.9% |
| Operating Budget Impact | 3,217,151 | 2,590,117 | 5,070,398 | 5,560,211 | 788,340 | | |
| Total Minor Maintenance Expenditures | | 889,877 | 890,448 | 890,448 | Included in departmental budgets | | |
| Transfers In from Other Funds for Minor Maint | | (564,577) | (564,577) | (564,577) | | | |
| Net GF Contribution, Minor Maint Projects | | 325,300 | 325,871 | 325,871 | - | | |
| Net Operating Budget Impact | 3,217,151 | 2,264,817 | 4,744,527 | 5,234,340 | 788,340 | | |

(1) Subsequent to adopting the budget, the City Council opted not to put a business license modernization measure on the ballot in 2013.

General Fund Reserves

| | Actual 2011-12 | Projected 2012-13 | Adopted 2013-14 |
|--|-------------------|----------------------|--------------------|
| Net Operating Budget Impact | 3,217,151 | 5,234,340 | 788,340 |
| One-time Property Tax from RDA Dissolution | | 4,697,654 | |
| Less Transfers to Capital Projects: | (195,563) | (1,304,125) | -539,000 |
| Less Other Transfers | (500) | | (68,000) |
| Less Transfers to Retiree Health Fund | (550,000) | (1,000,000) | (1,000,000) |
| Less Transfers to Storm Water Fund | (275,000) | (175,000) | (175,000) |
| Net Impact on General Fund Reserves | 2,196,088 | 7,452,870 | (993,660) |
| <u>General Fund Reserves Projection</u> | | | |
| I. Discretionary Reserves/ Liqud Reserves Available | | | |
| Emergencies | 1,388,000 | 1,499,000 | 1,462,000 |
| Economic Contingencies | 4,857,000 | 5,248,000 | 5,119,000 |
| Designated for future Economic Development and Capital Projects | 5,120,437 | 3,816,312 | 3,277,312 |
| Undesignated Reserve | 5,593,868 | 15,375,589 | 15,086,929 |
| Subtotal, Discretionary (Available) Reserves | 16,959,305 | 25,938,901 | 24,945,241 |
| II. Non-Discretionary Reserves/ Reserves Already Committed | | | |
| Encumbrances | 840,365 | | |
| Designated for Property Tax Refund | | | |
| Inventory and Other | 65,000 | | |
| Reserve for Prepaid Expenses | 30,710 | | |
| Designated for Unrealized Gains | 382,598 | | |
| Appropriated Capital Projects | 208,054 | | |
| Subtotal, Non-Discretionary (Committed) Reserves | 1,526,726 | - | - |
| Total General Fund Reserves | 18,486,031 | 25,938,901 | 24,945,241 |

FY 2013-14 General Fund Revenues by Type (not including transfers)

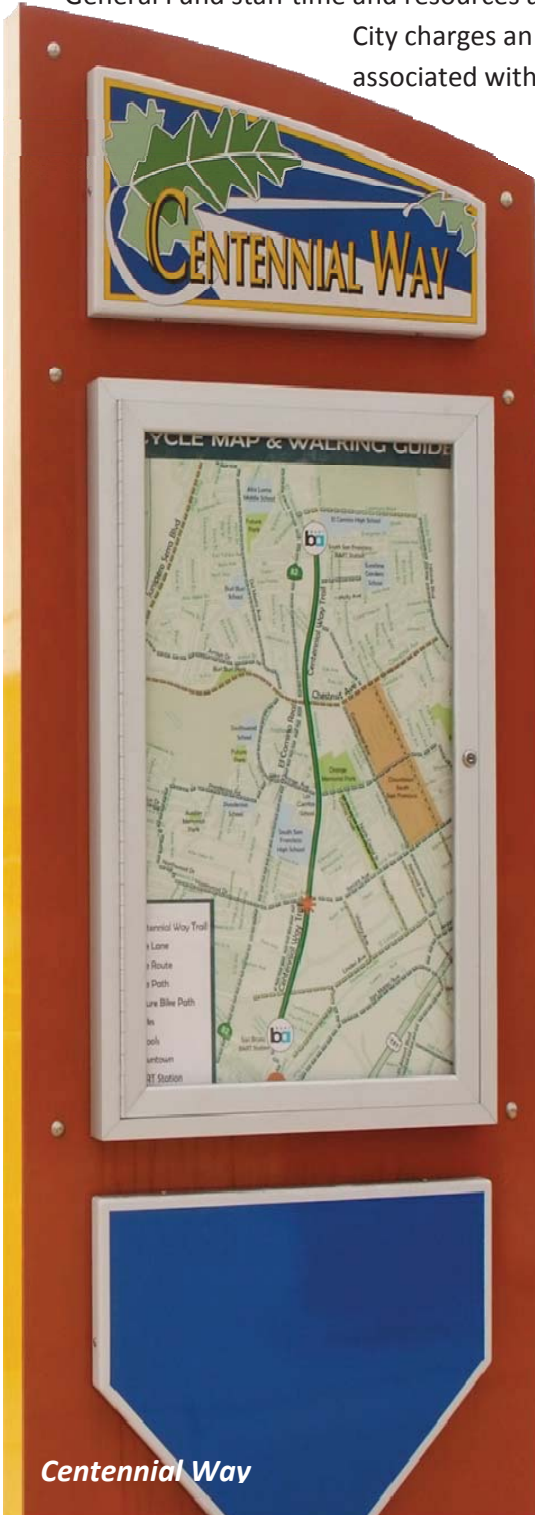


Administrative Allocations

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.

General Fund Administrative Allocations

| Fund | Adopted FY 2013-14 |
|-------------------------------------|-----------------------|
| Common Greens Maintenance Districts | |
| West Park 1 & 2 | 90,600 |
| West Parl 3 | 139,100 |
| Stonegate | 45,300 |
| Willow Gardens | 8,200 |
| Solid Waste Fund | 19,600 |
| Sewer Maintenance | 68,100 |
| Water Quality Control Plant | 813,700 |
| Parking District Fund | 100,900 |
| Storm Water Fund | 15,000 |
| Conference Center | 10,000 |
| City Housing Fund | 5,000 |
| East of 101 Traffic Impact Fees | 2,500 |
| Child Care Impact Fees | 2,500 |
| East of 101 Sewer Impact Fees | 2,500 |
| Sewer Capacity Charges | 2,500 |
| Total | 1,325,500 |



Centennial Way



City of South San Francisco

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.

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 elections, and 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 the 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 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, community outreach, and the day-to-day administrative operations of the City.

FINANCE

This department accounts for the City's finances, prepares the budget, processes payroll and pays vendors. It 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 employee recruitment; classification, compensation and benefits administration; employee and labor relations; and risk management.

INFORMATION TECHNOLOGY

This department is responsible for assisting City departments through technology. This includes the purchase and maintenance of computer systems, phones, and copiers; and network administration.

OPERATING DEPARTMENTS

ECONOMIC AND COMMUNITY DEVELOPMENT

This department oversees planning and building functions, the Parking District, historical preservation, and general issues relating to economic development within the City.

FIRE

This department provides firefighting, rescue, emergency medical, fire prevention and investigation services. The department offers basic life support ambulance transport services.

POLICE

This department is responsible for law enforcement and public safety through team and community-oriented policing. This includes patrol, investigations, traffic, communications dispatch, records and community relations.

LIBRARY

This department provides access to materials such as books, magazines, DVDs, as well as programs and services that meet the informational, educational and recreational 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.

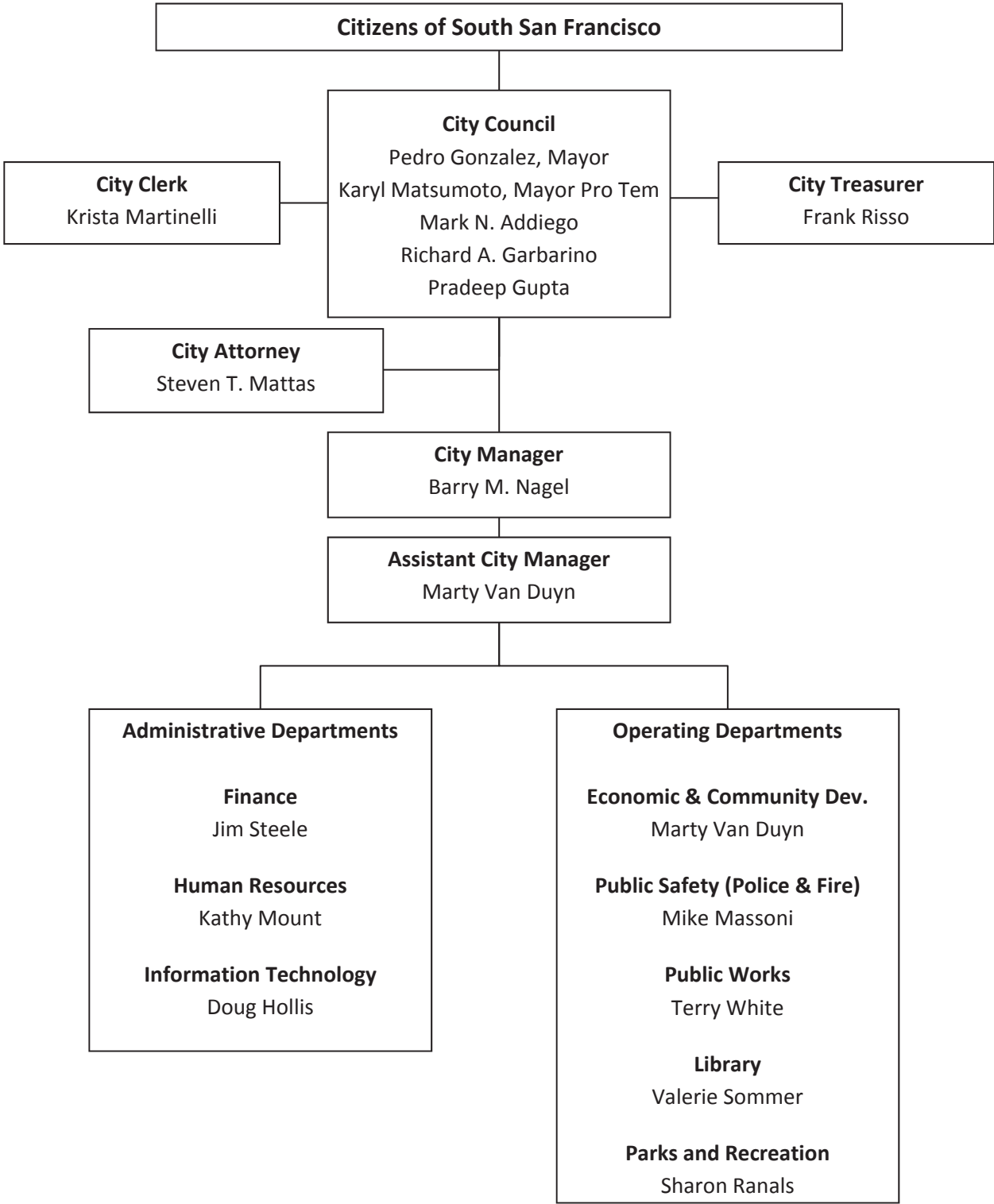
To that end, the City will strive to nurture a partnership with the community by recruiting a diverse and highly skilled workforce, be an active partner in quality education and attract and retain a prosperous business community, all of which will foster community pride and understanding.

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 of South San Francisco

Organizational Chart



City of South San Francisco

City Council

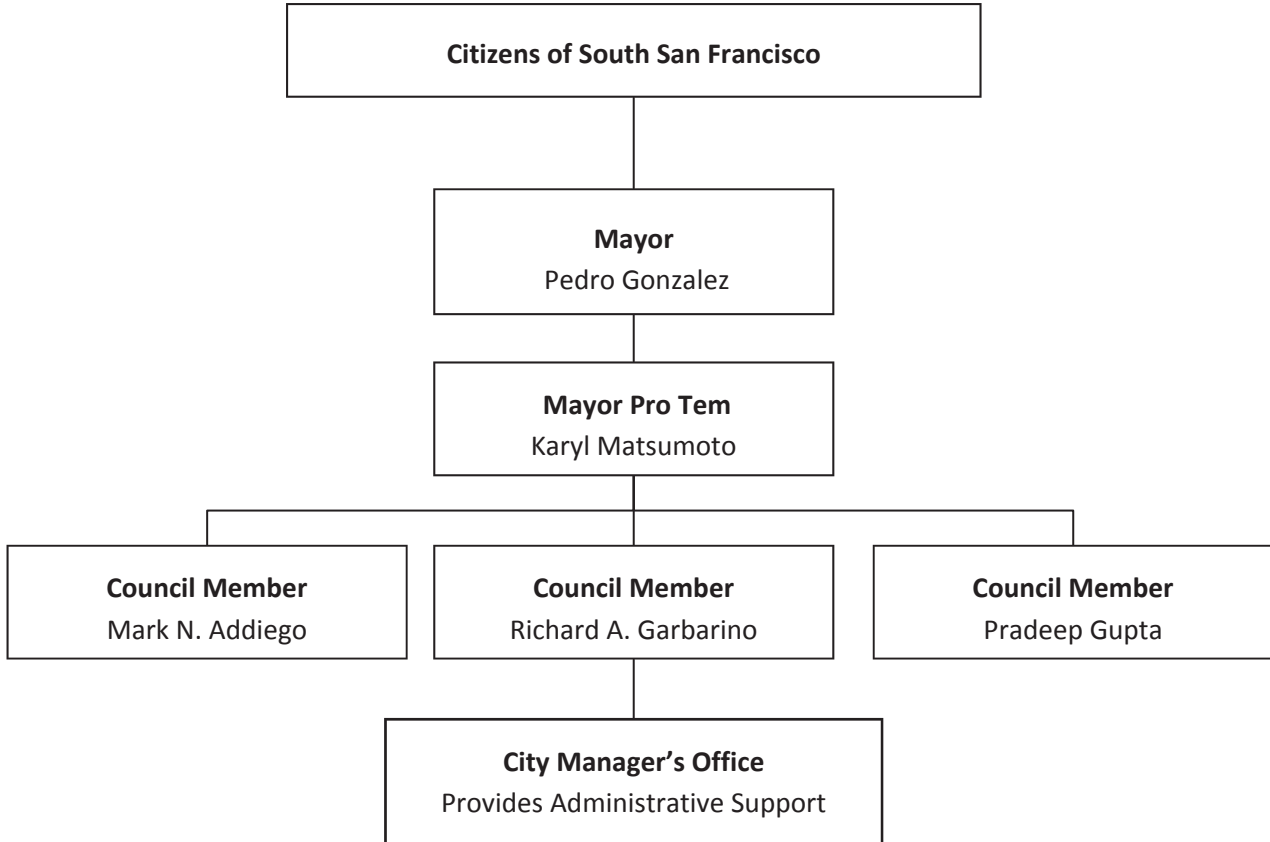


RESPONSIBILITIES:

- Acting as the governing body of South San Francisco
- Establishing local law and policies through the enactment of ordinances and resolutions
- Determining how the City shall obtain and spend funds
- Appointing members to advisory municipal activities
- Representing the City by serving on regional and County committees and boards whose policies may affect South San Francisco

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 Organization Chart



CITY COUNCIL SUMMARY

Expenditures

| Expenditure Types | Actual FY 2011-12 | Adopted FY 2012-13 | Amended FY 2012-13 | Adopted FY 2013-14 | Change from Adopted FY 2012-13 C |
|---------------------------|----------------------|-----------------------|-----------------------|-----------------------|--|
| Salaries & Benefits | 137,135 | 127,411 | 127,411 | 130,972 | 3,561 |
| Supplies & Services | 34,544 | 40,662 | 60,162 | 38,807 | (1,855) |
| Interdepartmental Charges | 15,304 | 16,875 | 16,875 | 24,696 | 7,821 |
| Total Expenditures | 186,983 | 184,948 | 204,448 | 194,475 | 9,527 |



City of South San Francisco

City Clerk

MISSION STATEMENT:

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 and website presence related to the activities of the legislative bodies identified 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 paperwork for the City.

ACCOMPLISHMENT HIGHLIGHTS IN FISCAL YEAR 2012-13:

- Performed audit of over 4000 boxes retained in storage at the Corporation Yard and determined records eligible for destruction or retention to assist with creation of a permanent physical records storage environment.
- Worked with the Engineering Division and the Economic and Community Development Department to draft proposed changes to the Records Retention Schedule for proposal to Council.
- Created all documents relative to the appointment process for a new Councilperson during November and December 2013.
- Conducted research and explored options for the use of Social Media for City related information.
- Created communication systems and filing structures for Oversight Board related matters.

OBJECTIVES FOR FISCAL YEAR 2013-14:

- Perform audit of over 4000 boxes retained in storage at the Corporation Yard and maintained in offices city-wide to identify records eligible for conversion to electronic format and continue to

work with Departments to bring more online with electronic records storage through revisions to Records Retention Schedule.

- Convert eligible records to electronic format on a city-wide basis and consider implementation of bar code scanning and tracking for physical records storage.
- Manage 2013 Election, which may include upwards of 12 candidates.
- Update the City’s Conflict of Interest Code.
- Continue learning and monitoring the efficacy of the use of social media for dissemination of information.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2013-14:

The Election Budget has been established at \$120,000 to accommodate the large number of municipal offices up for election this year as well as a possible measure.

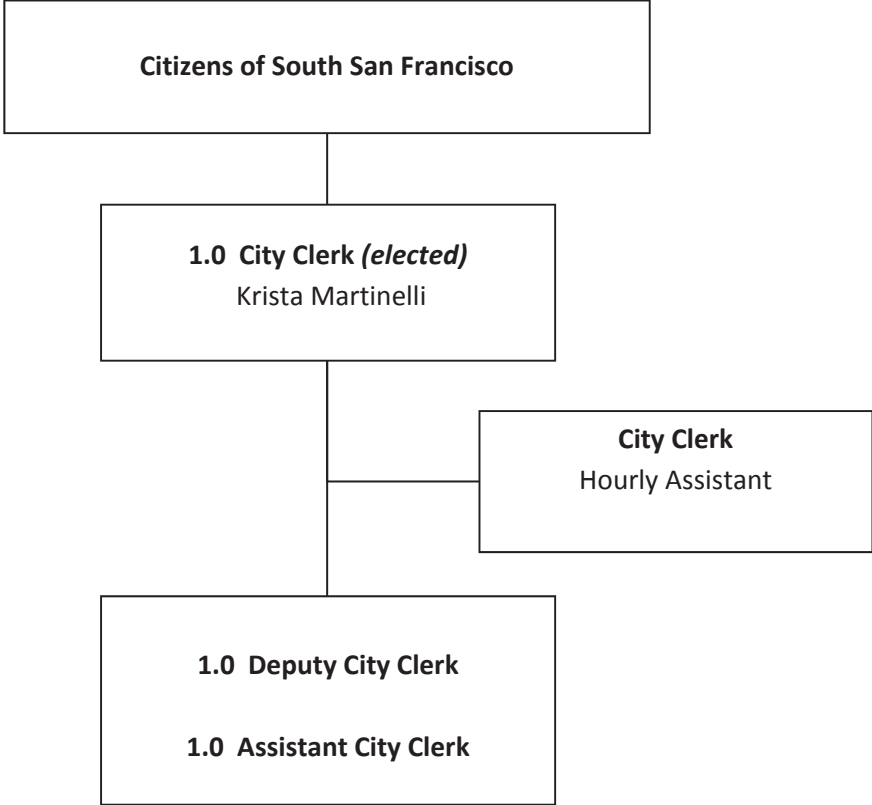
Through mid-November 2013, the position of City Clerk Hourly Assistant has been added to assist with Oversight Board related tasks, the records audit and conversion processes which have reached a point of physical necessity and overflow tasks related to election management.

CITY CLERK DEPARTMENT SUMMARY

Expenditures

| Expenditure Types | Actual | Adopted FY | Amended FY | Adopted FY | Change from | |
|---------------------------|----------------|----------------|----------------|----------------|--------------------|--------------|
| | FY 2011-12 | 2012-13 | 2012-13 | 2013-14 | Adopted FY 2012-13 | % Change |
| Salaries & Benefits | 291,428 | 380,475 | 380,475 | 381,106 | 631 | 0.2% |
| Supplies & Services | 66,877 | 34,020 | 38,873 | 154,414 | 120,394 | 353.9% |
| Interdepartmental Charges | 23,193 | 33,349 | 33,349 | 30,176 | (3,173) | -9.5% |
| Total Expenditures | 381,498 | 447,844 | 452,697 | 565,696 | 117,852 | 26.3% |

City Clerk Organization Chart



City of South San Francisco

City Treasurer

MISSION STATEMENT:

The primary purpose of the City Treasurer is 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.

The City Treasurer is elected to a four-year term and is a part-time salaried position.

THE DEPARTMENT SUPPORTS ITS MISSION TO THE CITY THROUGH:

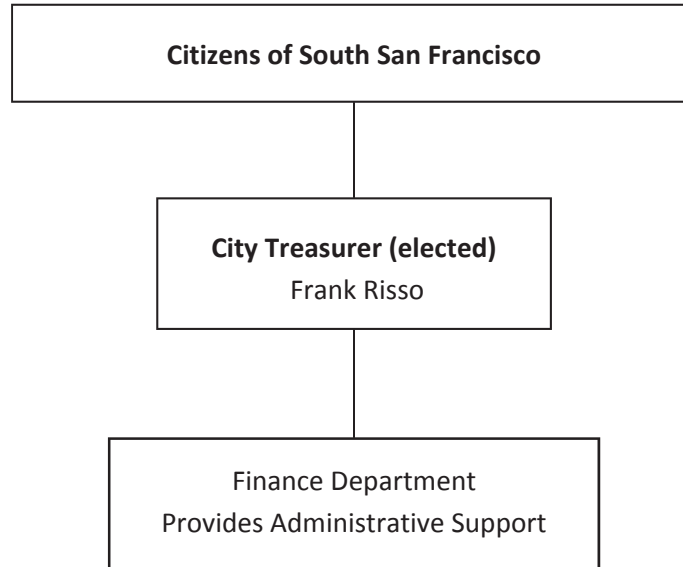
- investing City funds to achieve the maximum return on deposits;
- producing monthly reports to identify amounts and types of investment instruments;
- arranging payments on City bonds;
- coordinating financial transactions in cooperation with the Finance Director; and
- preparing property tax assessments for residents upon request.

CITY TREASURER SUMMARY

Expenditures

| Expenditure Types | Actual | Adopted | Amended FY | Adopted FY | Change from | % Change |
|---------------------------|----------------|----------------|----------------|----------------|--------------------|---------------|
| | FY 2011-12 | FY 2012-13 | 2012-13 | 2013-14 | Adopted FY 2012-13 | |
| Salaries & Benefits | 40,996 | 38,434 | 38,434 | 35,356 | (3,078) | -8.0% |
| Supplies & Services | 102,031 | 135,900 | 164,807 | 81,800 | (54,100) | -39.8% |
| Interdepartmental Charges | 1,442 | 1,656 | 1,656 | 1,750 | 94 | 5.7% |
| Total Expenditures | 144,470 | 175,990 | 204,897 | 118,906 | (57,084) | -32.4% |

City Treasurer Organization Chart



City of South San Francisco
City Attorney

MISSION STATEMENT

The primary purpose of the City Attorney is to provide legal counsel to the City.

The City Council appointed the law firm of Meyers Nave to provide attorney services for the City.

CITY ATTORNEY SUMMARY

Expenditures

| Expenditure Types | Actual | Adopted | Amended | Adopted | % Change from |
|---------------------------|----------------|----------------|----------------|----------------|--------------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2013-14 | Adopted FY 2012-13 |
| Supplies & Services | 580,597 | 739,826 | 739,826 | 754,500 | 2.0% |
| Interdepartmental Charges | 5,346 | 11,481 | 11,481 | 9,724 | -15.3% |
| Total Expenditures | 585,943 | 751,307 | 751,307 | 764,224 | 1.7% |

City Attorney Organization Chart

City Attorney
Steven T. Mattas
(Contract—Meyers Nave)



City of South San Francisco

City Manager

MISSION:

The City Manager and office administration staff is charged with general management of the City. 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.

FY 2012-13 ACCOMPLISHMENTS:

- City Council retained or secured several seats on important regional governing bodies.
- Members of City Council and staff attended 2013 BIO Conference in Chicago, IL.
- Continued participation in the Community Coalition.
- Continued to work as a Successor Agency and participate in the newly created Oversight Board per state mandate.

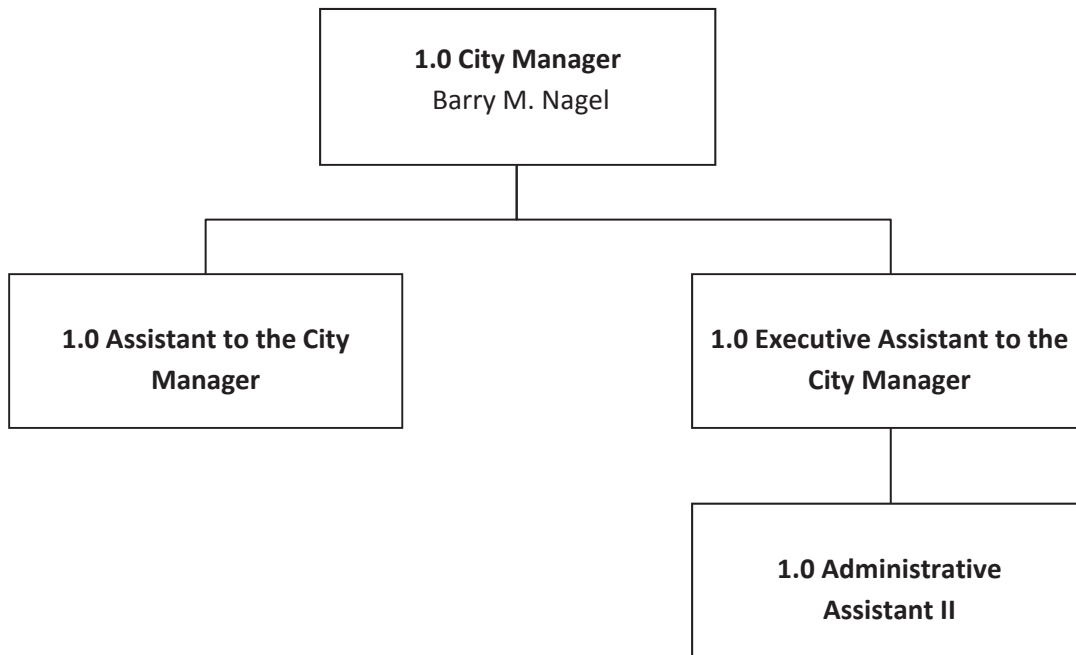
FY 2013-14 OBJECTIVES:

- Complete the search and transition for a new City Manager.
- Continue to work with Oversight Board, to determine the future of former Redevelopment Agency assets.
- Continue to evaluate the effect the dissolution of Redevelopment will have on the General Fund, staffing and service levels and plan accordingly.
- Explore the consolidation of departments and shared services.
- Evaluate and make recommendations regarding a Public Safety Department.
- Expand social media presence and programs.

FY 2012-13 RESOURCE OR PROGRAM SERVICE LEVEL CHANGES:

- Six months of a "Social Media" position.

City Manager Organization Chart



CITY MANAGER DEPARTMENT SUMMARY

Position Budget

| City Manager | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|---------------------|---|-----------------------|-----------------------|------------------------|------------------------|
| Full Time | | | | | |
| O305 | Administrative Aide | 1.00 | 0.00 | 0.00 | 0.00 |
| O310 | Administrative Assistant II | 0.00 | 1.00 | 1.00 | 0.00 |
| N180 | Assistant To The City Manager | 1.00 | 1.00 | 1.00 | 0.00 |
| N115 | City Manager | 1.00 | 1.00 | 1.00 | 0.00 |
| O410 | Executive Assistant To The City Manager | 1.00 | 1.00 | 1.00 | 0.00 |
| Subtotal Full -time | | 4.00 | 4.00 | 4.00 | 0.00 |
| Total FTE | | 4.00 | 4.00 | 4.00 | 0.00 |

Expenditures

| Expenditure Types | Actual | Adopted | Amended FY | Adopted FY | Change from | % Change |
|---------------------------|----------------|----------------|----------------|----------------|--------------------|--------------|
| | FY 2011-12 | FY 2012-13 | 2012-13 | 2013-14 | Adopted FY 2012-13 | |
| Salaries & Benefits | 627,958 | 730,064 | 730,064 | 825,465 | 95,401 | 13.1% |
| Supplies & Services | 64,588 | 35,944 | 143,804 | 34,470 | (1,474) | -4.1% |
| Interdepartmental Charges | 27,257 | 32,749 | 32,749 | 29,589 | (3,160) | -9.6% |
| Total Expenditures | 719,803 | 798,757 | 906,617 | 889,524 | 90,767 | 11.4% |

City of South San Francisco

Finance

MISSION:

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.

FY 2012-13 ACCOMPLISHMENTS:

- Developed a Payroll Procedures Manual for department timekeepers
- Supported the Redevelopment Dissolution Process; Successor Agency awarded a finding of completion from the State
- Took a lead role in the internal talent exchange program (I-TEP); sponsored two budget interns in the Spring
- Began cross training another staff person in payroll duties to prepare for retirements and provided opportunities for internal job duty rotations

FY 2013-14 OBJECTIVES:

- Finish cross training of payroll staff
- Continue to work to make the business license review process more streamlined by fostering use of online systems and inter-departmental communication
- Provide rate model planning for the Sewer Fund as it contemplates its next round of capital improvement investments
- Complete filling of 3 vacant positions to ensure continuity of financial operations as retirements continue

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2013-14:

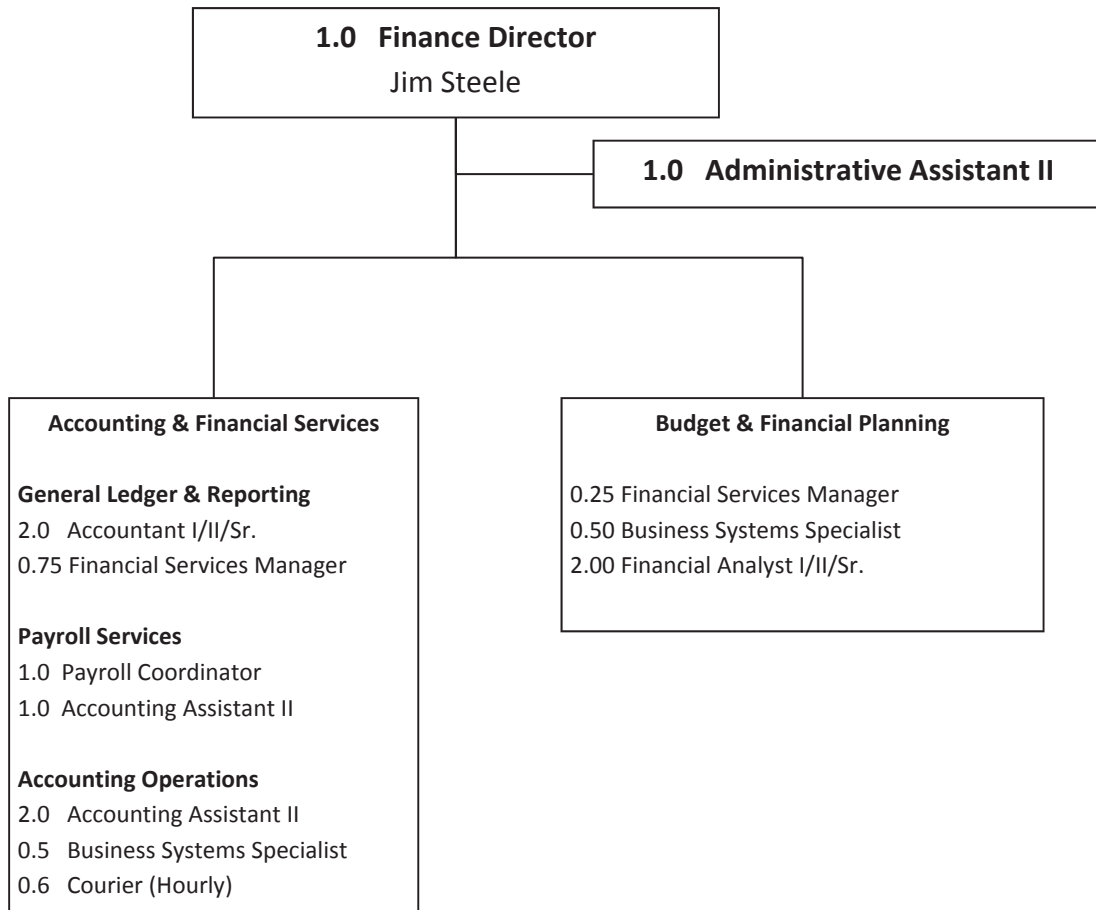
Recruiting for a Financial Services Manager (in place of the former Budget Manager) and a Payroll Coordinator (in place of the former Financial Services Supervisor) to prepare the department for possible inclusion in an Administrative Services Department in the future.

FINANCE DEPARTMENT SUMMARY

Expenditures

| Expenditure Types | Actual | Adopted | Amended FY | Adopted FY | Change from | % |
|---------------------------|------------------|------------------|------------------|------------------|-----------------------|-------------|
| | FY 2011-12 | FY 2012-13 | 2012-13 | 2013-14 | Adopted FY 2012-13 | Change |
| Salaries & Benefits | 1,311,004 | 1,523,875 | 1,523,875 | 1,547,897 | 24,022 | 1.6% |
| Supplies & Services | 131,731 | 106,540 | 121,759 | 120,114 | 13,574 | 12.7% |
| Interdepartmental Charges | 173,756 | 183,338 | 183,338 | 194,598 | 11,260 | 6.1% |
| Total Expenditures | 1,616,491 | 1,813,753 | 1,828,972 | 1,862,609 | 48,856 | 2.7% |

Organization Chart



FINANCE ADMINISTRATION & BUDGET

Position Budget

| Finance Admin & Budget | Position Title | FTE | FTE | FTE | Change from FY 2012-13 |
|------------------------|-----------------------------|-------------------|-------------------|--------------------|------------------------|
| | | Actual FY 2011-12 | Actual FY 2012-13 | Adopted FY 2013-14 | |
| Full Time | | | | | |
| O310 | Administrative Assistant II | 1.00 | 1.00 | 1.00 | 0.00 |
| M635 | Budget & Financial Manager | 1.00 | 1.00 | 0.00 | (1.00) |
| M770 | Financial Services Manager | 0.00 | 0.00 | 1.00 | 1.00 |
| N145 | Director Of Finance | 1.00 | 1.00 | 1.00 | 0.00 |
| M600 | Financial Analyst I | 1.00 | 0.00 | 0.00 | 0.00 |
| M610 | Financial Analyst II | 0.00 | 1.00 | 1.00 | 0.00 |
| M615 | Sr Financial Analyst | 1.00 | 1.00 | 1.00 | 0.00 |
| Subtotal Full -time | | 5.00 | 5.00 | 5.00 | 0.00 |
| Total FTE | | 5.00 | 5.00 | 5.00 | 0.00 |

Expenditures

| Expenditure Types | Actual | Adopted | Amended | Adopted | Change from | % Change |
|---------------------------|----------------|----------------|----------------|----------------|--------------------|-------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2013-14 | Adopted FY 2012-13 | |
| Salaries & Benefits | 593,807 | 674,576 | 674,576 | 684,262 | 9,686 | 1.4% |
| Supplies & Services | 8,734 | 12,949 | 12,949 | 12,018 | (931) | -7.2% |
| Interdepartmental Charges | 173,756 | 183,338 | 183,338 | 194,598 | 11,260 | 6.1% |
| Total Expenditures | 776,297 | 870,863 | 870,863 | 890,878 | 20,015 | 2.3% |

ACCOUNTING & FINANCIAL SERVICES

Position Budget

| Accounting & Financial Services | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|---------------------------------|----------------------------------|-----------------------|-----------------------|------------------------|------------------------|
| Full Time | | | | | |
| M100 | Accountant I | 1.00 | 1.00 | 1.00 | 0.00 |
| A225 | Accounting Assistant II | 3.00 | 3.00 | 3.00 | 0.00 |
| O405 | Data Business Systems Specialist | 1.00 | 1.00 | 1.00 | 0.00 |
| M540 | Financial Services Supervisor | 1.00 | 1.00 | 0.00 | (1.00) |
| | Payroll Coordinator | 0.00 | 0.00 | 1.00 | 1.00 |
| M625 | Sr Accountant | 1.00 | 1.00 | 1.00 | 0.00 |
| Subtotal Full -time | | 7.00 | 7.00 | 7.00 | 0.00 |
| Hourly | | | | | |
| X280 | Miscellaneous Hourly | 0.60 | 0.60 | 0.60 | 0.00 |
| Subtotal Hourly | | 0.60 | 0.60 | 0.60 | 0.00 |
| Total FTE | | 7.60 | 7.60 | 7.60 | 0.00 |

Expenditures

| Expenditure Types | Actual FY 2011-12 | Adopted FY 2012-13 | Amended FY 2012-13 | Adopted FY 2013-14 | Change from Adopted FY 2012-13 | |
|---------------------------|-------------------|--------------------|--------------------|--------------------|--------------------------------|-------------|
| | | | | | Change | % |
| Salaries & Benefits | 717,197 | 849,299 | 849,299 | 863,636 | 14,337 | 1.7% |
| Supplies & Services | 122,997 | 93,591 | 108,810 | 108,096 | 14,505 | 15.5% |
| Total Expenditures | 840,194 | 942,890 | 958,109 | 971,732 | 28,842 | 3.1% |

City of South San Francisco
Non-Departmental

NON-DEPARTMENTAL SUMMARY

Expenditures

| Expenditure Types | Actual | Adopted | Amended FY | Adopted FY | Change from | % Change |
|---------------------------|----------------|----------------|------------------|----------------|--------------------|--------------|
| | FY 2011-12 | FY 2012-13 | 2012-13 | 2013-14 | Adopted FY 2012-13 | |
| Salaries & Benefits | 157,969 | 102,550 | 102,550 | 2,550 | (100,000) | -97.5% |
| Supplies & Services | 725,250 | 857,395 | 889,395 | 872,901 | 15,506 | 1.8% |
| Debt Service | - | - | 27,938 | - | - | 0.0% |
| Total Expenditures | 883,219 | 959,945 | 1,019,883 | 875,451 | (84,494) | -8.8% |



City of South San Francisco

Human Resources



Centennial Way

MISSION STATEMENT:

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

THE DEPARTMENT SUPPORTS ITS MISSION TO THE CITY THROUGH PROVIDING THE FOLLOWING CORE SERVICES:

- Recruitment and Selection
- Negotiations and Labor Relations
- Personnel Administration
- Citywide Training and Development
- Benefits Administration
- Risk Management

ACCOMPLISHMENT HIGHLIGHTS IN FISCAL YEAR 2012-13:

- Recruited and processed multiple new hires and promoted employees into key positions as retirements, separations and reorganizations developed.
- Negotiated labor agreements with all City bargaining units.
- Managed development of training and succession planning through Employee Development Group, resulting in South

City 101 training and Internal Talent Exchange Program (ITEP).

- Kept increases in medical premiums flat for 3rd year in a row.
- Completed transition to new provider of Deferred Compensation and Section 3121 alternative to Social Security plans.

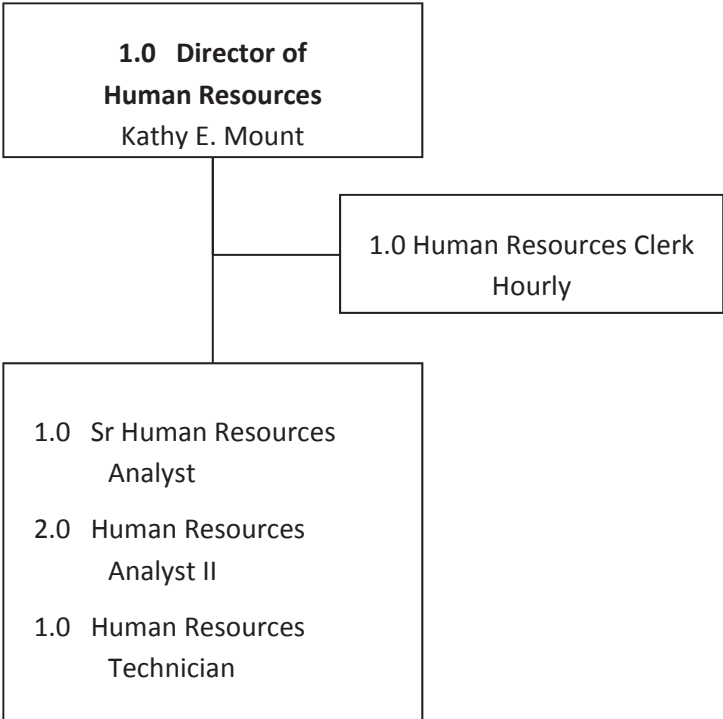
OBJECTIVES FOR FISCAL YEAR 2013-14:

- Develop robust Employee Health and Wellness Program.
- Finalize evaluation of risk management programs.
- Complete evaluation and consolidation of various employee benefits providers.
- Develop new evaluation tool that includes individual employee development tool.
- Provide support to departments as retirements and separations provide opportunities for reorganization and consolidation of services.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2013-14:

No service level changes.

Human Resources Organization Chart



HUMAN RESOURCES DEPARTMENT SUMMARY

Position Budget

| Human Resources | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|---------------------|-----------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|
| Full Time | | | | | |
| N130 | Director of Human Resources | 1.00 | 1.00 | 1.00 | 0.00 |
| M270 | Human Resources Analyst II | 2.00 | 2.00 | 2.00 | 0.00 |
| O265 | Human Resources Technician | 1.00 | 1.00 | 1.00 | 0.00 |
| M271 | 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 | Human Resources Clerk | 0.00 | 0.00 | 1.00 | 1.00 |
| Subtotal Hourly | | 0.00 | 0.00 | 1.00 | 1.00 |
| Total FTE | | 5.00 | 5.00 | 6.00 | 1.00 |

Expenditures

| Expenditure Types | Actual | Adopted | Amended FY | Adopted FY | Change from | % Change |
|---------------------------|----------------|------------------|------------------|------------------|-----------------------|-------------|
| | FY 2011-12 | FY 2012-13 | 2012-13 | 2013-14 | Adopted FY 2012-13 | |
| Salaries & Benefits | 830,159 | 804,923 | 804,923 | 869,568 | 64,644 | 8.0% |
| Supplies & Services | 109,493 | 177,762 | 239,115 | 122,854 | (54,908) | -30.9% |
| Interdepartmental Charges | 47,295 | 48,078 | 48,078 | 53,767 | 5,689 | 11.8% |
| Total Expenditures | 986,947 | 1,030,763 | 1,092,117 | 1,046,188 | 15,425 | 1.5% |

City of South San Francisco

Economic & Community Development



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, maintaining the parking district, 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 HIGHLIGHTS IN FISCAL YEAR 2012-13:

Housing and Community Development Division

- Successfully retained former Redevelopment Agency housing assets including a \$30 million loan portfolio and eight properties containing 16 City managed residential units and two major residential developments; and completed the construction and residential occupancy of 636 El Camino Real.
- Completed FY 2013-2017 Consolidated Plan and FY 12-13 CDBG One Year Action Plan including new public facility program; completing a dozen public facility rehabilitations and accessibility improvements to City parks and facilities.

Building Division

- Developed an incentive program for multiple certifications for field inspectors and provided 75% in-house plan checking.
- Updated division library for staff and provided community outreach on availability of checking status of permits and plans on line.



Centennial Tower

Planning Division

- Substantial progress toward completion of public draft of the Downtown Station Area Land Use Plan.
- Processed approximately 105 project applications.
- Conducted public outreach and prepared draft Climate Action Plan/Pedestrian Master Plan.
- Adopted and began implementation of a single use bag ban ordinance. Conducted outreach for the single use bag ban in the business and residential community.

OBJECTIVES FOR FISCAL YEAR 2013-14:

Housing and Community Development Division

- Prepare the Long Term Property Management Plan for the retention and disposition of properties owned by the former Redevelopment Agency to encourage and facilitate future development in the Downtown and the El Camino/Chestnut area.
- Research economic development programs and develop an Economic Development Strategy to promote and expand economic activity in the Downtown and other areas of the City; and complete the tenant improvements and leasing of the commercial space at 636 El Camino Real.
- Prepare an Affordable Housing Property Management Plan for City owned affordable housing and advance plans for a major housing development in the Downtown that will invigorate the area by providing market rate housing, affordable housing and quality retail space.

Building Division

- Implement training for staff on new 2013 code requirements.
- Half of staff to obtain CASP (Certified Access Specialist Program) certifications.

Planning Division

- Complete public draft of the Downtown Station Area Land Use Plan and associated draft Environmental Impact Report
- Initiate a Parks Master Plan Update and Parks, Recreation and Open Space Element of the General Plan.
- Participate in County-wide 21 Elements Housing Element Update collaboration and initiate work on the 2014 Housing Element Update.

- Undertake efforts to modify the Zoning Ordinance to comply with the updated Airport Land Use Compatibility Plans (ALUCP).
- Complete Climate Action Plan/Pedestrian Master Plan and prepare associated General Plan amendments and Environmental Analysis.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2013-14:

No service level changes.

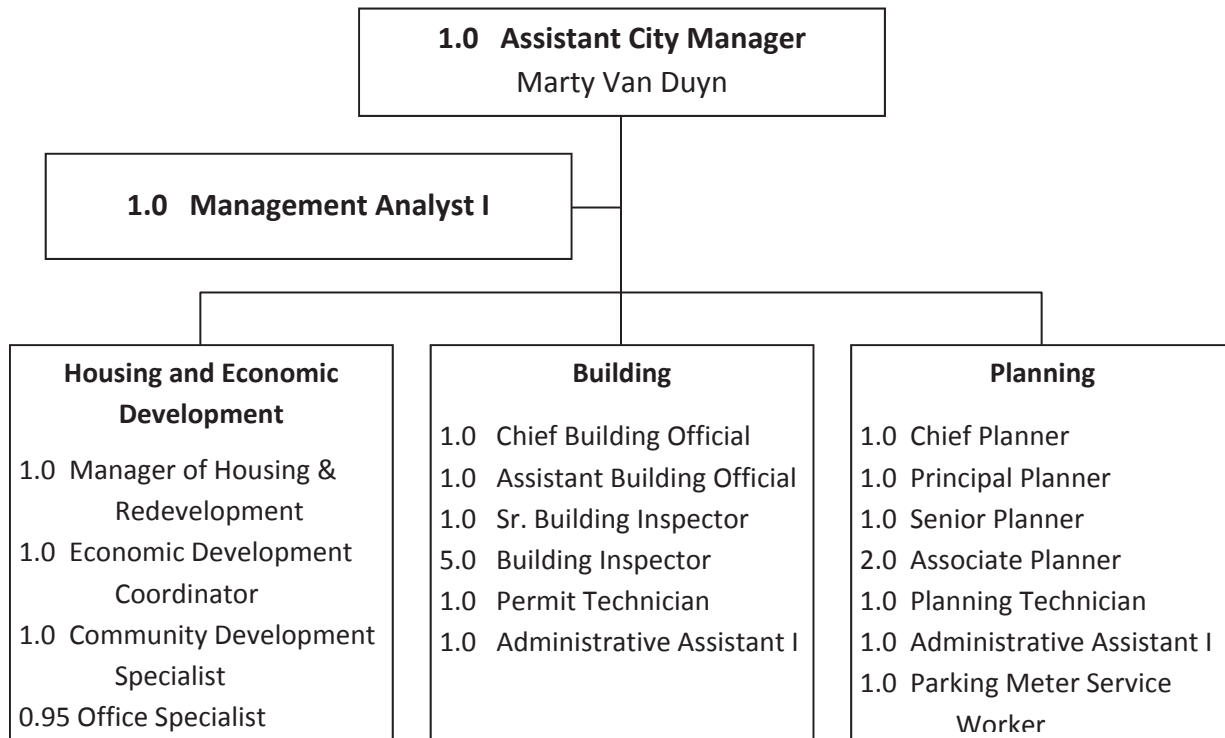


ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

Expenditures

| Expenditures | Actual | Adopted | Amended | Projected | Adopted | Change from | |
|---------------------------|------------------|------------------|------------------|------------------|------------------|-----------------|--------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | % Change |
| Salaries & Benefits | 2,457,143 | 3,228,837 | 3,228,837 | 3,228,837 | 3,271,267 | 42,431 | 1.3% |
| Supplies & Services | 619,896 | 315,345 | 997,581 | 997,581 | 450,000 | 134,655 | 42.7% |
| Interdepartmental Charges | 164,230 | 218,509 | 218,509 | 218,509 | 195,866 | (22,643) | -10.4% |
| General Fund Total | 3,241,269 | 3,762,691 | 4,444,927 | 4,444,927 | 3,917,133 | 154,442 | 4.1% |
| Community Development | | | | | | | |
| Block Grant Fund | 641,722 | 861,757 | 1,212,356 | 1,208,238 | 874,559 | 12,802 | 1.5% |
| Parking District Fund | 1,589,170 | 635,394 | 688,589 | 575,966 | 600,913 | (34,481) | -5.4% |
| Other Funds Total | 2,230,892 | 1,497,151 | 1,900,945 | 1,784,204 | 1,475,472 | (21,679) | -1.4% |
| Total Expenditures | 5,472,162 | 5,259,842 | 6,345,872 | 6,229,131 | 5,392,606 | 132,764 | 2.5% |

Economic and Community Development Organization Chart



ECD
ADMINISTRATION

Position Budgets

| ECD Administration | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|---------------------|------------------------------------|-----------------------|-----------------------|------------------------|------------------------|
| Full Time | | | | | |
| O310 | Administrative Assistant II | 1.00 | 0.00 | 0.00 | 0.00 |
| N100 | Assistant City Manager | 1.00 | 1.00 | 1.00 | 0.00 |
| M185 | Economic Development Coordinator | 1.00 | 0.50 | 1.00 | 0.50 |
| M335 | Sr Planner | 0.15 | 0.00 | 0.00 | 0.00 |
| M570 | Management Analyst I | 0.00 | 1.00 | 1.00 | 0.00 |
| M145 | Manager Of Housing & Redevelopment | 0.00 | 0.00 | 0.50 | 0.50 |
| Subtotal Full -time | | 3.15 | 2.50 | 3.50 | 1.00 |
| Hourly | | | | | |
| X415 | Office Specialist | 0.00 | 0.00 | 0.50 | 0.50 |
| Subtotal Hourly | | 0.00 | 0.00 | 0.50 | 0.50 |
| Total FTE | | 3.15 | 2.50 | 4.00 | 1.50 |

Expenditures

| Expenditure Types | Actual | Adopted | Amended | Projected | Adopted | Change from | |
|---------------------------|----------------|----------------|----------------|----------------|----------------|----------------|--------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | % Change |
| Salaries & Benefits | 307,725 | 609,853 | 609,853 | 609,853 | 713,652 | 103,800 | 17.0% |
| Supplies & Services | 58,820 | 37,214 | 70,939 | 70,939 | 69,681 | 32,467 | 87.2% |
| Interdepartmental Charges | 164,230 | 218,509 | 218,509 | 218,509 | 195,866 | (22,643) | -10.4% |
| Total Expenditures | 530,775 | 865,576 | 899,300 | 899,300 | 979,199 | 113,624 | 13.1% |

SUSTAINABLE SSF/GREEN DIVISION

| Sustainable SSF | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|---------------------|-------------------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|
| Full Time | | | | | |
| M185 | Economic Development Coordinator | 0.00 | 0.50 | 0.00 | (0.50) |
| M335 | Sr Planner | 0.00 | 1.00 | 0.00 | (1.00) |
| Subtotal Full -time | | 0.00 | 1.50 | 0.00 | (1.50) |
| Total FTE | | 0.00 | 1.50 | 0.00 | (1.50) |

Expenditures

| Expenditure Types | Actual | Adopted | Amended | Projected | Adopted | Change from | % Change |
|---------------------------|------------|----------------|----------------|------------|------------|------------------|----------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | |
| Salaries & Benefits | - | 272,205 | 272,205 | - | - | (272,205) | -100.0% |
| Total Expenditures | - | 272,205 | 272,205 | - | - | (272,205) | -100.0% |

*Funded by Climate Action Plan State Grant in FY 2012-13.

HOUSING & ECONOMIC DEVELOPMENT

The Housing and Economic Development Division creates affordable housing opportunities and a sustainable economy. The division is responsible for administering the City's affordable housing programs, including affordable housing development and preservation. The division is also responsible for promoting economic sustainability, serving as liaison to the business community, executing City real estate transactions, managing the leasing and licensing of City property and administering the dissolution of the former redevelopment agency.

Position Budget

| Housing & Economic Development | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|--------------------------------|------------------------------------|-----------------------|-----------------------|------------------------|------------------------|
| Full Time | | | | | |
| M725 | Community Development Coordinator | 1.00 | 0.00 | 0.00 | 0.00 |
| A660 | Community Development Specialist | 0.00 | 1.00 | 0.85 | (0.15) |
| M145 | Manager Of Housing & Redevelopment | 1.00 | 1.00 | 0.45 | (0.55) |
| Subtotal Full -time | | 2.00 | 2.00 | 1.30 | (0.70) |
| Part Time Regular | | | | | |
| A295 | Office Specialist | 0.95 | 0.75 | 0.50 | (0.25) |
| Subtotal Part-time Regular | | 0.95 | 0.75 | 0.50 | (0.25) |
| Hourly | | | | | |
| X280 | Miscellaneous Hourly | 0.00 | 0.20 | 0.15 | (0.05) |
| Subtotal Hourly | | 0.00 | 0.20 | 0.15 | (0.05) |
| Total FTE | | 2.95 | 2.95 | 1.95 | (1.00) |

Expenditures

| Expenditure Types | Actual | Adopted | Amended | Projected | Adopted | Change from | |
|---------------------------|----------------|----------------|------------------|------------------|----------------|---------------|-------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | % Change |
| Salaries & Benefits | 232,183 | 289,118 | 311,200 | 311,200 | 255,250 | (33,868) | -11.7% |
| Supplies & Services | 314,215 | 570,532 | 696,733 | 696,733 | 619,309 | 48,777 | 8.5% |
| Interdepartmental Charges | 12,407 | 2,107 | 2,107 | 2,107 | - | (2,107) | -100.0% |
| Transfers | 72,917 | - | - | - | - | - | 0.0% |
| Total Expenditures | 631,722 | 861,757 | 1,010,040 | 1,010,040 | 874,559 | 12,802 | 1.5% |

BUILDING

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

Position Budget

| Building | | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|---------------------|------|-----------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|
| Full Time | | | | | | |
| | O315 | Administrative Assistant I | 1.00 | 1.00 | 1.00 | 0.00 |
| | M215 | Assistant Building Official | 1.00 | 1.00 | 1.00 | 0.00 |
| | A135 | Building Inspector | 5.00 | 5.00 | 5.00 | 0.00 |
| | M210 | City Building Official | 1.00 | 1.00 | 1.00 | 0.00 |
| | A460 | Permit Technician | 1.00 | 1.00 | 1.00 | 0.00 |
| | A400 | Sr Building Inspector | 1.00 | 1.00 | 1.00 | 0.00 |
| Subtotal Full -time | | | 10.00 | 10.00 | 10.00 | 0.00 |
| Total FTE | | | 10.00 | 10.00 | 10.00 | 0.00 |

Expenditures

| Expenditure Types | Actual | Adopted | Amended | Projected | Adopted | Change from | |
|---------------------------|------------------|------------------|------------------|------------------|------------------|---------------|-------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | % Change |
| Salaries & Benefits | 1,263,236 | 1,446,469 | 1,446,469 | 1,446,469 | 1,486,521 | 40,051 | 2.8% |
| Supplies & Services | 397,416 | 61,063 | 72,869 | 72,869 | 59,965 | (1,098) | -1.8% |
| Total Expenditures | 1,660,652 | 1,507,532 | 1,519,339 | 1,519,339 | 1,546,486 | 38,953 | 2.6% |

PLANNING

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

Position Budget

| Planning | | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|---------------------|------|-----------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|
| Full Time | | | | | | |
| | O315 | Administrative Assistant I | 0.00 | 1.00 | 1.00 | 0.00 |
| | O310 | Administrative Assistant II | 1.00 | 0.00 | 0.00 | 0.00 |
| | M125 | Associate Planner | 2.00 | 2.00 | 2.00 | 0.00 |
| | M155 | City Planner | 1.00 | 1.00 | 1.00 | 0.00 |
| | A462 | Planning Technician | 1.00 | 1.00 | 1.00 | 0.00 |
| | M590 | Principal Planner | 0.00 | 1.00 | 1.00 | 0.00 |
| | M335 | Sr Planner | 1.85 | 0.00 | 1.00 | 1.00 |
| Subtotal Full -time | | | 6.85 | 6.00 | 7.00 | 1.00 |
| Hourly | | | | | | |
| | X415 | Office Specialist | 0.50 | 0.50 | 0.00 | (0.50) |
| Subtotal Hourly | | | 0.50 | 0.50 | 0.00 | (0.50) |
| Total FTE | | | 7.35 | 6.50 | 7.00 | 0.50 |

Expenditures

| Expenditure Types | Actual | Adopted | Amended | Projected | Adopted | Change from | % Change |
|---------------------------|------------------|------------------|------------------|------------------|------------------|----------------|--------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | |
| Salaries & Benefits | 867,943 | 900,310 | 900,310 | 900,310 | 1,071,094 | 170,784 | 19.0% |
| Supplies & Services | 618,444 | 217,068 | 682,645 | 682,645 | 320,354 | 103,286 | 47.6% |
| Total Expenditures | 1,486,387 | 1,117,378 | 1,582,954 | 1,582,954 | 1,391,448 | 274,070 | 24.5% |

PARKING DISTRICT DIVISION

Position Budget

| Parking District | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|---------------------|------------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|
| Full Time | | | | | |
| A245 | Parking Meter Service Worker | 1.00 | 1.00 | 1.00 | 0.00 |
| Subtotal Full -time | | 1.00 | 1.00 | 1.00 | 0.00 |
| Total FTE | | 1.00 | 1.00 | 1.00 | 0.00 |

Expenditures

| Expenditure Types | Actual | Adopted | Amended | Projected | Adopted | Change from | |
|---------------------------|----------------|----------------|----------------|----------------|----------------|-----------------|--------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | % Change |
| Salaries & Benefits | 398,265 | 282,611 | 282,611 | 282,611 | 351,513 | 68,902 | 24.4% |
| Supplies & Services | 82,113 | 250,012 | 250,012 | 250,012 | 145,674 | (104,338) | -41.7% |
| Capital Outlay | 177,346 | - | - | - | - | - | 0.0% |
| Interdepartmental Charges | 102,766 | 102,771 | 102,771 | 102,771 | 103,726 | 955 | 0.9% |
| Total Expenditures | 760,489 | 635,394 | 635,394 | 635,394 | 600,913 | (34,481) | -5.4% |



City of South San Francisco

Fire

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, and 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 HIGHLIGHTS IN FISCAL YEAR 2012-13:

- Hosted the Red Area Command (Fire Branch) for Urban Shield 2012. Urban Shield is a planned 48 hour training exercise involving local, national and international first responder agencies. It tests

our capabilities and is a performance-based competitive field tactical training and exercise program involving various law enforcement agencies, fire and emergency medical services, civilian volunteers, local, state, and federal agencies.

- The department obtained site certification from the Office of the State Fire Marshal as a recognized Rescue Systems 1 and Rescue Systems 2 site. With these certifications the department will be able to train our employees in low and high angle rope rescue operation, structural collapse, confined space, and trench rescue operations on site. These classes also include lifting and moving heavy objects, breaking, breaching and cutting, ladder rescue systems and emergency building shoring. This enhanced training ability will allow the South San Francisco Fire Department to continue highly specialized and technical training for the increasingly difficult technical situations that emergency response requires.
- Reopened Station 63 after extensive construction for rehabilitation and seismic upgrades were made possible through an American Recovery and Reinvestment Act grant. This grant was obtained in 2010 and totaled over \$2 million to increase the stations survivability during an earthquake, increase clearances in the apparatus bays and improve living conditions.
- In cooperation with the South San Francisco Unified School District presented an interactive burn prevention program to over 4,000 school children that taught the participants how to recognize hazards in the home, what to do in the event a fire occurs as well as how to care for burns and other health and safety topics.
- The Fire Department put into service a new Sutphen 100' Aerial Platform Quint. This Quint is the department's only apparatus that regularly operates in a dual role as a truck and as an engine, having both an aerial ladder and a tank with a pump. Currently, it is only one of three trucks in the northern end of San Mateo County.

OBJECTIVES FOR FISCAL YEAR 2013-14:

- Host four technical rescue certified training classes utilizing the department's Collapsed Structure Site. Hosting certified classes in-house will allow us to minimize the financial impact of increasing the number of SSFFD technical rescue certified employees, as well as providing an avenue for cost recovery by allowing outside agencies to enroll as well.
- Develop and beta test the Emergency Incident Map System. In coordination with the City's IT department, we will continue development on the map which will provide information on an active emergency incidents including; street address, best route, notes and pictures of the property, hydrant location, access preplan databases that can be annotated, display real-time location of apparatus responding through the use of automatic vehicle locators (GPS).
- The department will continue to meet its cost recovery and /or revenue collection goals of \$2.8 million for the General Fund and continue to create efficiency to streamline processes and reduce spending where applicable.
- Continue disaster preparedness training for City employees by teaching Emergency Response Training (ERT). This will include fire extinguisher, building evacuation, CPR/AED and first aid classes and quarterly Emergency Operations Center (EOC) position training to develop EOC operation capabilities to increase our ability to respond to short and/or long-term natural or technological disasters or acts of terrorism.

- Continue the implementation of the Community Emergency Response Program (CERT) throughout the City that trains citizens and businesses to put out small fires, search for and rescue victims safely, treat the sick and injured, organized themselves and spontaneous volunteers to be effective, and collect disaster intelligence to support Fire, Police and Public works efforts in the event of a large scale disaster.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2013-14:

Convert one contract position to a fulltime Disaster Preparedness Coordinator for the management of disaster and emergency planning and response by administering and monitoring the departments disaster mitigation, training, operations plans and annexes in compliance with local, state and federal regulations.



FIRE DEPARTMENT SUMMARY

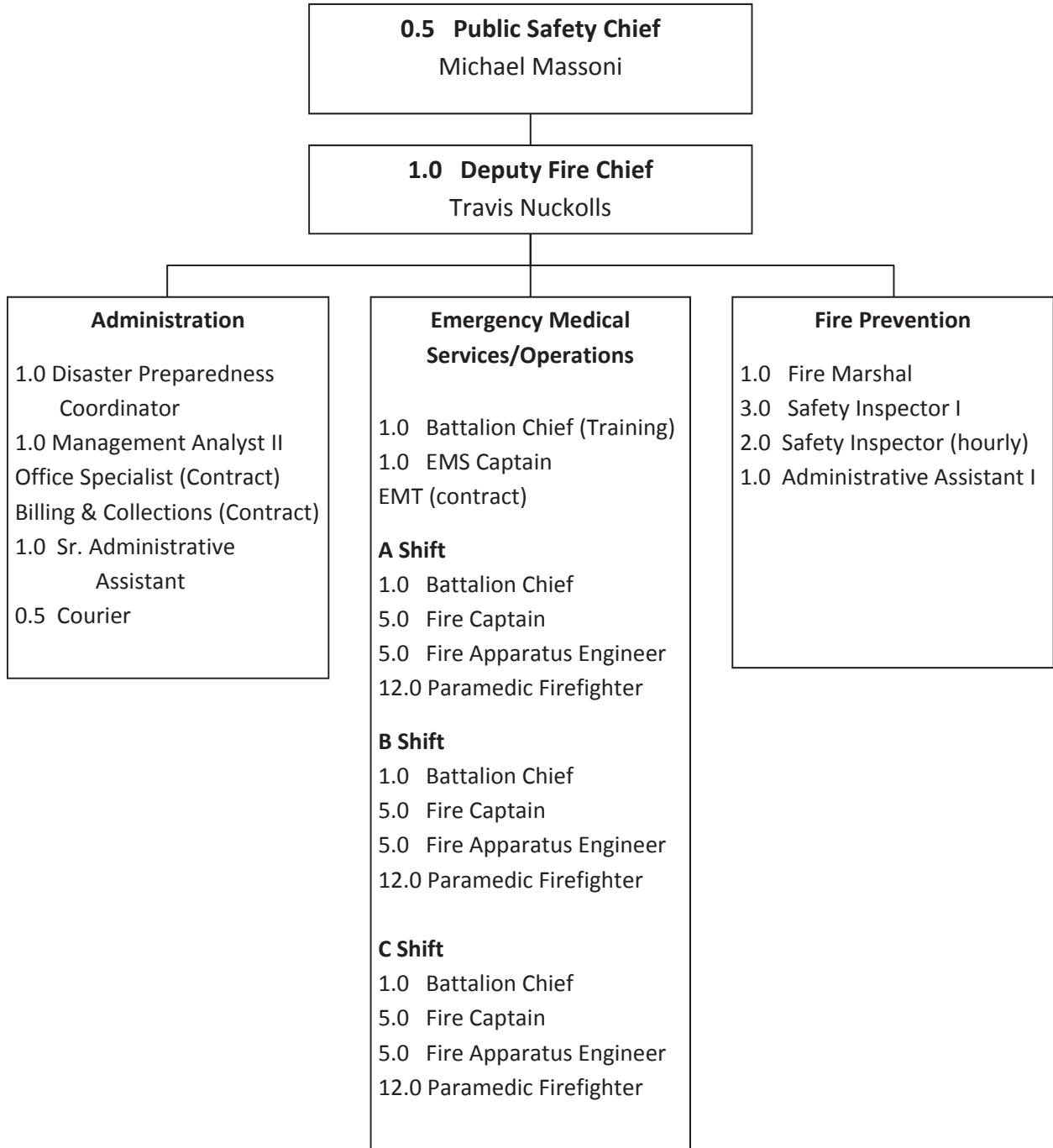
Expenditures

| Expenditure Types | Actual | Adopted | Amended | Adopted | Change from | |
|---------------------------|-------------------|-------------------|-------------------|-------------------|----------------|-------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2013-14 | Adopted | % |
| Salaries & Benefits | 16,609,095 | 16,263,163 | 16,263,163 | 16,869,633 | 606,471 | 3.7% |
| Supplies & Services | 1,233,078 | 1,220,853 | 1,544,955 | 1,309,929 | 89,076 | 7.3% |
| Capital Outlay | - | 25,907 | 63,100 | 25,907 | - | 0.0% |
| Debt Service | - | - | 24,201 | - | - | 0.0% |
| Interdepartmental Charges | 970,693 | 1,159,542 | 1,107,403 | 1,415,740 | 256,198 | 22.1% |
| Total Expenditures | 18,812,865 | 18,669,464 | 19,002,821 | 19,621,209 | 951,745 | 5.1% |

Grants/Minor Maintenance Program

| Expenditures | Actual | Adopted | Amended | Adopted | Change from | |
|---------------------------|----------------|------------|----------------|---------------|---------------|---------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2013-14 | Adopted | % |
| Salaries & Benefits | 33,558 | - | - | - | - | 0.0% |
| Supplies & Services | 82,413 | - | 107,033 | 76,305 | 76,305 | 100.0% |
| Capital Outlay | - | - | - | - | - | 0.0% |
| Total Expenditures | 115,971 | - | 107,033 | 76,305 | 76,305 | 100.0% |

Fire Department Organization Chart



FIRE ADMINISTRATION

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

Position Budget

| Fire Administration | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|---------------------|-----------------------------------|-----------------------|-----------------------|------------------------|------------------------|
| Full Time | | | | | |
| M110 | Deputy Fire Chief | 1.00 | 1.00 | 1.00 | 0.00 |
| | Disaster Preparedness Coordinator | 0.00 | 0.00 | 1.00 | 1.00 |
| N150 | Fire Chief | 1.00 | 1.00 | 0.00 | (1.00) |
| N155 | Public Safety Chief | 0.00 | 0.00 | 0.50 | 0.50 |
| M560 | Management Analyst II | 1.00 | 1.00 | 1.00 | 0.00 |
| O340 | Sr Administrative Assistant | 1.00 | 1.00 | 1.00 | 0.00 |
| Subtotal Full -time | | 4.00 | 4.00 | 4.50 | 0.50 |
| Total FTE | | 4.00 | 4.00 | 4.50 | 0.50 |

Expenditures

| Expenditures | Actual FY 2011-12 | Adopted FY 2012-13 | Amended FY 2012-13 | Adopted FY 2013-14 | Change from Adopted FY 2012-13 | % Change |
|---------------------------|-------------------|--------------------|--------------------|--------------------|--------------------------------|--------------|
| Salaries & Benefits | 866,214 | 819,226 | 819,226 | 836,393 | 17,167 | 2.1% |
| Supplies & Services | 247,156 | 219,510 | 365,029 | 311,869 | 92,359 | 42.1% |
| Total Expenditures | 1,113,370 | 1,038,736 | 1,184,256 | 1,148,262 | 109,526 | 10.5% |

FIRE PREVENTION

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

Position Budget

| Fire Prevention | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|---------------------|----------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|
| Full Time | | | | | |
| O315 | Administrative Assistant I | 1.00 | 1.00 | 1.00 | 0.00 |
| M410 | Fire Marshal | 1.00 | 1.00 | 1.00 | 0.00 |
| B200 | Safety Inspector I | 3.00 | 4.00 | 4.00 | 0.00 |
| B190 | Safety Inspector III | 1.00 | 0.00 | 0.00 | 0.00 |
| Subtotal Full -time | | 6.00 | 6.00 | 6.00 | 0.00 |
| Hourly | | | | | |
| X181 | Safety Inspector | 1.00 | 1.00 | 1.00 | 0.00 |
| Subtotal Hourly | | 1.00 | 1.00 | 1.00 | 0.00 |
| Total FTE | | 7.00 | 7.00 | 7.00 | 0.00 |

Expenditures

| Expenditures | Actual | Adopted | Amended | Adopted | Change from | |
|---------------------------|----------------|------------------|------------------|------------------|-----------------------|-------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2013-14 | Adopted FY 2012-13 | % Change |
| Salaries & Benefits | 853,928 | 1,041,750 | 1,041,750 | 1,061,163 | 19,414 | 1.9% |
| Supplies & Services | 144,830 | 227,429 | 297,125 | 226,293 | (1,136) | -0.5% |
| Interdepartmental Charges | 18 | - | - | - | - | 0.0% |
| Total Expenditures | 998,776 | 1,269,179 | 1,338,875 | 1,287,456 | 18,278 | 1.4% |



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.

Expenditures

| | Actual | Adopted | Amended | Adopted | Change from | % |
|---------------------------|----------------|----------------|----------------|----------------|-------------|-------------|
| Expenditures | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | Change |
| Supplies & Services | 120,725 | 115,839 | 115,839 | 115,948 | 109 | 0.1% |
| Total Expenditures | 120,725 | 115,839 | 115,839 | 115,948 | 109 | 0.1% |

EMERGENCY MEDICAL SERVICES

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

Position Budget

| Emergency Services | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|---------------------|-----------------------|-----------------------|-----------------------|------------------------|------------------------|
| Full Time | | | | | |
| B185 | EMS Captain | 1.00 | 1.00 | 1.00 | 0.00 |
| B130 | Paramedic/Firefighter | 30.00 | 35.00 | 35.00 | 0.00 |
| Subtotal Full -time | | 31.00 | 36.00 | 36.00 | 0.00 |
| Total FTE | | 31.00 | 36.00 | 36.00 | 0.00 |

Expenditures

| Expenditures | Actual | Adopted | Amended | Adopted | Change from | |
|---------------------------|------------------|------------------|------------------|------------------|--------------------|-------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2013-14 | Adopted FY 2012-13 | % Change |
| Salaries & Benefits | 6,859,451 | 6,755,480 | 6,755,480 | 7,117,944 | 362,464 | 5.4% |
| Supplies & Services | 273,183 | 495,998 | 495,998 | 421,311 | (74,687) | -15.1% |
| Total Expenditures | 7,132,634 | 7,251,478 | 7,251,478 | 7,539,255 | 287,777 | 4.0% |

OPERATIONS

The Operations Division is responsible for the prompt and efficient response of personnel and equipment to the scene of an emergency. These emergencies include fires, hazardous materials incidents, caring for and transporting the sick or injured, natural and manmade disasters as well as incidents involving weapons of mass destruction. This is accomplished by a network of five fire stations strategically located within the community to minimize response times to the emergency scene once the call for assistance has been received.



USAR (Urban Search and Rescue)

Position Budget

| Operations | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|---------------------|---------------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|
| Full Time | | | | | |
| B120 | Fire Apparatus Engineer | 15.00 | 14.00 | 14.00 | 0.00 |
| M205 | Fire Battalion Chief (40 Hours) | 1.00 | 1.00 | 1.00 | 0.00 |
| M390 | Fire Battalion Chief (56 Hours) | 3.00 | 3.00 | 3.00 | 0.00 |
| B100 | Fire Captain | 14.00 | 15.00 | 15.00 | 0.00 |
| B125 | Firefighter | 2.00 | 2.00 | 2.00 | 0.00 |
| B130 | Paramedic/Firefighter | 5.00 | 0.00 | 0.00 | 0.00 |
| Subtotal Full -time | | 40.00 | 35.00 | 35.00 | 0.00 |
| Hourly | | | | | |
| X540 | Fire Courier | 0.48 | 0.48 | 0.48 | 0.00 |
| Subtotal Hourly | | 0.48 | 0.48 | 0.48 | 0.00 |
| Total FTE | | 40.48 | 35.48 | 35.48 | 0.00 |

Expenditures

| Expenditures | Actual | Adopted | Amended | Adopted | Change from | % Change |
|---------------------------|------------------|------------------|------------------|------------------|-----------------------|-------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2013-14 | Adopted FY 2012-13 | |
| Salaries & Benefits | 7,995,945 | 7,646,707 | 7,646,707 | 7,854,132 | 207,426 | 2.7% |
| Supplies & Services | 364,770 | 162,077 | 163,930 | 158,203 | (3,874) | -2.4% |
| Capital Outlay | - | 25,907 | 63,100 | 25,907 | - | 0.0% |
| Total Expenditures | 8,360,714 | 7,834,690 | 7,873,737 | 8,038,242 | 203,552 | 2.6% |



City of South San Francisco Police

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. We view our department as a living, growing enterprise which will remain flexible to change. We will maintain the highest ethical standards in our profession and be steadfast in our commitment to duty.



THE DEPARTMENT SUPPORTS ITS MISSION TO THE CITY THROUGH:

- Providing more than 40 programs and services to our community
 - Gang Resistance Education and Training (GREAT)
 - 488 5th Grade Students received GREAT instruction
 - 575 7th Grade Students received GREAT instruction
 - Neighborhood Enhancement Action Team (NEAT)
 - 38 juveniles participated in NEAT
 - *Every 15 Minutes* Program at El Camino High School

ACCOMPLISHMENT HIGHLIGHTS IN FISCAL YEAR 2012-13:

- Operation Red Tidings
 - Resulting from a 17 month cooperative investigation involving SSFPD, Daly City PD, Dept of Homeland Security, San Mateo County GIU, US Attorney’s Office after a gang-related triple homicide in December of 2010.
 - 19 individuals indicted
- Multiple Arrests for Human Trafficking Violations
- Multiple Arrests for Child Enticement Violations
 - Internet Crimes Against Children
- Parental Abduction Arrest
 - Cooperative effort involving SSF, Coast Guard, Monterey PD / Sheriff’s Office, and FBI after a suspect stole a sailboat and attempted to sail to Hawaii after kidnapping his children – arrest made within the Monterey harbor.
- Neighborhood Response Team (Sergeant / 3 Officers)



**COPPS
Community Oriented Policing &
Problem Solving**

Canine Training



- Continued Mission – Enforcement, Intelligence, Community Relationship Building
- 309 Arrests (69 Gang Related Arrests)
- Seized 7 firearms
- Validated 85 gang members
- Worked closely with the San Mateo County Gang Intelligence Unit

OBJECTIVES FOR FISCAL YEAR 2013-14:

- Continue to provide a high level of Police Services to our community
- Continue to provide a high level of Dispatch Services to Pacifica and Colma
- Continue to work on our Capital Improvement Projects
 - Men’s Restroom and Shower Area
 - Complete Remodel of Women’s Locker Room

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2013-14:

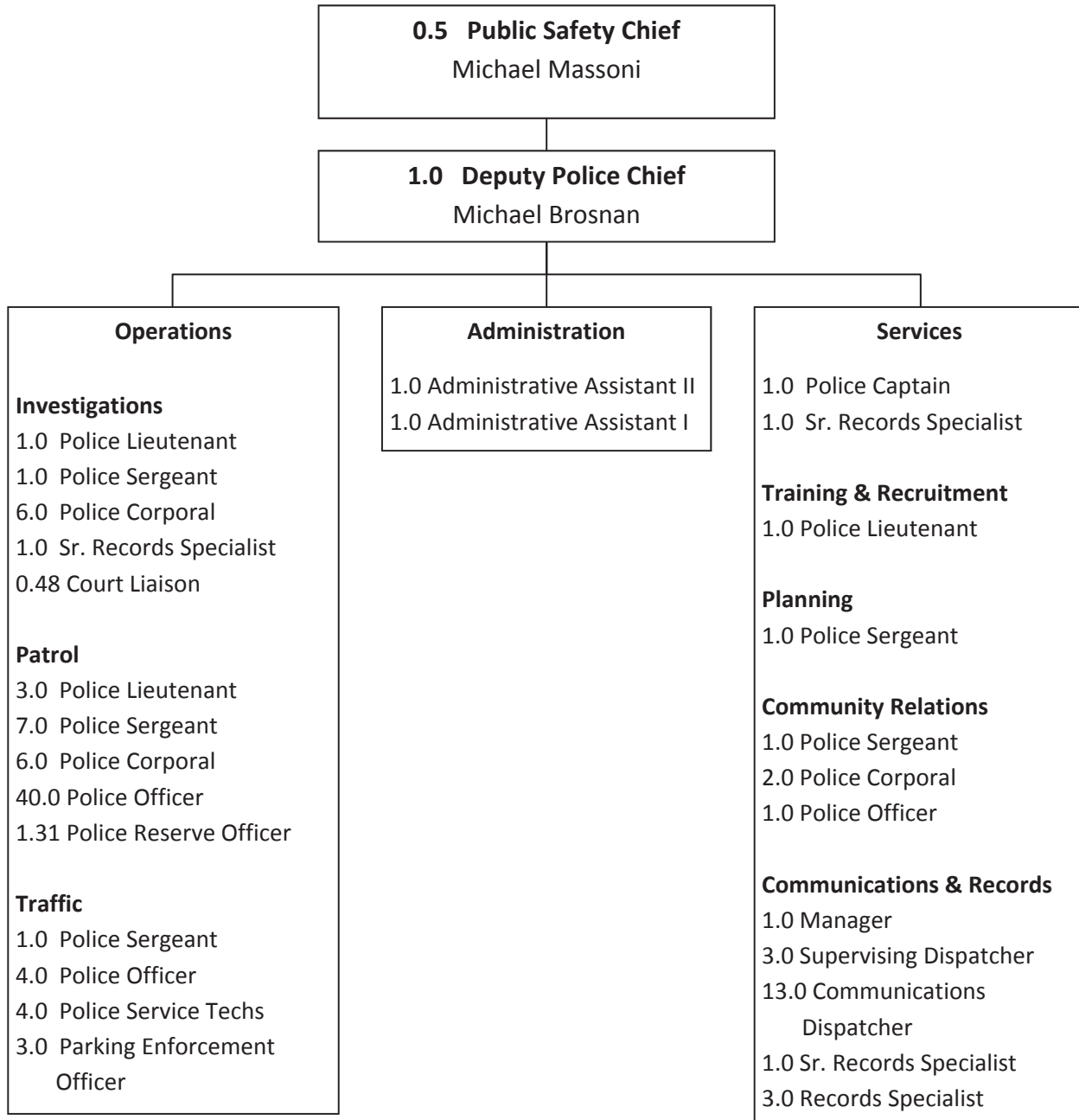
- A previously frozen parking enforcement officer position has been restored to address the parking issues near the BART station and along McClellan Drive that cannot effectively be addressed with the two current positions
- Continue to freeze the fourth Records Specialist position. Since we have been instructed by the City Manager to maintain our current front office hours we are open to the public, coverage will be provided through overtime. The net savings is \$50,500.

POLICE DEPARTMENT SUMMARY

Expenditures

| Expenditures | Actual | Adopted | Amended | Adopted | Change from | |
|---------------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | % Change |
| Salaries & Benefits | 18,441,458 | 18,438,754 | 18,540,432 | 19,651,963 | 1,213,209 | 6.6% |
| Supplies & Services | 1,586,363 | 1,211,300 | 1,422,735 | 1,204,455 | (6,845) | -0.6% |
| Capital Outlay | 121,739 | - | - | - | - | 0.0% |
| Interdepartmental Charges | 1,245,924 | 1,404,334 | 1,404,334 | 1,326,919 | (77,415) | -5.5% |
| Total Expenditures | 21,395,484 | 21,054,388 | 21,367,501 | 22,183,336 | 1,128,948 | 5.4% |

Police Department Organization Chart



POLICE ADMINISTRATION

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

Position Budget

| Police Administration | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|-----------------------|-----------------------------|-----------------------|-----------------------|------------------------|------------------------|
| Full Time | | | | | |
| O310 | Administrative Assistant II | 1.00 | 1.00 | 1.00 | 0.00 |
| N155 | Chief Of Police | 1.00 | 1.00 | 0.00 | (1.00) |
| N155 | Public Safety Chief | 0.00 | 0.00 | 0.50 | 0.50 |
| Subtotal Full -time | | 2.00 | 2.00 | 1.50 | (0.50) |
| Total FTE | | 2.00 | 2.00 | 1.50 | (0.50) |

Expenditures

| Expenditures | Actual | Adopted | Amended | Adopted | Change from | |
|---------------------------|----------------|----------------|----------------|----------------|------------------|---------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | % Change |
| Salaries & Benefits | 393,842 | 398,152 | 398,152 | 275,827 | (122,325) | -30.7% |
| Supplies & Services | 92,646 | 210,045 | 246,045 | 210,045 | - | 0.0% |
| Total Expenditures | 486,488 | 608,197 | 644,197 | 485,872 | (122,325) | -20.1% |

POLICE SERVICES

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

Position Budget

| Services | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|---------------------|------------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|
| Full Time | | | | | |
| O315 | Administrative Assistant I | 1.00 | 1.00 | 1.00 | 0.00 |
| M280 | Police Captain | 1.00 | 1.00 | 1.00 | 0.00 |
| C100 | Police Corporal | 1.00 | 1.00 | 1.00 | 0.00 |
| M275 | Police Lieutenant | 1.00 | 1.00 | 1.00 | 0.00 |
| C115 | Police Officer | 1.00 | 1.00 | 1.00 | 0.00 |
| C165 | Police Sergeant | 2.00 | 2.00 | 2.00 | 0.00 |
| C180 | Sr Police Records Specialist | 1.00 | 1.00 | 1.00 | 0.00 |
| Subtotal Full -time | | 8.00 | 8.00 | 8.00 | 0.00 |
| Total FTE | | 8.00 | 8.00 | 8.00 | 0.00 |

Expenditures

| Expenditures | Actual | Adopted | Amended | Adopted | Change from | % Change |
|---------------------------|------------------|------------------|------------------|------------------|-----------------------|-------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2013-14 | Adopted FY 2012-13 | |
| Salaries & Benefits | 1,154,732 | 1,460,135 | 1,460,135 | 1,574,431 | 114,297 | 7.8% |
| Supplies & Services | 49,143 | 45,130 | 45,130 | 43,275 | (1,855) | -4.1% |
| Total Expenditures | 1,203,875 | 1,505,265 | 1,505,265 | 1,617,706 | 112,442 | 7.5% |

POLICE RECORDS & COMMUNICATIONS

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 databases. Insures prompt response to medical and fire related emergencies, coordinates multi-agency responses to emergencies and handles all business related calls when records section is closed. Dispatch also provides dispatch services for Pacifica and Colma police departments at night.

Position Budget

| Records | | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|---------------------|------|---|-----------------------------|-----------------------------|------------------------------|------------------------------|
| Full Time | | | | | | |
| | M285 | Police Communications & Records Manager | 1.00 | 1.00 | 1.00 | 0.00 |
| | C110 | Police Property/ Evidence Specialist | 1.00 | 1.00 | 1.00 | 0.00 |
| | C105 | Police Records Specialist | 3.00 | 3.00 | 3.00 | 0.00 |
| | C180 | Sr Police Records Specialist | 1.00 | 1.00 | 1.00 | 0.00 |
| Subtotal Full -time | | | 6.00 | 6.00 | 6.00 | 0.00 |
| Hourly | | | | | | |
| | X190 | Police Property/Evidence Assistant | 0.48 | 0.48 | 0.48 | 0.00 |
| | | Communications Dispatchers | 3.00 | 3.00 | 3.00 | 0.00 |
| Subtotal Hourly | | | 3.48 | 3.48 | 3.48 | 0.00 |
| Total FTE | | | 9.48 | 9.48 | 9.48 | 0.00 |

Position Budget

| Communications | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|----------------------------|---------------------------|-----------------------|-----------------------|------------------------|------------------------|
| Full Time | | | | | |
| A150 | Communications Dispatcher | 10.00 | 11.00 | 13.40 | 2.40 |
| A365 | Supervising Dispatcher | 3.00 | 3.00 | 3.00 | 0.00 |
| Subtotal Full -time | | 13.00 | 14.00 | 16.40 | 2.40 |
| Part Time Regular | | | | | |
| A150 | Communications Dispatcher | 3.00 | 3.00 | 0.60 | (2.40) |
| Subtotal Part-time Regular | | 3.00 | 3.00 | 0.60 | (2.40) |
| Total FTE | | 16.00 | 17.00 | 17.00 | 0.00 |

Expenditures

| Expenditures | Actual FY 2011-12 | Adopted FY 2012-13 | Amended FY 2012-13 | Adopted FY 2013-14 | Change from Adopted FY 2012-13 | % Change |
|---------------------------|-------------------|--------------------|--------------------|--------------------|--------------------------------|-------------|
| Salaries & Benefits | 2,560,752 | 2,563,685 | 2,563,685 | 2,863,355 | 299,670 | 11.7% |
| Supplies & Services | 451,669 | 490,599 | 502,742 | 478,076 | (12,523) | -2.6% |
| Total Expenditures | 3,012,420 | 3,054,284 | 3,066,427 | 3,341,431 | 287,147 | 9.4% |



INVESTIGATIONS

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

Position Budget

| Investigations | Position Title | FTE Actual FY 2011- 12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|---------------------|------------------------------|------------------------------|-----------------------------|------------------------------|---------------------------|
| Full Time | | | | | |
| C100 | Police Corporal | 8.00 | 6.00 | 6.00 | 0.00 |
| M275 | Police Lieutenant | 1.00 | 1.00 | 1.00 | 0.00 |
| C165 | Police Sergeant | 1.00 | 1.00 | 1.00 | 0.00 |
| C180 | Sr Police Records Specialist | 1.00 | 1.00 | 1.00 | 0.00 |
| Subtotal Full -time | | 11.00 | 9.00 | 9.00 | 0.00 |
| Hourly | | | | | |
| X193 | Police Court Liaison | 0.48 | 0.48 | 0.48 | 0.00 |
| Subtotal Hourly | | 0.48 | 0.48 | 0.48 | 0.00 |
| Total FTE | | 11.48 | 9.48 | 9.48 | 0.00 |

Expenditures

| Expenditures | Actual FY 2011-12 | Adopted FY 2012-13 | Amended FY 2012-13 | Adopted FY 2013-14 | Change from Adopted FY 2012-13 | % Change |
|---------------------------|----------------------|-----------------------|-----------------------|-----------------------|--------------------------------------|-------------|
| Salaries & Benefits | 1,711,086 | 1,766,319 | 1,766,319 | 1,793,264 | 26,946 | 1.5% |
| Supplies & Services | 21,923 | 48,180 | 48,180 | 48,180 | - | 0.0% |
| Capital Outlay | 9,458 | - | - | - | - | 0.0% |
| Total Expenditures | 1,742,466 | 1,814,499 | 1,814,499 | 1,841,444 | 26,946 | 1.5% |

PATROL

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 and K-9 units and the gang officers, as well as, the Police Reserves.

Position Budget

| Patrol | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|---------------------|-----------------------------|-----------------------|-----------------------|------------------------|------------------------|
| Full Time | | | | | |
| M765 | Deputy Police Chief | 1.00 | 1.00 | 1.00 | 0.00 |
| C175 | Parking Enforcement Officer | 2.00 | 2.00 | 3.00 | 1.00 |
| C100 | Police Corporal | 7.00 | 8.00 | 8.00 | 0.00 |
| M275 | Police Lieutenant | 3.00 | 3.00 | 3.00 | 0.00 |
| C115 | Police Officer | 43.00 | 44.00 | 44.00 | 0.00 |
| C165 | Police Sergeant | 8.00 | 8.00 | 8.00 | 0.00 |
| C125 | Police Service Technician | 4.00 | 4.00 | 4.00 | 0.00 |
| Subtotal Full -time | | 68.00 | 70.00 | 71.00 | 1.00 |
| Hourly | | | | | |
| X325 | Police Reserve Officer | 1.31 | 1.31 | 1.31 | 0.00 |
| X405 | School Crossing Guard | 1.38 | 1.38 | 1.38 | 0.00 |
| Subtotal Hourly | | 2.69 | 2.69 | 2.69 | 0.00 |
| Total FTE | | 70.69 | 72.69 | 73.69 | 1.00 |

Expenditures

| Expenditures | Actual | Adopted | Amended | Adopted | Change from | |
|---------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|-------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2013-14 | Adopted FY 2012-13 | % Change |
| Salaries & Benefits | 12,419,389 | 12,250,464 | 12,250,464 | 13,145,084 | 894,621 | 7.3% |
| Supplies & Services | 932,582 | 417,346 | 519,373 | 424,879 | 7,533 | 1.8% |
| Capital Outlay | 64,969 | - | - | - | - | 0.0% |
| Interdepartmental Charges | (8,500) | - | - | - | - | 0.0% |
| Total Expenditures | 13,408,440 | 12,667,810 | 12,769,837 | 13,569,963 | 902,154 | 7.1% |

Grants / Minor Maintenance Program

| Expenditures | Actual | Adopted | Amended | Adopted | Change from | |
|---------------------------|----------------|------------|----------------|------------|-------------|-------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2013-14 | Adopted | % |
| | | | | | FY 2012-13 | Change |
| Salaries & Benefits | 201,658 | - | 101,678 | - | - | 0.0% |
| Supplies & Services | 38,401 | - | 61,265 | - | - | 0.0% |
| Capital Outay | 47,312 | - | - | - | - | 0.0% |
| Total Expenditures | 287,370 | - | 162,943 | - | - | 0.0% |



City of South San Francisco

Public Works

MISSION STATEMENT:

The mission of the South San Francisco Public Works Department is to provide the highest level of service to its community and fellow departments through the maintenance of its assets including City streets, vehicles, and infrastructure. Public Works is determined to ensure good quality of life and public safety accomplished through balanced efforts in maintaining cost effective operations and providing its services in an effective manner.

The South San Francisco Public Works Department is comprised of three divisions including Engineering, Maintenance, and Water Quality Control. The goal of fulfilling the department's mission is carried out through the following operations with the superlative customer service.

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, 365 days a year.
- Enforcing environmental regulations through the Environmental Compliance program.
- Rehabilitating and improving the City's infrastructure through the Capital Improvement Program.

ACCOMPLISHMENT HIGHLIGHTS IN FISCAL YEAR 2012-13:

- Completed all requirements for early termination from the Baykeeper consent decree by maintaining an aggressive sewer line cleaning and inspection schedule.
- Completed installation of a new turbo blower in-house at the Water Quality Control Plant (WQCP). Preliminary data from the new turbo blower indicates that the WQCP saves approximately \$200 a day in electrical costs.
- Participated in PG&E peak day pricing at the WQCP, resulting in \$22,000 in electrical savings.
- Awarded \$2.3 million in grants to be used for street rehabilitation and traffic improvement projects.
- Completed Capital Improvement Program projects including Fire Station #63, Paradise Valley Pocket Park, Siebecker Playground, Sewer Pump Station No. 8, Street Rehabilitation, Sister Cities Guardrail, Stonegate Tennis Court Resurfacing, Bicycle Gap Closure, and Buri Buri Park ADA compliant picnic areas.

OBJECTIVES FOR FISCAL YEAR 2013-14:

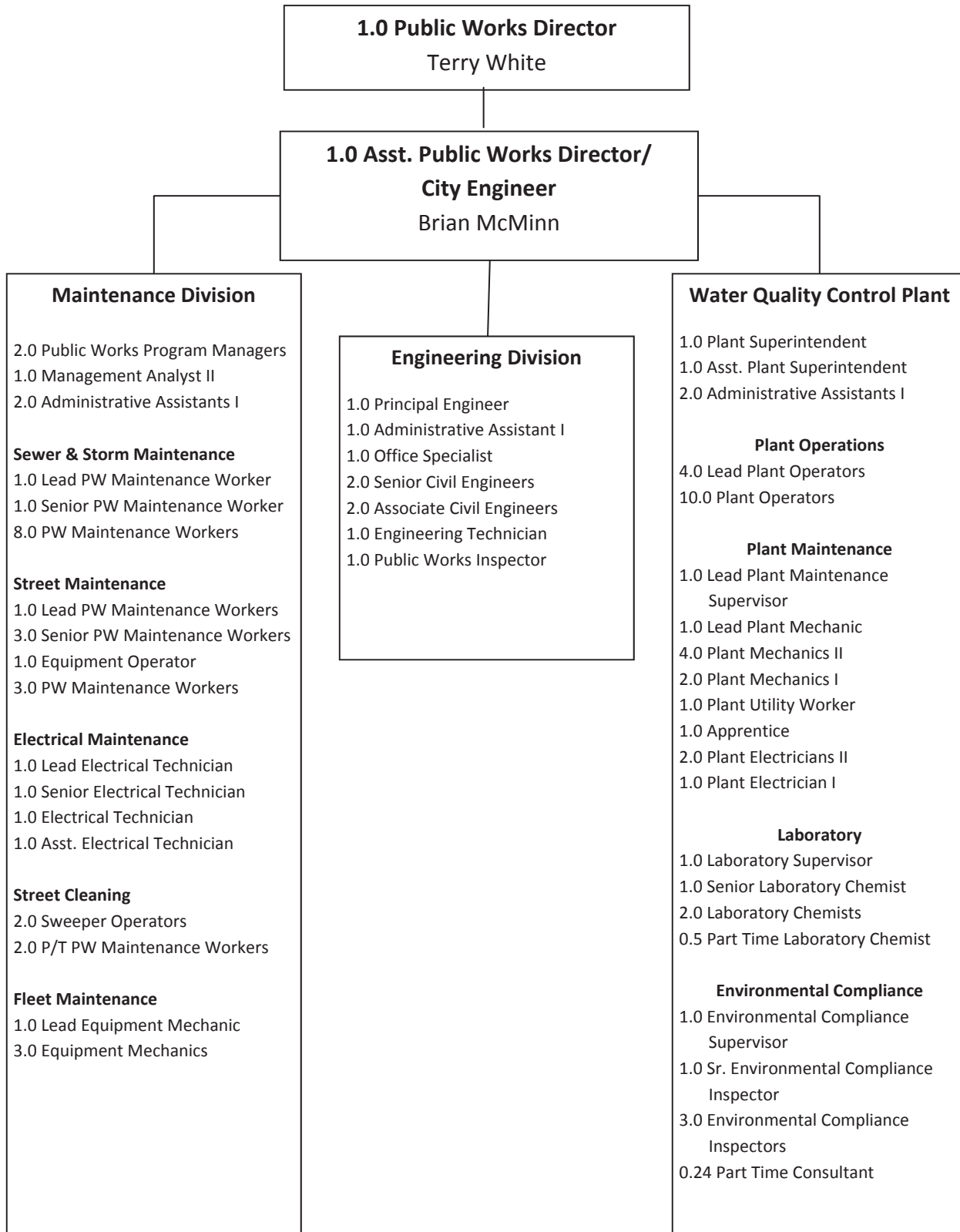
- Implement and upgrade computerized maintenance management software in fleet maintenance division, WQCP, and maintenance division to improve data and performance measure tracking.
- Complete community survey to determine community priorities for the department.
- Establish remote flow monitoring and reporting for all North Bayside System Unit (NBSU) members.
- Complete City Hall Annex renovation, restoring the section of building damaged in a fire for Engineering division use.
- Begin and complete the WQCP Generator Replacement project.
- Begin and complete the US-101 Off Ramp Improvement projects.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2013-14:

- Added three positions; (1) Laboratory Supervisor as part of a restructure from a retirement which will ensure quality control standards are met at the laboratory, (2) Administrative Assistant to maintain quality customer service both internally and externally, and (3) Public Works Maintenance Worker will be part of the street cleaning team, that works towards meeting the municipal regional storm water permit goal of reducing trash by 40% by 2014 in City water ways.



Public Works Organization Chart



PUBLIC WORKS DEPARTMENT SUMMARY

Expenditures

| Expenditures | Actual | Adopted | Amended | Adopted | Change from | |
|----------------------------|-------------------|-------------------|-------------------|-------------------|----------------|-------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | % Change |
| Salaries & Benefits | 1,886,752 | 1,816,639 | 1,770,042 | 2,139,472 | 322,833 | 17.8% |
| Supplies & Services | 757,835 | 1,201,174 | 1,117,528 | 1,104,385 | (96,789) | -8.1% |
| Interdepartmental Charges | 558,778 | 612,779 | 612,779 | 733,003 | 120,224 | 19.6% |
| General Fund Totals | 3,203,364 | 3,630,592 | 3,500,349 | 3,976,860 | 346,268 | 9.5% |
| Sewer Enterprise | 19,019,378 | 22,177,036 | 22,197,000 | 22,502,159 | 325,123 | 1.5% |
| Storm Water | 909,535 | 1,550,066 | 1,550,066 | 1,516,275 | (33,791) | -2.2% |
| City Service | 1,542,381 | 1,389,944 | 1,402,472 | 1,576,848 | 186,904 | 13.4% |
| Other Funds Totals | 24,674,659 | 28,747,638 | 28,649,887 | 29,572,142 | 824,504 | 2.9% |

ENGINEERING

The major functions of the Engineering division are to administer the City's Capital Improvement Program, 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.



Solar Panels, City Hall Annex

Position Budget

| Engineering | | Position Title | FTE Actual FY 2011- 12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|---------------------|------|--|------------------------------|-----------------------------|------------------------------|------------------------------|
| Full Time | | | | | | |
| | O315 | Administrative Assistant I | 1.00 | 1.00 | 1.00 | 0.00 |
| | M435 | Assistant Public Works Director/City Engineer | 0.00 | 0.75 | 0.30 | (0.45) |
| | M115 | Associate Civil Engineer | 2.00 | 2.00 | 2.00 | 0.00 |
| | N160 | Director Of Public Works | 0.05 | 0.05 | 0.05 | 0.00 |
| | M430 | City Engineer | 0.75 | 0.00 | 0.00 | 0.00 |
| | A167 | Engineering Technician | 1.00 | 1.00 | 1.00 | 0.00 |
| | A295 | Office Specialist | 0.20 | 0.20 | 0.60 | 0.40 |
| | A310 | Public Works Inspector | 1.00 | 1.00 | 1.00 | 0.00 |
| | M340 | Sr Civil Engineer | 3.00 | 3.00 | 2.00 | (1.00) |
| | M760 | Principal Engineer | 0.00 | 0.00 | 1.00 | 1.00 |
| Subtotal Full -time | | | 9.00 | 9.00 | 8.95 | (0.05) |
| Total FTE | | | 9.00 | 9.00 | 8.95 | (0.05) |

Expenditures

| Expenditures | Actual | Adopted | Amended | Projected | Adopted | Change from | |
|---------------------------|----------------|----------------|----------------|----------------|----------------|-----------------|--------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | % Change |
| Salaries & Benefits | 511,915 | 829,250 | 829,250 | 872,953 | 729,756 | (99,494) | -12.0% |
| Supplies & Services | 95,147 | 110,243 | 168,656 | 94,734 | 125,435 | 15,192 | 13.8% |
| Total Expenditures | 607,062 | 939,493 | 997,906 | 967,688 | 855,191 | (84,302) | -9.0% |

MAINTENANCE

The Maintenance division is responsible to maintain City's physical assets in order to ensure public safety and meet federal and state mandates. City assets include vehicles, equipment, and infrastructure such as sewer lines, storm drains, streets, sidewalks, signals, street lights, and signs.

Position Budget

| Sewer Maintenance | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|---------------------|--------------------------------------|-----------------------|-----------------------|------------------------|------------------------|
| Full Time | | | | | |
| O315 | Administrative Assistant I | 0.40 | 0.40 | 1.40 | 1.00 |
| O310 | Administrative Assistant II | 0.40 | 0.00 | 0.00 | 0.00 |
| N160 | Director Of Public Works | 0.35 | 0.35 | 0.35 | 0.00 |
| A200 | Lead Public Works Maintenance Worker | 1.00 | 1.00 | 2.00 | 1.00 |
| M560 | Management Analyst II | 0.00 | 0.40 | 0.40 | 0.00 |
| A275 | Public Works Maintenance Worker | 5.70 | 6.70 | 8.00 | 1.30 |
| M750 | Public Works Program Manager | 0.00 | 0.40 | 0.60 | 0.20 |
| M255 | Public Works Supervisor | 0.60 | 0.60 | 0.00 | (0.60) |
| A360 | Sr Public Works Maintenance Worker | 1.00 | 1.00 | 1.00 | 0.00 |
| M630 | Superintendent Of Public Works | 0.40 | 0.00 | 0.00 | 0.00 |
| Subtotal Full -time | | 9.85 | 10.85 | 13.75 | 2.90 |
| Total FTE | | 9.85 | 10.85 | 13.75 | 2.90 |

Expenditures

| Expenditures | Actual | Adopted | Amended | Projected | Adopted | Change from | |
|---------------------------|------------------|------------------|------------------|------------------|------------------|---------------|-------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | % Change |
| Salaries & Benefits | 1,470,812 | 1,578,638 | 1,578,638 | 1,587,744 | 1,776,074 | 197,437 | 12.5% |
| Supplies & Services | 149,676 | 138,980 | 138,980 | 161,477 | 102,950 | (36,030) | -25.9% |
| Capital Outlay | 96,297 | 215,000 | 215,000 | - | 25,000 | (190,000) | -88.4% |
| Interdepartmental Charges | 281,137 | 277,826 | 277,826 | 288,034 | 335,300 | 57,475 | 20.7% |
| Total Expenditures | 1,997,921 | 2,210,443 | 2,210,443 | 2,037,254 | 2,239,324 | 28,881 | 1.3% |

Position Budget

| Street Maintenance | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|---------------------|------------------------------------|-----------------------|-----------------------|------------------------|------------------------|
| Full Time | | | | | |
| O315 | Administrative Assistant I | 0.20 | 0.20 | 0.20 | 0.00 |
| O310 | Administrative Assistant II | 0.45 | 0.00 | 0.00 | 0.00 |
| A120 | Assistant Electrical Technician | 1.00 | 1.00 | 1.00 | 0.00 |
| N160 | Director Of Public Works | 0.05 | 0.05 | 0.05 | 0.00 |
| A160 | Electrical Technician | 1.00 | 1.00 | 1.00 | 0.00 |
| A175 | Equipment Operator | 2.00 | 2.00 | 1.00 | (1.00) |
| A335 | Lead Electrical Technician | 1.00 | 1.00 | 1.00 | 0.00 |
| M560 | Management Analyst II | 0.00 | 0.45 | 0.45 | 0.00 |
| A275 | Public Works Maintenance Worker | 2.50 | 2.50 | 1.00 | (1.50) |
| M750 | Public Works Program Manager | 0.00 | 0.30 | 0.90 | 0.60 |
| M255 | Public Works Supervisor | 0.10 | 0.10 | 0.00 | (0.10) |
| A360 | Sr Public Works Maintenance Worker | 2.00 | 2.00 | 2.00 | 0.00 |
| A500 | Sr Electrical Technician | 0.00 | 0.00 | 1.00 | 1.00 |
| M630 | Superintendent Of Public Works | 0.30 | 0.00 | 0.00 | 0.00 |
| A370 | Sweeper Operator | 1.00 | 1.00 | 1.00 | 0.00 |
| Subtotal Full -time | | 11.60 | 11.60 | 10.60 | (1.00) |
| Total FTE | | 11.60 | 11.60 | 10.60 | (1.00) |

Expenditures

| Expenditures | Actual | Adopted | Amended | Projected | Adopted | Change from | % Change |
|---------------------------|------------------|------------------|------------------|------------------|------------------|----------------|--------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | |
| Salaries & Benefits | 1,374,837 | 987,389 | 940,792 | 1,536,404 | 1,409,715 | 422,327 | 42.8% |
| Supplies & Services | 645,763 | 662,561 | 679,133 | 813,645 | 671,950 | 9,389 | 1.4% |
| Total Expenditures | 2,020,600 | 1,649,950 | 1,619,924 | 2,350,050 | 2,081,665 | 431,716 | 26.2% |

Position Budget

| Fleet Maintenance | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|---------------------|---|-----------------------------|-----------------------------|------------------------------|------------------------------|
| Full Time | | | | | |
| O315 | Administrative Assistant I | 0.30 | 0.30 | 0.30 | 0.00 |
| O310 | Administrative Assistant II | 0.05 | 0.00 | 0.00 | 0.00 |
| N160 | Director Of Public Works | 0.05 | 0.05 | 0.00 | (0.05) |
| A170 | Equipment Mechanic | 2.00 | 2.00 | 3.00 | 1.00 |
| A345 | Lead Equipment Mechanic | 1.00 | 1.00 | 1.00 | 0.00 |
| M560 | Management Analyst II | 0.00 | 0.05 | 0.05 | 0.00 |
| M750 | Public Works Program Manager | 0.00 | 0.10 | 0.30 | 0.20 |
| M740 | Public Works Supervisor - Electrical | 0.00 | 0.50 | | (0.50) |
| M255 | Public Works Supervisor | 0.50 | 0.00 | 0.00 | 0.00 |
| M630 | Superintendent Of Public Works | 0.10 | 0.00 | 0.00 | 0.00 |
| Subtotal Full -time | | 4.00 | 4.00 | 4.65 | 0.65 |
| Total FTE | | 4.00 | 4.00 | 4.65 | 0.65 |

Expenditures

| Expenditures | Actual | Adopted | Amended | Projected | Adopted | Change from | |
|---------------------------|------------------|------------------|------------------|------------------|------------------|----------------|-------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | % Change |
| Salaries & Benefits | 553,105 | 506,553 | 506,553 | 575,332 | 562,992 | 56,439 | 11.1% |
| Supplies & Services | 953,712 | 871,828 | 884,356 | 903,748 | 918,150 | 46,322 | 5.3% |
| Capital Outlay | 1,056 | - | - | - | - | - | 0.0% |
| Interdepartmental Charges | 34,508 | 11,563 | 11,563 | 15,484 | 15,706 | 4,143 | 35.8% |
| Total Expenditures | 1,542,381 | 1,389,944 | 1,402,472 | 1,494,564 | 1,496,848 | 106,904 | 7.7% |

Position Budget

| Storm Water | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|-------------|---|-----------------------------|-----------------------------|------------------------------|------------------------------|
| Full Time | | | | | |
| | O315 Administrative Assistant I | 0.00 | 0.10 | 0.10 | 0.00 |
| | N160 Director Of Public Works | 0.10 | 0.10 | 0.15 | 0.05 |
| | M560 Management Analyst II | 0.00 | 0.10 | 0.10 | 0.00 |
| | O315 Administrative Assistant I | 0.10 | 0.00 | 0.00 | 0.00 |
| | O310 Administrative Assistant II | 0.10 | 0.00 | 0.00 | 0.00 |
| | M450 Environmental Compliance Coordinator | 0.00 | 0.00 | 0.50 | 0.50 |
| | D155 Environmental Compliance Inspector | 1.75 | 1.75 | 1.74 | (0.01) |
| | A200 Lead Public Works Maintenance Worker | 1.00 | 1.00 | 0.00 | (1.00) |
| | A275 Public Works Maintenance Worker | 2.80 | 3.80 | 5.00 | 1.20 |
| | M750 Public Works Program Manager | 0.00 | 0.20 | 0.20 | 0.00 |
| | M255 Public Works Supervisor | 0.80 | 0.40 | 0.10 | (0.30) |
| | M740 Public Works Supervisor - Electrical | 0.10 | 0.50 | 0.00 | (0.50) |
| | D160 Sr Environmental Compliance Inspector | 0.38 | 0.38 | 0.37 | (0.01) |
| | A370 Sweeper Operator | 1.00 | 1.00 | 1.00 | 0.00 |
| | M735 Technical Services Supervisor | 0.25 | 0.25 | 0.00 | (0.25) |
| | M630 Superintendent Of Public Works | 0.20 | 0.00 | 0.00 | 0.00 |
| | Subtotal Full -time | 8.58 | 9.58 | 9.26 | (0.32) |
| | Total FTE | 8.58 | 9.58 | 9.26 | (0.32) |

Expenditures

| Expenditures | Actual | Adopted | Amended | Projected | Adopted | Change from | |
|---------------------------|----------------|------------------|------------------|------------------|------------------|-----------------|--------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | % Change |
| Salaries & Benefits | 695,154 | 1,116,164 | 1,116,164 | 887,821 | 1,270,704 | 154,540 | 13.8% |
| Supplies & Services | 135,455 | 364,180 | 364,180 | 168,672 | 197,302 | (166,878) | -45.8% |
| Capital Outlay | 11,777 | - | - | - | - | - | 0.0% |
| Interdepartmental Charges | 67,149 | 69,723 | 69,723 | 39,706 | 48,270 | (21,453) | -30.8% |
| Total Expenditures | 909,535 | 1,550,066 | 1,550,066 | 1,096,198 | 1,516,275 | (33,791) | -2.2% |

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.

Expenditures

| Expenditures | Actual | Adopted | Amended | Projected | Adopted | Change from | |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------------|-------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | % Change |
| Salaries & Benefits | 5,163,344 | 5,411,350 | 5,411,350 | 5,273,839 | 5,716,608 | 305,257 | 5.6% |
| Supplies & Services | 5,644,410 | 6,470,757 | 6,490,722 | 5,907,246 | 6,860,735 | 389,978 | 6.0% |
| Capital Outlay | 3,523,285 | 11,000 | 11,000 | 8,045 | 40,000 | 29,000 | 263.6% |
| Debt Service | 1,676,957 | 7,027,346 | 7,027,346 | 1,561,762 | 6,614,802 | (412,544) | -5.9% |
| Interdepartmental Charges | 1,013,462 | 1,046,139 | 1,046,139 | 1,048,822 | 1,030,689 | (15,450) | -1.5% |
| Total Expenditures | 17,021,457 | 19,966,592 | 19,986,557 | 13,799,713 | 20,262,834 | 296,242 | 1.5% |



Water Quality Control Plant

Position Budget

| WQCP | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|---------------------|--|-----------------------------|-----------------------------|------------------------------|------------------------------|
| Full Time | | | | | |
| O315 | Administrative Assistant I | 2.00 | 2.00 | 2.00 | 0.00 |
| M465 | Assistant Plant Superintendent | 1.00 | 1.00 | 1.00 | 0.00 |
| M430 | City Engineer | 0.25 | 0.00 | 0.00 | 0.00 |
| M435 | Assistant Public Works Director/City Engineer | 0.00 | 0.25 | 0.70 | 0.45 |
| N160 | Director Of Public Works | 0.40 | 0.40 | 0.40 | 0.00 |
| M450 | Environmental Compliance Coordinator | 0.00 | 0.00 | 0.50 | 0.50 |
| D155 | Environmental Compliance Inspector | 1.25 | 1.25 | 1.26 | 0.01 |
| D120 | Laboratory Chemist | 2.00 | 2.00 | 2.00 | 0.00 |
| M220 | Laboratory Supervisor | 0.00 | 0.00 | 1.00 | 1.00 |
| D180 | Lead Plant Mechanic | 1.00 | 1.00 | 1.00 | 0.00 |
| D190 | Lead Plant Operator | 0.00 | 4.00 | 4.00 | 0.00 |
| A295 | Office Specialist | 0.80 | 0.80 | 0.40 | (0.40) |
| D145 | Operator I | 1.00 | 1.00 | 2.00 | 1.00 |
| D105 | Plant Electrician I | 1.00 | 1.00 | 1.00 | 0.00 |
| D140 | Plant Electrician II | 2.00 | 2.00 | 2.00 | 0.00 |
| D130 | Plant Mechanic I | 2.00 | 2.00 | 2.00 | 0.00 |
| D135 | Plant Mechanic II | 4.00 | 4.00 | 4.00 | 0.00 |
| D150 | Plant Operator II | 13.00 | 9.00 | 8.00 | (1.00) |
| D125 | Plant Utility Worker | 2.00 | 2.00 | 2.00 | 0.00 |
| D160 | Sr Env Compliance Inspector | 0.63 | 0.63 | 0.63 | 0.00 |
| D170 | Sr Laboratory Chemist | 1.00 | 1.00 | 1.00 | 0.00 |
| M355 | Superintendent Of WQCP | 1.00 | 1.00 | 1.00 | 0.00 |
| M735 | Technical Services Supervisor | 0.75 | 0.75 | 0.00 | (0.75) |
| M745 | WQCP Maintenance Supervisor | 1.00 | 1.00 | 1.00 | 0.00 |
| Subtotal Full -time | | 38.08 | 38.08 | 38.89 | 0.81 |
| Hourly | | | | | |
| X570 | Consultant | 0.24 | 0.24 | 0.24 | 0.00 |
| X545 | Laboratory Chemist | 0.50 | 0.50 | 0.50 | 0.00 |
| Subtotal Hourly | | 0.74 | 0.74 | 0.74 | 0.00 |
| Total FTE | | 38.82 | 38.82 | 39.63 | 0.81 |

Grants – Public Works

| | Actual | Adopted | Amended | Adopted | % Change |
|---------------------------|---------|---------|--------------|---------|----------------------------|
| Expenditure Types | 2011-12 | 2012-13 | 2012-13 | 2013-14 | from Adopted 2012-13 |
| Supplies and Services | - | - | 4,015 | - | -100.0% |
| Total Expenditures | - | - | 4,015 | - | -100.0% |

Public Works Minor Improvements/Upgrades

| | Actual | Adopted | Amended | Adopted | % Change |
|---------------------------|---------|----------------|----------------|----------------|----------------------------|
| Expenditure Types | 2011-12 | 2012-13 | 2012-13 | 2013-14 | from Adopted 2012-13 |
| Supplies and Services | - | 427,300 | 264,654 | 307,000 | 16.0% |
| Total Expenditures | - | 427,300 | 264,654 | 307,000 | 16.0% |



Grand Avenue Library

City of South San Francisco

Library

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 2012-13:

- **Automation:** Maintained a nearly 95% usage of patron self checkout and enabled patron record printing at all Express Check machines; Implemented debit-card payments at the Library Payment Centers; Developed specifications and floor plan for next year's AMH (Automated Materials Handling) upgrade at the Main Library; Installed an AMH return slot in Grand Avenue Library; Upgraded wireless access points in the Main and Grand Libraries, providing improved wireless services for our laptop and mobile device users.
- **Programming:** A total of 31,647 people attended 1,110 library programs in 2012/2013, 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 has also promoted e-book collections and usage through a series of hands-on workshops.
- **Social Media (or E-services):** Began the development of a 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.
- **Reorganization:** Combined Children's/Branch Services , Technical/Reference Services, and Project Read/Community Learning Center Services, taking advantage of the overlap and expertise

between the complementary services; cross trained several levels of public service staff to provide a seamless continuum of service over program areas; consolidated primary book vendor for children's and adult materials, creating additional efficiencies through development of standing orders and processing criteria.

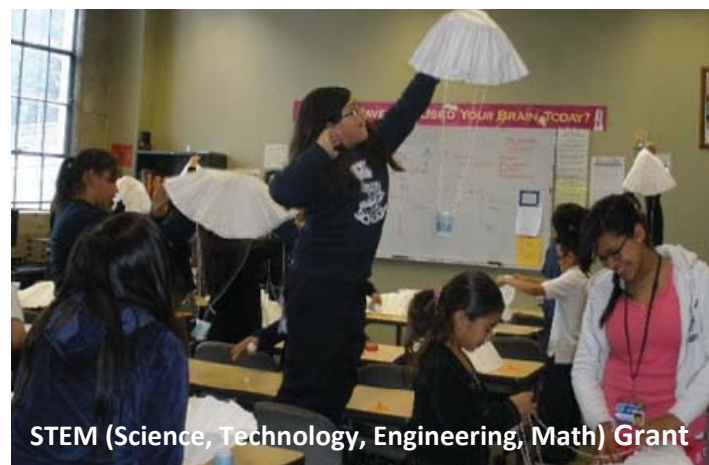
- **Library Services:** Library staff in all divisions secured approximately \$400,000 in grant funding in fiscal year 2012/2013 to provide programming to meet the needs of the local community. In addition, the Friends of the Library provided \$10,000 in support of programs and services. The library collection contains 189,672 books and audio visual materials, and the Technical Services Division processed 14,629 items this year, an 5% increase over 2011/2012. There were approximately 730,000 items checked out of the library in fiscal year 2012/2013.
- **Volunteer hours:** Community volunteers donated the equivalent in hours of 9.25 FTE (full-time equivalent) staff members, or 15,280 hours of service to Library programs.

OBJECTIVES FOR FISCAL YEAR 2013-14:

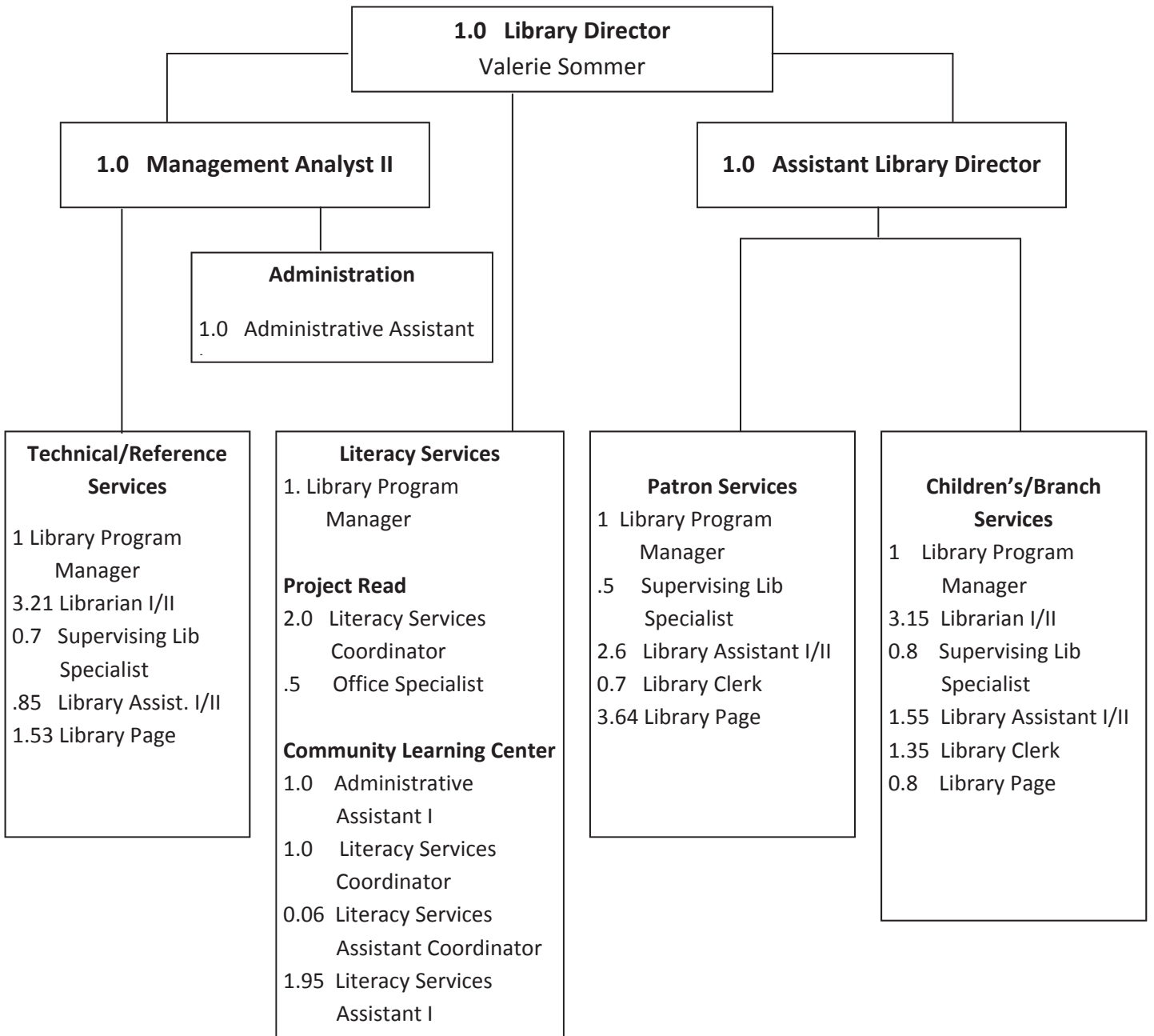
- **Automation:** Oversee construction and equipment installation for the Capitol Improvement Program's Automated Materials Handling (AMH) Project, providing greater efficiency for self-check in and faster re-shelving of materials and freeing staff to concentrate on customer service, collection development and programming.
- **E-services:** Continue to maximize e-services by "going live" with our new, interactive, library catalog/ linked library website upgrade, a mobile "app" for library programs, services, collections, enhanced online research tools and wireless printing services; explore additional e-collections; enhance social media connections.
- **Programming:** Provide targeted programming and educational opportunities to meet the needs of library patrons including increased programming for under-served populations; apply for a third year of grant funding to continue STEM programming at the CLC afterschool homework programs; continue to e-book collections and usage .

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2013-14:

Reduced payroll costs and took advantage of retirement savings, strengthening staffing in front-line services, with a particular emphasis on children and family services, and directing resources to support increases and enhancements in library networking, e-services and collections.



Library Organizational Chart



LIBRARY DEPARTMENT SUMMARY

Expenditures

| Expenditures | Actual | Adopted | Amended | Projected | Adopted | Change from | |
|---------------------------|------------------|------------------|------------------|------------------|------------------|----------------|-------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | % Change |
| Salaries & Benefits | 3,181,775 | 3,238,518 | 3,542,726 | 3,012,641 | 3,295,982 | 57,464 | 1.8% |
| Supplies & Services | 754,021 | 538,276 | 691,452 | 704,629 | 708,112 | 169,836 | 31.6% |
| Capital Outlay | - | 65,000 | 97,024 | 32,024 | 65,000 | - | 0.0% |
| Interdepartmental Charges | 336,907 | 367,118 | 367,118 | 363,275 | 350,147 | (16,972) | -4.6% |
| Total Expenditures | 4,272,704 | 4,208,912 | 4,698,320 | 4,112,569 | 4,419,241 | 210,329 | 5.0% |

LIBRARY ADMINISTRATION

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

Position Budget

| Library Administration | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|----------------------------|----------------------------|-----------------------|-----------------------|------------------------|------------------------|
| Full Time | | | | | |
| O315 | Administrative Assistant I | 1.00 | 1.00 | 1.00 | 0.00 |
| M640 | Assistant Library Director | 0.80 | 0.80 | 0.80 | 0.00 |
| A240 | Librarian II | 0.13 | 0.25 | 0.50 | 0.25 |
| A210 | Librarian I | 0.00 | 0.00 | 0.50 | 0.50 |
| A215 | Library Assistant II | 0.38 | 0.38 | 0.00 | (0.38) |
| N110 | Library Director | 1.00 | 1.00 | 1.00 | 0.00 |
| M235 | Library Program Manager | 0.80 | 0.80 | 0.50 | (0.30) |
| M560 | Management Analyst II | 1.00 | 1.00 | 1.00 | 0.00 |
| Subtotal Full -time | | 5.11 | 5.23 | 5.30 | 0.07 |
| Part Time Regular | | | | | |
| A220 | Library Assistant I | 0.50 | 0.75 | 0.50 | (0.25) |
| Subtotal Part-time Regular | | 0.50 | 0.75 | 0.50 | (0.25) |
| Hourly | | | | | |
| X210 | Librarian I | 0.13 | 0.13 | 0.13 | 0.00 |
| X220 | Library Assistant I | 0.18 | 0.18 | 0.35 | 0.17 |
| X250 | Library Page | 1.53 | 1.53 | 1.53 | 0.00 |
| Subtotal Hourly | | 1.84 | 1.84 | 2.01 | 0.17 |
| Total FTE | | 7.45 | 7.82 | 7.81 | (0.01) |

Expenditures

| Expenditures | Actual | Adopted | Amended | Projected | Adopted | Change from | |
|---------------------------|------------------|------------------|------------------|------------------|------------------|----------------|--------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | % Change |
| Salaries & Benefits | 839,150 | 904,458 | 904,458 | 826,136 | 939,101 | 34,644 | 3.8% |
| Supplies & Services | 401,727 | 266,642 | 352,057 | 393,694 | 404,722 | 138,080 | 51.8% |
| Capital Outlay | - | 65,000 | 97,024 | 32,024 | 65,000 | - | 0.0% |
| Total Expenditures | 1,240,877 | 1,236,100 | 1,353,538 | 1,251,854 | 1,408,823 | 172,724 | 14.0% |

MAIN LIBRARY

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

Position Budget

| Main Library | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|----------------------------|----------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|
| Full Time | | | | | |
| M640 | Assistant Library Director | 0.20 | 0.20 | 0.20 | 0.00 |
| A210 | Librarian I | 0.00 | 0.00 | 1.50 | 1.50 |
| A240 | Librarian II | 2.20 | 2.75 | 2.70 | (0.05) |
| A215 | Library Assistant II | 1.62 | 1.62 | 1.00 | (0.62) |
| M235 | Library Program Manager | 3.40 | 3.40 | 2.50 | (0.90) |
| Subtotal Full -time | | 7.42 | 7.97 | 7.90 | (0.07) |
| Part Time Regular | | | | | |
| A220 | Library Assistant I | 1.25 | 1.00 | 1.75 | 0.75 |
| A215 | Library Assistant II | 0.20 | 0.20 | 0.00 | (0.20) |
| A240 | Librarian II | 0.00 | 0.00 | 0.50 | 0.50 |
| Subtotal Part-time Regular | | 1.45 | 1.20 | 2.25 | 1.05 |
| Hourly | | | | | |
| X210 | Librarian I | 1.13 | 1.13 | 1.13 | 0.00 |
| X670 | Librarian II | 0.20 | 0.20 | 0.20 | 0.00 |
| X220 | Library Assistant I | 0.75 | 0.75 | 0.75 | 0.00 |
| X235 | Library Clerk | 0.51 | 0.51 | 0.70 | 0.19 |
| X250 | Library Page | 3.64 | 3.64 | 3.64 | 0.00 |
| Subtotal Hourly | | 6.23 | 6.23 | 6.42 | 0.19 |
| Total FTE | | 15.10 | 15.40 | 16.57 | 1.17 |

Expenditures

| Expenditures | Actual | Adopted | Amended | Projected | Adopted | Change from | |
|---------------------------|------------------|------------------|------------------|------------------|------------------|-----------------|--------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | % Change |
| Salaries & Benefits | 1,208,407 | 1,275,347 | 1,165,347 | 1,103,957 | 1,197,659 | (77,687) | -6.1% |
| Supplies & Services | 190,531 | 188,944 | 188,944 | 185,707 | 212,217 | 23,273 | 12.3% |
| Total Expenditures | 1,398,938 | 1,464,291 | 1,354,291 | 1,289,664 | 1,409,876 | (54,414) | -3.7% |



Main Library, West Orange Avenue

GRAND AVENUE LIBRARY

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

Position Budget

| Grand Avenue Library | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|----------------------------|--------------------------|-----------------------|-----------------------|------------------------|------------------------|
| Full Time | | | | | |
| M235 | Library Program Manager | 0.80 | 0.80 | 0.00 | (0.80) |
| A240 | Librarian II | 0.67 | 0.00 | 1.20 | 1.20 |
| Subtotal Full -time | | 1.47 | 0.80 | 1.20 | 0.40 |
| Part Time Regular | | | | | |
| A215 | Library Assistant II | 0.30 | 0.30 | 0.00 | (0.30) |
| A220 | Library Assistant I | 0.00 | 0.00 | 0.40 | 0.40 |
| Subtotal Part-time Regular | | 0.30 | 0.30 | 0.40 | 0.10 |
| Hourly | | | | | |
| X220 | Library Assistant I | 0.10 | 0.10 | 0.25 | 0.15 |
| X235 | Library Clerk | 0.80 | 0.80 | 1.35 | 0.55 |
| X250 | Library Page | 0.30 | 0.30 | 0.80 | 0.50 |
| X630 | Local History Specialist | 0.05 | 0.05 | 0.00 | (0.05) |
| Subtotal Hourly | | 1.25 | 1.25 | 2.40 | 1.15 |
| Total FTE | | 3.02 | 2.35 | 4.00 | 1.65 |

Expenditures

| Expenditures | Actual | Adopted | Amended | Projected | Adopted | Change from | % Change |
|---------------------------|----------------|----------------|----------------|----------------|----------------|--------------------|--------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | Adopted FY 2012-13 | |
| Salaries & Benefits | 260,004 | 186,464 | 186,464 | 223,206 | 385,517 | 199,052 | 106.8% |
| Supplies & Services | 44,179 | 46,856 | 49,197 | 40,502 | 49,740 | 2,884 | 6.2% |
| Total Expenditures | 304,184 | 233,320 | 235,662 | 263,708 | 435,257 | 201,936 | 86.5% |

LITERACY

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

Position Budget

| Literacy Services | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|---------------------|--|-----------------------------|-----------------------------|------------------------------|------------------------------|
| Full Time | | | | | |
| O315 | Administrative Assistant I | 2.00 | 2.00 | 1.00 | (1.00) |
| M500 | Literacy Program Manager | 2.00 | 2.00 | 1.00 | (1.00) |
| A445 | Literacy Services Coordinator | 2.00 | 2.00 | 3.00 | 1.00 |
| Subtotal Full -time | | 6.00 | 6.00 | 5.00 | (1.00) |
| Hourly | | | | | |
| X250 | Library Page | 1.34 | 1.34 | 1.34 | 0.00 |
| X655 | Literacy Services Assistant Coordinator | 0.06 | 0.06 | 0.06 | 0.00 |
| X665 | Literacy Services Assistant I | 1.95 | 1.95 | 1.95 | 0.00 |
| X440 | Office Assistant | 0.43 | 0.43 | 0.43 | 0.00 |
| X415 | Office Specialist | 0.00 | 0.00 | 0.50 | 0.50 |
| Subtotal Hourly | | 3.78 | 3.78 | 4.28 | 0.50 |
| Total FTE | | 9.78 | 9.78 | 9.28 | (0.50) |

Expenditures

| Expenditures | Actual | Adopted | Amended | Projected | Adopted | Change from | |
|---------------------------|----------------|----------------|----------------|----------------|----------------|------------------|---------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | % Change |
| Salaries & Benefits | 577,111 | 748,303 | 748,303 | 525,682 | 647,337 | (100,966) | -13.5% |
| Supplies & Services | 13,450 | 15,834 | 19,614 | 9,821 | 15,933 | 99 | 0.6% |
| Total Expenditures | 590,562 | 764,137 | 767,917 | 535,503 | 663,270 | (100,867) | -13.2% |

Grants/Minor Maintenance Program

| Expenditures | Actual | Adopted | Amended | Projected | Adopted | Change from | |
|---------------------------|----------------|----------------|----------------|----------------|----------------|--------------|-------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | % Change |
| Salaries & Benefits | 297,103 | 123,946 | 538,154 | 333,661 | 126,368 | 2,422 | 2.0% |
| Supplies & Services | 104,134 | 20,000 | 81,640 | 74,904 | 25,500 | 5,500 | 27.5% |
| Interdepartmental Charges | 3,268 | 5,995 | 5,995 | 2,152 | 1,813 | (4,182) | -69.8% |
| Total Expenditures | 404,504 | 149,941 | 625,789 | 410,717 | 153,681 | 3,740 | 2.5% |

City of South San Francisco

Information Technology

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 HIGHLIGHTS IN FISCAL YEAR 2012-13:

- Updated City core network switch
- Build space for new City server room at Miller garage
- Created new electronic City dining guide online
- Created a GIS “incident” map for EOC

OBJECTIVES FOR FISCAL YEAR 2013-14:

- Disaster Recovery – replicate data
- Miller garage – new City server room
- Network security
- Broadcast equipment upgrade
- Expand EOC City server room

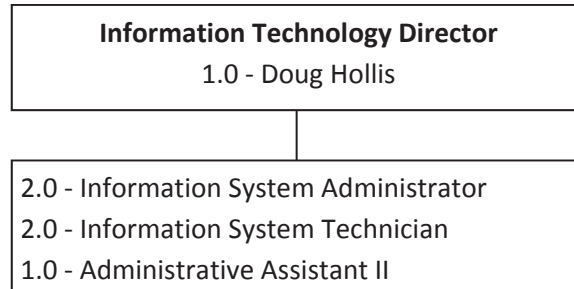
BUDGET HIGHLIGHTS FOR FISCAL YEAR 2013-14:

- No service level changes



*Evohelix, South Spruce at
Centennial Way*

Information Technology Organization



IT DEPARTMENT
SUMMARY

Position Budget

| Information Technology | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|------------------------|------------------------------------|-----------------------|-----------------------|------------------------|------------------------|
| Full Time | | | | | |
| O310 | Administrative Assistant II | 1.00 | 1.00 | 1.00 | 0.00 |
| O525 | Computer Services Technician | 2.00 | 2.00 | 2.00 | 0.00 |
| N165 | Director Of Information Technology | 1.00 | 1.00 | 1.00 | 0.00 |
| M650 | Information Systems Administrator | 2.00 | 2.00 | 2.00 | 0.00 |
| Subtotal Full -time | | 6.00 | 6.00 | 6.00 | 0.00 |
| Total FTE | | 6.00 | 6.00 | 6.00 | 0.00 |

| Expenditures | Actual FY 2011-12 | Adopted FY 2012-13 | Amended FY 2012-13 | Adopted FY 2013-14 | Change from | |
|---------------------------|-------------------|--------------------|--------------------|--------------------|--------------------|--------------|
| | | | | | Adopted FY 2012-13 | % Change |
| Salaries & Benefits | 870,238 | 968,811 | 968,811 | 983,373 | 14,563 | 1.5% |
| Supplies & Services | 771,591 | 834,942 | 1,380,432 | 599,082 | (235,860) | -28.2% |
| Capital Outlay | 178,076 | 117,500 | 185,500 | 312,500 | 195,000 | 166.0% |
| Interdepartmental Charges | 5,310 | 6,497 | 6,497 | 4,418 | (2,079) | -32.0% |
| Transfers Out | 118,396 | - | - | - | - | 0.0% |
| Total Expenditures | 1,943,611 | 1,927,750 | 2,541,240 | 1,899,374 | (28,376) | -1.5% |



Orange Memorial Park Playground

City of South San Francisco

Parks & Recreation

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 HIGHLIGHTS IN FISCAL YEAR 2012-13:

- Obtained Safe Routes to School grant to fund Coordinator to promote safe bicycling and walking to before and after school programs, and to develop health and fitness programs;
- Worked with Engineering Division to renovate Paradise Valley Pocket Park and Siebecker Playground; held very successful ribbon cutting event to dedicate Westborough Park in July of 2012; accomplished ADA improvements to two picnic areas at Buri Buri Park;

- Completed Master Plan for new “gateway” signage at key entrances to South San Francisco;
- Partnered with multiple volunteers, including award-winning Improving Public Places group, to enhance public parks and civic spaces; developed new Utility Box mural program using volunteer artists;
- Implemented new recreational offerings to include outdoor Movie Night at Orange Memorial Park, World Series Trophy viewing, outdoor boot camp, two loan art installations, and expanded Parks Alive! Streets Alive! event; opened new before and after care program at Buri Buri School in April of 2012.

OBJECTIVES FOR FISCAL YEAR 2013-14:

- Develop roadmap for future direction through completion of city-wide Parks and Recreation Master Plan;
- Address deferred maintenance items and accomplish energy efficiency improvements in parks and facilities to extent that funding will allow, including repair or replacement of roofs, HVAC units, picnic areas, pathways, fences, trimming or removal of hazardous trees and replanting of replacement trees;
- Actively participate in creation of a new Americans with Disabilities Transition Plan to identify and establish strategy to address physical and programmatic barriers to participation for individuals with disabilities;
- Work with Engineering Division to encourage public input on renovation of four playgrounds: Clay, Francisco Terrace, Winston Manor #1 (Elkwood), and Buri Buri Park;
- Implement departmental staffing reorganization to absorb service expansion, maximize efficiency, streamline management, and better utilize budget allocation.



Sculpture Garden, Orange Memorial

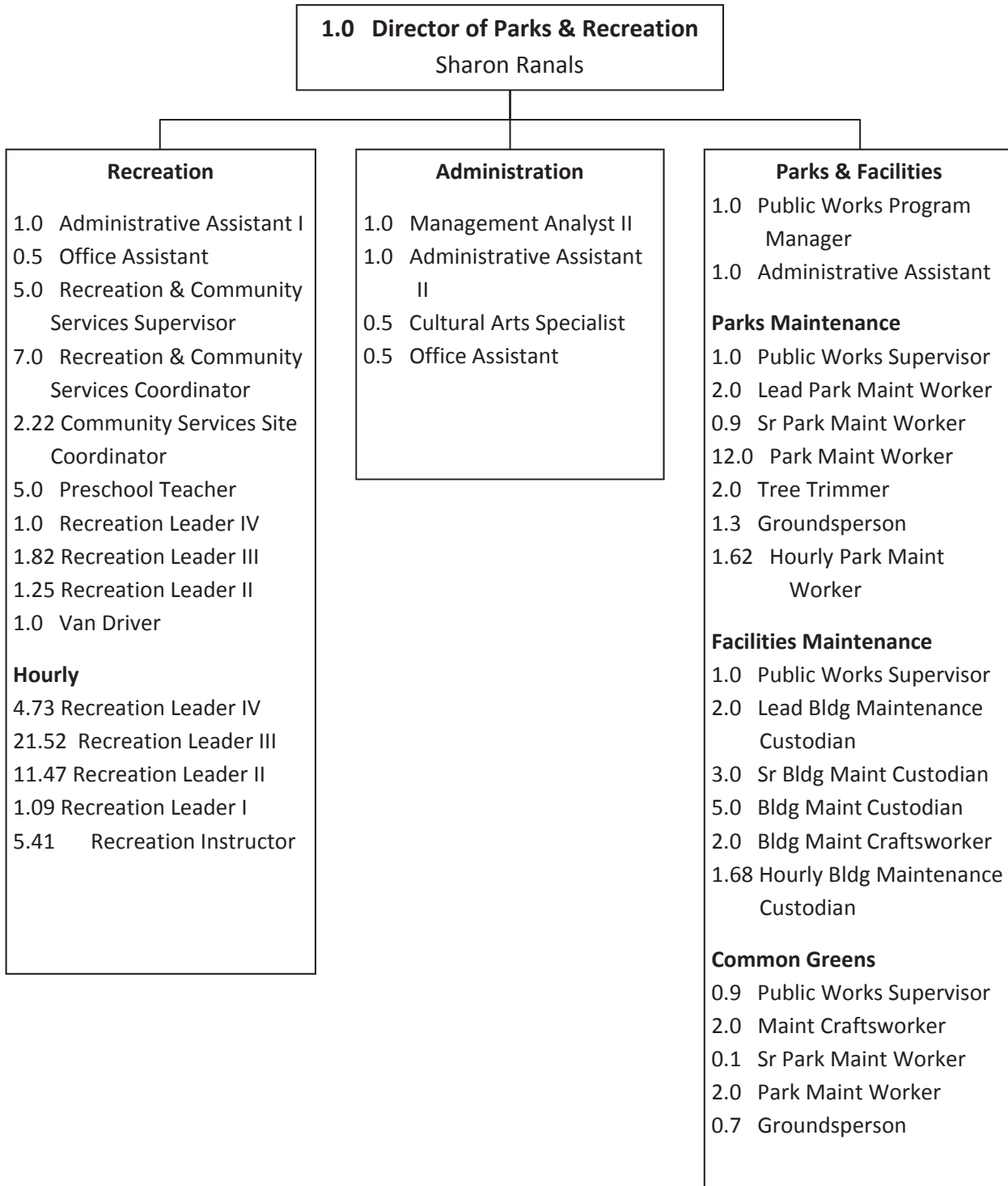
BUDGET HIGHLIGHTS FOR FISCAL YEAR 2013-14:

Due to positions vacated by retirement or separation, and frozen over the past 5 years, a departmental reorganization plan restores one frozen Lead Park Maintenance Worker and one Senior Building Maintenance Custodian; creates a Program Manager for the Parks Division; increases a part-time Facility Coordinator to full-time; adds a Management Analyst II; adds an Administrative Assistant I; and increases funding for flexible part-time clerical support. The plan deletes a number of vacated positions, including Parks Supervisor, Superintendent of Parks and Facilities, Office Specialist (2), and Tree Trimmer.

The staffing goal is to manage and deliver services for programs and areas that have expanded over the past 5 years, concurrently with staff cutbacks. Examples include added new park acreage at Centennial Way and Centennial Dog park, new park amenities at Westborough and Paradise Valley Parks; maintain 661,000 square feet of public facility space, including new facilities at Joseph Fernekes Building, Miller Parking Garage, Buri Buri childcare portables, additional classroom at Monte Verde, and new Emergency Operations Center; coordination and supervision of expanded program offerings, including Junior Giants, Buri Buri Before and After School program, Movie Nights in the Park, Parks Alive! Streets Alive!, Safe Routes to School, increased capacity for childcare and summer camp programs, Full of Fun Camp for disabled teens, Parkway Summer Program, and expanded volunteer engagement.



Chart 14: Parks and Recreation Organization



PARKS & RECREATION DEPARTMENT SUMMARY

EXPENDITURES

| Expenditures | Actual | Adopted | Amended | Adopted | Change from | |
|----------------------------|-------------------|-------------------|-------------------|-------------------|------------------|--------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | % Change |
| Salaries & Benefits | 7,453,696 | 7,458,061 | 7,508,061 | 7,859,149 | 401,088 | 5.4% |
| Supplies & Services | 2,011,318 | 2,911,058 | 2,810,096 | 2,900,934 | (10,124) | -0.3% |
| Interdepartmental Charges | 636,394 | 632,558 | 632,558 | 689,324 | 56,766 | 9.0% |
| Total General Fund | 10,101,409 | 11,001,677 | 10,950,715 | 11,449,408 | 447,730 | 4.1% |
| West Park 3 | 684,008 | 930,098 | 930,098 | 917,437 | (12,661) | -1.4% |
| Stonegate Ridge | 151,491 | 208,433 | 208,433 | 162,960 | (45,473) | -21.8% |
| Willow Gardens | 42,359 | 51,293 | 51,293 | 54,365 | 3,072 | 6.0% |
| West Park 1 & 2 | 434,495 | 498,245 | 498,245 | 401,227 | (97,018) | -19.5% |
| Total Common Greens | 1,312,352 | 1,688,069 | 1,688,069 | 1,535,990 | (152,079) | -9.0% |
| Total Expenditures | 11,413,761 | 12,689,747 | 12,638,784 | 12,985,398 | 295,651 | 2.3% |

PARKS & RECREATION ADMINISTRATION

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

Position Budget

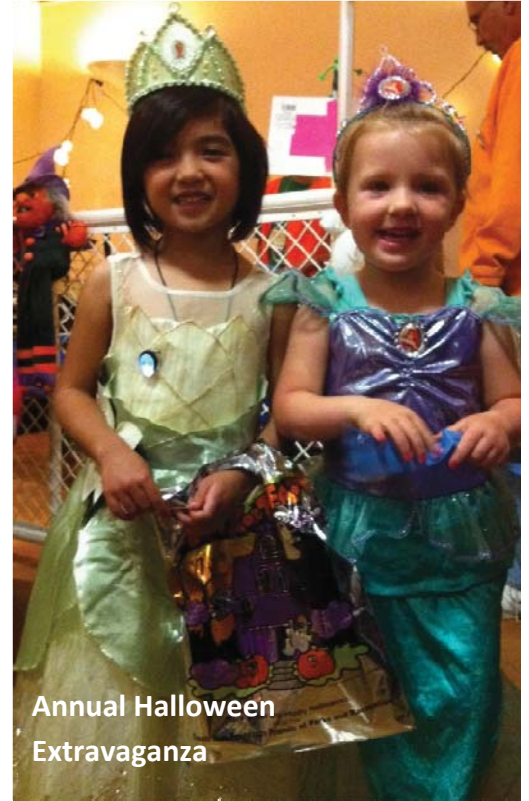
| Parks & Recreation Administration | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|-----------------------------------|--------------------------------|-----------------------|-----------------------|------------------------|------------------------|
| Full Time | | | | | |
| O310 | Administrative Assistant II | 1.00 | 1.00 | 1.00 | 0.00 |
| N175 | Director Of Parks & Recreation | 0.75 | 0.75 | 0.75 | 0.00 |
| M560 | Management Analyst II | 0.00 | 0.00 | 1.00 | 1.00 |
| A295 | Office Specialist | 1.00 | 1.00 | 0.00 | (1.00) |
| Subtotal Full -time | | 2.75 | 2.75 | 2.75 | 0.00 |
| Part Time Regular | | | | | |
| A650 | Cultural Arts Specialist | 0.50 | 0.50 | 0.50 | 0.00 |
| Subtotal Part-time Regular | | 0.50 | 0.50 | 0.50 | 0.00 |
| Hourly | | | | | |
| X440 | Office Assistant | 0.00 | 0.00 | 1.00 | 1.00 |
| Subtotal Hourly | | 0.00 | 0.00 | 1.00 | 1.00 |
| Total FTE | | 3.25 | 3.25 | 4.25 | 1.00 |

Expenditures

| Expenditures | Actual FY 2011-12 | Adopted FY 2012-13 | Amended FY 2012-13 | Adopted FY 2013-14 | Change from Adopted FY 2012-13 | % Change |
|---------------------------|-------------------|--------------------|--------------------|--------------------|--------------------------------|--------------|
| Salaries & Benefits | 467,425 | 452,711 | 452,711 | 518,728 | 66,017 | 14.6% |
| Supplies & Services | 50,796 | 102,804 | 110,096 | 257,406 | 154,602 | 150.4% |
| Total Expenditures | 518,221 | 555,515 | 562,807 | 776,134 | 220,619 | 39.7% |

RECREATION

There are several programs within this division: Recreation Management, which includes day-to-day operation of activity registration and revenue collection, general supervision, clerical, and office support; Aquatics; Picnic and Facility Rentals; Adult Day Care and Senior Services; Childcare, including pre-school, before- and after-school care and summer camps; Sports; Cultural Arts and public art; and Special Classes and Events. City facilities operated include Terrabay Gymnasium and Recreation Building, the Municipal Services Building, Orange Memorial Park Swimming Pool, Joseph Fernekes Recreation Building, Magnolia Center, Westborough Recreation Building and Pre-School, Siebecker Pre-School, and a classroom at the Community Learning Center.



Expenditures

| Expenditures | Actual | Adopted | Amended | Adopted | Change from | |
|---------------------------|------------------|------------------|------------------|------------------|----------------|-------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2013-14 | Adopted | % |
| | | | | | FY 2012-13 | Change |
| Salaries & Benefits | 3,802,680 | 3,794,959 | 3,794,959 | 3,920,404 | 125,445 | 3.3% |
| Supplies & Services | 450,908 | 528,323 | 533,469 | 521,041 | (7,282) | -1.4% |
| Interdepartmental Charges | 20,066 | - | - | - | - | 0.0% |
| Total Expenditures | 4,273,654 | 4,323,282 | 4,328,427 | 4,441,445 | 118,163 | 2.7% |

Position Budget

| Recreation | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|----------------------------|--|-----------------------------|-----------------------------|---------------------------|------------------------------|
| Full Time | | | | | |
| O315 | Administrative Assistant I | 0.00 | 0.00 | 1.00 | 1.00 |
| A640 | Community Services Site Coordinator | 1.00 | 1.00 | 1.00 | 0.00 |
| A295 | Office Specialist | 1.00 | 1.00 | 0.00 | (1.00) |
| A495 | Preschool Teacher | 5.00 | 5.00 | 5.00 | 0.00 |
| M530 | Recreation & Community Svcs Coordinator | 6.00 | 6.00 | 7.00 | 1.00 |
| M295 | Recreation & Community Svcs Supervisor | 4.00 | 5.00 | 5.00 | 0.00 |
| A515 | Recreation Leader IV | 1.00 | 1.00 | 1.00 | 0.00 |
| A510 | Van Driver | 1.00 | 1.00 | 1.00 | 0.00 |
| Subtotal Full -time | | 19.00 | 20.00 | 21.00 | 1.00 |
| Part Time Regular | | | | | |
| A640 | Community Services Site Coordinator | 1.97 | 1.97 | 1.22 | (0.75) |
| A610 | Recreation Leader II | 1.25 | 1.25 | 1.25 | 0.00 |
| A620 | Recreation Leader III | 1.82 | 1.82 | 1.82 | 0.00 |
| Subtotal Part-time Regular | | 5.04 | 5.04 | 4.29 | (0.75) |
| Hourly | | | | | |
| X570 | Consultant | 0.50 | 0.00 | 0.00 | 0.00 |
| X350 | Recreation Instructor | 5.41 | 5.41 | 5.41 | 0.00 |
| X360 | Recreation Leader I | 1.09 | 1.09 | 1.09 | 0.00 |
| X365 | Recreation Leader II | 11.47 | 11.47 | 11.47 | 0.00 |
| X370 | Recreation Leader III | 21.52 | 21.52 | 21.52 | 0.00 |
| X375 | Recreation Leader IV | 4.73 | 4.73 | 4.73 | 0.00 |
| Subtotal Hourly | | 44.72 | 44.22 | 44.22 | 0.00 |
| Total FTE | | 68.76 | 69.26 | 69.51 | 0.25 |

PARKS MAINTENANCE

The division is responsible for maintaining 290 acres of parks, ball fields, medians, green spots, parking lots, and landscape at public buildings; 8,000 City trees; and 25 playgrounds. The division performs all routine, preventative, and replacement functions, which includes landscape care, mowing, irrigation, trimming, fertilizing, painting, tree planting maintenance, debris removal, graffiti abatement, and restroom service.

Position Budget

| Parks Maintenance | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|---------------------|--------------------------------------|-----------------------|-----------------------|------------------------|------------------------|
| Full Time | | | | | |
| O315 | Administrative Assistant I | 0.25 | 0.25 | 0.25 | 0.00 |
| N175 | Director Of Parks & Recreation | 0.15 | 0.15 | 0.15 | 0.00 |
| A505 | Groundsperson | 1.30 | 1.30 | 1.30 | 0.00 |
| A195 | Lead Park Maint Worker | 1.00 | 1.00 | 2.00 | 1.00 |
| A250 | Park Maintenance Worker | 12.00 | 12.00 | 12.00 | 0.00 |
| M750 | Public Works Program Manager | 0.00 | 0.00 | 1.00 | 1.00 |
| M255 | Public Works Supervisor | 1.00 | 1.00 | 1.00 | 0.00 |
| A350 | Sr Park Maintenance Worker | 0.90 | 0.90 | 0.90 | 0.00 |
| M360 | Superintendent Of Parks & Facilities | 0.10 | 0.10 | 0.00 | (0.10) |
| A375 | Tree Trimmer | 2.30 | 2.30 | 2.00 | (0.30) |
| Subtotal Full -time | | 19.00 | 19.00 | 20.60 | 1.60 |
| Hourly | | | | | |
| X300 | Park Maintenance Worker | 0.00 | 0.00 | 1.62 | 1.62 |
| Subtotal Hourly | | 0.00 | 0.00 | 1.62 | 1.62 |
| Total FTE | | 19.00 | 19.00 | 22.80 | 3.80 |

Expenditures

| Expenditures | Actual | Adopted | Amended | Adopted | Change from | % Change |
|---------------------------|------------------|------------------|------------------|------------------|--------------------|-------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2013-14 | Adopted FY 2012-13 | |
| Salaries & Benefits | 1,907,783 | 2,024,206 | 2,024,206 | 2,014,654 | (9,552) | -0.5% |
| Supplies & Services | 720,513 | 905,933 | 933,618 | 1,191,790 | 285,857 | 31.6% |
| Total Expenditures | 2,628,296 | 2,930,139 | 2,957,824 | 3,206,444 | 276,305 | 9.4% |

FACILITIES MAINTENANCE

The Facilities Maintenance division provides custodial, preventive maintenance services, and necessary building and equipment repairs and replacements for all City facilities, which comprises approximately 661,000 square feet. Scope of work includes service to HVAC units, elevators, roofs, interior and exterior painting, plumbing, lighting, and floor care. The division also performs a variety of related tasks, which includes furniture moving, room set ups, recycling, and many miscellaneous services as required.

Position Budget

| Facilities Maintenance | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|------------------------|--------------------------------------|-----------------------|-----------------------|------------------------|------------------------|
| Full Time | | | | | |
| O315 | Administrative Assistant I | 0.34 | 0.34 | 0.34 | 0.00 |
| A465 | Building Maintenance Craftsworker | 2.00 | 2.00 | 2.00 | 0.00 |
| A140 | Building Maintenance Custodian | 4.00 | 5.00 | 5.00 | 0.00 |
| N175 | Director Of Parks & Recreation | 0.10 | 0.10 | 0.10 | 0.00 |
| A190 | Lead Building Maintenance Custodian | 2.00 | 2.00 | 2.00 | 0.00 |
| M255 | Public Works Supervisor | 1.00 | 1.00 | 1.00 | 0.00 |
| A320 | Sr Building Maintenance Custodian | 2.00 | 2.00 | 3.00 | 1.00 |
| M360 | Superintendent Of Parks & Facilities | 0.10 | 0.10 | 0.00 | (0.10) |
| Subtotal Full -time | | 11.54 | 12.54 | 13.44 | 0.90 |
| Hourly | | | | | |
| X185 | Building Maintenance Custodian | 1.00 | 0.00 | 1.68 | 1.68 |
| Subtotal Hourly | | 1.00 | | 1.68 | 1.68 |
| Total FTE | | 12.54 | 12.54 | 14.54 | 2.00 |

Expenditures

| Expenditures | Actual | Adopted | Amended | Adopted | Change from | |
|---------------------------|------------------|------------------|------------------|------------------|--------------------|--------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2013-14 | Adopted FY 2012-13 | % Change |
| Salaries & Benefits | 1,275,808 | 1,186,185 | 1,186,185 | 1,405,364 | 219,178 | 18.5% |
| Supplies & Services | 779,287 | 911,421 | 916,640 | 930,697 | 19,276 | 2.1% |
| Total Expenditures | 2,055,094 | 2,097,606 | 2,102,825 | 2,336,061 | 238,454 | 11.4% |

COMMON GREENS

This division is responsible to maintain the common landscaped areas and special property tax district grounds, which include 64 acres at West Park 1, 2, & 3, Stonegate Ridge and Willow Gardens.

Maintenance includes contract services for mowing, edging, trimming, debris removal, and repair of sprinkler heads. In-house staff manages irrigation systems, walkway lights, trees, sidewalks, steps, playgrounds, graffiti, benches, picnic tables, and Minor Maintenance Projects. The division also responds to customer service requests.

Position Budget

| Common Greens | Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|---------------------|---|-----------------------------|-----------------------------|------------------------------|------------------------------|
| Full Time | | | | | |
| O315 | Administrative Assistant I | 0.41 | 0.41 | 0.41 | 0.00 |
| A505 | Groundsperson | 0.70 | 0.70 | 0.70 | 0.00 |
| A280 | Maintenance Craftworker | 2.00 | 2.00 | 2.00 | 0.00 |
| A250 | Park Maintenance Worker | 2.00 | 2.00 | 2.00 | 0.00 |
| M740 | Public Works Supervisor - Electrical | 0.90 | 0.00 | 0.00 | 0.00 |
| M255 | Public Works Supervisor | 0.00 | 0.90 | 0.90 | 0.00 |
| A350 | Sr Park Maintenance Worker | 0.10 | 0.10 | 0.10 | 0.00 |
| M360 | Superintendent Of Parks & Facilities | 0.80 | 0.80 | 0.00 | (0.80) |
| A375 | Tree Trimmer | 0.70 | 0.70 | 0.00 | (0.70) |
| Subtotal Full -time | | 7.61 | 7.61 | 6.11 | (1.50) |
| Total FTE | | 7.61 | 7.61 | 6.11 | (1.50) |

Expenditures

| Expenditures | Actual | Adopted | Amended | Adopted | Change from | % Change |
|---------------------------|------------------|------------------|------------------|------------------|-----------------------|---------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2013-14 | Adopted FY 2012-13 | |
| Salaries & Benefits | 653,324 | 908,349 | 908,349 | 698,194 | (210,155) | -23.1% |
| Supplies & Services | 357,743 | 478,086 | 478,086 | 529,443 | 51,357 | 10.7% |
| Total Expenditures | 1,011,067 | 1,386,435 | 1,386,435 | 1,227,637 | (158,798) | -11.5% |

GRANTS/MINOR MAINTENANCE PROGRAM

| Expenditures | Actual | Adopted | Amended | Adopted | Change from | |
|---------------------------|--------------|----------------|----------------|------------|------------------|----------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2013-14 | Adopted | % |
| | | | | | FY 2012-13 | Change |
| Salaries & Benefits | - | - | 50,000 | - | - | 0.0% |
| Supplies & Services | 9,815 | 282,577 | 136,273 | - | (282,577) | -100.0% |
| Total Expenditures | 9,815 | 282,577 | 186,273 | - | (282,577) | -100.0% |



Windharp
Grandview Drive near Genentech

City of South San Francisco

Minor Maintenance Program

Beginning in FY 2012-13, the Engineering division revised the Capital Improvement Program (CIP) to only include truly large scale infrastructure, improvements, and construction projects. This removed a number of important Minor Maintenance Projects (MMP) from the CIP. The MMPs are housed in department operating budgets. The MMPs will charge to the General Fund with the exception of the Aircraft Noise Reduction Program (ANIP) and Information Technology projects. MMPs spent will not carry over unspent budgets each year unless re-approved by City Council.

In total there will be \$1.44 million in new appropriations. The General Fund, Information Technology Fund and Aircraft Noise Fund will house the MMP projects.

FY 2013-14 MMP Appropriations by Funding Source

| Funding Source | Amount | % of Total |
|----------------------------|--------------------|---------------|
| General Fund | \$ 73,500 | 5.1% |
| Aircraft Noise | 775,000 | 53.8% |
| City Service Fund | 12,000 | 0.8% |
| Equipment Replacement Fund | 73,605 | 5.1% |
| Gas Tax | 210,000 | 14.6% |
| IT PEG Access Fund | 200,000 | 13.9% |
| Sewer Enterprise Fund | 45,000 | 3.1% |
| Sewer Impact Fees | 12,000 | 0.8% |
| Solid Waste Reduction | 40,000 | 2.8% |
| Total | \$1,441,105 | 100.0% |

Minor Maintenance Projects by Expense Fund

| Project Title | Total Appropriation FY 2013-14 |
|---|-----------------------------------|
| <i>Aircraft Noise Fund</i> | |
| Aircraft Noise Projects | |
| Aircraft Noise Project | \$ 775,000 |
| <i>Subtotal</i> | 775,000 |
| | |
| <i>Information Technology Fund</i> | |
| Information Technology Projects | |
| Upgrade to Council Chambers Control Room | 200,000 |
| <i>Subtotal</i> | 200,000 |
| | |
| <i>General Fund</i> | |
| Fire Projects | |
| Replace Controlled Substances Safes | 13,000 |
| Trunked Radio System Upgrade | 60,605 |
| Library Projects | |
| Main Library Security Gate | 5,500 |
| Public Works Projects | |
| High Density Storage Upgrade | 80,000 |
| Citywide Traffic Signal Interconnect | 100,000 |
| Capital Improvement Study | 15,000 |
| Miscellaneous Traffic Improvements | 100,000 |
| East of 101 Sewer Impact Fee Update | 12,000 |
| Fleet Management Software Upgrade | 80,000 |
| <i>Subtotal</i> | 466,105 |
| Total | \$ 1,441,105 |

City of South San Francisco

Governmental Funds

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.

GRANT FUND

Aircraft Noise Installation Program (ANIP): 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.

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.



World famous *See's Candies*, founded in 1921, is headquartered in SSF.

City Housing Fund

Fund Summary

| Revenues | Actual | Adopted | Amended | Projected | Adopted | Change from | |
|--|---------------|---------------|---------------|------------------|----------------|----------------|----------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | % |
| Housing Rental Revenue | | 60,000 | 60,000 | 145,000 | 145,000 | 85,000 | 141.7% |
| Interest and Other | | - | - | 45,000 | 52,580 | 52,580 | 100.0% |
| Transfer in from General Fund | | 38,000 | 38,000 | - | - | (38,000) | -100.0% |
| Total Revenues | - | 98,000 | 98,000 | 190,000 | 197,580 | 99,580 | 101.6% |
| Expenditures | | | | | | | |
| Housing Operating Expenses | | 98,000 | 98,000 | 65,000 | 249,100 | 151,100 | 154.2% |
| 636 El Camino Retail Buildout* | | | | | 483,000 | 483,000 | 100.0% |
| Total Expenditures | - | 98,000 | 98,000 | 65,000 | 732,100 | 634,100 | 647.0% |
| Surplus/(Deficit) | - | - | - | 125,000 | (534,520) | (534,520) | |
| Increase in Fund Balance from Mid Pen Loan Payment* | | | | 1,000,000 | | | |
| Fund Balance | 47,177 | 47,177 | 47,177 | 1,172,177 | 637,657 | 590,480 | 1251.6% |

* Funded from developer loan
repayment

Common Greens Maintenance District Funds

Fund Summary

| | Actual | Adopted | Amended | Projected | Change from | | |
|--|------------------|------------------|------------------|------------------|------------------|------------------|---------------|
| | | | | | Adopted | Adopted | % |
| Revenues | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | Change |
| Property Taxes West Park 1&2 | 404,724 | 410,000 | 410,000 | 410,000 | 411,618 | 1,618 | 0.4% |
| Property Taxes West Park 3 | 647,522 | 655,960 | 655,960 | 655,960 | 658,957 | 2,997 | 0.5% |
| Property Taxes Stonegate Rdg | 220,944 | 223,850 | 223,850 | 223,850 | 224,239 | 389 | 0.2% |
| Property Taxes Willow Gardens | 40,267 | 40,750 | 40,750 | 40,750 | 40,820 | 70 | 0.2% |
| Misc Revenue [1] | 7,173 | 118,755 | 118,755 | 123,518 | 5,100 | (113,655) | -95.7% |
| Total Revenues | 1,320,630 | 1,449,315 | 1,449,315 | 1,454,078 | 1,340,734 | (108,581) | -7.5% |
| Expenditures | | | | | | | |
| Maintenance Expenditures | | | | | | | |
| West Park 1&2 | 435,933 | 498,245 | 498,245 | 436,292 | 401,227 | (97,018) | -19.5% |
| West Park 3 | 684,008 | 930,098 | 930,098 | 734,676 | 917,437 | (12,661) | -1.4% |
| Stonegate Ridge | 151,491 | 208,433 | 208,433 | 156,373 | 162,960 | (45,473) | -21.8% |
| Willow Gardens | 42,359 | 51,293 | 51,293 | 49,293 | 54,365 | 3,072 | 6.0% |
| Subtotal Maintenance Expenditures | 1,313,790 | 1,688,069 | 1,688,069 | 1,376,635 | 1,535,990 | (152,080) | -9.0% |
| CIP Expenditures (Transfers) | 28,984 | 561,077 | 703,285 | 703,285 | - | (561,077) | -100.0% |
| Total Expenditures | 1,342,774 | 2,249,146 | 2,391,354 | 2,079,920 | 1,535,990 | (713,157) | -31.7% |
| Surplus/(Deficit) | (22,144) | (799,832) | 942,039 | 625,841 | (195,256) | 604,576 | -75.6% |
| Fund Balance | 1,689,041 | 889,209 | 747,001 | 1,063,199 | 867,944 | (21,265) | -2.4% |

(1) Revenues were reduced by \$111,093 in FY 2009-10 to reflect the State's borrowing of property taxes. The State has repaid these funds with interest as of June 30, 2013.

Common Greens Maintenance District Map



Community Development Block Grant

The City Council annually determines the allocation of the CDBG funds.

Fund Summary

| Revenues | Actual | Adopted | Amended | Projected | Adopted | Change from | |
|---------------------------|-----------------|------------------|------------------|------------------|----------------|----------------|----------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | % Change |
| Intergovernmental | 578,720 | 417,746 | 430,746 | 430,746 | 871,298 | 453,552 | 108.6% |
| Use of Money & Property | 24,295 | - | - | - | - | - | 0.0% |
| Other Revenues | 2,993 | 110,959 | 110,959 | 110,959 | 9,020 | (101,939) | -91.9% |
| Subtotal | 606,008 | 528,705 | 541,705 | 541,705 | 880,318 | 351,613 | 0 |
| Transfers Out | - | - | - | - | - | - | 0.0% |
| Total Revenues | 606,008 | 528,705 | 541,705 | 541,705 | 880,318 | 351,613 | 66.5% |
| Expenditures | | | | | | | |
| Payroll | 232,183 | 289,118 | 289,118 | 285,000 | 255,250 | (33,868) | -11.7% |
| Supplies & Services | 314,215 | 570,532 | 921,131 | 921,131 | 619,309 | 48,777 | 8.5% |
| Interdepartmental Charges | 12,407 | 2,107 | 2,107 | 2,107 | - | (2,107) | -100.0% |
| Subtotal | 558,805 | 861,757 | 1,212,356 | 1,208,238 | 874,559 | 12,802 | -103.2% |
| Transfers Out | 82,917 | - | - | - | - | - | 0.0% |
| Total Expenditures | 641,722 | 861,757 | 1,212,356 | 1,208,238 | 874,559 | 12,802 | 1.5% |
| Fund Balance | (35,714) | (333,052) | (670,651) | (666,533) | 5,759 | 338,811 | |

Aircraft Noise Insulation Program (ANIP)

Fund Summary

| | Actual | Adopted | Amended | Projected | Adopted | Change | % |
|---------------------------|------------------|------------------|------------------|------------------|----------------|------------------|----------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | Change |
| Revenues | | | | | | | |
| Interest & Other Revenues | 47,307 | 25,000 | 25,000 | 35,000 | - | (25,000) | -100.0% |
| Total Revenues | 47,307 | 25,000 | 25,000 | 35,000 | - | (25,000) | -100.0% |
| Expenditures | | | | | | | |
| Operating Expenses | 346,516 | 1,200,000 | 2,205,425 | 2,005,425 | 775,000 | (425,000) | -35.4% |
| Interdepartmental Charges | 18,264 | 25,381 | 25,381 | 25,381 | - | (25,381) | -100.0% |
| Total Expenditures | 364,780 | 1,225,381 | 2,230,806 | 2,030,806 | 775,000 | (450,381) | -36.8% |
| Surplus/(Deficit) | (317,473) | (1,200,381) | (2,205,806) | (1,995,806) | (775,000) | 425,381 | -35.4% |
| Fund Balance | 2,799,757 | 1,599,376 | 593,951 | 803,951 | 28,951 | 2,936,983 | 494.5% |

Gas Tax Fund

Beginning in FY 2011-12 the new Measure M San Mateo County Vehicle Registration Fee will begin to generate an estimated \$205,000 in annual revenue for the next 25 years.

Fund Summary

| Revenues | Actual | Adopted | Amended | Projected | Adopted | Change from | |
|--|------------------|------------------|------------------|------------------|------------------|--------------------|---------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | % Change |
| Gas Tax | 1,873,151 | 1,544,784 | 1,544,784 | 1,510,327 | 1,639,600 | 94,816 | 6.1% |
| City/County Association of Governments (C/CAG) | 261,063 | 325,000 | 325,000 | 474,600 | 205,000 | (120,000) | -36.9% |
| Federal Grants | 712,000 | | | | | | |
| Interest/Other Income | 32,764 | 10,000 | 10,000 | 10,000 | 10,000 | - | 0.0% |
| Total Revenues | 2,878,977 | 1,879,784 | 1,879,784 | 1,994,927 | 1,854,600 | (25,184) | -1.3% |
| Expenditures | | | | | | | |
| Transfer Out to General Fund for Street Maint/Gen Eng Services | 553,000 | 553,000 | 553,000 | 553,000 | 580,000 | 27,000 | 4.9% |
| Transfer Out to General Fund for Congestion Relief | 199,701 | 199,701 | 199,701 | 199,701 | 199,701 | - | 0.0% |
| Transfer Out to Storm | 595,000 | 670,000 | 670,000 | 670,000 | 670,000 | - | 0.0% |
| CIP Expenditures | 1,663,687 | 50,000 | 997,889 | 997,889 | 915,200 | 865,200 | 1730.4% |
| MMP Expenditures | | 197,000 | 197,000 | 197,000 | 210,000 | 13,000 | 6.6% |
| Total Expenditures | 3,011,388 | 1,669,701 | 2,617,590 | 2,617,590 | 2,574,901 | 905,200 | 54.2% |
| Surplus/(Deficit) | (132,410) | 210,083 | (737,806) | (622,663) | (720,301) | (930,384) | -442.9% |
| Fund Balance | 1,705,438 | 1,915,521 | 967,632 | 1,082,775 | 362,474 | (1,553,047) | -81.1% |

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Measure A ½ Cent Sales Tax Fund

Fund Summary

| Revenues | Actual | Adopted | Amended | Projected | Adopted | Change from | |
|---------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|---------------|
| | 2011-12 | 2012-13 | 2012-13 | 2012-13 | 2013-14 | 2012-13 | % Change |
| Measure A Sales Tax | 1,070,413 | 1,000,000 | 1,000,000 | 1,100,000 | 1,000,000 | - | 0.0% |
| Interest/Other Income | 37,286 | 25,000 | 25,000 | 25,000 | 25,000 | - | 0.0% |
| Total Revenues | 1,107,698 | 1,025,000 | 1,025,000 | 1,125,000 | 1,025,000 | - | 0.0% |
| Expenditures | | | | | | | |
| CIP Expenditures | 1,879,697 | 1,300,496 | 2,377,851 | 2,377,851 | 1,140,000 | (160,496) | -12.3% |
| MMP Expenditures | | 10,000 | 10,000 | 10,000 | - | (10,000) | -100.0% |
| Total Expenditures | 1,879,697 | 1,310,496 | 2,387,851 | 2,387,851 | 1,140,000 | (170,496) | -13.0% |
| Surplus/(Deficit) | (771,999) | (285,496) | (1,362,851) | (1,262,851) | (115,000) | 170,496 | -59.7% |
| Fund Balance | 1,575,976 | 1,290,480 | 213,125 | 313,125 | 198,125 | (1,092,355) | -84.6% |

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.

Fund Summary

| | Actual | Adopted | Amended | Projected | Adopted | Change from | % |
|---------------------------|----------------|----------------|----------------|------------------|----------------|----------------|---------------|
| Revenues | 2011-12 | 2012-13 | 2012-13 | 2012-13 | 2013-14 | 2012-13 | Change |
| Revenues | | | | | | | |
| Franchise Fee Revenue | 173,325 | 173,325 | 173,325 | 173,325 | 180,000 | 6,675 | 3.9% |
| Total Revenues | 173,325 | 173,325 | 173,325 | 173,325 | 180,000 | 6,675 | 3.9% |
| Expenditures | | | | | | | |
| Operating Expenditures | 110,973 | 179,842 | 264,319 | 86,371 | 246,750 | 66,908 | 37.2% |
| Total Expenditures | 110,973 | 179,842 | 264,319 | 86,371 | 246,750 | 138,212 | 127.3% |
| Surplus/(Deficit) | 62,352 | (6,517) | (90,994) | 86,954 | (66,750) | (131,537) | -203.0% |
| Fund Balance | 949,998 | 881,129 | 859,004 | 1,036,952 | 970,202 | 82,556 | 9.3% |

City of South San Francisco

Major Proprietary Funds

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.

PARKING DISTRICT FUND

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

STORM WATER FUND

The Storm Water Fund is used to comply with federal and state regulations regarding storm drain run off.

The costs of complying with state and federal regulations regarding storm water and storm drains have dramatically increased in the last few years.

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.

Fund Summary

| Revenues | Actual | Adopted | Amended | Projected | Adopted | Change from | |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|---------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | % Change |
| Operations: | | | | | | | |
| SSF Service Charge Revenue | 19,193,259 | 18,874,000 | 18,874,000 | 19,200,000 | 19,200,000 | 326,000 | 1.7% |
| Other Agency Share of O&M Expenses | 4,486,757 | 4,570,209 | 4,570,209 | 4,458,907 | 4,653,035 | 82,826 | 1.8% |
| Other Agency CIP Reimbursement | 174,658 | 752,135 | 1,810,767 | 3,118,827 | 134,600 | (617,535) | -82.1% |
| Other Agency Loan Pymt Reimb | 1,245,492 | 1,245,492 | 1,245,492 | 1,245,492 | 1,245,492 | (0) | 0.0% |
| Grants & CIP Contributions from Others | 29,620 | 29,620 | 29,620 | 29,620 | 29,620 | - | 0.0% |
| Interest/Other Income | 236,038 | 245,000 | 245,000 | 245,000 | 245,000 | - | 0.0% |
| Transfers In | 543,802 | - | 552,906 | 533,008 | - | - | |
| Total Revenues | 25,909,625 | 25,716,456 | 27,327,994 | 28,830,854 | 25,507,747 | (208,709) | -0.8% |
| Expenditures | | | | | | | |
| Operating Expenses | 13,819,137 | 15,149,692 | 15,169,657 | 15,149,688 | 15,887,360 | 737,668 | 4.9% |
| Debt Service | 6,212,048 | 7,027,346 | 7,027,346 | 6,997,009 | 6,614,803 | (412,543) | -5.9% |
| CIP Budgeted Expenditures | 3,254,366 | 4,506,000 | 9,310,502 | 12,328,351 | 1,000,000 | (3,506,000) | -77.8% |
| Subtotal | 23,285,551 | 26,683,038 | 31,507,504 | 34,475,048 | 23,502,163 | (3,180,875) | 11.9% |
| Transfers Out | 195,926 | 45,000 | 45,000 | 283,739 | 57,000 | 12,000 | 26.7% |
| Total Expenditures | 23,481,477 | 26,728,038 | 31,552,504 | 34,758,787 | 23,559,163 | (3,168,875) | 38.6% |
| Net Income | 2,428,148 | (1,011,582) | (4,224,510) | (5,927,933) | 1,948,584 | 2,960,166 | -292.6% |
| Adj between Net Income and Cash Bal. [1] | 1,494,443 | | | | | | |
| Total Cash Balance | 13,885,263 | 12,873,681 | | 7,957,330 | 9,905,914 | (2,967,767) | -23.1% |
| Capital Reserves [2] | 3,112,000 | 3,266,000 | - | 3,266,000 | 3,421,000 | 155,000 | 4.7% |
| Operating Reserves [3] | 3,610,390 | 3,735,539 | - | 3,735,539 | 3,969,922 | 234,383 | 6.3% |
| All Other Reserves | 7,162,873 | 5,872,142 | - | 955,791 | 2,526,992 | (3,345,150) | |

[1] Net income is adjusted due to accounting adjustments including the differences between cash accounts and proprietary fund (business accounts).

[2] The Capital Reserve is based on the State loan requirements and is 0.5% of each loan amount. The reserve must be kept until the loans are retired.

After the State loans are retired, the Capital Reserve will be based on the lesser of : 1) 10% of the total principal due on debt, 2) 125% of the annual average

debt service, or 3) the maximum annual debt service.

[3] The Operating Reserve is calculated based on 90 days of annualize operation and maintenance costs.

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

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.

Fund Summary

| Revenues | Actual | Adopted | Amended | Projected | Adopted | Change from | |
|---------------------------|------------------|----------------|----------------|----------------|------------------|----------------|---------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | % Change |
| Charges for Services | 728,508 | 675,000 | 675,000 | 700,000 | 700,000 | 25,000 | 3.7% |
| Interest/Other Income | 22,979 | 10,000 | 10,000 | 12,000 | 10,000 | 0 | 0.0% |
| Transfers In | 302,600 | | | | | | |
| Total Revenues | 1,054,087 | 685,000 | 685,000 | 712,000 | 710,000 | 25,000 | 3.6% |
| Expenditures | | | | | | | |
| Payroll | 398,265 | 282,611 | 282,611 | 355,000 | 351,513 | 68,902 | 24.4% |
| Supplies and Services | 82,113 | 250,012 | 250,012 | 65,000 | 145,674 | -104,338 | -41.7% |
| Capital Outlay | | | | | | | |
| Debt Service | | | | | | | |
| Interdepartmental Charges | 102,766 | 102,771 | 102,771 | 102,771 | 103,726 | 955 | 0.9% |
| Subtotal | 583,144 | 635,394 | 635,394 | 522,771 | 600,913 | -34,481 | -16.4% |
| Transfers Out | 1,006,026 | | 53,195 | 53,195 | | | |
| Total Expenditures | 1,589,170 | 635,394 | 688,589 | 575,966 | 600,913 | -34,481 | -5.4% |
| Surplus/(Deficit) | (535,083) | 49,606 | (3,589) | 136,034 | 109,087 | 59,481 | 119.9% |
| Fund Balance | 863,869 | 913,475 | 860,280 | 999,903 | 1,108,990 | 195,515 | 21.4% |

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.

Fund Summary

| Revenues | Actual | Adopted | Amended | Projected | Proposed | Change from | |
|------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | % Change |
| Service Charges | 405,898 | 405,000 | 405,000 | 405,000 | 405,000 | - | 0.0% |
| Transfer In from Gas Taxes | 445,000 | 445,000 | 445,000 | 445,000 | 465,000 | 20,000 | 4.5% |
| Transfer In from Measure M [1] | 150,000 | 225,000 | 225,000 | 225,000 | 205,000 | (20,000) | -8.9% |
| Transfer In from General Fund | 275,000 | 175,000 | 175,000 | 175,000 | 175,000 | - | 0.0% |
| Interest and Other | 10,853 | 1,000 | 1,000 | 45,000 | 5,000 | 4,000 | 400.0% |
| Total Revenues | 1,286,751 | 1,251,000 | 1,251,000 | 1,295,000 | 1,255,000 | 4,000 | 0.3% |
| Expenditures | | | | | | | |
| Operating Expenses | 909,532 | 1,550,066 | 1,550,066 | 1,350,066 | 1,516,275 | (33,792) | -2.2% |
| Transfers Out to Capital Impr Fund | | 260,000 | 260,000 | 260,000 | 150,000 | (110,000) | -42.3% |
| Total Expenditures | 909,532 | 1,810,066 | 1,810,066 | 1,610,066 | 1,666,275 | (143,792) | -7.9% |
| Surplus/(Deficit) | 377,219 | (559,066) | (559,066) | (315,066) | (411,275) | 147,792 | -26.4% |
| Fund Balance | 1,080,488 | 521,422 | 521,422 | 765,422 | 354,147 | 62,152 | 11.9% |

Note:

[1] Transfers in to the Storm Water Fund for FY 2013-14 include \$175,000 from the General Fund and \$670,000 from the Gas Tax Fund.

City of South San Francisco

Internal Service Funds

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 4.65 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. The City Council has been building up reserves in this fund to be used to pay down the unfunded liability for retiree health costs (Other Post Employment Benefits, or OPEB). As of June 30, 2014, it is projected that the City will have set aside \$12.5 million for this purpose.

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 6.0 FTEs in the IT department.

INFORMATION TECHNOLOGY PEG ACCESS FUND

This fund was created in FY 2011-12 to separate funds 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. The latter are administered through the Association of Bay Area Governments Pooled Liability Assurance Network (ABAG PLAN). The City strives to keep available cash to fund at the 80% confidence level for actuarially determined workers' compensation liabilities.

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 services provided by the City Garage.

Fund Summary

| | Actual FY 2011-12 | Adopted FY 2012-13 | Amended FY 2012-13 | Projected FY 2012-13 | Adopted FY 2013-14 | Change from Adopted FY 2012-13 | % Change |
|---------------------------|----------------------|-----------------------|-----------------------|-------------------------|-----------------------|---|----------------|
| Revenues | | | | | | | |
| Charges for Services | 45,289 | - | - | - | - | - | 0.0% |
| Use of Money & Property | (2,035) | - | - | (2,177) | - | - | 0.0% |
| Other Revenues | 1,378,909 | 1,399,424 | 1,399,424 | 1,399,424 | 1,650,000 | 250,576 | 17.9% |
| Total Revenues | 1,422,163 | 1,399,424 | 1,399,424 | 1,397,247 | 1,650,000 | 250,576 | 17.9% |
| Expenditures | | | | | | | |
| Salaries & Benefits | 553,105 | 506,553 | 506,553 | 506,553 | 608,517 | 101,964 | 20.1% |
| Supplies & Services | 953,713 | 871,828 | 884,356 | 884,356 | 931,250 | 59,422 | 6.8% |
| Capital Outlay | 1,056 | - | - | - | - | - | 0.0% |
| Interdepartmental Charges | 34,508 | 11,563 | 11,563 | 11,563 | 15,706 | 4,143 | 35.8% |
| Subtotal | 1,542,382 | 1,389,944 | 1,402,472 | 1,402,472 | 1,555,473 | 165,529 | 11.9% |
| Transfers Out | - | - | - | - | - | - | - |
| Total Expenditures | 1,542,382 | 1,389,944 | 1,402,472 | 1,402,472 | 1,555,473 | 165,529 | 11.9% |
| Surplus/(Deficit) | (120,219) | 9,480 | (3,048) | (5,225) | 94,527 | 85,047 | |
| Fund Balance | (70,979) | (61,499) | (74,027) | (76,204) | 18,323 | 79,822 | -129.8% |

Equipment Replacement Fund

The Equipment Replacement Fund is paying the Fire Department's capital leases. The Fire Department will be charged directly for the amount of debt service budgeted for \$485,692 in FY2013-14.

Fund Summary

| | Actual | Adopted | Amended | Projected | Adopted | Change from | |
|---------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|---------------|
| | | | | | | Adopted | % |
| Revenues | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | Change |
| Use of Money & Property | 139,653 | 75,000 | 75,000 | 95,000 | 95,000 | 20,000 | 26.7% |
| Lease Purchase Financing | - | 1,815,000 | 1,289,000 | 1,289,000 | 240,000 | (1,575,000) | -86.8% |
| Departmental Charges | 985,987 | 1,451,657 | 1,451,657 | 1,451,657 | 1,009,720 | (441,937) | -30.4% |
| Total Revenues | 1,125,640 | 3,341,657 | 2,815,657 | 2,835,657 | 1,344,720 | (1,996,937) | -59.8% |
| Expenditures | | | | | | | |
| Capital Outlay | 867,736 | 1,442,604 | 1,606,146 | 1,759,519 | 1,232,000 | (210,604) | -14.6% |
| Debt Service | 230,352 | 441,937 | 441,937 | 441,937 | 525,942 | 84,005 | 19.0% |
| Subtotal | 1,098,088 | 1,884,541 | 2,048,083 | 2,201,456 | 1,757,942 | (52,995) | -2.8% |
| Transfers Out | - | - | - | - | 73,605 | 73,605 | 0.0% |
| Total Expenditures | 1,098,088 | 1,884,541 | 2,048,083 | 2,201,456 | 1,831,547 | (52,995) | -2.8% |
| Surplus/(Deficit) | 27,553 | 1,457,116 | 767,574 | 634,201 | (486,827) | | |
| Fund Balance | 3,631,787 | 5,088,903 | 4,399,361 | 4,265,988 | 3,779,162 | | |

PLANNED VEHICLE & EQUIPMENT PURCHASES FY 2013-2014

| Department | Asset Number | Description | Replace with | Estimated Price |
|-----------------------------|--------------|--------------------------------|--|---------------------|
| Cash Purchases | | | | |
| Parks | 147 | 1989 Ford Aerostar | Dodge Caravan | \$ 25,000 |
| Parks | 260 | 1997 GMC 2500 Pickup | Chevy 2500 Pick-up | 32,000 |
| Parks | 261 | 1997 GMC 3500 Flatbed Dump | GMC 3500 Flatbed Dump | 47,000 |
| Parks | 262 | 1997 GMC 2500 4X4 Service Body | GMC 3500 4x4 Service Body | 45,000 |
| Fire | | Controlled Substances Safes | Knox Box Med Vaults | 13,000 |
| Fire | | Radio System | Trunked Radio System Upgrade | 60,605 |
| Police | 3 or 6 | 2009 Crown Victoria | Ford Taurus Police Vehicle | 29,000 |
| Police | 10 | 2006 Crown Victoria | Ford Utility Police Vehicle | 33,000 |
| Police | 22 | 2005 Crown Victoria | Ford Utility Police Vehicle | 33,000 |
| Police | 24 | 1998 Ford F150 Pickup | Ford F150 Extended Cab | 33,000 |
| Public Works | 328 | 1986 Ford F800 Water Truck | Ford F800 Water Truck | 100,000 |
| Public Works | 327 | 1998 F550 Ford Versalift | Terex Hybrid Trouble Truck | 135,000 |
| Public Works | 625 | 2003 MADVAC Vacuum | MadVac Vacuum | 40,000 |
| Public Works | N/A | Trailer Mounted Pump | Pioneer Dry-Prime Trailer Mounted Pump | 40,000 |
| Citywide | | Computers, non-PD | Computers, non-PD | 400,000 |
| Total Cash Purchases | | | | \$ 1,065,605 |

| Department | Asset Number | Description | Replace with | Lease Value | Estimated FY13-14 Debt Service |
|------------------------------|--------------|-------------------------|----------------------|-------------------|--------------------------------|
| Lease Purchases | | | | | |
| Public Works | 312 | Sterling Street Sweeper | Tymco Street Sweeper | 240,000 | - |
| Total Lease Purchases | | | | \$ 240,000 | \$ - |

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 \$82 million.

Fund Summary

| Revenues | Actual | Adopted | Amended | Projected | Adopted | Change from | |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|----------------|-------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | % Change |
| Charges for Services | 10,533,920 | 10,505,931 | 10,505,931 | 10,954,362 | 10,944,454 | 438,523 | 4.2% |
| Use of Money & Property | 178,178 | - | - | 297,857 | 305,000 | 305,000 | |
| Other Revenue | 238,951 | - | - | - | - | - | |
| Transfers | 550,000 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | - | 0.0% |
| Total Revenues | 11,501,049 | 11,505,931 | 11,505,931 | 12,252,219 | 12,249,454 | 743,523 | 6.5% |
| Expenditures | | | | | | | |
| Payroll | 10,269,832 | 9,983,354 | 9,983,354 | 10,000,000 | 10,850,000 | 866,646 | 8.7% |
| Supplies & Services (1) | 6,063 | - | - | 13,525 | 10,000 | 10,000 | |
| Total Expenditures | 10,275,894 | 9,983,354 | 9,983,354 | 10,013,525 | 10,860,000 | 876,646 | 8.8% |
| Total Benefits Fund | 1,225,154 | 1,522,577 | 1,522,577 | 2,238,695 | 1,389,454 | | |
| Total Designated for OPEB Liability (2) | 8,885,000 | 10,407,577 | | 11,123,695 | 12,513,149 | | |

(1) \$10,000 dollars is included in the 2013-14 budget to fund employee wellness program administered by the Human Resources Department.

(2) OPEB is Other Post Employment Benefits, and refers to the City's unfunded obligation to pay for retiree health premiums. While the City Council is considering setting up a formal OPEB Trust Fund, it has approved the setting aside of \$12.5 million to date towards paying down the outstanding liability, estimated at \$86 million.

Information Technology Fund

Fund Summary

| Revenues | Actual | Adopted | Amended | Projected | Adopted | Change from | |
|---|------------------|------------------|------------------|------------------|------------------|-----------------|--------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | % Change |
| Charges For Svcs | 1,367,896 | 1,584,180 | 1,584,180 | 1,584,180 | 1,658,370 | 74,190 | 4.7% |
| Use Of Money & Property | 14,613 | - | - | 14,000 | 14,000 | 14,000 | 100.0% |
| Charges to Other Agencies (Hillsborough) | 58,808 | 25,000 | 25,000 | 242,921 | 50,000 | 25,000 | 100.0% |
| Transfers In | 117,816 | - | 280,314 | 280,314 | 200,000 | 200,000 | 100.0% |
| Total Revenues | 1,559,134 | 1,609,180 | 1,889,494 | 2,121,415 | 1,922,370 | 313,190 | 19.5% |
| Expenditures | | | | | | | |
| Salaries & Benefits | 870,238 | 968,811 | 968,811 | 968,811 | 983,373 | 14,563 | 1.5% |
| Supplies & Services | 771,591 | 834,942 | 1,380,432 | 1,180,432 | 599,082 | (235,860) | -28.2% |
| Capital Outlay | 178,076 | 117,500 | 185,500 | 180,500 | 312,500 | 195,000 | 166.0% |
| Interdepartmental Charges | 5,310 | 6,497 | 6,497 | 6,497 | 4,418 | (2,079) | -32.0% |
| Transfers Out | 118,396 | - | - | - | - | - | 0.0% |
| Total Expenditures | 1,943,611 | 1,927,750 | 2,541,240 | 2,336,240 | 1,899,374 | (28,376) | -1.5% |
| Total Information Technology | (204,301) | (318,570) | (651,746) | (214,825) | 22,997 | 341,566 | |
| Fund Balance | 672,393 | 353,823 | 20,647 | 457,568 | 480,565 | | |

Information Technology PEG Access Fund

This is a 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.

Fund Summary

| Revenues | Actual | Adopted | Amended | Projected | Adopted | Change from | |
|---------------------------|----------------|----------------|---------------|----------------|----------------|---------------|---------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | % Change |
| Franchise Fees | 109,492 | 50,000 | 50,000 | 122,000 | 125,000 | 75,000 | 150.0% |
| Use of Money & Property | 2,095 | - | - | 6,000 | 6,000 | 6,000 | 0.0% |
| Subtotal | 111,587 | 50,000 | 50,000 | 128,000 | 131,000 | 81,000 | 162.0% |
| Transfers In | 91,000 | - | - | - | - | - | 0.0% |
| Total Revenues | 202,587 | 50,000 | 50,000 | 128,000 | 131,000 | 81,000 | |
| Expenditures | | | | | | | |
| Supplies & Services | 3,466 | 50,000 | 50,000 | 10,000 | 50,000 | - | 0.0% |
| Subtotal | 3,466 | 50,000 | 50,000 | 10,000 | 50,000 | - | 0.0% |
| Transfers Out | - | - | - | - | 200,000 | 200,000 | 0.0% |
| Total Expenditures | 3,466 | 50,000 | 50,000 | 10,000 | 250,000 | - | 0.0% |
| Surplus/(Deficit) | 199,122 | - | - | 118,000 | (119,000) | | |
| Fund Balance | 199,122 | 199,122 | | 317,122 | 198,122 | | |

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).

Fund Summary

| Revenues | Actual | Adopted | Amended | Projected | Adopted | Change from | |
|--|------------------|------------------|------------------|------------------|------------------|----------------|--------------|
| | FY 2011-12 | FY 2012-13 | FY 2012-13 | FY 2012-13 | FY 2013-14 | FY 2012-13 | % Change |
| Charges for Services | - | - | - | - | - | - | - |
| Use of Money & Property | 129,187 | 95,000 | 150,000 | 150,000 | 150,000 | 55,000 | 57.9% |
| Other Revenue | 3,014,799 | 3,155,960 | 3,155,960 | 3,155,960 | 3,490,719 | 334,759 | 10.6% |
| Transfers | - | - | - | - | - | - | - |
| Total Revenues | 3,143,986 | 3,250,960 | 3,305,960 | 3,305,960 | 3,640,719 | 389,759 | 12.0% |
| Expenditures | | | | | | | |
| Salries & Benefits | 509,245 | 474,396 | 574,381 | 493,067 | 503,100 | 28,704 | 6.1% |
| Supplies & Services | 2,563,286 | 2,535,480 | 2,500,495 | 2,751,195 | 2,730,300 | 194,820 | 7.7% |
| Interdepartmental Charges | - | - | - | - | - | - | - |
| Total Expenditures | 3,072,531 | 3,009,876 | 3,074,876 | 3,244,263 | 3,233,400 | 223,524 | 7.4% |
| Surplus/(Deficit) | 71,455 | 241,084 | 231,084 | 61,697 | 407,319 | - | - |
| Fund Balance | 136,541 | 377,625 | 367,625 | 198,238 | 605,557 | 227,932 | 60.4% |
| Cash Balance | 7,438,660 | - | - | 8,188,309 | 8,595,628 | - | - |
| Estimated Liabilities, amt needed to fund 80% confidence level | 7,170,851 | - | - | 8,539,000 | 8,600,000 | - | - |
| Cash Coverage Over Liabilities | 267,809 | - | - | (350,691) | (4,372) | - | - |



City of South San Francisco

Position Budget

The City Council has authorized 506.44 FTE positions citywide for FY 2013-14. Of those positions 419.50 FTE are full-time with benefits. Benefits include City-paid medical, dental, vision, disability and life insurance; retirement², retiree health³, workers compensation and unemployment insurance benefits. Full-time employees accrue between 15-30 vacation days and 12 sick days a year. The City observes 13 holidays a year, including a float holiday. Employees have the option of contributing to a deferred compensation retirement account.

The General Fund pays for 79% 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 employee salaries and benefits. The City Council enters into Memorandums of Understanding (MOU's) with the City's bargaining units. The MOU's outline the terms and conditions of employment for the positions within that bargaining unit.

Estimated Benefit Costs per FTE

² The City has a three-tiered retirement system. Employees hired before April 25, 2010, are in the 1st tier and are provided a CalPERS Miscellaneous formula of 2.7% at 55 and Safety formula of 3% at 50. Employees hired after April 24, 2010 are in the second tier in which benefits are calculated for Miscellaneous employees using the 2% at 60 formula and for public safety employees using the 3.0% at 55 formula. New PERS members effective January 1, 2013 or later are in the 3rd tier and are provided a Miscellaneous 2% at 62 or Safety 2.7% at 57 formula benefit.

³ Employees in the second or third tiers receive a city contribution of 1.5 percent of salary to a retiree health savings account in lieu of the retiree medical insurance plan.

| Benefit Costs for 1.0FTE | FY 2013-2014 |
|---|--------------|
| Medical/Dental/Vision | \$ 17,115 |
| Retiree Medical (pay-as-you-go) (1) | \$ 5,680 |
| OPEB (Normal Cost) (2) | 13.20% |
| CalPERS | |
| Safety | 36.47% |
| Miscellaneous (Non-Safety) | 22.08% |
| Medicare | 1.45% |
| FICA | 6.20% |
| Average Workers' Compensation Costs per type of employee: | |
| -Fire | \$ 19,179 |
| -Police | \$ 9,755 |
| -Public Works | \$ 3,756 |
| -Other Crew | \$ 520 |
| -Office | \$ 100 |
| All Other Fixed Cost Benefits | \$ 1,085 |

Notes:

The benefit costs per employee include both fixed and variable costs.

Fixed costs are not based on pay; however, the actual costs for each employee vary depending on the employee's choice of plan provider and coverage size (single, two or family).

Variable benefit costs are based on a percentage of an employee's salary. The California Public Employee Retirement System (CalPERS) has different rates depending on whether the employee is Safety (i.e. Police or Fire) or Miscellaneous (non-safety employees). FICA (Federal Insurance Contributions Act) is the federal government Social Security and Medicare cost and represents the employer share.

(1) The City uses a pay-as-you-go method to pay for current retirees' medical insurance premiums. Unlike CalPERS retirement costs, the City does not set aside dollars as each employee works so that funds accumulate to fund that employee's retirement health premiums at the time each employee retires. The Retiree Medical amount listed above represents the average cost per FTE that is charged to departments to cover current retirees' medical insurance premiums on a pay as you go basis.

(2) If the City were funding each employees' potential retiree medical costs while that employee was working (as it does fund retirement costs), it would set aside the normal cost shown above annually times the employee's salary.

The City self-funds for 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

AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME), LOCAL 829

This is the largest bargaining unit of the City which includes maintenance workers, technicians, building inspectors, recreation leaders, librarians, dispatchers and various office workers.

INTERNATIONAL ASSOCIATION OF FIREFIGHTERS (IAFF) LOCAL 1507

This unit includes Paramedic Firefighters, Fire Apparatus Engineers, Fire Captains and Safety Inspectors. Fire Suppression employees work a 56 hour work week with a 48/96 work schedule (i.e., two days on and four days off).

POLICE ASSOCIATION

This unit includes both sworn officers (Police Officers, Police Corporals, and Police Sergeants) and non-sworn personnel (e.g., Police Service Technicians, Police Records Specialists).

INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 39

This unit includes the Water Quality Control Plant Operators, Mechanics, Lab Chemists, and Environmental Compliance Inspectors.

CONFIDENTIAL/TEAMSTERS LOCAL 856

This unit includes Administrative Assistants and other miscellaneous positions such as Computer Services Technicians.

PUBLIC SAFETY MANAGERS

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

MID-MANAGEMENT

This unit includes Program Managers and Supervisors, Administrators, Planners, Engineers, Building Officials, Analysts, Accountants.

EXECUTIVE MANAGEMENT

This unit includes the department heads.

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. An example is the Emergency Medical Technicians who provide Basic Life Support (BLS) ambulance transport services.

Position Budget by Department

| Department | FTE Amended FY 2011- 12 | FTE Amended FY 2012- 13 | FTE Adopted FY 2013- 14 | Change From FY2011- 12 |
|---|----------------------------------|----------------------------------|----------------------------------|---------------------------------|
| CITY COUNCIL | | | | |
| City Council Member | 5.00 | 5.00 | 5.00 | - |
| TOTAL CITY COUNCIL | 5.00 | 5.00 | 5.00 | - |
| CITY CLERK | | | | |
| City Clerk | 1.00 | 1.00 | 1.00 | - |
| <i>Subtotal Elected Full Time</i> | <i>1.00</i> | <i>1.00</i> | <i>1.00</i> | <i>-</i> |
| Assistant City Clerk | 1.00 | 1.00 | 1.00 | - |
| Deputy City Clerk | 1.00 | 1.00 | 1.00 | - |
| <i>Subtotal Full Time</i> | <i>2.00</i> | <i>2.00</i> | <i>2.00</i> | <i>-</i> |
| TOTAL CITY CLERK | 3.00 | 3.00 | 3.00 | - |
| CITY TREASURER | | | | |
| City Treasurer | 1.00 | 1.00 | 1.00 | - |
| TOTAL CITY TREASURER | 1.00 | 1.00 | 1.00 | - |
| CITY MANAGER | | | | |
| Administrative Aide | 1.00 | - | - | - |
| Administrative Assistant II | - | 1.00 | 1.00 | - |
| Assistant To The City Manager | 1.00 | 1.00 | 1.00 | - |
| City Manager | 1.00 | 1.00 | 1.00 | - |
| Executive Assistant To The City Manager | 1.00 | 1.00 | 1.00 | - |
| TOTAL CITY MANAGER | 4.00 | 4.00 | 4.00 | - |
| FINANCE | | | | |
| 100 GENERAL FUND | | | | - |
| Accountant I/II/Sr | 2.00 | 2.00 | 2.00 | - |
| Accounting Assistant II | 3.00 | 3.00 | 3.00 | - |
| Administrative Assistant II | 1.00 | 1.00 | 1.00 | - |
| Budget & Financial Manager | 1.00 | 1.00 | - | (1.00) |
| Courier | - | - | - | - |
| Data Business Systems Specialist | 1.00 | 1.00 | 1.00 | - |
| Director Of Finance | 1.00 | 1.00 | 1.00 | - |
| Financial Analyst I/II/Sr | 1.00 | 1.00 | 1.00 | - |
| Financial Services Manager | - | - | 1.00 | 1.00 |
| Financial Services Supervisor | 1.00 | 1.00 | - | (1.00) |
| Payroll Coordinator | - | - | 1.00 | 1.00 |
| <i>Subtotal Full Time</i> | <i>11.00</i> | <i>11.00</i> | <i>11.00</i> | <i>-</i> |

| | | | | |
|------------------------------------|--------------|--------------|--------------|---|
| Miscellaneous Hourly | 0.60 | 0.60 | 0.60 | - |
| <i>Subtotal Part Time/Hourly</i> | <i>0.60</i> | <i>0.60</i> | <i>0.60</i> | - |
| TOTAL GENERAL FUND | 11.60 | 11.60 | 11.60 | - |
| 710 SEWER ENTERPRISE FUND | | | | - |
| Financial Analyst I/II/Sr | 1.00 | 1.00 | 1.00 | - |
| <i>Subtotal Full Time</i> | <i>1.00</i> | <i>1.00</i> | <i>1.00</i> | - |
| TOTAL SEWER ENTERPRISE FUND | 1.00 | 1.00 | 1.00 | - |
| TOTAL FINANCE DEPARTMENT | 12.60 | 12.60 | 12.60 | - |

HUMAN RESOURCES

| | | | | |
|----------------------------------|-------------|-------------|-------------|-------------|
| Director Of Human Resources | 1.00 | 1.00 | 1.00 | - |
| Human Resource Specialist II/Sr | 3.00 | 3.00 | 3.00 | - |
| Human Resources Technician | 1.00 | 1.00 | 1.00 | - |
| <i>Subtotal Full Time</i> | <i>5.00</i> | <i>5.00</i> | <i>5.00</i> | - |
| Human Resources Clerk | - | - | 1.00 | 1.00 |
| <i>Subtotal Part Time/Hourly</i> | <i>-</i> | <i>-</i> | <i>1.00</i> | <i>1.00</i> |
| TOTAL HUMAN RESOURCES | 5.00 | 5.00 | 6.00 | 1.00 |

ECONOMIC & COMMUNITY DEVELOPMENT

| | | | | |
|--|--------------|--------------|--------------|---------------|
| 100 GENERAL FUND | | | | - |
| Administrative Assistant I | 1.00 | 2.00 | 2.00 | - |
| Administrative Assistant II | 2.00 | - | - | - |
| Assistant Building Official | 1.00 | 1.00 | 1.00 | - |
| Assistant City Manager | 1.00 | 1.00 | 1.00 | - |
| Associate/Sr Planner | 4.00 | 3.00 | 3.00 | - |
| Building Inspector | 5.00 | 5.00 | 5.00 | - |
| City Building Official | 1.00 | 1.00 | 1.00 | - |
| City Planner | 1.00 | 1.00 | 1.00 | - |
| Economic Development Coordinator | 1.00 | 1.00 | 1.00 | - |
| Management Analyst I | - | 1.00 | 1.00 | - |
| Manager Of Housing & Redevelopment | 0.40 | 0.50 | 0.38 | (0.12) |
| Permit Technician | 1.00 | 1.00 | 1.00 | - |
| Planning Technician | 1.00 | 1.00 | 1.00 | - |
| Principal Planner | - | 1.00 | 1.00 | - |
| Sr Building Inspector | 1.00 | 1.00 | 1.00 | - |
| <i>Subtotal Full Time</i> | <i>20.40</i> | <i>20.50</i> | <i>20.38</i> | <i>(0.12)</i> |
| Office Specialist | 0.50 | 0.50 | 0.50 | - |
| <i>Subtotal Part Time/Hourly</i> | <i>0.50</i> | <i>0.50</i> | <i>0.50</i> | - |
| TOTAL GENERAL FUND | 20.90 | 21.00 | 20.88 | (0.12) |
| 222 COMMUNITY DEVELOPMENT BLOCK GRANT | | | | - |
| Community Development Coordinator | 1.00 | - | - | - |
| Community Development Specialist | - | 1.00 | 0.85 | (0.15) |
| Manager Of Housing & Redevelopment | 0.60 | 0.50 | 0.45 | (0.05) |
| <i>Subtotal Full Time</i> | <i>1.60</i> | <i>1.50</i> | <i>1.30</i> | <i>(0.20)</i> |

| | | | | |
|---|--------------|--------------|--------------|---------------|
| Miscellaneous Hourly | - | 0.20 | 0.15 | (0.05) |
| Office Specialist | 0.95 | 0.75 | 0.50 | (0.25) |
| <i>Subtotal Part Time/Hourly</i> | <i>0.95</i> | <i>0.95</i> | <i>0.65</i> | <i>(0.30)</i> |
| TOTAL COMMUNITY DEVELOPMENT BLOCK | 2.55 | 2.45 | 1.95 | (0.50) |
| GRANT | | | | |
| 241 CITY HOUSING FUND | | | | - |
| Community Development Specialist | - | - | 0.15 | 0.15 |
| Manager Of Housing & Redevelopment | - | - | 0.17 | 0.17 |
| <i>Subtotal Full Time</i> | <i>-</i> | <i>-</i> | <i>0.32</i> | <i>0.32</i> |
| Office Specialist | - | - | 0.25 | 0.25 |
| <i>Subtotal Part Time/Hourly</i> | <i>-</i> | <i>-</i> | <i>0.25</i> | <i>0.25</i> |
| TOTAL CITY HOUSING FUND | - | - | 0.57 | 0.57 |
| 720 PARKING DISTRICT FUND | | | | - |
| Parking Meter Service Worker | 1.00 | 1.00 | 1.00 | - |
| TOTAL PARKING DISTRICT FUND | 1.00 | 1.00 | 1.00 | - |
| TOTAL ECONOMIC & COMMUNITY DEVELOPMENT | 24.45 | 24.45 | 24.40 | (0.05) |
| FIRE | | | | |
| Administrative Assistant I | 1.00 | 1.00 | 1.00 | - |
| Deputy Fire Chief | 1.00 | 1.00 | 1.00 | - |
| Disaster Preparedness Coordinator | - | - | 1.00 | 1.00 |
| EMS Captain | 1.00 | 1.00 | 1.00 | - |
| Fire Apparatus Engineer | 15.00 | 14.00 | 14.00 | - |
| Fire Battalion Chief (40 Hours) | 1.00 | 1.00 | 1.00 | - |
| Fire Battalion Chief (56 Hours) | 3.00 | 3.00 | 3.00 | - |
| Fire Captain | 14.00 | 15.00 | 15.00 | - |
| Fire Chief | 1.00 | 1.00 | - | (1.00) |
| Fire Marshall | 1.00 | 1.00 | 1.00 | - |
| Firefighter | 2.00 | 2.00 | 2.00 | - |
| Management Analyst II | 1.00 | 1.00 | 1.00 | - |
| Paramedic/Firefighter | 35.00 | 35.00 | 35.00 | - |
| Public Safety Chief | - | - | 0.50 | 0.50 |
| Safety Inspector I | 3.00 | 4.00 | 4.00 | - |
| Safety Inspector III | 1.00 | - | - | - |
| Sr Administrative Assistant | 1.00 | 1.00 | 1.00 | - |
| <i>Subtotal Full Time</i> | <i>81.00</i> | <i>81.00</i> | <i>81.50</i> | <i>0.50</i> |
| Fire Courier | 0.48 | 0.48 | 0.48 | - |
| Safety Inspector | 1.00 | 1.00 | 1.00 | - |
| <i>Subtotal Part Time/Hourly</i> | <i>1.48</i> | <i>1.48</i> | <i>1.48</i> | <i>-</i> |
| TOTAL FIRE | 82.48 | 82.48 | 82.98 | 0.50 |

POLICE

100 GENERAL FUND -

| | | | | |
|---|---------------|---------------|---------------|-------------|
| Administrative Assistant I | 1.00 | 1.00 | 1.00 | - |
| Administrative Assistant II | 1.00 | 1.00 | 1.00 | - |
| Communications Dispatcher | 10.00 | 10.00 | 10.60 | 0.60 |
| Communications Manager | - | - | - | - |
| Deputy Police Chief | - | - | 1.00 | 1.00 |
| Parking Enforcement Officer | 1.00 | 1.00 | 2.00 | 1.00 |
| Police Captain | 2.00 | 2.00 | 1.00 | (1.00) |
| Police Communications & Records Manager | 1.00 | 1.00 | 1.00 | - |
| Police Corporal | 16.00 | 15.00 | 14.00 | (1.00) |
| Police Lieutenant | 5.00 | 5.00 | 5.00 | - |
| Police Officer | 49.00 | 49.00 | 49.00 | - |
| Police Property/ Evidence Specialist | 1.00 | 1.00 | 1.00 | - |
| Police Records Manager | - | - | - | - |
| Police Records Specialist | 3.00 | 3.00 | 3.00 | - |
| Police Sergeant | 11.00 | 11.00 | 12.00 | 1.00 |
| Police Service Technician | 4.00 | 4.00 | 4.00 | - |
| Public Safety Chief | 1.00 | 1.00 | 0.50 | (0.50) |
| Sr Administrative Assistant | - | - | - | - |
| Sr Police Records Specialist | 3.00 | 3.00 | 3.00 | - |
| Supervising Dispatcher | 3.00 | 3.00 | 3.00 | - |
| <i>Subtotal Full Time</i> | <i>112.00</i> | <i>111.00</i> | <i>112.10</i> | <i>1.10</i> |
| Communications Dispatcher | 3.00 | 3.00 | 3.00 | - |
| Police Court Liaison | 0.48 | 0.48 | 0.48 | - |
| Police Property/Evidence Assistant | 0.48 | 0.48 | 0.48 | - |
| Police Reserve Officer | 1.31 | 1.31 | 1.31 | - |
| School Crossing Guard | 1.38 | 1.38 | 1.38 | - |
| <i>Subtotal Part Time/Hourly</i> | <i>6.65</i> | <i>6.65</i> | <i>6.65</i> | <i>-</i> |
| TOTAL GENERAL FUND | 118.65 | 117.65 | 118.75 | 1.10 |
| 720 PARKING DISTRICT FUND | | | | - |
| Parking Enforcement Officer | 1.00 | 1.00 | 1.00 | - |
| TOTAL PARKING DISTRICT FUND | 1.00 | 1.00 | 1.00 | - |
| TOTAL POLICE DEPARTMENT* | 119.65 | 118.65 | 119.75 | 1.10 |

**Due to the long lead time in putting potential new Police Officer candidates through the Police*

Academy, and due to the size of the department and the resulting turnover, the City Manager has the authority to grant the Public Safety Chief the ability to overhire Police Officers by up to 3.0 FTE.

PUBLIC WORKS

| | | | | |
|---|------|------|------|--------|
| 100 GENERAL FUND | | | | - |
| Administrative Assistant I | 0.65 | 0.65 | 0.80 | 0.15 |
| Administrative Assistant II | 0.45 | - | - | - |
| Assistant Electrical Technician | 1.00 | 1.00 | 1.00 | - |
| Assistant Public Works Director/City Engineer | - | 0.75 | 0.30 | (0.45) |
| Associate Civil Engineer | 0.40 | 0.40 | 0.60 | 0.20 |

| | | | | |
|---|-------|-------|-------|--------|
| City Engineer | 0.75 | - | - | - |
| Director Of Public Works | 0.10 | 0.10 | 0.10 | - |
| Electrical Technician | 1.00 | 1.00 | 1.00 | - |
| Engineering Technician | 0.60 | 0.60 | 0.60 | - |
| Equipment Operator | 2.00 | 2.00 | 1.00 | (1.00) |
| Lead Electrical Technician | 1.00 | 1.00 | 1.00 | - |
| Lead Public Works Maintenance Worker | - | - | - | - |
| Management Analyst II | - | 0.45 | 0.45 | - |
| Office Specialist | - | - | 0.30 | 0.30 |
| Principal Engineer | - | - | 0.40 | 0.40 |
| Public Works Inspector | 0.70 | 0.70 | 0.40 | (0.30) |
| Public Works Maintenance Worker | 2.50 | 2.50 | 2.00 | (0.50) |
| Public Works Program Manager | - | 0.30 | 0.60 | 0.30 |
| Public Works Supervisor | 0.10 | 0.10 | - | (0.10) |
| Sr Civil Engineer | 1.65 | 1.65 | 0.90 | (0.75) |
| Sr Electrical Technician | - | - | 1.00 | 1.00 |
| Sr Public Works Maintenance Worker | 2.00 | 2.00 | 2.00 | - |
| Superintendent Of Public Works | 0.30 | - | - | - |
| Sweeper Operator | 1.00 | 1.00 | 1.00 | - |
| TOTAL GENERAL FUND | 16.20 | 16.20 | 15.45 | (0.75) |
| 510 CAPITAL IMPROVEMENTS | | | | - |
| Administrative Assistant I | 0.55 | 0.55 | 0.40 | (0.15) |
| Assistant Public Works Director/City Engineer | - | - | 0.20 | 0.20 |
| Associate Civil Engineer | 1.60 | 1.60 | 1.40 | (0.20) |
| City Engineer | - | - | - | - |
| Engineering Technician | 0.40 | 0.40 | 0.40 | - |
| Public Works Inspector | 0.30 | 0.30 | 0.20 | (0.10) |
| Sr Civil Engineer | 1.35 | 1.35 | 1.10 | (0.25) |
| TOTAL CAPITAL IMPROVEMENTS | 4.20 | 4.20 | 3.70 | (0.50) |
| 710 SEWER ENTERPRISE FUND | | | | - |
| Administrative Assistant I | 2.40 | 2.40 | 3.40 | 1.00 |
| Administrative Assistant II | 0.40 | - | - | - |
| Assistant Plant Superintendent | 1.00 | 1.00 | 1.00 | - |
| Assistant Public Works Director/City Engineer | - | 0.25 | 0.50 | 0.25 |
| Associate Civil Engineer | - | - | - | - |
| City Engineer | 0.25 | - | - | - |
| Director Of Public Works | 0.75 | 0.75 | 0.75 | - |
| Engineering Technician | - | - | - | - |
| Environmental Compliance Coordinator | - | - | 0.50 | 0.50 |
| Environmental Compliance Inspector | 1.25 | 1.25 | 1.26 | 0.01 |
| Equipment Operator | - | - | - | - |
| Laboratory Chemist | 2.00 | 2.00 | 2.00 | - |
| Laboratory Supervisor | - | - | 1.00 | 1.00 |

| | | | | |
|---------------------------------------|--------------|--------------|--------------|-------------|
| Lead Plant Mechanic | 1.00 | 1.00 | 1.00 | - |
| Lead Plant Operator | - | 4.00 | 4.00 | - |
| Lead Public Works Maintenance Worker | 1.00 | 1.00 | 1.00 | - |
| Management Analyst II | - | 0.40 | 0.40 | - |
| Office Specialist | 1.00 | 1.00 | 0.70 | (0.30) |
| Operator I | 1.00 | 1.00 | 2.00 | 1.00 |
| 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 | 13.00 | 9.00 | 8.00 | (1.00) |
| Plant Utility Worker | 2.00 | 2.00 | 2.00 | - |
| Principal Engineer | - | - | 0.60 | 0.60 |
| Public Works Inspector | - | - | 0.40 | 0.40 |
| Public Works Maintenance Worker | 5.70 | 6.70 | 7.00 | 0.30 |
| Public Works Program Manager | - | 0.40 | 0.60 | 0.20 |
| Public Works Supervisor | 0.60 | 0.60 | - | (0.60) |
| Sr Civil Engineer | - | - | - | - |
| Sr Environmental Compliance Inspector | 0.63 | 0.63 | 0.63 | 0.00 |
| Sr Laboratory Chemist | 1.00 | 1.00 | 1.00 | - |
| Sr Public Works Maintenance Worker | 1.00 | 1.00 | 1.00 | - |
| Superintendent Of Public Works | 0.40 | - | - | - |
| Superintendent Of WQCP | 1.00 | 1.00 | 1.00 | - |
| Technical Services Supervisor | 0.75 | 0.75 | - | (0.75) |
| WQCP Maintenance Supervisor | 1.00 | 1.00 | 1.00 | - |
| <i>Subtotal Full Time</i> | <i>48.13</i> | <i>49.13</i> | <i>51.74</i> | <i>2.61</i> |
| Consultant | 0.24 | 0.24 | 0.24 | - |
| Laboratory Chemist | 0.50 | 0.50 | 0.50 | - |
| <i>Subtotal Part Time/Hourly</i> | <i>0.74</i> | <i>0.74</i> | <i>0.74</i> | <i>-</i> |
| TOTAL SEWER ENTERPRISE FUND | 48.87 | 49.87 | 52.48 | 2.61 |
| 740 STORM WATER FUND | | | | - |
| Administrative Assistant I | 0.10 | 0.10 | 0.10 | - |
| Administrative Assistant II | 0.10 | - | - | - |
| City Engineer | - | - | - | - |
| Director Of Public Works | 0.10 | 0.10 | 0.15 | 0.05 |
| Environmental Compliance Coordinator | - | - | 0.50 | 0.50 |
| Environmental Compliance Inspector | 1.75 | 1.75 | 1.74 | (0.01) |
| Equipment Operator | - | - | - | - |
| Lead Public Works Maintenance Worker | 1.00 | 1.00 | 1.00 | - |
| Management Analyst II | - | 0.10 | 0.10 | - |
| Public Works Maintenance Worker | 2.80 | 3.80 | 5.00 | 1.20 |
| Public Works Program Manager | - | 0.20 | 0.50 | 0.30 |
| Public Works Supervisor | 0.90 | 0.90 | 0.10 | (0.80) |

| | | | | |
|---------------------------------------|--------------|--------------|--------------|-------------|
| Sr Environmental Compliance Inspector | 0.38 | 0.38 | 0.37 | (0.01) |
| Sr Public Works Maintenance Worker | - | - | - | - |
| Superintendent Of Public Works | 0.20 | - | - | - |
| Sweeper Operator | 1.00 | 1.00 | 1.00 | - |
| Technical Services Supervisor | 0.25 | 0.25 | - | (0.25) |
| TOTAL STORM WATER FUND | 8.58 | 9.58 | 10.56 | 0.99 |
| 781 CITY SERVICE FUND | | | | - |
| Administrative Assistant I | 0.30 | 0.30 | 0.30 | - |
| Administrative Assistant II | 0.05 | - | - | - |
| Director Of Public Works | 0.05 | 0.05 | - | (0.05) |
| Equipment Mechanic | 2.00 | 2.00 | 3.00 | 1.00 |
| Lead Equipment Mechanic | 1.00 | 1.00 | 1.00 | - |
| Management Analyst II | - | 0.05 | 0.05 | - |
| Public Works Program Manager | - | 0.10 | 0.30 | 0.20 |
| Public Works Supervisor | 0.50 | 0.50 | - | (0.50) |
| Superintendent Of Public Works | 0.10 | - | - | - |
| TOTAL CITY SERVICE FUND | 4.00 | 4.00 | 4.65 | 0.65 |
| TOTAL PUBLIC WORKS DEPARTMENT | 81.84 | 83.84 | 86.84 | 3.00 |

LIBRARY

| | | | | |
|---|--------------|--------------|--------------|---------------|
| 100 GENERAL FUND | | | | - |
| Administrative Assistant I | 3.00 | 3.00 | 2.00 | (1.00) |
| Assistant Library Director | 1.00 | 1.00 | 1.00 | - |
| Librarian I | - | - | 2.00 | 2.00 |
| Librarian II | 3.00 | 3.00 | 4.40 | 1.40 |
| Library Assistant II | 2.00 | 2.00 | 1.00 | (1.00) |
| Library Director | 1.00 | 1.00 | 1.00 | - |
| Library Program Manager | 5.00 | 5.00 | 4.00 | (1.00) |
| Literacy Program Manager | 2.00 | 2.00 | - | (2.00) |
| Literacy Services Coordinator | 2.00 | 2.00 | 3.00 | 1.00 |
| Management Analyst II | 1.00 | 1.00 | 1.00 | - |
| <i>Subtotal Full Time</i> | <i>20.00</i> | <i>20.00</i> | <i>19.40</i> | <i>(0.60)</i> |
| Librarian I | 1.26 | 1.26 | 1.26 | - |
| Librarian II | 0.20 | 0.20 | 0.70 | 0.50 |
| Library Assistant I | 2.78 | 2.78 | 4.00 | 1.22 |
| Library Assistant II | 0.50 | 0.50 | - | (0.50) |
| Library Clerk | 1.31 | 1.31 | 2.05 | 0.74 |
| Library Page | 6.81 | 6.81 | 7.31 | 0.50 |
| Literacy Services Assistant Coordinator | 0.06 | 0.06 | 0.06 | - |
| Literacy Services Assistant I | 1.95 | 1.95 | 1.95 | - |
| Local History Specialist | 0.05 | 0.05 | - | (0.05) |
| Office Assistant | 0.43 | 0.43 | 0.43 | - |
| Office Specialist | - | - | 0.50 | 0.50 |
| <i>Subtotal Part Time/Hourly</i> | <i>15.35</i> | <i>15.35</i> | <i>18.26</i> | <i>2.91</i> |

| | | | | |
|---|--------------|--------------|--------------|-------------|
| TOTAL LIBRARY | 35.35 | 35.35 | 37.66 | 2.31 |
| INFORMATION TECHNOLOGY | | | | |
| 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 | - |
| Information Systems Administrator | 2.00 | 2.00 | 2.00 | - |
| TOTAL INFORMATION TECHNOLOGY | 6.00 | 6.00 | 6.00 | - |
| PARKS & RECREATION | | | | |
| 100 GENERAL FUND | | | | - |
| Administrative Assistant I | 0.59 | 0.59 | 1.59 | 1.00 |
| Administrative Assistant II | 1.00 | 1.00 | 1.00 | - |
| Building Maintenance Craftsworker | 2.00 | 2.00 | 2.00 | - |
| Building Maintenance Custodian | 4.00 | 5.00 | 4.42 | (0.58) |
| Community Services Site Coordinator | 1.00 | 1.00 | 1.00 | - |
| Director Of Parks & Recreation | 1.00 | 1.00 | 1.00 | - |
| Groundsperson | 1.30 | 1.30 | 1.30 | - |
| Lead Building Maintenance Custodian | 2.00 | 2.00 | 2.00 | - |
| Lead Park Maintenance Worker | 0.85 | 0.85 | 1.85 | 1.00 |
| Management Analyst II | - | - | 1.00 | 1.00 |
| Office Specialist | 2.00 | 2.00 | - | (2.00) |
| Park Maintenance Worker | 10.85 | 10.85 | 10.34 | (0.51) |
| Preschool Teacher | 5.00 | 5.00 | 5.00 | - |
| Public Works Program Manager | - | - | 1.00 | 1.00 |
| Public Works Supervisor | 2.00 | 2.00 | 2.00 | - |
| Recreation & Community Svcs Coordinator | 6.00 | 6.00 | 7.00 | 1.00 |
| Recreation & Community Svcs Supervisor | 4.00 | 5.00 | 5.00 | - |
| Recreation Leader IV | 1.00 | 1.00 | 1.00 | - |
| Sr Building Maintenance Custodian | 2.00 | 2.00 | 3.00 | 1.00 |
| Sr Civil Engineer | - | - | - | - |
| Sr Park Maintenance Worker | 0.90 | 0.90 | 0.90 | - |
| Superintendent Of Parks & Facilities | 0.20 | 0.20 | - | (0.20) |
| Tree Trimmer | 2.30 | 2.30 | 2.00 | (0.30) |
| Van Driver | 1.00 | 1.00 | 1.00 | - |
| <i>Subtotal Full Time</i> | <i>50.99</i> | <i>52.99</i> | <i>55.40</i> | <i>2.41</i> |
| Building Maintenance Custodian | 1.00 | - | 1.68 | 1.68 |
| Community Services Site Coordinator | 1.97 | 1.97 | 1.22 | (0.75) |
| Consultant | 0.50 | - | - | - |
| Cultural Arts Specialist | 0.50 | 0.50 | 0.50 | - |
| Office Assistant | - | - | 1.00 | 1.00 |
| Park Maintenance Worker | - | - | 1.62 | 1.62 |
| 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 | 23.34 | - |
| Recreation Leader IV | 4.73 | 4.73 | 4.73 | - |
| <i>Subtotal Part Time/Hourly</i> | <i>51.26</i> | <i>49.76</i> | <i>53.31</i> | <i>3.55</i> |
| TOTAL GENERAL FUND | 102.25 | 102.75 | 108.71 | 5.96 |
| 230 COMMON GREENS FUNDS | | | | - |
| Administrative Assistant I | 0.41 | 0.41 | 0.41 | - |
| Groundsperson | 0.70 | 0.70 | 0.70 | - |
| Maintenance Craftworker | 2.00 | 2.00 | 2.00 | - |
| Park Maintenance Worker | 2.00 | 2.00 | 2.00 | - |
| Public Works Supervisor | 0.90 | 0.90 | 0.90 | - |
| Sr Park Maintenance Worker | 0.10 | 0.10 | 0.10 | - |
| Superintendent Of Parks & Facilities | 0.80 | 0.80 | - | (0.80) |
| Tree Trimmer | 0.70 | 0.70 | - | (0.70) |
| TOTAL COMMON GREENS FUNDS | 7.61 | 7.61 | 6.11 | (1.50) |
| 710 SEWER ENTERPRISE FUND | | | | - |
| Lead Park Maintenance Worker | 0.15 | 0.15 | 0.15 | - |
| Park Maintenance Worker | 1.00 | 1.00 | 1.00 | - |
| TOTAL SEWER ENTERPRISE FUND | 1.15 | 1.15 | 1.15 | - |
| 720 PARKING DISTRICT FUND | | | | - |
| Building Maintenance Custodian | - | - | 0.58 | 0.58 |
| Park Maintenance Worker | - | - | 0.51 | 0.51 |
| TOTAL PARKING DISTRICT FUND | - | - | 1.09 | 1.09 |
| 740 STORM WATER FUND | | | | - |
| Lead Park Maintenance Worker | - | - | - | - |
| Park Maintenance Worker | 0.15 | 0.15 | 0.15 | - |
| TOTAL STORM WATER FUND | 0.15 | 0.15 | 0.15 | - |
| TOTAL PARKS & RECREATION DEPARTMENT | 111.16 | 111.66 | 117.21 | 5.55 |
| Grand TOTAL FTE | 491.53 | 493.03 | 506.44 | 13.41 |

Planned Vacancies

Planned Vacancies are positions that departments will not fill in the current year, but will keep in their budgets. This has been done in the last several years, where appropriate, as part of budget realignment city-wide, but has not affected the employment of any current permanent employees. The City also maintains a list of frozen positions—these are positions that were left unfilled prior to FY 2009-10 and remain unavailable to fill.

In FY 2013-14 there are 14.60 FTE planned vacancy positions.

Planned Vacancies

| Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|---|--------------------------|--------------------------|---------------------------|------------------------------|
| GENERAL FUND | | | | |
| Full Time | | | | |
| Associate/Senior Planner | 1.00 | 1.00 | 1.00 | 0.00 |
| Building Maintenance Custodian | 2.00 | 2.00 | 1.00 | (1.00) |
| Fire Chief | 0.00 | 0.00 | 1.00 | 1.00 |
| Lead Park Maintenance Worker | 1.00 | 1.00 | 0.00 | (1.00) |
| Lead Public Works Maintenance Worker | 1.00 | 1.00 | 0.00 | (1.00) |
| Librarian II | 1.00 | 1.00 | 0.60 | (0.40) |
| Literacy Services Coordinator | 1.00 | 1.00 | 1.00 | 0.00 |
| Park Maintenance Worker | 1.00 | 1.00 | 1.00 | 0.00 |
| Parking Enforcement Officer | 1.00 | 1.00 | 0.00 | (1.00) |
| Police Records Specialist | 1.00 | 1.00 | 1.00 | 0.00 |
| Public Works Supervisor | 1.00 | 1.00 | 1.00 | 0.00 |
| Recreation & Community Services Manager | 1.00 | 1.00 | 1.00 | 0.00 |
| Recreation & Community Services Supervisor | 1.00 | 0.00 | 0.00 | 0.00 |
| Senior Park Maintenance Worker | 1.00 | 1.00 | 1.00 | 0.00 |
| Senior Police Records Specialist | 1.00 | 1.00 | 1.00 | 0.00 |
| Subtotal Full -time | 15.00 | 14.00 | 10.60 | (3.40) |

| Position Title | FTE Actual FY 2011-12 | FTE Actual FY 2012-13 | FTE Adopted FY 2013-14 | Change from FY 2012-13 |
|---------------------------------------|--------------------------|--------------------------|---------------------------|------------------------------|
| Part Time/Hourly | | | | |
| Librarian I | 0.50 | 0.50 | 0.50 | 0.00 |
| Librarian II | 0.20 | 0.20 | 0.20 | 0.00 |
| Library Assistant I | 1.00 | 1.00 | 0.60 | (0.40) |
| Library Page | 1.10 | 1.10 | 0.60 | (0.50) |
| Literacy Services Assistant I | 0.35 | 0.35 | 0.35 | 0.00 |
| Recreation Leader II | 1.75 | 1.75 | 1.75 | 0.00 |
| Subtotal Part-time/Hourly | 4.90 | 4.90 | 4.00 | (0.90) |
| General Fund Total FTE | 19.90 | 18.90 | 14.60 | (4.30) |
| CITY SERVICE FUND | | | | 0.00 |
| Full Time | | | | 0.00 |
| Equipment Mechanic | 1.00 | 1.00 | 0.00 | (1.00) |
| Subtotal Full -time | 1.00 | 1.00 | 0.00 | (1.00) |
| City Service Fund Total FTE | 1.00 | 1.00 | 0.00 | (1.00) |
| Total City FTE Planned Vacancy | 20.90 | 19.90 | 14.60 | (5.30) |



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