

# CITY OF SOUTH SAN FRANCISCO CALIFORNIA



## ADOPTED OPERATING BUDGET FISCAL YEAR 2015-16

**Cover Photos by Billy Hustace Photography**

CITY OF SOUTH SAN FRANCISCO, CALIFORNIA



FISCAL YEAR 2015-16  
ADOPTED OPERATING BUDGET

MEMBERS OF THE CITY COUNCIL:

**Mayor**

Richard A. Garbarino

**Vice Mayor**

Mark N. Addiego

**Council Members**

Pradeep Gupta

Karyl Matsumoto

Liza Normandy

CITY OFFICIALS:

**City Manager**

Mike Futrell

**Assistant City Manager**

Jim Steele

**City Treasurer**

Frank Riso

**City Clerk**

Krista Martinelli

**City Attorney**

Steven T. Mattas

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# TABLE OF CONTENTS

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TABLE OF CONTENTS.....	v
Table of Organization Charts .....	vi
Table of Schedules .....	vii
Table of Figures.....	viii
Table of Tables .....	viii
TRANSMITTAL LETTER.....	1
INTRODUCTORY SECTION .....	9
City of South San Francisco.....	10
Organizational Chart of the City of South San Francisco .....	13
Budget Document and Process.....	14
Appropriations Limits.....	18
OPERATING FUNDS SUMMARY.....	19
Operating Funds Descriptions.....	20
Appropriated Funds Summary.....	24
GENERAL FUND .....	31
General Fund Summary .....	32
General Fund Reserves .....	33
General Fund Revenues.....	36
General Fund Expenditures .....	40
Administrative Allocations.....	42
General Fund 5 Year Forecast.....	43
DEPARTMENTAL PAGES .....	45
Departments Overview.....	46
City Council .....	48
City Clerk.....	50
City Treasurer.....	53
City Attorney.....	55
City Manager.....	58
Finance.....	62
Non-Departmental.....	65
Human Resources .....	66
Information Technology.....	68
Economic & Community Development .....	72
Fire .....	78
Police.....	84
Library .....	90
Public Works .....	96
Parks & Recreation.....	102
DEBT OBLIGATIONS.....	107
Debt Service Obligations.....	108
GOVERNMENTAL FUNDS .....	111
Governmental Funds Overview .....	112
MAJOR PROPRIETARY FUNDS .....	125
Proprietary Funds Overview .....	126
INTERNAL SERVICE FUNDS.....	129
Internal Service Funds Overview .....	130
POSITION BUDGET .....	135
Summary of Position Budget and Personnel Costs.....	136

## TABLE OF CONTENTS

---

Position Budget by Department .....	138
MISCELLANEOUS SECTION .....	147
Master Fee Schedule Changes .....	148
Resolutions to the Council .....	154
South San Francisco Demographics .....	158
Glossary.....	161

## TABLE OF ORGANIZATION CHARTS

Organization Chart 1: City of South San Francisco .....	13
Organization Chart 2: City Council .....	49
Organization Chart 3: City Clerk’s Office.....	51
Organization Chart 4: City Treasurer .....	54
Organization Chart 5: City Attorney.....	57
Organization Chart 6: City Manager’s Office .....	60
Organization Chart 7: Finance Department.....	63
Organization Chart 8: Human Resources.....	67
Organization Chart 9: Information Technology .....	70
Organization Chart 10: Economic & Community Development .....	75
Organization Chart 11: Fire Department .....	80
Organization Chart 12: Police Department.....	86
Organization Chart 13: Library.....	93
Organization Chart 14: Public Works.....	98
Organization Chart 15: Parks & Recreation .....	104

# TABLE OF CONTENTS

---

## TABLE OF SCHEDULES

Schedule 1: Appropriations Limit – FY 2015-16.....	18
Schedule 2: Revenues & Expenditures Summary .....	24
Schedule 3: Citywide Revenues by Type.....	25
Schedule 4: Citywide Revenues by Fund .....	27
Schedule 5: Citywide Expenditures by Type .....	28
Schedule 6: Citywide Expenditures by Fund.....	29
Schedule 7: General Fund Summary.....	32
Schedule 8: General Fund Reserves.....	35
Schedule 9: General Fund Expenditures by Department .....	41
Schedule 10: General Fund Administrative Allocations.....	42
Schedule 11: City Council Expenditures.....	49
Schedule 12: City Clerk Expenditures .....	52
Schedule 13: City Treasurer Expenditures .....	54
Schedule 14: City Attorney Expenditures .....	57
Schedule 15: City Manager’s Office Expenditures .....	61
Schedule 16: Finance Department Expenditures.....	64
Schedule 17: Non-Departmental Expenditures .....	65
Schedule 18: Human Resources Expenditures.....	67
Schedule 19: Information Technology Expenditures.....	71
Schedule 20: ECD Funding Sources & Expenditures .....	77
Schedule 21: Fire Department Funding Sources & Expenditures.....	82
Schedule 22: Police Funding Sources & Expenditures.....	88
Schedule 23: Library Funding Sources & Expenditures .....	95
Schedule 24: Public Works Funding Sources & Expenditures.....	100
Schedule 25: Parks & Recreation Funding Sources & Expenditures.....	106
Schedule 26: Legal Debt Limit.....	108
Schedule 27: Capital Improvement Fund Summary .....	112
Schedule 28: City Housing Fund Summary .....	113
Schedule 29: Common Greens Maintenance District Funds Summary.....	114
Schedule 30: Community Development Block Grant Fund Summary .....	116
Schedule 31: Consolidated Grant Funds Summary.....	117
Schedule 32: Consolidated Impact Fee Funds Summary .....	118
Schedule 33: East of 101 Sewer Impact Fee Fund Summary.....	119
Schedule 34: Gas Tax Fund Summary .....	120
Schedule 35: Measure A Fund Summary .....	121
Schedule 36: Park-in-Lieu Fund Summary .....	121
Schedule 37: Solid Waste Management Fund Summary.....	123
Schedule 38: Sewer Capacity Charge Fund Summary.....	123
Schedule 39: Sewer Enterprise Fund Summary .....	126
Schedule 40: Parking District Fund Summary .....	127
Schedule 41: Storm Water Fund Summary.....	128
Schedule 42: City Service (Garage) Fund Summary .....	130
Schedule 43: Equipment Replacement Fund Summary.....	131
Schedule 44: Planned Vehicle & Equipment Purchases FY 2015-16.....	132
Schedule 45: Health & Benefits Fund Summary .....	132
Schedule 46: Information Technology Fund Summary.....	133
Schedule 47: Information Technology PEG Access Fund Summary.....	134

## TABLE OF CONTENTS

---

Schedule 48: Self Insurance Fund Summary .....	134
Schedule 49: Benefit Costs per FTE.....	136

## TABLE OF FIGURES

Figure 1: Revenues & Expenditures by Fiscal Year (not including transfers).....	24
Figure 2: Adopted Revenues by Type .....	26
Figure 3: Adopted Expenditures by Type.....	29
Figure 4: Sales Tax Allocation.....	37
Figure 5: General Fund Revenues by Type.....	38
Figure 6: 5-Year History General Fund Revenue by Type with Total Expenditures .....	39
Figure 7: Adopted General Fund Expenditures by Department .....	40
Figure 8: Common Greens Maintenance District Map .....	115
Figure 9: Park-in-Lieu Fee Zone Map .....	122

## TABLE OF TABLES

Table 1: Budget Process .....	17
Table 2: Operating Fund Titles & Types .....	22
Table 3: Relationships between Funds & Departments .....	23
Table 4: City Council Position Budget .....	49
Table 5: City Clerk Position Budget.....	52
Table 6: City Treasurer Position Budget.....	54
Table 7: City Manager’s Office Position Budget.....	61
Table 8: Finance Department Position Budget .....	64
Table 9: Human Resources Position Budget .....	67
Table 10: Information Technology Position Budget .....	70
Table 11: ECD Position Budget.....	76
Table 12: Fire Department Position Budget .....	81
Table 13: Police Department Position Budget .....	87
Table 14: Library Position Budget .....	94
Table 15: Public Works Position Budget .....	99
Table 16: Parks & Recreation Position Budget .....	105
Table 17: Position Budget by Department.....	138
Table 18: Master Fee Schedule Changes .....	148
Table 19: South San Francisco Demographics .....	158



# TRANSMITTAL LETTER

# TRANSMITTAL LETTER

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OFFICE OF THE CITY MANAGER

## CITY COUNCIL 2015

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

MIKE FUTRELL, CITY MANAGER

Mayor, Vice Mayor, and Councilmembers:

We present to you the City of South San Francisco's FY 2015-16 Operating Budget.

## INTRODUCTION

South San Francisco proudly remains ***The Industrial City***, a term defining our residents and businesses as industrious, entrepreneurial and innovative. South San Francisco is home to big thinkers changing the world.

The City is continuing to work in accordance with the goals set forth in the **City's Mission Statement**:

*The mission of the government of the City of South San Francisco is to provide a safe, attractive, and well-maintained community through superior customer service and programs, and a work ethic that will enhance the quality of life in our neighborhoods. To that end, we will strive to nurture a partnership with the community by recruiting a diverse and highly skilled work force, be an active partner in quality education, and attract and retain a prosperous business community, all of which will foster community pride and understanding.*

Over 900 full and part-time employees are committed to this mission, following the **City's Core Values**:

- 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 transparency in all aspects of service;
- Promoting and maintaining open and constructive communication; and
- Encouraging skill development and professional growth.

## TRANSMITTAL LETTER

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To understand the priorities of our residents, the City commissioned an independent research study which showed residents strongly support local control over local funds for community services and strongly support a revenue measure that includes public oversight and local funding to maintain essential services. The City also conducted community outreach and heard from over 1,200 residents about their service priorities. As both the independent research study and community feedback showed, residents value the following services highly:

- Maintaining emergency response times and neighborhood police patrols
- Maintaining streets and repairing potholes
- Crime and gang prevention programs
- After school and summer programs for youth and teens
- Maintaining library hours and library programs for youth.

The City was mindful of these and other priorities while developing the 2015-16 budget and will pursue the following FY 2015-16 **Strategic Initiatives**:

- Support highly skilled Police, Fire, Emergency Medical Service and Emergency Management departments;
- Build and Maintain a Sustainable City:
  - Active recreation & learning programs, with top tier libraries, public parks, art and green spaces;
  - Expand bike paths, pedestrian ways, and other multi-modal transportation options;
  - Pursue reduction of greenhouse gases, and water and energy usage;
  - Work towards a diverse range of employment and housing options.
- Implement a robust internal and external communications strategy;
- Maintain, train and support a high performing team of City employees;
- Help build a strong and healthy downtown area; and
- Support neighborhood associations, non-profits, service clubs and volunteer opportunities.

### **BUDGET OVERVIEW**

The local economy has emerged from the Great Recession, as is evidenced in the City's major revenue sources – Property tax, Sales tax and Transient Occupancy Tax (TOT). Growth within the assessed value of the City's secured properties is indicative of the real estate market in the San Francisco Bay Area. Sales tax revenues reflect a vital business community, and TOT revenues continue to exceed previous trends. Permit revenues are in alignment with previous market trends, with accompanying increases in the number of issued permits and magnitude of development size. In addition, unemployment levels are at historic lows, noting an active local workforce.

However, the revenue impact of the market trends above is offset by the costs for employee pension and health care, issues largely outside of the City's control. While the next five years are forecast to have a cumulative surplus, the increases in recurring revenues are dependent upon projected developments coming to fruition in the estimated time frame. In addition, staff's projections assume no State revenue takeaways to balance the State budget.

South San Francisco prides itself on being fiscally prudent and accountable, with balanced budgets that fund services important to our community and maintain our quality of life. Essential city services must be maintained and protected to effectively serve our residents, including public safety and after-school programs that help keep youth and teens safe and off the streets, out of trouble, and away from drugs and crime.

# TRANSMITTAL LETTER

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## GENERAL FUND

The FY 2015-16 General Fund Adopted Budget is balanced, with total revenues at \$84.6 million and total expenditures at \$84.5 million. Both revenues and expenditures are projected to grow by over 11 percent compared to the prior year, the primary drivers of which are detailed below.

## REVENUE ASSUMPTIONS

### Property Tax

Property tax revenues are projected to increase by \$1.6 million, or 11.0 percent, which are driven by an increase of 6.7% in assessed value for the City's secured property tax roll. As the Successor Agency continues to reduce the obligations of the former Redevelopment Agency, the taxing entities allocated share of **Former RDA Property Tax** increases, including the City's share, which is projected to increase by \$642,750 in 2015-16. Projected **Excess ERAF** revenues increased by \$1.3 million to \$2.4 million, which is in alignment with the historical trend, though the revenue source remains volatile.

### Sales Tax

The State's FY 2014-15 budget includes appropriations to pay off bonds that were issued in 2004 that were backed by revenue that took 0.25% of local cities' sales tax allocation. Beginning in FY 2015-16, the City will begin to receive its full 1% share of sales tax, while the **Triple Flip** mechanism unwinds. Based on projections from the City's sales tax consultant, sales tax revenues are projected to increase by nearly \$3.7 million as a result of the City receiving its full share and projected growth. The unwinding of Triple Flip will result in its revenue declining by a projected \$1.6 million; however the cumulative net increase of sales tax and triple flip is an increase of \$2.0 million.

### Transient Occupancy Tax (TOT) | Commercial Parking Tax

TOT revenues continue to exceed budget assumptions and indicate a vibrant tourism economy in the Bay Area. TOT revenues hit an all-time high of \$11.1 million in FY 2013-14. TOT receipts through February 2015 are \$1.0 million more than the same period in the prior year, and is on pace to set another all-time high. Occupancy rates declined slightly, but remain high at 80.3%, while average room rates increased by 4% to \$134 per night. TOT revenues in the 2015-16 Adopted Budget are \$12.0 million, \$1.3 million or 12.3 percent more than the prior year adopted budget.

Commercial Parking Tax revenues typically move in parallel with TOT trends, and are projected increase by \$166,000 or 6.1 percent to \$2.9 million. The increase is also in alignment with the historical trend, which has grown an average of 8.8 percent per year over the past couple years.

### Building and Fire Permits | Business License

Building and fire permit revenues are projected to reach \$3.8 million, an increase of \$580,000, primarily due to various commercial developments that staff anticipates will be issued permits in FY 2015-16.

**Business license** revenues have also been increased by \$117,000 or 10.8 percent, given that greater permit activity has historically been accompanied by an increased number of licensed contractors applying for business licenses.

### Franchise Fees

Revenue from Franchise fees are projected to hit \$3.3 million in FY 2015-16, an increase of \$96,000 or 3.0%. The increase reflects anticipated agreements for electronic billboards as well as the impact of a new vehicle sharing business that began in late 2014.

## TRANSMITTAL LETTER

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### **Revenue from Other Agencies**

Intergovernmental revenue is projected to increase by over \$252,000 in FY 2015-16 as a result of the Big Lift grant. The City and its partners were recently awarded funding from the Silicon Valley Community Foundation's Big Lift grant program to fund an additional preschool site at the Community Learning Center. The goal of the Big Lift is to increase the percentage of San Mateo County third graders reading proficiently from 57% to 80%. This new site will enroll 20 additional preschool students. This will replace the CLC expansion request authorized in FY 2014-15. The net impact to the City is approximately \$6,500.

### **Fines**

Due to the elimination of the Red Light Camera Program, revenues from fines are projected to decrease by approximately \$250,000.

### **Transfers In**

The FY 2015-16 Adopted Budget reduces the transfer in from the Gas Tax fund to the General Fund by \$141,300. Compared to the prior year, Gas Tax revenues are projected to decrease by over 25 percent, which reduces the amount that is able to be transferred to the General Fund to support street improvement projects.

## **EXPENDITURE ASSUMPTIONS**

### **CalPERS Retirement Benefits**

The City participates in CalPERS to fund and provide employee pensions. The benefit is funded largely by contributions from the City, with the employee paying a portion. The amount which the City is required to contribute is determined by CalPERS' actuaries on an annual basis. In 2015-16, the employer pension contribution rate for miscellaneous employees is increasing from 23.309% to 25.053%, while the employer contribution rate for safety employees is increasing from 39.027% to 40.741%. The net impact as a result of the increase in employer pension contribution rate is approximately \$731,000 for all operating funds.

### **Healthcare Benefits**

The City's healthcare premiums are projected to increase by 8% in 2015-16 as a result of large claims in the current year. Total healthcare costs in the General Fund are projected to increase by \$975,000 compared to the prior year. The rate of increase for healthcare premiums is projected to decline over the next five years due to the impact from the Affordable Health Care Act, according to the City's Other Post-Employment Benefits (OPEB) actuary.

### **Contract Plan Check Services**

The City recently received proposals for a Request For Proposals (RFP) for contract plan check services. RFP submissions were evaluated by an outside panel, and the projected contract amount of \$480,000 was awarded to two vendors and is reflected in the FY 2015-16 Adopted Budget.

### **Transfers Out**

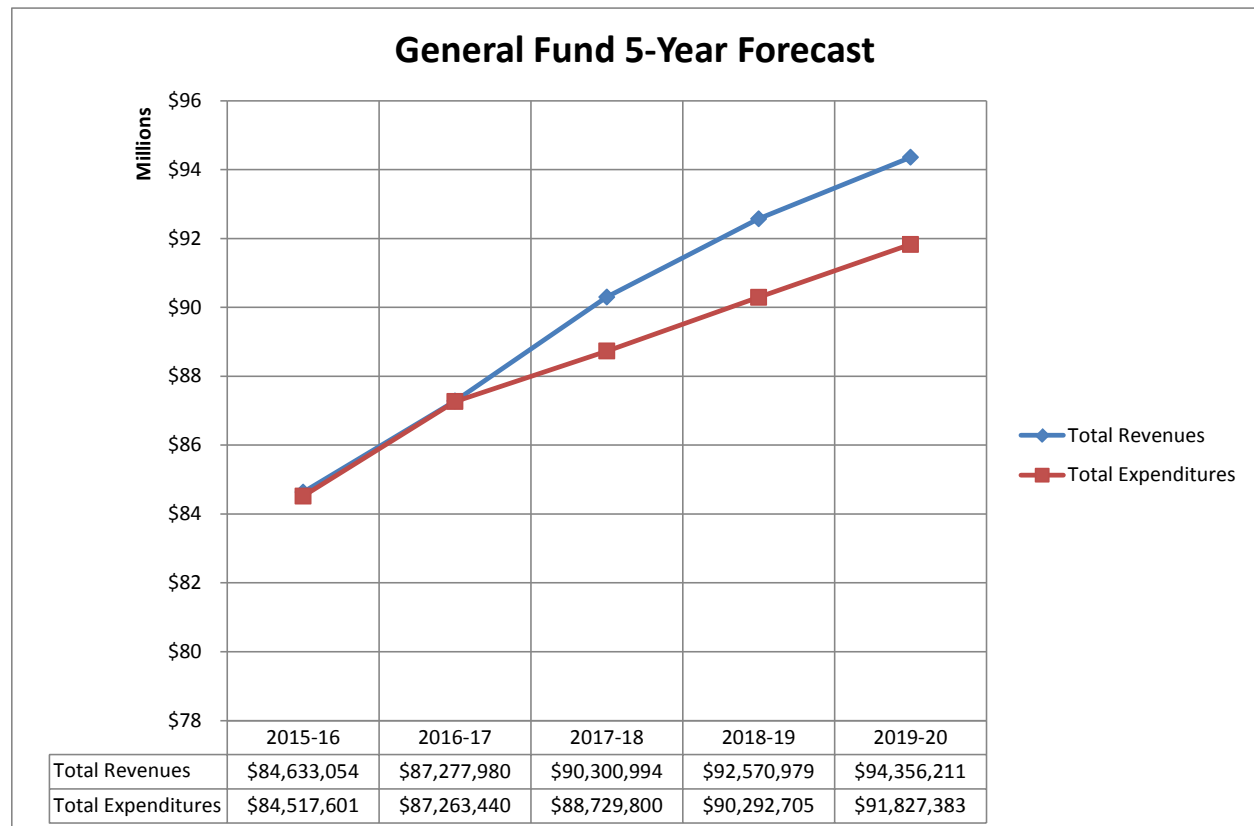
The FY 2015-16 Adopted Budget includes \$1.7 million in Transfers Out. \$250,000 has been appropriated to support the Storm Water Fund, \$250,000 to remit to the Other Postemployment Benefits (OPEB) Trust Fund with the California Employers' Retiree Benefit Trust Fund (CERBT) and \$1.2 million to support the City's annual CIP program.

# TRANSMITTAL LETTER

## LONG TERM FINANCIAL PLAN

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

The City’s most recent five-year forecast is below. Forecast assumptions include historical growth rates for the large revenue categories (Property, Sales, Transient Occupancy, and Parking Taxes), and measure those assumptions against projected PERS retirement rates and health premium cost increases, which are the largest cost drivers in the operating budget. The result is a rolling five-year estimate of the City’s structural budget surplus, that is, the ongoing difference between revenue growth and expenditure growth. The plan ultimately serves as a tool to proactively guide decisions, so that the City is able to maintain adequate reserves and service levels accordingly with the ebb and flow of the economy.



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

## TRANSMITTAL LETTER

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### **ACKNOWLEDGEMENTS**

Preparation of the FY 2015-16 Operating Budget Document was made possible through the services of the Finance Department and staff from the operating departments. We extend our thanks for the contributions made in the preparation of this document.

Respectfully Submitted,



Mike Futrell  
City Manager



Richard Lee  
Finance Director

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# INTRODUCTORY SECTION

## INTRODUCTORY SECTIONS

### CITY OF SOUTH SAN FRANCISCO



South San Francisco, California "The Industrial City" has a population of 66,193<sup>1</sup> and a land area of 9.14 square miles and was incorporated on September 19, 1908. South San Francisco is located approximately 8 miles south of Downtown San Francisco and is adjacent to the northern border of the San Francisco Airport and San Bruno, South of City of Daly City, Colma, and Brisbane, and East of Pacifica.

The City occupies the basin and portions of the sides of a broad valley formed by the San Bruno Mountains on the north and the Coast Range on the west. Most of the valley faces adjacent San Francisco Bay. South San Francisco has mild winters and dry cool summers. The hills to the west shield the City from much of the fog that prevails in neighboring areas.

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

At the time of incorporation, the population totaled 1,989 and there were 14 major industries in SSF. The City continued to grow and flourish with companies such as Bethlehem Steel, U.S. Steel, W.P. Fuller and Swift and Co. among many others. During the 1920's, City Hall was built to house all City offices including the Police and Fire Departments and the "South San Francisco, the Industrial City" sign was installed on Sign Hill through the work of the Chamber of Commerce.



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

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

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

## INTRODUCTORY SECTIONS

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### **EMPLOYMENT**

Employment in South San Francisco includes manufacturing, retail, professional/scientific services, health care and administration. There are an estimated 53,691 people who work for South San Francisco businesses with a total payroll of \$6.1 billion.<sup>2</sup> The City has a large employment base in the biotechnology field located east of US Highway 101. A listing of top City employers may be found in the Miscellaneous Section on page 159.

### **SCHOOLS**

South San Francisco is served by the South San Francisco Unified School District (SSFUSD) and the San Mateo Community College District. SSFUSD encompasses all of South San Francisco and parts of Daly City and San Bruno. SSFUSD has nine elementary schools (two in Daly City and one in San Bruno), three middle schools and three high schools and an adult education program.

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

### **PARKS & RECREATION**

The Parks and Recreation Department maintains and operates over 250 acres of parks and open space and 500,000 square feet of public facilities. Amenities include baseball fields, soccer fields, twenty-six playground areas, artist studios, a sculpture garden, a bocce ball court, a skate park, a dog park, basketball courts, an indoor swimming pool, and picnic areas. Open space areas include Sign Hill Park, six-miles of improved pathways along the San Francisco Bay shoreline, and the Common Greens. The City also has an award winning trail system, Centennial Way. The Centennial Way Trail is a three mile asphalt bike and pedestrian path constructed on top of the BART tunnel that runs from South San Francisco BART to San Bruno BART station at Tanforan Shopping Center.

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

### **PUBLIC TRANSPORTATION**

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

The new Ferry Terminal at Oyster Point Marina opened to the public June 4, 2012. This new commuter option 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.

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<sup>2</sup> US Census Bureau, 2013 Zip Business Patterns

## INTRODUCTORY SECTIONS

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### **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., Association 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 coordinating financial transactions, in cooperation with the Finance Director, and preparation of property tax assessments, upon individual requests from residents. This is a part-time, salaried position.

#### **City Manager – Appointed by City Council**

The City Manager is the Chief Administrative Officer of the City and is appointed by the City Council. The City Manager provides, in accordance with the City Council policies, overall administration and direction for the City organization. This position also serves as the Executive Director of the Successor Agency to the RDA and as the Director of Emergency Services. This is a full-time, salaried position.

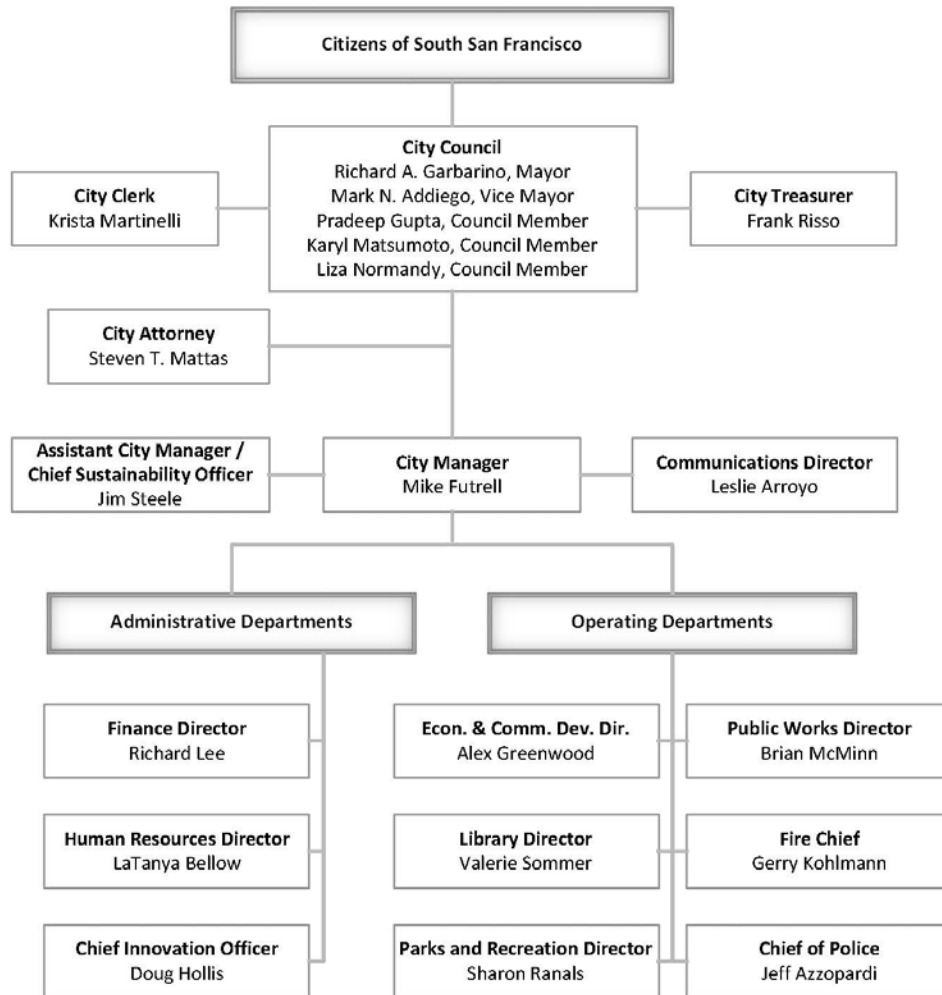
#### **City Attorney – Appointed by City Council**

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

**ORGANIZATIONAL CHART OF THE CITY OF SOUTH SAN FRANCISCO**

Organization Chart 1: City of South San Francisco

*Organizational Chart of the City of South San Francisco*



## INTRODUCTORY SECTIONS

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### BUDGET DOCUMENT AND PROCESS

#### BUDGET DOCUMENT

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

1. **Transmittal:** Provides a general overview of the financial outlook for the coming fiscal year;
2. **Introductory:** Provides demographic and statistical information about the City; summarizes the operational, financial and accounting structure of the City and identifies the appropriations limitations as required by the State of California Constitution Article XIII B;
3. **Operating Funds Summary:** Summarizes and aggregates all appropriated City funds including expenditures and revenues;
4. **General Fund:** Outlines the largest and main operating fund of the City;
5. **Department Pages:** Represents the City's organizational units regardless of funding source and summarizes major activities for each department;
6. **Governmental Funds:** Provides summaries of revenues and expenditures of governmental funds other than the General Fund, including special revenue funds;
7. **Debt Obligations:** Provides an overview of City issued debt and amount the City pays to debt service;
8. **Proprietary Funds:** Summarizes the City's business type activities including the Sewer Enterprise Fund, Parking District Fund, and Storm Water Fund;
9. **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;
10. **Position Budget:** Lists position titles and position FTEs by fund and by department;
11. **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.

## INTRODUCTORY SECTIONS

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### **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 entire appropriated budget. This budget document will focus more detail on the General Fund, as it is the main operating fund of the City.

The City budgets and accounts for governmental funds 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 on 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. Appropriations are controlled at the line item level. 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 presented to the City Council (found in the Miscellaneous Section page 154) includes the guidelines of how the budget may be increased without a resolution approved by the City Council. To summarize the guidelines outlined in the resolution; the Finance Director may increase the expense and revenue budgets where there is a zero net impact on the fund and the City Manager may authorize the transfer of budget amounts between projects within the same fund. All other budgetary changes after the budget adoption are subject to approval by the City Council.

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

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

## INTRODUCTORY SECTIONS

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### **Revenue Types**

The revenue budgets are divided into ten revenue types:

1. **Taxes:** Collected on property and sales, transient occupancy (hotel tax), business license, and use of parking facilities;
2. **Franchise Fees:** Paid by utility companies (i.e. cable, telephone, garbage) to operate within the City;
3. **Licenses & Permits:** Include fees paid for building, planning, and fire inspections and permits; alarm registrations;
4. **Fines & Forfeitures:** The City's share of traffic related fines, code enforcement, library fines, and false alarm fines;
5. **Intergovernmental:** Includes grants from local, county, state, and federal government agencies;
6. **Charges for Services:** Includes paramedic and basic life support service fees, certain police service fees, charges for recreational classes, day care, and library programs, as well as 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:** Includes donations to various City programs and one-time revenues that cannot be categorized in another revenue area;
10. **Transfers:** This revenue source is an internal transfer between funds. Some revenues such as Gas Tax are deposited into a special revenue fund and then are transferred to the fund where the expenditures are recorded.

### **Expenditure Types:**

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



## INTRODUCTORY SECTIONS

### 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 collaborates with the City Council, City Manager, and department executives to formulate and refine budget projections for the upcoming fiscal year. The following Budget Process outlines the steps in budget preparation.

#### BUDGET PROCESS

Table 1: Budget Process

Month	Description
<b>December</b>	Finance Department begins current fiscal year mid-year analysis. Finance Department updates revenue and expenditure projections for the upcoming fiscal year.
<b>January</b>	City Manager, Finance Director and Financial Services Manager meet to discuss trends, look at financial projections, identify budget issues, and develop budget goals for upcoming fiscal year. Finance Department creates budget targets for Departments based on City Manager's goals.
<b>February</b>	City Manager begins discussions with department heads for preliminary budget projections by department.
<b>March</b>	City Manager, Finance Director and Financial Services Manager begin meeting with City Council Budget Sub-Committee. Finance Department refines revenue forecasts for the current fiscal year. Uses revenue forecasts to develop updated upcoming fiscal year revenue assumptions. Finance Department collaborates with Human Resources to update personnel and benefit budget forecasts. Finance Department gives departments its employee benefits costs. Departments enter budget requests and minor maintenance project requests in finance system.
<b>April</b>	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. City Manager reviews new budget requests with Finance Department. Finance Department works with Engineering Division to identify and forecast funding sources and new appropriation amounts for CIP projects.
<b>May</b>	Finance Department presents the preliminary proposed budget to the City Council at a study session. Finance Department revises budget based on Council feedback.
<b>June</b>	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. Finance Department presents proposed budget at the last City Council meeting in June. Engineering Division separately proposes new appropriations for CIP projects to City Council. City Council adopts proposed operating budget and through a separate resolution adopts CIP appropriations for upcoming fiscal year.
<b>July</b>	July 1 starts the new fiscal year.

## INTRODUCTORY SECTIONS

### APPROPRIATIONS LIMITS

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 on the amount 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.

#### Schedule 1: Appropriations Limit – FY 2015-16

Fiscal Year	CPI/Personal		Change Factor	Cumulative Change Factor	Appropriation Limit
	Income % Change	Population % Change			
2011-12	2.51	0.70	3.23	431.04	103,166,639
2012-13	3.77	0.98	4.79	456.48	108,108,321
2013-14	5.12	1.51	6.71	493.82	115,362,390
2014-15	(0.23)	0.79	0.56	497.14	116,008,419
2015-16	3.82	0.68	4.53	524.19	121,263,600

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Proceeds of Taxes	44,269,184	48,570,889	55,987,430	59,134,424	62,981,924
Appropriations Subject to Limit	44,269,184	48,570,889	55,987,430	59,134,424	62,981,924
Current Limit	103,166,639	108,108,321	115,362,390	116,008,419	121,263,600
<b>Amount Under Limit</b>	<b>58,897,455</b>	<b>59,537,432</b>	<b>59,374,960</b>	<b>56,873,995</b>	<b>58,281,677</b>

The City of South San Francisco is currently \$58.2 million under the Gann appropriations limit.

# OPERATING FUNDS SUMMARY

## OPERATING FUNDS SUMMARY

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### OPERATING FUNDS DESCRIPTIONS

#### GOVERNMENTAL FUNDS

##### Major Governmental Funds

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

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

##### Non Major Governmental Funds

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

**Common Greens Maintenance District Funds** – Accounts for property taxes earmarked to provide funds for the maintenance of landscaped areas within designated housing developments also known as West Park Maintenance District 1 & 2, Stonegate Maintenance District and Willow Gardens Maintenance District. These property taxes come out of regular City allocation.

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

**Gas Tax** – Accounts for State monies received and expended for street or storm drain improvements, repairs, engineering, and administration under Streets and Highway Code Sections 2103, 2105, 2106, 2107 and 2107.5. Includes sales tax on gasoline received from the State's Traffic Congestion Relief Fund.

**Measure A: ½ Cent Transportation Sales Tax Fund** – Accounts for the half-cent sales tax in the County of San Mateo that provides resources for street repairs and improvements.

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

**Parks-in-Lieu Fee Funds** – 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** – These are other impact fees funds that include payments from developers to fund the improvement of the City infrastructure such as streets and childcare facilities.

## OPERATING FUNDS SUMMARY

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

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

### PROPRIETARY FUNDS

#### Major Proprietary Funds

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

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

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

#### Non Major Proprietary Funds

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

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

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

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

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

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

## OPERATING FUNDS SUMMARY

### OPERATING FUND TITLES AND TYPES

All of the funds in the following list are appropriated by the City Council. The Internal Service Funds are paid through charges to departments in all other funds. Any fund that had a City Council approved budget either adopted or amended in FY 2014-15 or FY 2015-16 is included in the list below.

Table 2: Operating Fund Titles & Types

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

The City's FY 2013-14 Comprehensive Annual Financial Report (CAFR) listed East of 101 Sewer Impact Fee Fund, East of 101 Traffic Impact Fee Fund and Child Care Impact Fees Fund as major funds. For budgeting purposes, the above named funds are classified as non major funds.

## OPERATING FUNDS SUMMARY

### RELATIONSHIP BETWEEN FUNDS & DEPARTMENTS

Some operating departments use funds other than the General Fund for departmental activities. Department funded only with the General Fund are not listed below.

Table 3: Relationships between Funds & Departments

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

◆ Direct Responsibility

❖ Assistance Role (Finance Department provides for all funds)

## OPERATING FUNDS SUMMARY

### APPROPRIATED FUNDS SUMMARY

The City's total adopted FY 2015-16 appropriated budget, not including transfers between funds, totals \$126.3 million in revenues and \$134.9 million in expenditures\*.

#### Schedule 2: Revenues & Expenditures Summary

	Actual 2013-14	Adopted 2014-15	Amended 2014-15	Adopted 2015-16	Change from Adopted 2014-15	% Change
Revenues	121,644,042	110,366,367	122,064,008	126,381,149	16,014,782	14.5%
Expenditures	111,603,917	111,153,045	143,145,437	134,981,648	23,828,603	21.4%
<b>Net</b>	<b>10,040,125</b>	<b>(786,678)</b>	<b>(21,081,429)</b>	<b>(8,600,499)</b>	<b>(7,813,821)</b>	

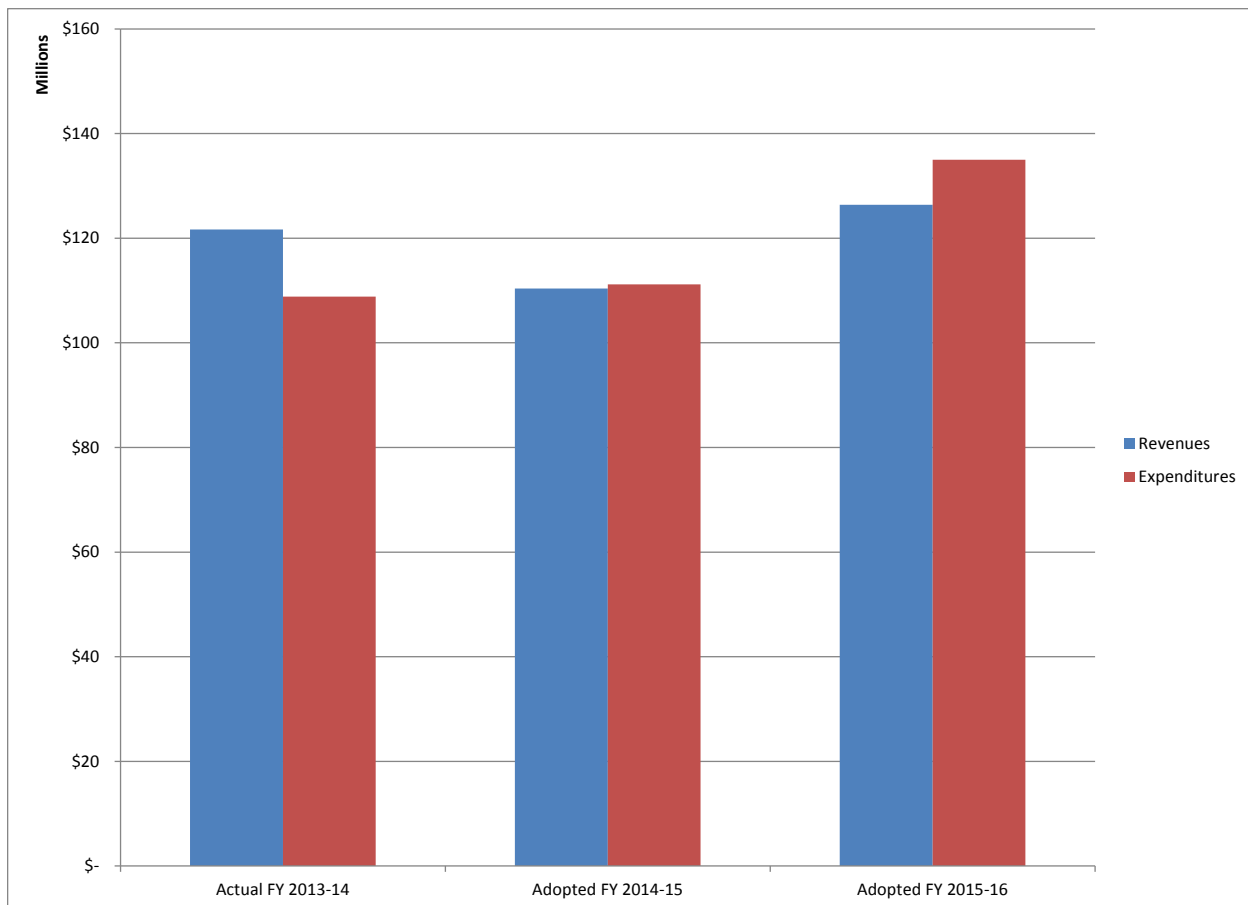
\* Funds above exclude the following:

Successor Agency revenues and expenses are approved outside the regular budget process.

Funds for which the City acts as trustee for others, such as Deferred Compensation Funds held for employees.

Internal service funds are accounted for in operating department budgets, and are therefore excluded as separate entities above.

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





## OPERATING FUNDS SUMMARY

### REVENUES & OTHER FINANCING SOURCES

FY 2015-16 revenues, not including transfers from other funds, are estimated to come in at \$126.3 million. This is a 14.5% increase compared to the FY 2014-15 adopted budget. Approximately half of the projected increase is from \$8.3 million in anticipated proceeds from a low-interest State loan to fund capital improvement projects at the Water Quality Control Plant. In addition, due to a strong economy, tax revenues which include property, sales and hotel taxes are projected to increase by 14.3% over the FY 2014-15 Adopted Budget.

#### Schedule 3: Citywide Revenues by Type

Revenue Types	Actual	Adopted	Amended	Adopted	Change from	%
	2013-14	2014-15	2014-15	2015-16	Adopted 2014-15	Change
Taxes	53,423,658	52,607,922	55,710,222	60,119,461	7,511,539	14.3%
Franchise Fees	3,686,293	3,373,000	3,373,000	3,469,000	96,000	2.8%
Licenses & Permits	4,366,271	3,296,854	3,746,854	3,876,854	580,000	17.6%
Fines & Forfeitures	1,532,919	1,093,500	1,093,500	843,500	(250,000)	(22.9%)
Intergovernmental	10,751,987	9,848,844	15,962,440	9,537,321	(311,523)	(3.2%)
Charges for Services	40,424,043	36,087,412	37,833,657	35,900,503	(186,909)	(0.5%)
Use of Money & Property	3,596,902	3,295,018	3,295,018	3,272,500	(22,518)	(0.7%)
Other Financing Sources	-	-	-	8,300,000	8,300,000	
Other Revenues	3,861,970	763,817	1,069,817	1,062,010	298,193	39.0%
<b>Subtotal</b>	<b>121,644,042</b>	<b>110,366,367</b>	<b>122,084,508</b>	<b>126,381,149</b>	<b>16,014,782</b>	<b>14.5%</b>
Transfer In	22,608,420	6,433,809	24,119,723	9,353,301	2,919,492	45.4%
<b>Total Revenues</b>	<b>144,252,462</b>	<b>116,800,176</b>	<b>146,204,231</b>	<b>135,734,450</b>	<b>18,934,274</b>	<b>16.2%</b>

\* Funds above exclude the following:

Successor Agency revenues and expenses are approved outside the regular budget process.

Funds for which the City acts as trustee for others, such as Deferred Compensation Funds held for employees.

Internal service fund revenues funded by operating department budgets.

# OPERATING FUNDS SUMMARY

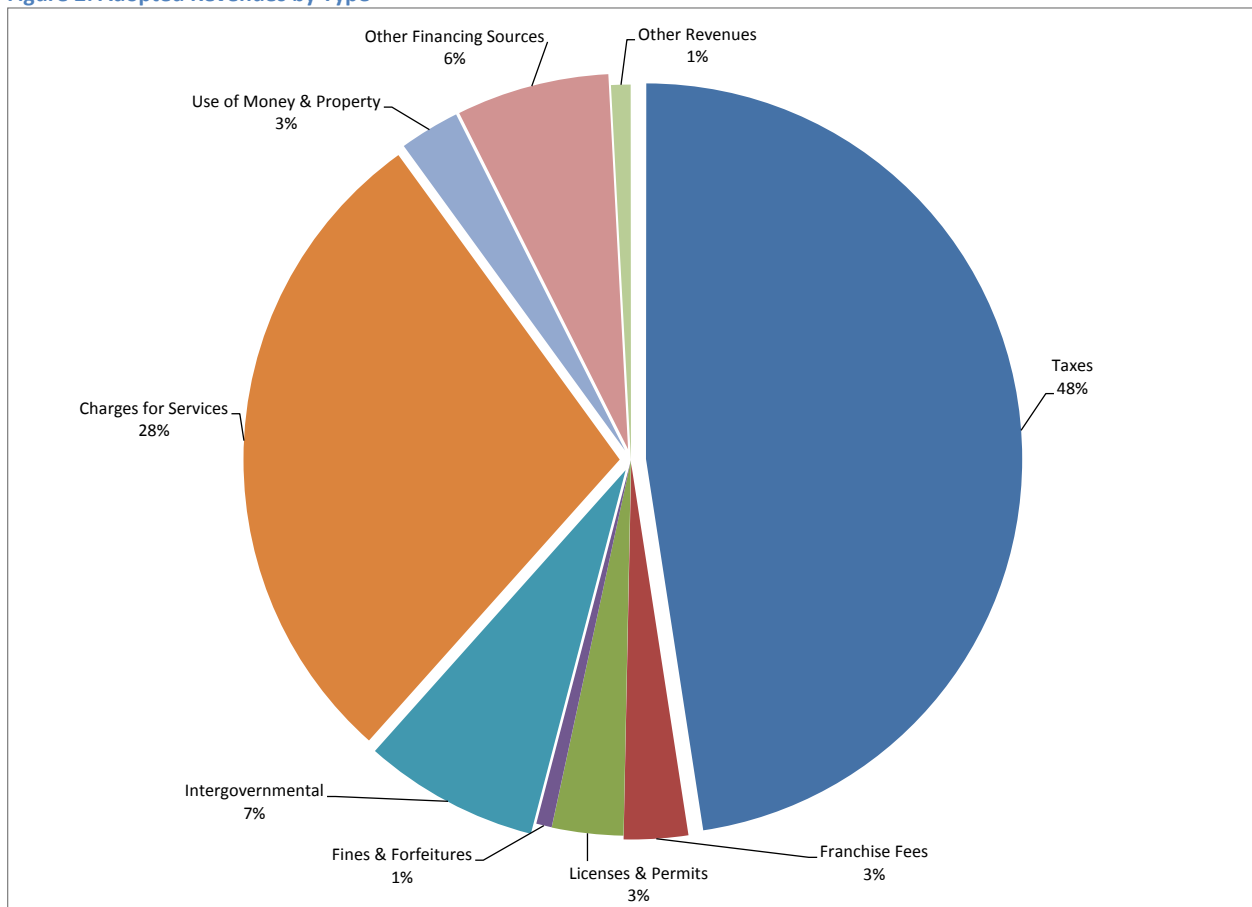
## DISCUSSION OF MAJOR REVENUE CHANGE

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

**Fines & Forfeitures:** The decline is due to the elimination of the Red Light Camera program.

**Intergovernmental:** The decrease is primarily due to the reduction of the variable rate per gallon of gas by the State Board of Equalization, which results in less Gas Tax revenues compared to the prior year.

Figure 2: Adopted Revenues by Type



# OPERATING FUNDS SUMMARY

## REVENUES BY FUND

### Schedule 4: Citywide Revenues by Fund

Fund	Actual	Adopted	Amended	Adopted	Change from	
	2013-14	2014-15	2014-15	2015-16	Adopted 2014-15	% Change
General Fund	78,339,188	74,933,942	80,319,002	83,610,753	8,676,811	11.6%
Park-in-Lieu Fees Funds	165,262	-	-	-	-	0.0%
Gas Tax Fund	2,489,341	1,897,483	2,118,483	1,640,570	(256,913)	(13.5%)
Measure A-1/2 Transportation Sales Tax	1,474,960	1,315,000	1,315,000	1,425,000	110,000	8.4%
Federal Aviation Grant Fund	43,116	4,000	4,000	4,000	-	0.0%
Community Development Block Grant	651,566	625,818	625,818	650,626	24,808	4.0%
West Park Maint Dist 1&2	425,296	411,618	411,618	426,683	15,065	3.7%
West Park Maint Dist 3	688,491	658,957	658,957	683,075	24,118	3.7%
Stonegate Ridge Maint	235,413	224,239	224,239	232,446	8,207	3.7%
Willow Gardens Maint	71,070	45,920	45,920	47,601	1,681	3.7%
City Housing Fund	249,997	700,518	700,518	786,000	85,482	12.2%
Solid Waste Reduction	180,000	180,000	180,000	180,000	-	0.0%
Supplemental Law Enforcement Services	94,780	-	100,000	100,000	100,000	0.0%
Capital Improvements	1,252,075	1,231,400	6,018,898	900,000	(331,400)	(26.9%)
Genentech Prepaid Capital Projects	3,320,191	-	-	-	-	0.0%
Capital Infrastructure Reserve Fund	-	-	-	-	-	0.0%
Sewer Enterprise Fund	26,908,319	26,887,472	28,112,055	34,239,395	7,351,923	27.3%
Parking District Fund	799,058	710,000	710,000	710,000	-	0.0%
Sewer Capacity Charges	222,438	-	-	200,000	200,000	0.0%
Storm Water Fund	416,087	410,000	410,000	415,000	5,000	1.2%
PEG Equipment & Access	173,269	130,000	130,000	130,000	-	0.0%
E. Of 101 Sewer Impact Fees Fund	888,164	-	-	-	-	0.0%
E. Of 101 Traffic Impact Fees	1,986,284	-	-	-	-	0.0%
Public Safety Impact Fee	72,992	-	-	-	-	0.0%
Child Care Impact Fees Fund	43,099	-	-	-	-	0.0%
Oyster Point Interchange Impact Fees Fund	453,587	-	-	-	-	0.0%
<b>Total</b>	<b>121,644,042</b>	<b>110,366,367</b>	<b>122,084,508</b>	<b>126,381,149</b>	<b>16,014,782</b>	<b>14.5%</b>

## OPERATING FUNDS SUMMARY

### EXPENDITURES

Overall, the City's expenditures, not including transfers to other funds, were increased by 21.4%, or approximately \$23.8 million, compared to the FY 2014-15 adopted budget. This increase is primarily due to the re-appropriation of Capital Improvement projects in FY 2014-15, which are reflected in the amended budget.

Schedule 5: Citywide Expenditures by Type

Expenditure Types	Actual	Adopted	Amended	Adopted	Change from	
	2013-14	2014-15	2014-15	2015-16	Adopted 2014-15	% Change
Salaries & Benefits	65,808,161	67,940,982	69,188,382	76,945,264	9,004,282	13.3%
Supplies & Services	33,552,647	30,016,148	60,761,141	44,269,748	14,253,600	47.5%
Capital Outlay	(628,077)	25,900	25,900	276,000	250,100	965.6%
Debt Service	6,442,515	5,711,442	5,711,442	5,706,476	(4,966)	(0.1%)
Interdepartmental Changes	6,428,670	7,458,572	7,458,572	7,784,160	325,588	4.4%
<b>Subtotal</b>	<b>111,603,916</b>	<b>111,153,045</b>	<b>143,145,438</b>	<b>134,981,648</b>	<b>23,828,603</b>	<b>21.4%</b>
Transfers Out	12,313,668	6,728,809	22,233,971	9,501,605	9,501,605	141.2%
<b>Total Expenditures</b>	<b>123,917,584</b>	<b>117,881,854</b>	<b>165,379,409</b>	<b>144,483,253</b>	<b>33,330,208</b>	<b>28.3%</b>

### DISCUSSION OF MAJOR EXPENDITURE CHANGES

The increase in salaries & benefits is primarily attributed to additional FTEs in various departments, including Parks and Recreation for an expanded childcare program funded by the Big Lift grant as well as staffing for Sunday hours at Orange Park.

Capital Outlay: The purchase of a new vehicle for the Sewer Plant and a quint for the Fire Department is projected for FY 2015-16.

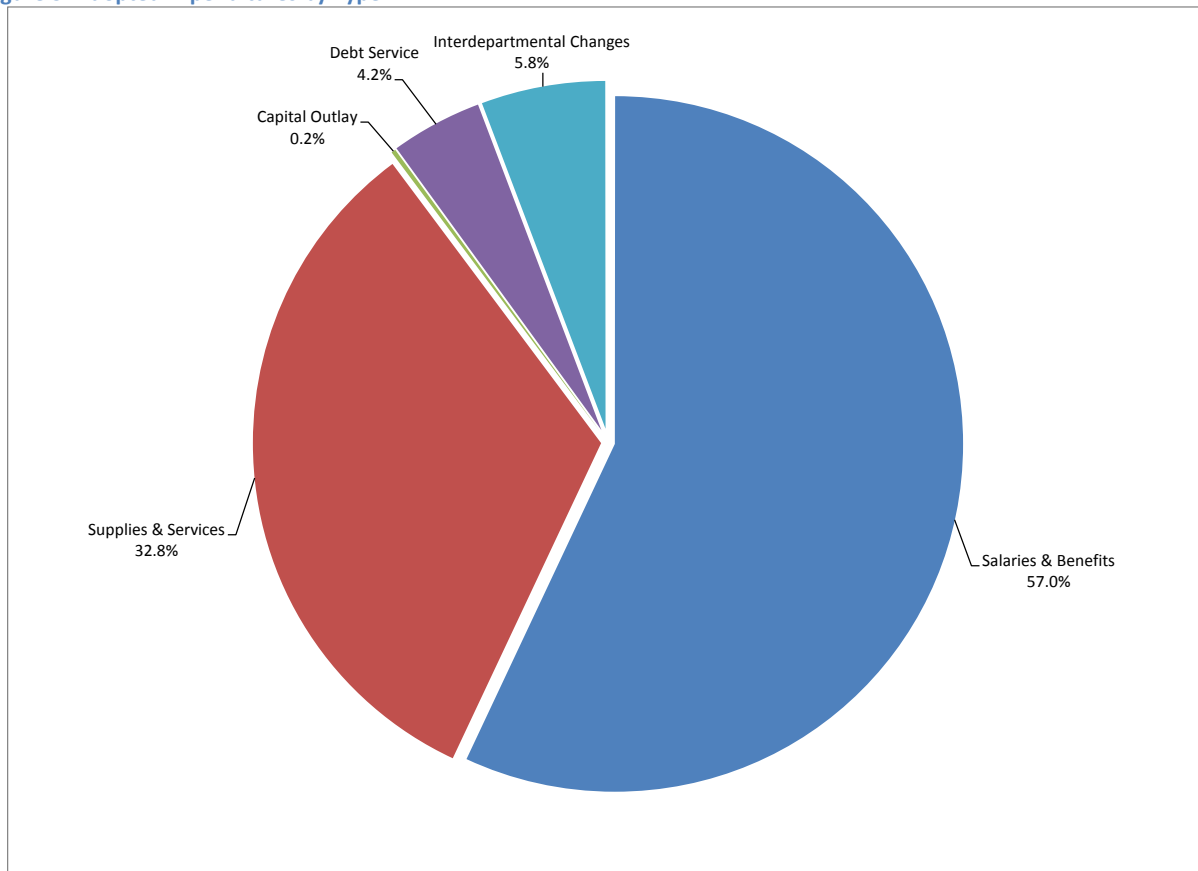
# OPERATING FUNDS SUMMARY

## EXPENDITURES BY FUND

Schedule 6: Citywide Expenditures by Fund

Fund	Actual 2013-14	Adopted 2014-15	Amended 2014-15	Adopted 2015-16	Change from Adopted	% Change
General Fund	71,648,237	74,309,158	78,685,368	82,817,601	8,508,443	11.5%
Federal Aviation Grant Fund	43,116	733,239	733,239	-	(733,239)	(100.0%)
Comm. Dev. Block Grant	618,517	535,019	585,302	685,184	150,165	28.1%
West Park Maintenance District #3	822,601	936,695	936,823	876,659	(60,035)	(6.4%)
Stonegate Ridge Maintenance	141,728	172,991	172,991	193,738	20,747	12.0%
Willow Gardens Maintenance	43,023	55,057	55,057	57,852	2,796	5.1%
West Park Maint. District #1 & #2	360,823	419,527	419,539	433,746	14,219	3.4%
City Housing Fund	310,451	530,592	587,806	2,059,185	1,528,593	288.1%
Solid Waste Reduction	86,932	136,750	195,481	129,750	(7,000)	(5.1%)
Supp. Law Enforcement Services	94,678	-	100,000	100,000	100,000	0.0%
Capital Improvements	10,484,264	5,598,810	27,122,500	8,311,000	2,712,190	48.4%
Sewer Enterprise Fund	24,837,897	25,117,295	30,275,094	36,480,282	11,362,987	45.2%
Parking District Fund	736,343	1,101,002	1,101,002	698,977	(402,024)	(36.5%)
Sewer Capacity Charges	2,500	2,500	2,500	2,500	-	0.0%
Stormwater Fund	1,220,063	1,496,911	1,912,673	2,004,025	507,114	33.9%
PEG Equipment & Access	11,861	-	200,000	-	-	0.0%
E. of 101 Sewer Impact Fees	2,500	2,500	2,500	2,500	-	0.0%
E. of 101 Traffic Impact Fees	2,500	2,500	2,500	2,500	-	0.0%
Public Safety Impact Fees	-	-	-	123,648	123,648	0.0%
Childcare Impact Fees	2,500	2,500	2,500	2,500	-	0.0%
Oyster Point Intrchnng Impact Fees	133,381	-	52,561	-	-	0.0%
<b>Total Expenditures</b>	<b>111,603,916</b>	<b>111,153,045</b>	<b>143,145,437</b>	<b>134,981,648</b>	<b>23,828,603</b>	<b>21.4%</b>

Figure 3: Adopted Expenditures by Type



OPERATING FUNDS SUMMARY

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# GENERAL FUND

# GENERAL FUND

## GENERAL FUND SUMMARY

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

### Schedule 7: General Fund Summary

Revenues	Actual 2013-14	Adopted 2014-15	Amended 2014-15	Projected 2014-15	Adopted 2015-16	Change from 2014-15 Adopted	
						Favorable / (Unfavorable)	% Change
Property Taxes	15,226,702	15,075,006	15,580,006	15,580,006	16,726,607	1,651,601	11.0%
Fmrr RDA Prop Tax Alloc.	4,099,697	4,500,000	4,500,000	4,500,000	5,142,750	642,750	14.3%
ERAF Refund from County	2,263,468	1,131,500	2,433,700	2,433,700	2,444,500	1,313,000	116.0%
Sales Tax	10,236,897	10,869,488	10,869,488	10,869,488	14,534,284	3,664,796	33.7%
Triple Flip	2,834,684	3,669,422	4,114,522	4,114,522	1,996,152	(1,673,270)	(45.6%)
Transient Occupancy Tax	11,174,017	10,684,772	11,434,772	11,434,772	12,000,000	1,315,228	12.3%
Business License	1,285,652	1,083,000	1,083,000	1,083,000	1,200,000	117,000	10.8%
Commercial Parking Tax	2,993,252	2,746,400	2,746,400	2,746,400	2,912,863	166,463	6.1%
Franchise Fees	3,517,925	3,248,000	3,248,000	3,248,000	3,344,000	96,000	3.0%
Building and Fire Permits	4,366,271	3,296,854	3,746,854	3,746,854	3,876,854	580,000	17.6%
Motor Veh. License & In-Lieu	5,319,154	5,385,045	5,385,045	5,385,045	5,385,045	-	0.0%
Rev. from Other Agencies	1,080,908	732,667	2,088,265	2,855,265	984,842	252,175	34.4%
Charges for Services	7,485,429	6,659,675	7,181,337	7,181,337	7,420,843	761,168	11.4%
Administrative Charges	1,325,500	1,365,265	1,365,265	1,365,265	1,365,265	-	0.0%
Fines	1,528,319	1,088,500	1,088,500	1,088,500	838,500	(250,000)	(23.0%)
Interest & Rent	2,958,273	2,931,500	2,931,500	2,931,500	2,931,500	-	0.0%
Transfers In & Other	1,697,130	1,588,757	2,032,448	2,732,448	1,529,049	(59,708)	(3.8%)
<i>Add Prior Year Committed Reserves</i>	N/A	N/A	4,623,197	4,623,197	N/A	N/A	N/A
<b>Total Revenues</b>	<b>79,393,277</b>	<b>76,055,851</b>	<b>86,452,299</b>	<b>87,919,299</b>	<b>84,633,054</b>	<b>8,577,203</b>	<b>11.3%</b>

Expenditures	Actual 2013-14	Adopted 2014-15	Amended 2014-15	Projected 2014-15	Adopted 2015-16	Change from 2014-15 Adopted	
						(Favorable) / Unfavorable	% Change
City Council	195,175	192,249	211,749	211,749	237,768	45,519	23.7%
City Clerk	414,430	507,564	508,535	508,535	691,304	183,739	36.2%
City Treasurer	115,521	122,094	122,094	122,094	131,193	9,098	7.5%
City Attorney	614,879	764,998	764,998	764,998	782,578	17,580	2.3%
City Manager	1,017,991	1,048,202	1,123,574	1,123,574	1,588,362	540,160	51.5%
Finance	1,852,323	1,900,235	1,926,079	1,926,079	2,027,713	127,478	6.7%
Non-Departmental	861,003	1,086,315	1,118,315	1,118,315	1,013,535	(72,780)	(6.7%)
Human Resources	882,250	1,038,521	1,284,146	1,284,146	1,475,848	437,328	42.1%
Economic & Community Dev	4,012,535	4,524,355	4,848,393	4,848,393	5,731,979	1,207,624	26.7%
Fire	20,163,758	19,800,676	20,677,242	20,677,242	21,754,722	1,954,046	9.9%
Police	22,705,021	22,572,274	23,267,446	23,267,446	24,959,424	2,387,150	10.6%
Public Works	3,952,693	4,199,327	5,435,889	5,435,889	3,912,331	(286,996)	(6.8%)
Library	3,987,928	4,406,354	4,816,872	4,816,872	4,607,218	200,864	4.6%
Parks & Recreation	11,552,498	12,145,993	12,500,436	12,500,436	13,903,626	1,757,633	14.5%
Transfers Out	12,812,614	1,650,250	5,530,630	5,730,630	1,700,000	49,750	3.0%
<b>Total Expenditures</b>	<b>85,140,619</b>	<b>75,959,408</b>	<b>84,136,398</b>	<b>84,336,398</b>	<b>84,517,601</b>	<b>8,558,193</b>	<b>11.3%</b>



## GENERAL FUND

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### GENERAL FUND RESERVES

#### GENERAL FUND RESERVE POLICIES

##### **Purpose:**

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

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

The GFOA Best Practices Recommendation for General Fund Reserves recommends at least two months of operating revenues be held in reserves, to fund the types of contingencies already in the City's Reserve Policy. The GFOA Reserves Policy also stipulates that adequacy of funds in other Reserves outside of the General Fund should be considered in determining the right level of General Fund Reserves. Given that the City has reserves for equipment replacement, information technology, workers' compensation, general liability, OPEB, and an infrastructure replacement reserve, the City's Reserve Policy is to have General Fund Reserves equal to at least two months of operating revenues, which is between 15 and 20 percent.

##### **Total General Fund Reserves:**

Consistent with best practices recommended by the Government Finance Officers' Association, General Fund Reserves should total between 15-20% of General Fund Operating Revenues. The adopted budget meets this target, with General Fund Reserves at \$16.7 million, or 20% of revenues. Funds in excess of these requirements will continue to be earmarked for paying down long term liabilities, such as for Retiree Health/Other Post-Employment Benefits (OPEB) or for Infrastructure and Facilities Replacement needs (which are also considered liabilities in accounting). The City's Reserve Policy is also consistent with an April 2014 survey of California cities. In accordance with governmental accounting standards, these types of liabilities (OPEB, Infrastructure) are often recorded in funds other than the General Fund, and excess funds accumulated in the General Fund are earmarked in other dedicated funds to comply with accompanying accounting principles. While the FY 2015-16 Adopted Budget includes appropriations to address critical deferred maintenance issues identified in the Parks Master Plan, the Council will determine use of these reserves to address the remaining issues from the Parks Master Plan as well as the Facilities Master Plan. Council will continue, however, to have full budget authority to utilize these funds for any critical City purpose.

##### **General Fund Reserve for Emergencies:**

The City's reserves policy includes a Reserves Target of 2% of General Fund operating budget revenues for a Reserve for Emergencies. This level will cover approximately one week of operations. A Reserve for Emergencies would be used to cover unanticipated costs due to catastrophic losses from natural disasters or accidents such as earthquakes, fire, pipeline explosions, flooding or other major calamities that require activation of the Emergency Operations Center.

##### **General Fund Reserve for Economic Contingencies:**

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

## GENERAL FUND

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### **Temporary Five Year Budget Alignment Contingency Reserve:**

In the prior year, the five year General Fund projection indicated a cumulative deficit of \$2.3 million due to rising employee pension and health costs. In order to bridge this gap, staff recommended and the Council approved reserving a total of \$2.3 million to be drawn down over the next five years to make the transition more manageable. Despite the implications of the revised General Fund projection, staff recommends maintaining the budget contingency reserve, due to the dependency on development over the next five years to balance the cost of operations.

### Policy

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

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

In addition to the normal economic fluctuations, all San Mateo County cities have been advised by the County that due to fluctuation in year to year state mandated education funding, the leftover dollars in the countywide Education Revenue Augmentation Fund (ERAF) are at risk each year to wide fluctuations. Due to this advisory from the County, many San Mateo County cities are budgeting for only half of the historical ERAF Refund dollars, and are using any additional dollars at year-end to flow into one-time reserves. Staff recommended and the Council approved that this practice of budgeting half of the historical levels be followed in South San Francisco, with any extra dollars going to fund one-time items such as paying down liabilities and/or debt, such as retiree health liabilities, or funding capital improvements or infrastructure backlog needs. Since the current Reserves Policy was adopted, the Reserve for Economic Contingencies had only been drawn down by \$367,000 during the recession in 2009-10.

### Excess Funds

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

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

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

## GENERAL FUND

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

Reserves for retiree health and for workers' compensation and general liabilities have long been established in the City. Beginning in the 2014-15 fiscal year, the Council, through the adopted Reserves Policy, set aside reserves to address critical City infrastructure needs. Those reserves are still under Council's purview, and could be tapped for any valid City budgeting purpose. However, staff is in the process of updating a comprehensive streets, parks, and facilities infrastructure backlog inventory, and preliminary estimates are that the backlog exceeds \$20 million. Therefore it is in the City's interest to fund those improvements, and reducing General Fund reserves is consistent with this budgeting discipline.

### Schedule 8: General Fund Reserves

	Actual 2013-14	Adopted Budget 2014-15	Amended Budget 2014-15	Projected 2014-15	Adopted 2015-16	Change from 2014-15 Budget	
						Favorable / (Unfavorable)	% Change
Total Revenues	79,393,277	76,055,851	86,452,299	87,919,299	84,633,054	8,577,203	11.3%
Total Expenditures	85,140,619	75,959,408	84,136,398	84,336,398	84,517,601	8,558,193	11.3%
<b>Net Surplus / (Deficit)</b>	<b>(5,747,342)</b>	<b>96,443</b>	<b>2,315,901</b>	<b>3,582,901</b>	<b>115,453</b>	<b>19,010</b>	<b>19.7%</b>

	Actual 2013-14	Adopted Budget 2014-15	Amended Budget 2014-15	Projected 2014-15	Adopted 2015-16	Change from 2014-15 Projected	
						Favorable / (Unfavorable)	% Change
Emergencies	1,567,000			1,610,000	1,670,000	60,000	3.7%
Economic Contingencies	9,391,000			9,799,643	10,029,643	230,000	2.3%
Budget Contingency	2,320,477			2,320,477	2,320,447	(30)	0.0%
Undesignated Reserve	2,389,947			2,829,880	2,655,363	(174,517)	-6.2%
<b>Total General Fund Reserves</b>	<b>15,668,424</b>			<b>16,560,000</b>	<b>16,675,453</b>	<b>115,453</b>	<b>0.7%</b>

Per City's Reserves Policy, 20% of revenues = 16,050,000 16,720,000

<b>Infrastructure Reserve</b>	11,161,000	12,509,324	12,509,324	5,261,000	7,952,324
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Add excess reserves from above 2,691,324  
**Projected Ending Balance 7,952,324**

## GENERAL FUND

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### GENERAL FUND REVENUES

The City's General Fund receives its revenue from taxes, permit fees, charges for services, grants and other sources. Taxes account for approximately 68% of the total revenues, which include: property taxes, sales taxes, transient occupancy tax (TOT), parking tax and business license tax.

The City estimates that FY 2015-16 General Fund revenues will come in at \$84.6 million, 11% higher than the adopted revenues for FY 2014-15. Property taxes are expected to come in 11.0% higher than the FY 2014-15 adopted budget. The local economy continues to show signs of vitality, with Sales tax revenues (including Triple Flip) projected to increase 13.7%, and General Retail and Food Products sectors leading the way. Along with record-breaking passenger traffic trends at SFO, TOT revenues are forecast to increase by 12.3%, as room rates and occupancy rates remain robust at the City's hotels.

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

### PROPERTY TAXES

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

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

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

### Budgeting Property Taxes:

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

### SALES & USE TAX

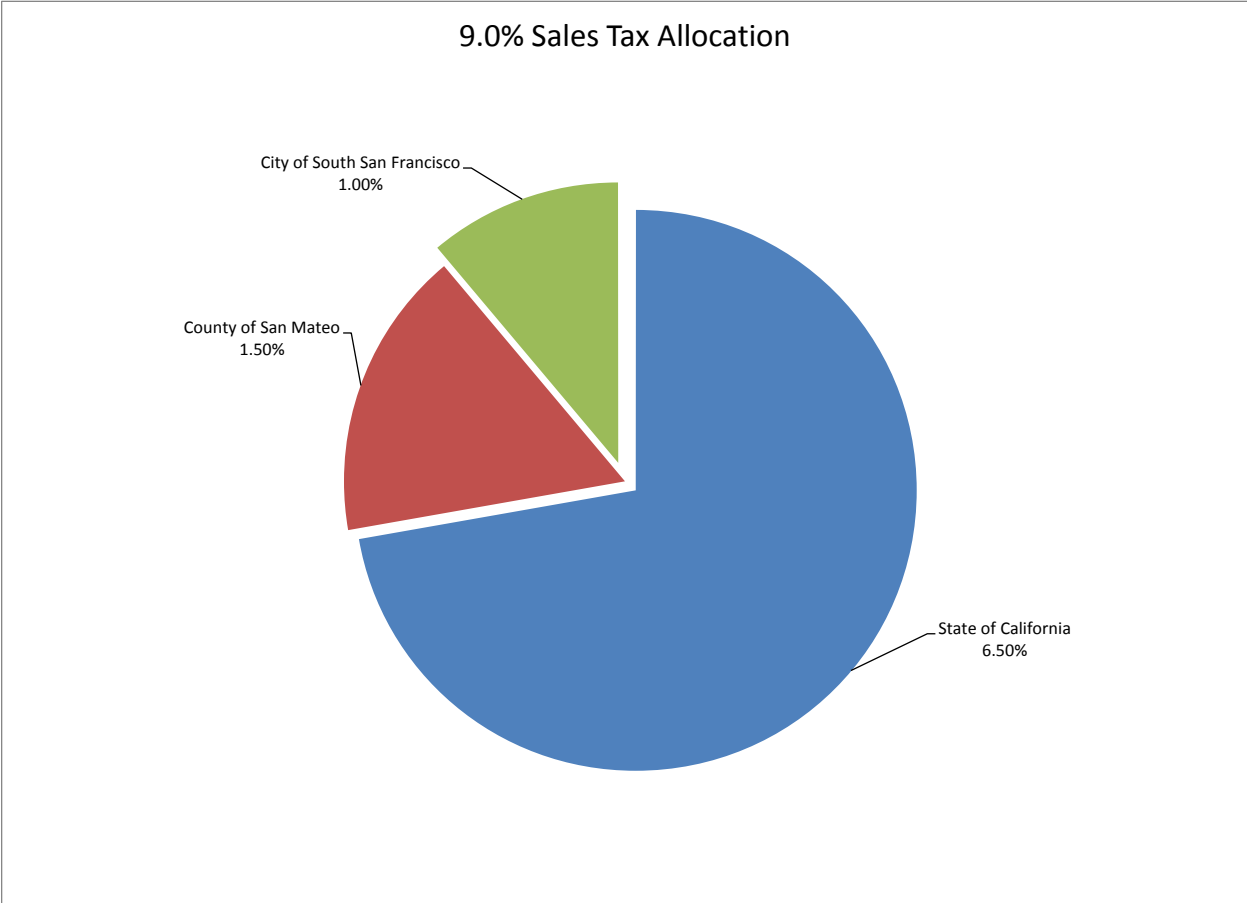
Sales & Use taxes are collected by business on purchases and submitted to the State, which distributes sales tax revenues back to cities. The local tax rate for South San Francisco is 9.00%, comprised of the State levy of 7.5% (of which the City receives 1.0%) and the County levy of 1.5%; 1.0% of which is for use on public transportation and street improvement projects (also called Measure A) and the remaining 0.5% to support various county facilities and services. Due to the State's redirection of 0.25% of the City's share of the tax to fund the 2004 Economic Recovery Bonds, cities see only 0.75% upfront, with the remaining 0.25% transferred out of the ad valorem property tax revenue, also known as Triple Flip. The state's FY 2014-15 budget includes appropriations to pay off the 2004 bonds, therefore the Triple Flip mechanism will unwind during FY 2015-16, and upon completion, the City will receive its full 1% share of Sales Tax.

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

GENERAL FUND

Figure 4: Sales Tax Allocation



**Budgeting Sales & Use Tax:**

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

**TRANSIENT OCCUPANCY TAX (TOT)**

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

**Budgeting Transient Occupancy Tax:**

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

**BUILDING & FIRE PERMITS**

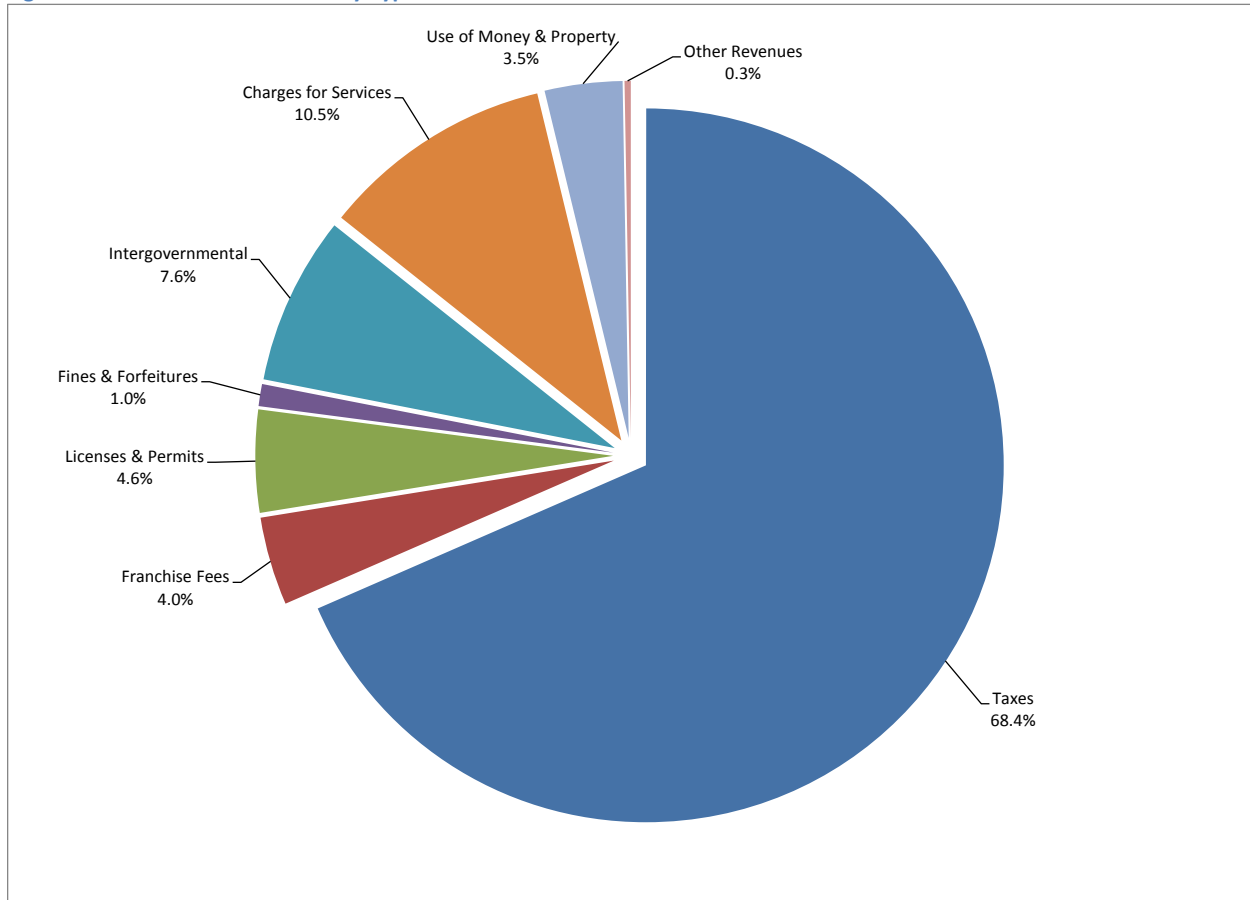
These are permits issued to developers and builders for construction or improvement of new property. The volume and value of the permits help the City identify any future large developments that may have an impact on property tax and sales tax. They are also general indicators of the general health of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

## GENERAL FUND

### Budgeting Building & Fire Permits:

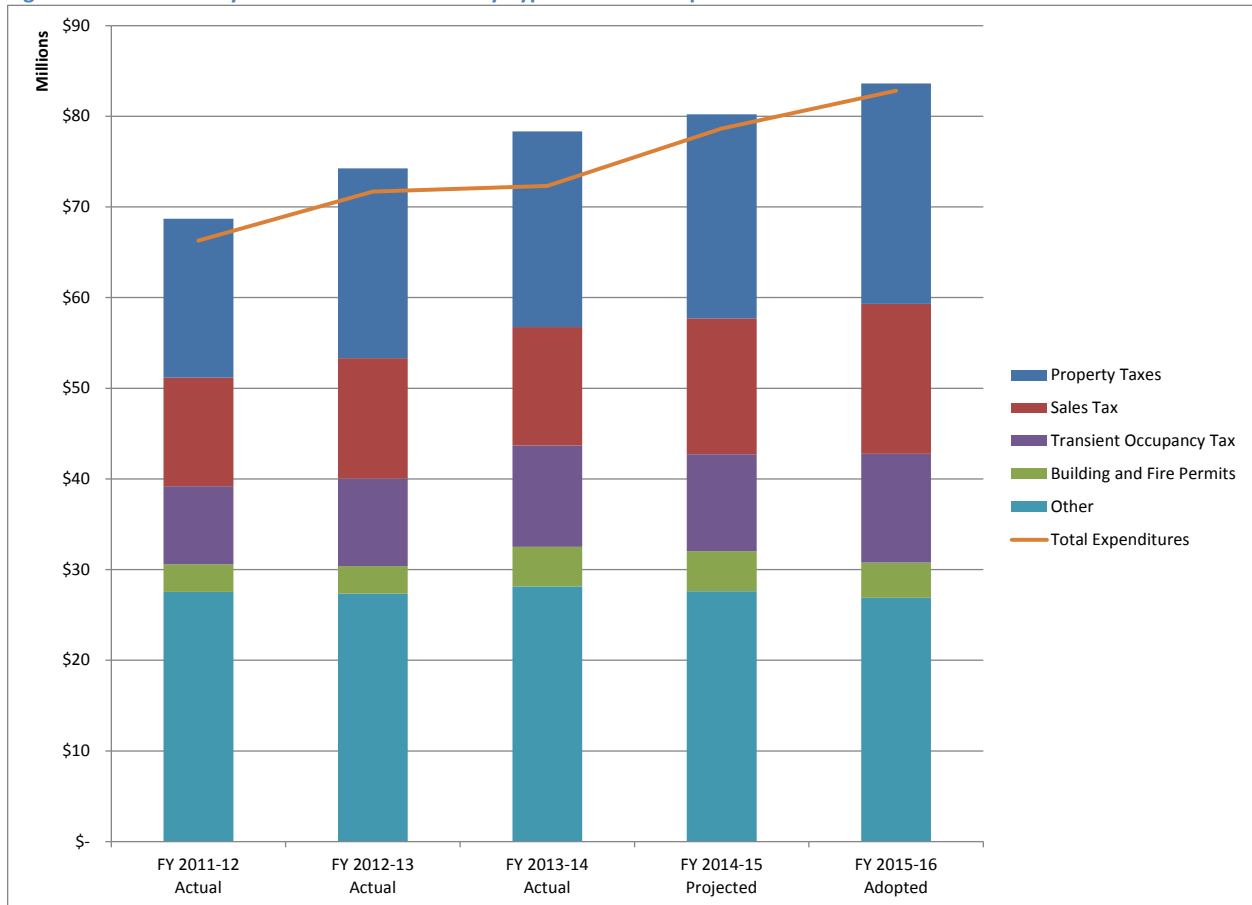
The City communicates between the Finance Department, Building Division and the Fire Department to review volume of plan checks and permit issuance in the current year and to discuss any known plans for future permit activity.

Figure 5: General Fund Revenues by Type



# GENERAL FUND

Figure 6: 5-Year History General Fund Revenue by Type with Total Expenditures

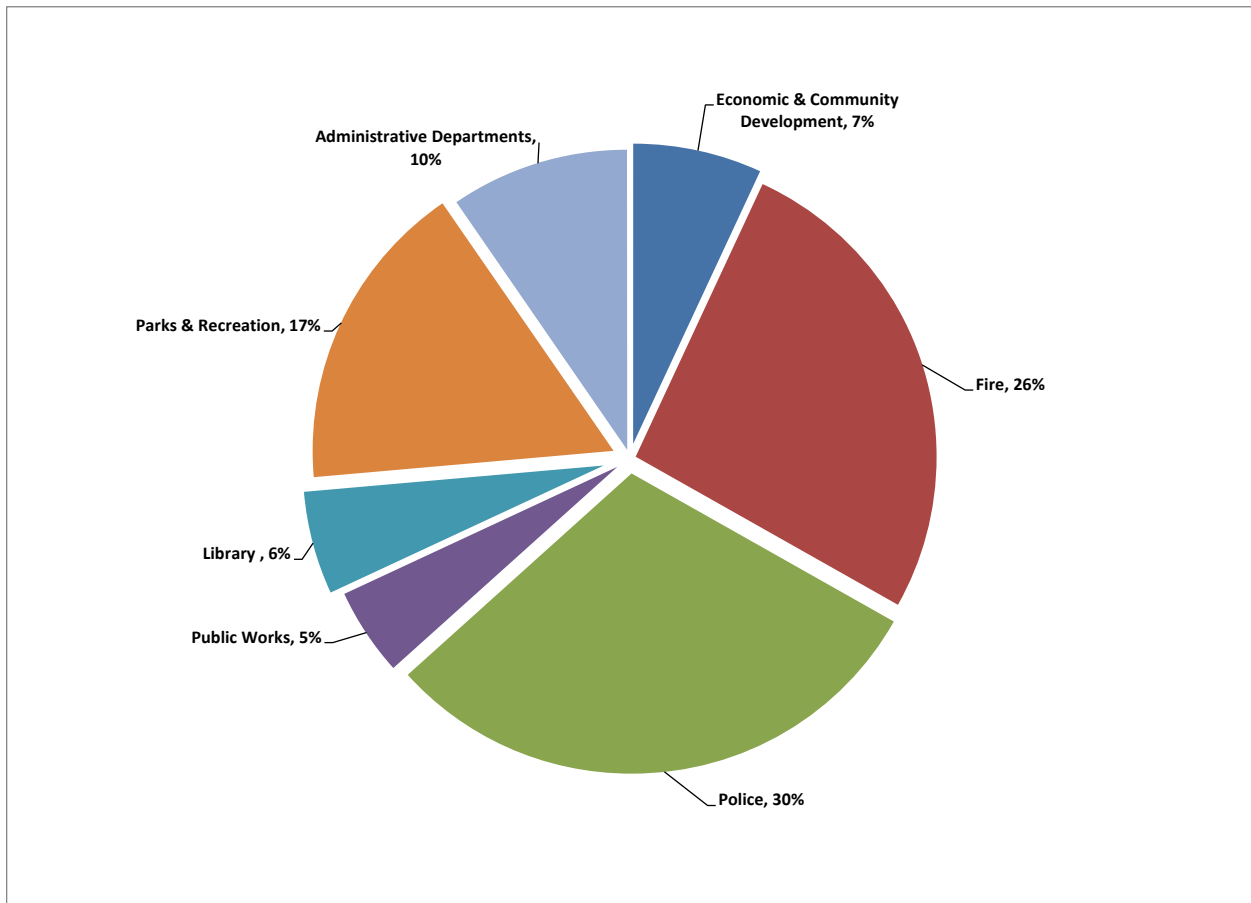


## GENERAL FUND

### GENERAL FUND EXPENDITURES

The General Fund expenditures are monitored and tracked at the line item level. Public safety activities (Police and Fire) account for 56% of the General Fund Expenditures. Administrative departments such as Finance, Human Resources and the City Manager account for 10% of General Fund Expenditures.

Figure 7: Adopted General Fund Expenditures by Department





# GENERAL FUND

## Schedule 9: General Fund Expenditures by Department

Departments	Actual 2013-14	Adopted 2014-15	Amended 2014-15	Adopted 2015-16	Change from	
					Adopted 2014-15	% Change
City Council	195,175	192,249	211,749	237,768	45,519	23.7%
City Clerk	414,430	507,564	508,535	691,304	183,739	36.2%
City Treasurer	115,521	122,094	122,094	131,193	9,098	7.5%
City Attorney	614,879	764,998	764,998	782,578	17,580	2.3%
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Finance	1,852,323	1,900,235	1,926,079	2,027,713	127,478	6.7%
Non-Departmental	861,003	1,086,315	962,156	1,013,535	(72,780)	(6.7%)
Human Resources	882,250	1,038,521	1,284,146	1,475,848	437,328	42.1%
Econ. & Comm. Development	4,012,535	4,524,355	4,848,393	5,731,979	1,207,624	26.7%
Fire	19,660,235	19,800,676	20,677,242	21,754,722	1,954,046	9.9%
Police	22,694,467	22,572,274	23,267,446	24,959,424	2,387,150	10.6%
Public Works	3,952,693	4,199,327	5,214,889	3,912,331	(286,996)	(6.8%)
Library	3,987,928	4,406,354	4,816,872	4,607,218	200,864	4.6%
Parks & Recreation	11,552,498	12,145,993	12,500,436	13,903,626	1,757,633	14.5%
<b>Subtotal</b>	<b>71,813,927</b>	<b>74,309,158</b>	<b>78,228,609</b>	<b>82,817,601</b>	<b>8,508,443</b>	<b>11.5%</b>

## GENERAL FUND

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### ADMINISTRATIVE ALLOCATIONS

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

#### Schedule 10: General Fund Administrative Allocations

Fund	Adopted 2015-16
<b><i>Common Greens Maintenance Districts</i></b>	
West Park 1 & 2	90,600
West Park 3	139,100
Stonegate	45,300
Willow Gardens	8,200
City Housing Fund	5,000
Solid Waste Reduction	19,600
<b><i>Sewer Enterprise Fund</i></b>	
Sewer Maintenance Division	71,171
Water Quality Control Plant	850,394
Parking District Fund	100,900
Sewer Capacity Charges	2,500
Storm Water Fund	15,000
E. Of 101 Sewer Impact Fees Fund	2,500
E. Of 101 Traffic Impact Fees	2,500
Child Care Impact Fees Fund	2,500
<b>Total</b>	<b>1,355,265</b>

## GENERAL FUND

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### **GENERAL FUND 5 YEAR FORECAST**

The 5-year forecast from the prior year projected a cumulative structural deficit of \$2.3 million, primarily due to the rising cost of employee pension and health. Since that time, a number of major developments have arisen that are projected to come to fruition over the next five years. Projected developments are measured by their ability to expand the City's tax base or generate recurring revenues through property, sales and transient occupancy taxes. While the next two fiscal years are expected to be break even, the effect of the developments on the City's major recurring revenues is in the out years.

### **PERSONNEL COSTS**

In FY 2015-16, General Fund personnel costs are projected at \$65.9 million, have increased 23 percent over the past five years and represent over 79 percent of total General Fund expenditures. Due to changes in actuarial assumptions with the California Public Employee Retirement System (CalPERS) and accompanying increases in the employer contribution rate each year, the cost of employee pensions continue to pose a challenge to the City's financial sustainability. In addition, medical rates typically increase 10%-15% per year, adding at least \$800,000 to the General Fund budget annually.

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

### **NON-SUSTAINABLE REDUCTIONS**

As part of budget realignment in prior years, departments took large budget reductions through funding shifts, supplies and services cuts, and planned vacancies. The City has gradually begun addressing these reductions in staffing for building, parks, and public works maintenance to make sure the City is adequately preserving community facilities and services. Accordingly, as the five-year forecast is updated and revised, the City Council and City Manager will be continuing discussions with department heads to balance the need for core services with available funding.

In prior years, the City reduced its investment in capital improvements that maintained its infrastructure and facilities in prior years to mitigate the impact of the Great Recession. As a result of projected revenue growth, the FY 2015-16 Adopted Budget includes \$1.2 million in General Fund support for the annual capital improvement program. The FY 2015-16 Adopted Budget also includes \$76,000 to address high priority deferred maintenance issues that were identified by the recently-completed Parks Master Plan. Once these high priority issues have been resolved, the City Council and City Manager will weigh the implications of the outstanding liabilities as indicated in the Parks Master Plan and Facilities Master Plan against available resources.

### **OTHER POST EMPLOYMENT BENEFITS (OPEB)**

The City's most recent actuarial study has estimated the City's total OPEB liability at \$71 million, a 14 percent decrease from the prior actuarial valuation, which reflects investment of \$13.5 million into the California Employers' Retirement Benefit Trust (CERBT). In addition, the FY 2015-16 Adopted Budget includes \$250,000 as an ongoing annual contribution from the General Fund to the CERBT trust to further reduce the City's OPEB liability.

## GENERAL FUND

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### **CONCLUSION**

The City has taken steps each budget year to preserve services and staffing levels, and has maintained adequate General Fund reserves. However, the projected outcome indicated in the five-year forecast is dependent upon major developments coming to fruition. In the event of a recession, past experience indicates that the projected pace and timing of development will most likely be altered, thus revenues projections would need to be revisited along with a commensurate alignment of expenditures.

# DEPARTMENTAL PAGES

## DEPARTMENT PAGES

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### DEPARTMENTS OVERVIEW

#### **BUDGETED CITY DEPARTMENTS**

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

#### **Administrative Departments**

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

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

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

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

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

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

**Human Resources** – This department is responsible for the recruitment of employees, maintenance of benefits, succession planning, employee training, and labor negotiations.

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

#### **Operating Departments**

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

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

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

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

## DEPARTMENT PAGES

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

**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.

**CITY COUNCIL**



**MISSION:**

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

**ELECTIONS:**

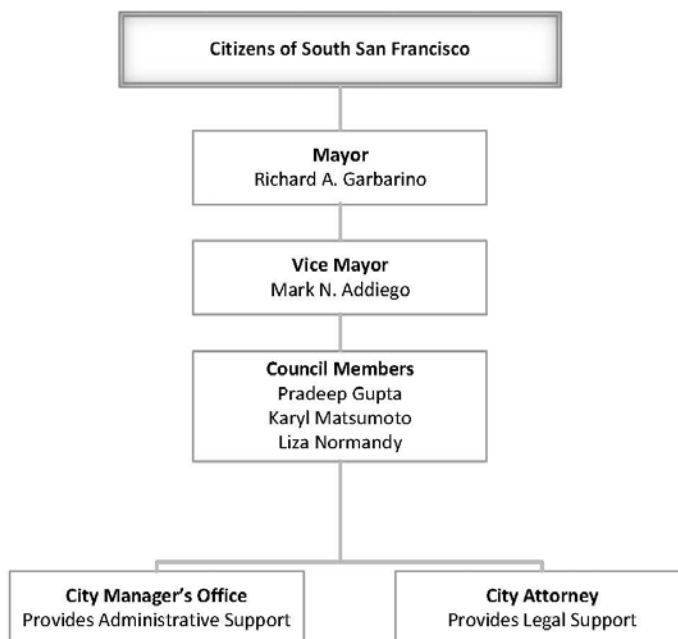
Five members are elected to four-year Council terms. Elections are held in odd-numbered years. Three members are elected together, and the other two are elected in the next election. The Mayor and Vice Mayor are selected by the Council from its members in non-election years. During election years, the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



## DEPARTMENT PAGES

### CITY COUNCIL SUMMARY:

Organization Chart 2: City Council



Fiscal Year 2015-16 Position Budget Totals: 5.0 FTE Elected Officials

Table 4: City Council Position Budget

City Council			FTE Actual 2013-14	FTE Amended 2014-15	FTE Adopted 2015-16	Change from 2014-15
Position Title						
<b>Full Time</b>						
E110	FT	Elected City Council Member	5.00	5.00	5.00	0.00
<b>Total</b>			<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>

Schedule 11: City Council Expenditures

General Fund	Actual	Adopted	Amended	Adopted	Change	% Change
	2013-14	2014-15	2014-15	2015-16	from Adopted 2014-15	
PAYROLL	134,851	126,717	126,717	169,811	43,094	34%
SUPPLIES & SERVICES	35,628	38,807	58,307	38,857	50	0%
INTERDEPARTMENTAL CHARGES	24,696	26,725	26,725	29,100	2,375	9%
<b>Total Expenditures</b>	<b>195,175</b>	<b>192,249</b>	<b>211,749</b>	<b>237,768</b>	<b>45,519</b>	<b>24%</b>

### CITY CLERK



#### **MISSION:**

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

#### **THE DEPARTMENT SUPPORTS ITS MISSION TO THE CITY THROUGH:**

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

#### **ACCOMPLISHMENT/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2014-15:**

- Assumed responsibility for Brown Act requirements related to newly established Council Subcommittees meeting the Standing Committee definition under California law;
- Paired down City's inactive records files through box level review of inactive files in storage; secured City's records through off-site records storage procedures;
- Reviewed legislation related to electronic records in conjunction with development of plan to streamline records storage City-wide.

#### **OBJECTIVES FOR FISCAL YEAR 2015-16:**

- Manage the 2015 Municipal Election;
- Continue to work with Departments to convert records retained in physical storage at the Corporation Yard to electronic format in line with the statewide movement towards electronic availability of records;
- Move City's inactive records to a secure records storage facility to achieve security, safety and efficiency related goals;
- Develop Electronic Portal for FPPC Filings.

## DEPARTMENT PAGES

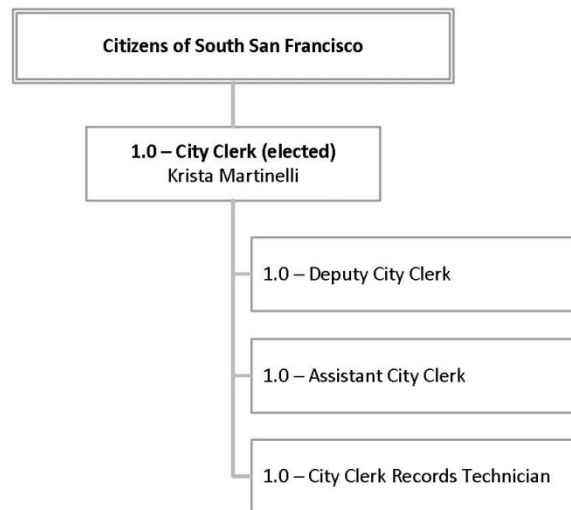
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### BUDGET HIGHLIGHTS FOR FISCAL YEAR 2015-16:

- \$7,000 Appropriation to accommodate maintenance of an agreement with a records storage company;
- \$120,000 to manage the 2015 Municipal Election;
- A City Clerk Records Technician position was added to meet the ongoing needs of members of the public as well as staff.

### CITY CLERK SUMMARY:

#### Organization Chart 3: City Clerk's Office



Fiscal Year 2015-16 Position Budget Totals: 1.0 FTE Elected Official and 3.0 FTE

## DEPARTMENT PAGES

Table 5: City Clerk Position Budget

City Clerk			FTE Actual 2013-14	FTE Amended 2014-15	FTE Adopted 2015-16	Change from 2014-15
Position Title						
<b>Full Time</b>						
E100	FT	Elected City Clerk	1.00	1.00	1.00	0.00
O285	FT	Assistant City Clerk	1.00	1.00	1.00	0.00
O320	FT	Deputy City Clerk	1.00	1.00	1.00	0.00
(TBD)	FT	City Clerk Records Technician	0.00	0.00	1.00	1.00
<b>Total FTE</b>			<b>3.00</b>	<b>3.00</b>	<b>4.00</b>	<b>1.00</b>

Schedule 12: City Clerk Expenditures

General Fund	Actual 2013-14	Adopted 2014-15	Amended 2014-15	Adopted 2015-16	Change from Adopted 2014-15	% Change
PAYROLL	305,241	380,549	380,549	500,230	119,680	31.4%
SUPPLIES & SERVICES	79,012	94,414	95,385	155,589	61,175	64.8%
INTERDEPARTMENTAL CHARGES	30,176	32,601	32,601	35,485	2,884	8.8%
<b>Total Expenditures</b>	<b>414,430</b>	<b>507,564</b>	<b>508,535</b>	<b>691,304</b>	<b>183,739</b>	<b>36.2%</b>

**CITY TREASURER**



**MISSION**

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

**RESPONSIBILITIES**

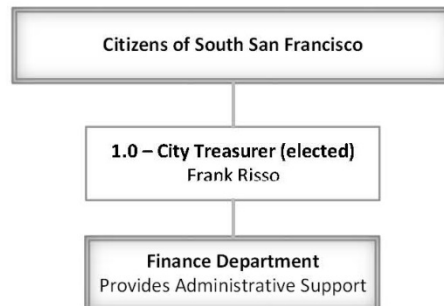
The City Treasurer is charged with:

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

## DEPARTMENT PAGES

### CITY TREASURER SUMMARY

Organization Chart 4: City Treasurer



Fiscal Year 2015-16 Position Budget Totals: 1.0 FTE Elected Official

Table 6: City Treasurer Position Budget

City Treasurer			FTE Actual 2013-14	FTE Amended 2014-15	FTE Adopted 2015-16	Change from 2014-15
Position Title						
<b>Full Time</b>						
E105	FT	Elected City Treasurer	1.00	1.00	1.00	0.00
<b>Total</b>			<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>

Schedule 13: City Treasurer Expenditures

General Fund	Actual 2013-14	Adopted 2014-15	Amended 2014-15	Adopted 2015-16	Change from Adopted 2014-15	% Change
PAYROLL	41,683	38,399	38,399	47,322	8,923	23%
SUPPLIES & SERVICES	72,088	81,800	81,800	81,800	-	0%
INTERDEPARTMENTAL CHARGES	1,750	1,896	1,896	2,071	175	9%
<b>Total Expenditures</b>	<b>115,521</b>	<b>122,094</b>	<b>122,094</b>	<b>131,193</b>	<b>9,098</b>	<b>7%</b>

### CITY ATTORNEY



#### **MISSION:**

The City Attorney is directly appointed by the City Council. The City Attorney represents and advises the City Council, Boards and Commissions, and officers and employees of the City in all matters of law pertaining to their respective offices and official activities. The City Attorney prepares all proposed ordinances, resolutions and amendments, prepares or approves the form of all other legal documents and represents the City in litigation to which the City is a party.

The City Attorney, whose services are retained by the City through a contract relationship, is responsible for the following services:

- Providing legal advice and information to the Council and staff;
- Preparing legislation and legal documents;
- Reviewing contracts, leases and agreements;
- Providing legal defense for the City in a manner that minimizes City liability and exposure;
- Providing legal advice to the City Council, City Manager, Departments, Boards and Commissions;
- Supporting staff in enforcing community standards and codes fairly; and
- Managing the City's litigation.

#### **FY 2014-15 ACCOMPLISHMENTS:**

- Assisted Planning Division with the preparation and negotiation of development agreement, environmental review and entitlements for the Britannia Cove at Oyster Point Project;
- Assisted City staff with the adoption of the Downtown Station Area Specific Plan and related environmental review;
- Assisted Planning Division with the adoption of a Development Agreement with FlightCar and associated environmental review;
- Provided legal analysis and options to City staff and Council regarding Downtown revitalization initiatives;
- Provided continuing support and advice to the South San Francisco Conference Center Authority;
- Provided support to Police Department through the prosecution of Municipal Code violations, abatement of deadly weapons through court proceedings, and protection of confidential police records;
- Updated Boards and Commission Handbook and conducted Boards and Commission training;
- Assisted staff with the preparation, drafting and adoption of ordinances to implement the City policy goals, including the following:
  - an ordinance prohibiting smoking along Grand Avenue in the Downtown Core;
  - an ordinance updating the City's special event permitting requirements;

## DEPARTMENT PAGES

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- an ordinance revising the City’s purchasing procedures;
- an ordinance modifying regulations related to Banks and Financial Institution Uses, including check cashing businesses and other financial services;
- an ordinance modifying the powers and duties of the Parking Place Commission and Planning Commission;
- an ordinance revising zoning regulations for signs citywide;
- an ordinance clarifying regulations related to the location of Public Parking Uses in Employment-related Zoning Districts; and
- an ordinance making modifications to the zoning code related to Commercial and Public Parking Uses citywide.

### **FY 2014-15 OBJECTIVES:**

- Continue to assist City Council with downtown and business development initiatives;
- Assist staff with Caltrain relocation efforts;
- Assist City staff with the implementation of the Downtown Station Area Specific Plan;
- Assist City staff with the negotiation and entitlement of Rotary, Sares-Regis, and Brookwood development projects;
- Assist City staff with updates to internal city policies and provide training on implementation;
- Update the City’s standard agreements and conduct training with staff on contracting procedures;
- Continue to assist staff with the preparation, drafting and adoption of new ordinances.

### **CITY ATTORNEY ORGANIZATION CHART**

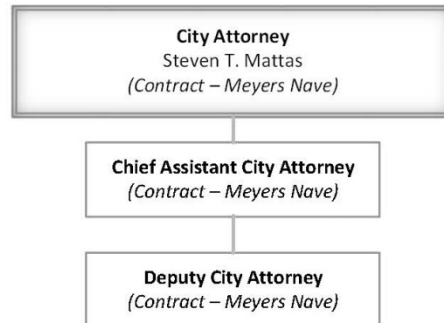
- Steve Mattas, City Attorney
- Jason Rosenberg, Chief Assistant City Attorney
- Lindsay D’Andrea, Assistant City Attorney
- Robin Donoghue, Successor Agency Counsel
- Jesse Lad, Labor and Employment Counsel



## DEPARTMENT PAGES

### CITY ATTORNEY SUMMARY

#### Organization Chart 5: City Attorney



#### Schedule 14: City Attorney Expenditures

General Fund	Actual 2013-14	Adopted 2014-15	Amended 2014-15	Adopted 2015-16	Change from	
					Adopted 2014-15	% Change
SUPPLIES & SERVICES	605,155	754,500	754,500	771,000	16,500	2.2%
INTERDEPARTMENTAL CHARGES	9,724	10,498	10,498	11,578	1,080	10.3%
<b>Total Expenditures</b>	<b>614,879</b>	<b>764,998</b>	<b>764,998</b>	<b>782,578</b>	<b>17,580</b>	<b>2.3%</b>

### CITY MANAGER



#### **MISSION STATEMENT:**

The daily business of City operations is the responsibility of the City Manager, the Chief Executive Officer of the municipal corporation appointed by the City Council. The City Manager's office is responsible for implementation of City Council policy, programs and activities, community relations, ombudsmanship, numerous special projects, lobbying activities, interagency coordination and other duties as determined by the City Council. City personnel report to the City Manager.

#### **ACCOMPLISHMENT/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2014-15:**

- Developed short and long range strategic plans, identifying priority projects and action items;
- Completed a study of the Police and Fire Departments, eliminating the position of Public Safety Chief and re-establishing positions of Fire Chief and Police Chief;
- Hired a new Police Chief, new Fire Chief, new Finance Director, new Assistant City Manager, new Director of Economic and Community Development, new Communications Director, and a new Human Resource Director;
- Expanded outreach and engagement with residents, businesses, and visitors to South San Francisco through enhanced social media, a new website, a new mobile application called EngageSSF, mailers to residents, and a series of Town Hall meetings;
- Worked with members of City Council and staff to successfully represent the City at the 2014 BIO Conference in San Diego;
- Expanded the scope of the IT Department, retooling the IT Director as the Chief Innovation Officer and creating an Innovation Committee spanning all departments to bring forth and coordinate ways to improve City operations;
- Reinvigorated and refined the City's five-year financial forecasting model;
- Developed a sustainability plan, double-hatting the Assistant City Manager as the new Chief Sustainability Officer to lead city efforts and liaise with businesses and outside agencies;
- Updated the Boards and Commission Handbook and held training for all members;
- Revamped the City's grant application process, selecting of an outside agency to assist with grants;
- Partnered with the San Mateo County Transportation Authority to obtain \$49.1 million in funding for a new Caltrain station;
- Provided funding options for improvements at the former Public Utilities Commission (PUC) site.

## DEPARTMENT PAGES

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### **OBJECTIVES FOR FISCAL YEAR 2015-16:**

- Maintain, Train, and Support a High Performance Team;
- Pursue funding for a new Police Operations Center, new Parks and Recreation community facility, and a new main library;
- Work with the San Mateo County Transit District to start construction of the new SSF Caltrain Station;
- Pursue improvements to the operation of the Oyster Point recreation area, harbor, and marina;
- Continue collaborative efforts with the Oversight Board to develop, sell, or transfer former Redevelopment Agency assets;
- Continue to provide information to the Council on public uses at the former PUC site;
- Progress on the Sustainability Action Plan and the City's Climate Action Plan;
- Increase the effectiveness and range of the City's internal and external communications strategy;
- Partnering with the Chamber of Commerce and Downtown Merchants Association towards supporting a strong and healthy downtown area.

### **BUDGET HIGHLIGHTS FOR FISCAL YEAR 2015-16:**

- Increase for travel and conference promoting the City (BIO, IAMC, Team California, etc.).

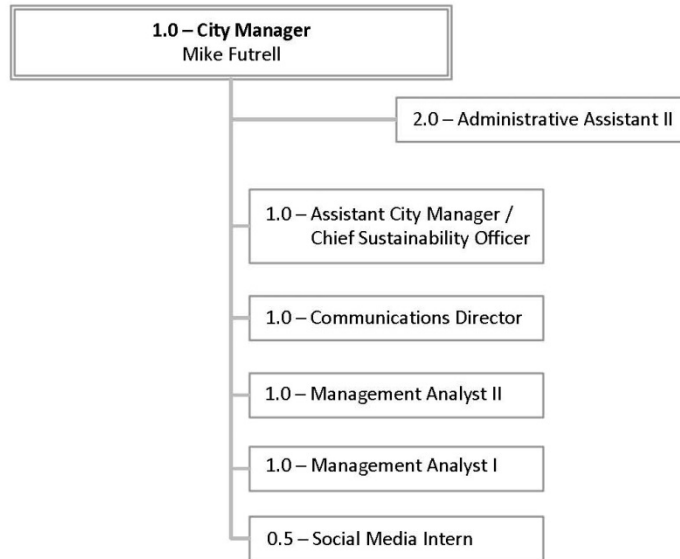
### **FY2015-16 SERVICE LEVEL CHANGES**

- A Management Analyst II position was added to optimize administrative support to the City Council.

# DEPARTMENT PAGES

## CITY MANAGER SUMMARY

Organization Chart 6: City Manager's Office



Fiscal Year 2015-16 Position Budget Totals: 7.0 FTE, 0.5 Hourly

## DEPARTMENT PAGES

Table 7: City Manager's Office Position Budget

City Manager			FTE	FTE	FTE	Change
			Actual	Amended	Adopted	from
Position Title			2013-14	2014-15	2015-16	2014-15
<b>Full Time</b>						
N115	FT	City Manager	1.00	1.00	1.00	0.00
N100	FT	Assistant City Manager	0.00	1.00	1.00	0.00
N190	FT	Communications Director	0.00	1.00	1.00	0.00
M560	FT	Management Analyst II	0.00	0.00	1.00	1.00
M570	FT	Management Analyst I	0.00	1.00	1.00	0.00
N180	FT	Assistant to the City Manager	1.00	0.00	0.00	0.00
O410	FT	Executive Assistant to City Manager	1.00	0.00	0.00	0.00
O310	FT	Administrative Assistant II	1.00	2.00	2.00	0.00
<b>Subtotal Full -Time</b>			4.00	6.00	<b>7.00</b>	1.00
<b>Hourly</b>						
X570	FT	Social Media Coordinator	0.50	1.00	0.00	(1.00)
X280	Hrly	Student Intern	0.00	0.00	0.50	0.50
<b>Subtotal Hourly</b>			0.50	1.00	<b>0.50</b>	(0.50)
<b>Total FTE</b>			4.50	7.00	<b>7.50</b>	0.50

Schedule 15: City Manager's Office Expenditures

General Fund	Actual	Adopted	Amended	Adopted	Change from	
					2013-14	2014-15
PAYROLL	763,546	962,703	887,703	1,458,863	496,160	51.5%
SUPPLIES & SERVICES	219,108	54,210	204,582	95,874	41,664	76.9%
INTERDEPARTMENTAL CHARGES	35,338	31,289	31,289	33,625	2,336	7.5%
<b>Total Expenditures</b>	<b>1,017,991</b>	<b>1,048,202</b>	<b>1,123,574</b>	<b>1,588,362</b>	<b>540,160</b>	<b>51.5%</b>

### FINANCE



#### **MISSION STATEMENT:**

The Finance Department provides financial services to City departments, including payment to vendors, payroll and mandated financial services. To that end, the department: Facilitates fiscal accountability and ensures stewardship 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, analysis and reporting services for a more informed and collaborative budget process.

#### **THE DEPARTMENT SUPPORTS ITS MISSION TO THE CITY THROUGH:**

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

#### **ACCOMPLISHMENT/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2014-15:**

- Updated the City Manager's contract authority to be in alignment with comparable cities and streamline operations;
- Completed remittance of funds that were set aside for retiree health liability into a trust fund with California Public Employee Retirement System (CalPERS);
- Continued to refine and improve the 5-year financial forecast to drive decisions which have an impact on the City's long-term financial sustainability;
- Cross-trained employees in accounts receivable for succession planning purposes.

#### **OBJECTIVES FOR FISCAL YEAR 2015-16:**

- Continue to monitor longer term obligations and revenue trends and update five year financial forecast;
- Work with the Human Resources Department to identify and evaluate potential payroll / Human Resources Information System (HRIS) that will meet the City's need to address reporting requirements due to changes in labor laws, continually monitor position control and drive the employee budget process;
- Continue to collaboratively work with Information Technology, Building and Planning Divisions, and Fire Prevention to implement on-line business license review and approval system.

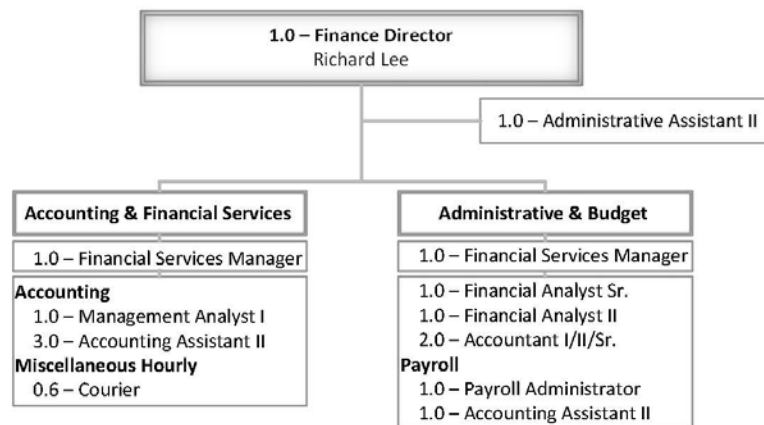
## DEPARTMENT PAGES

### BUDGET HIGHLIGHTS FOR FISCAL YEAR 2015-16

No significant resource level changes are included.

### FINANCE DEPARTMENT SUMMARY:

#### Organization Chart 7: Finance Department



Fiscal Year 2015-16 Position Budget Totals: 14.0 FTE, 0.6 FTE Hourly

## DEPARTMENT PAGES

Table 8: Finance Department Position Budget

Finance			FTE	FTE	FTE	Change
			Actual	Amended	Adopted	from
Position Title			2013-14	2014-15	2015-16	2014-15
<b>Full Time</b>						
N145	FT	Director of Finance	1.00	1.00	1.00	0.00
M770	FT	Financial Services Manager	1.00	2.00	2.00	0.00
M615	FT	Senior Financial Analyst	1.00	1.00	1.00	0.00
M610	FT	Financial Analyst II	1.00	1.00	1.00	0.00
O405	FT	Data Business Systems Specialist	1.00	1.00	0.00	(1.00)
M570	FT	Management Analyst I	0.00	0.00	1.00	1.00
M625	FT	Senior Accountant	1.00	1.00	1.00	0.00
M100	FT	Accountant I	1.00	1.00	1.00	0.00
A225	FT	Accounting Assistant II	2.00	2.00	4.00	2.00
M785	FT	Payroll Administrator	1.00	1.00	1.00	0.00
O315	FT	Administrative Assistant I	1.00	1.00	0.00	(1.00)
O310	FT	Administrative Assistant II	1.00	1.00	1.00	0.00
<b>Subtotal Full -Time</b>			<b>12.00</b>	<b>13.00</b>	<b>14.00</b>	<b>1.00</b>
<b>Hourly</b>						
X280	Hrly	Miscellaneous Hourly	0.60	0.60	0.60	0.00
<b>Subtotal Hourly</b>			<b>0.60</b>	<b>0.60</b>	<b>0.60</b>	<b>0.00</b>
<b>Total FTE</b>			<b>12.60</b>	<b>13.60</b>	<b>14.60</b>	<b>1.00</b>

Schedule 16: Finance Department Expenditures

General Fund	Actual	Adopted	Amended	Adopted	Change from	
					Adopted	% Change
	2013-14	2014-15	2014-15	2015-16	2014-15	
PAYROLL	1,388,056	1,563,598	1,580,798	1,680,142	116,544	7.4%
SUPPLIES & SERVICES	277,300	120,114	128,758	119,014	(1,100)	(0.9%)
INTERDEPARTMENTAL CHARGES	186,967	216,523	216,523	228,557	12,034	5.6%
<b>Total Expenditures</b>	<b>1,852,323</b>	<b>1,900,235</b>	<b>1,926,079</b>	<b>2,027,713</b>	<b>127,478</b>	<b>6.6%</b>



## DEPARTMENT PAGES

### NON-DEPARTMENTAL

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

Schedule 17: Non-Departmental Expenditures

General Fund	Actual 2013-14	Adopted 2014-15	Amended 2014-15	Adopted 2015-16	Change from Adopted 2014-15	% Change
<b>Contractual Services</b>						
Animal Control	583,043	555,453	538,043	555,453	-	0.0%
C/CAG	56,661	59,576	59,576	59,342	(234)	(0.4%)
C/CAG Congestion Relief	166,325	166,325	166,325	162,255	(4,070)	(2.4%)
Other Contractual Services	46,452	-	-	113,000	113,000	100.0%
<b>Subtotal Contractual Services</b>	<b>852,481</b>	<b>781,354</b>	<b>763,944</b>	<b>890,050</b>	<b>108,696</b>	<b>13.9%</b>
<b>Dues, Meetings</b>						
ABAG	12,152	12,152	12,152	13,024	872	7.2%
Airport Roundtable	150	1,500	1,500	1,500	-	0.0%
International City/County Mngmnt Assoc.	700	1,400	1,400	1,400	-	0.0%
Joint Venture Silicon Valley	2,000	-	-	-	-	0.0%
LAFCO	8,752	6,873	6,873	12,533	5,660	82.4%
League of CA Cities	19,884	19,883	19,883	19,883	-	0.0%
Municipal Mngmnt Assoc. of Northern CA	140	100	100	100	-	0.0%
National League of Cities	-	5,400	5,400	5,400	-	0.0%
Peninsula Conflict Resolution Center	18,564	17,000	17,000	19,492	2,492	14.7%
Sister Cities International	680	680	680	680	-	0.0%
SMC Sustainable Book	-	-	-	4,000	4,000	100.0%
SSF Chamber of Commerce	2,520	2,520	2,520	2,520	-	0.0%
Peninsula TV	-	-	-	20,000	20,000	100.0%
Other	-	-	-	500	500	100.0%
<b>Subtotal Dues, Meetings</b>	<b>65,542</b>	<b>67,508</b>	<b>67,508</b>	<b>101,032</b>	<b>33,524</b>	<b>49.7%</b>
<b>Other Expenditures</b>						
Citizens Academy	-	8,340	8,340	-	(8,340)	(100.0%)
Neighborhood Grant Program	-	2,500	2,500	-	(2,500)	(100.0%)
Promotional	-	-	-	16,000	16,000	100.0%
Postage -Printing	1,158	7,213	7,213	1,213	(6,000)	(83.2%)
Special Program Expenditure	-	215,000	215,000	3,000	(212,000)	(98.6%)
Phone	830	900	900	400	(500)	(55.6%)
Miscellaneous	1,857	3,500	3,500	1,840	(1,660)	(47.4%)
<b>Subtotal Other Expenditures</b>	<b>3,845</b>	<b>237,453</b>	<b>237,453</b>	<b>22,453</b>	<b>(215,000)</b>	<b>(90.5%)</b>
<b>Total Expenditures</b>	<b>921,868</b>	<b>1,086,315</b>	<b>1,068,905</b>	<b>1,013,535</b>	<b>(72,780)</b>	<b>(6.7%)</b>

#### DEPARTMENTAL CHANGES & HIGHLIGHTS:

Other:

- Grant consulting services will be \$63,000; The City's share of the Conference Center Expansion Phase Two study will be \$50,000

## HUMAN RESOURCES



### MISSION STATEMENT:

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

### THE DEPARTMENT SUPPORTS ITS MISSION TO THE CITY THROUGH:

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

### ACCOMPLISHMENT/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2014-15:

- Hired Human Resources Director;
- Recruited and processed numerous new hires and promoted employees into key positions as retirements, separations and reorganizations developed;
- Completed 57 recruitments including the Economic & Community Development Director, Police Chief, Fire Chief, Finance Director, and Human Resources Director;
- Updated compensation studies for three bargaining units and implemented agreed upon terms pursuant to the 2014-2016 bargaining agreements;
- Partnered with the South San Francisco Chamber of Commerce and hosted a Job Fair to promote local and regional jobs for the City and thirty-five other local employers. The City and the San Mateo County Workforce Investment Board offered employment resources, including internet job search assistance and resume writing services for job seekers. Achieved a 100% employer satisfaction rate, with a reported 178 potential hires/second interviews resulting from this event.

### OBJECTIVES FOR FISCAL YEAR 2015-16:

- Develop Succession Planning within City Departments;
- Negotiate labor agreements with remaining City bargaining units;
- Establish an employee on-boarding program;
- Enhance the City's Employee Recognition Program;
- Revamp the City's employee performance review program.

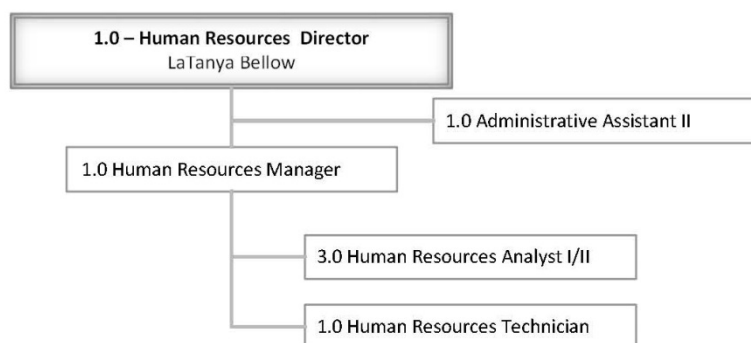
### BUDGET HIGHLIGHTS FOR FISCAL YEAR 2015-16:

- \$180,000 appropriated for compensation and classification study, executive recruitment services and succession planning.

## DEPARTMENT PAGES

### HUMAN RESOURCES DEPARTMENT SUMMARY

Organization Chart 8: Human Resources



Fiscal Year 2015-16 Position Budget Totals: 7.0 FTE

Table 9: Human Resources Position Budget

Human Resources			FTE	FTE	FTE	Change
			Actual	Amended	Adopted	from
Position Title			2013-14	2014-15	2015-16	2014-15
<b>Full Time</b>						
N130	FT	Director Of Human Resources	1.00	1.00	1.00	0.00
M270	FT	Human Resources Analyst II	1.00	1.00	2.00	1.00
O265	FT	Human Resources Technician	1.00	2.00	1.00	(1.00)
M700	FT	Human Resources Analyst I	1.00	1.00	1.00	0.00
M775	FT	Human Resources Manager	0.00	1.00	1.00	0.00
M271	FT	Sr Human Resources Analyst	1.00	1.00	0.00	(1.00)
O310	FT	Administrative Assistant II	0.00	0.00	1.00	1.00
<b>Subtotal Full -Time</b>			<b>5.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>
<b>Hourly</b>						
X310	Hrly	Human Resources Clerk	1.00	1.00	0.00	(1.00)
<b>Subtotal Hourly</b>			<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>(1.00)</b>
<b>Total FTE</b>			<b>6.00</b>	<b>8.00</b>	<b>7.00</b>	<b>(1.00)</b>

Schedule 18: Human Resources Expenditures

General Fund	Actual	Adopted	Amended	Adopted	Change from	
	2013-14	2014-15	2014-15	2015-16	Adopted	%
Change						
<b>Expenditures:</b>						
Salaries & Benefits	715,529	851,883	947,883	1,103,179	251,297	29.5%
Supplies & Services	112,954	122,854	272,479	302,461	179,607	146.2%
Interdepartmental Charges	53,767	63,784	63,784	70,208	6,424	10.1%
<b>Total Expenditures</b>	<b>882,250</b>	<b>1,038,521</b>	<b>1,284,146</b>	<b>1,475,848</b>	<b>437,328</b>	<b>42.1%</b>

## 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/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2014-2015:**

- City Website Project – Major update to current website;
- PC Upgrade from Microsoft XP;
- Broadcasting equipment upgrade – in progress;
- Public WIFI and WIFI expansion;
- Miller server room – Generator and HVAC evaluation;
- SeeClickFix Project – Set up request and tracking system for citizen concerns / space complaints / requests, and City Staff ideas;
- Fire Department – support business analysis tasks;
- Police Department – support PCs, cars and projects;
- Planning Commission iPad Project – Purchased iPads for all Planning Commissioners to track/review documents;

## DEPARTMENT PAGES

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- Building iPad Project – Purchased iPads and printer(s) for six Building Inspectors to be used in the field at locations when out on inspections;
- Police Department Canvas Mapper - Created to assist federal and local law enforcement in the high profile Gypsy Hill murders cold case;
- 2014 MISAC Innovation Award - For Police Department Canvas Mapper;
- FuelMaster implementation – automated fuel usage tracking;
- Collective Data implementation – for Fleet Management;
- Laserfiche Avante Rollout;
- Airwatch implementation – Mobile Device Management, Security and Inventory
- Library iPad rollout;
- Dell EqualLogic SAN implementation (to decommission AX4 SAN);
- HVAC Web System implementation – Centralized HVAC management;
- Online Microsoft 30Second video training for all city staff;
- Hillsborough VOIP;
- Miller garage to 10g network.

### **OBJECTIVES FOR FISCAL YEAR 2015-16:**

- Establish Innovation Committee and Team;
- Develop long and short term project list and time line;
- Create a new intranet site;
- Improve internal communications by developing a suggestion box;
- Improve internal communications by developing the public education government channel;
- Create a neighborhood map of city neighborhoods;
- Support the Police Department PCs and cars;
- Support the Fire Department business analysis duties;
- Upgrade Aruba WiFi security;
- Expand city WiFi hotspots;
- Evaluate the environment for a new phone system.

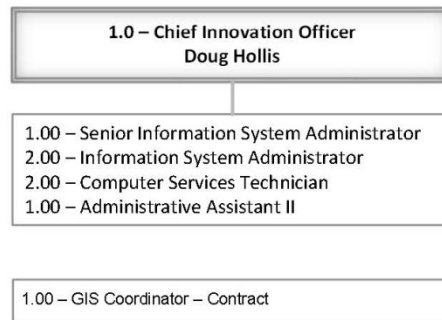
### **BUDGET HIGHLIGHTS FOR FISCAL YEAR 2015-16:**

- Update/Create a new INTRAnet to increase the functionality for City staff;
- Budget increased by \$51,500 to cover increased software costs;
- Hiring a consultant to implement suggested changes to the City's phones to a VoIP system;
- IT Staff will continue phase one of supporting the Police Department computer equipment and vehicles;
- Budget increased by \$52,000 for EnvisionWare software for Library;
- Budget increased by \$20,000 for second internet provider.

## DEPARTMENT PAGES

### INFORMATION TECHNOLOGY DEPARTMENT SUMMARY

#### Organization Chart 9: Information Technology



Fiscal Year 2015-16 Position Budget Totals: 7.00 FTE

Table 10: Information Technology Position Budget

Information Technology			FTE Actual 2013-14	FTE Amended 2014-15	FTE Adopted 2015-16	Change from 2014-15
Position Title						
<b>Full Time</b>						
N165	FT	Chief Innovation Officer	1.00	1.00	1.00	0.00
M650	FT	Information Systems Administrator	2.00	2.00	2.00	0.00
O525	FT	Computer Services Technician	2.00	2.00	2.00	0.00
O310	FT	Administrative Assistant II	1.00	1.00	1.00	0.00
M790	FT	Senior Information Systems Administrator	1.00	1.00	1.00	0.00
<b>Subtotal Full -Time</b>			<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>
<b>Hourly</b>						
X570	Hrly	GIS Specialist	0.00	0.00	1.00	1.00
<b>Subtotal Hourly</b>			<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Total FTE</b>			<b>7.00</b>	<b>7.00</b>	<b>8.00</b>	<b>1.00</b>

## DEPARTMENT PAGES

### Schedule 19: Information Technology Expenditures

Revenue	Actual	Adopted	Adopted	Change from	
	2013-14	2014-15	2015-16	Adopted 2014-15	% Change
Charges to Other Agencies	70,067	40,000	40,000	-	0.0%
Use of Money & Property	5,534	14,000	14,000	-	0.0%
Charges for Services	1,661,563	1,982,116	2,192,902	210,786	10.6%
Transfers	15,450	-	-	-	0.0%
<b>Total Revenues</b>	<b>1,752,614</b>	<b>2,036,116</b>	<b>2,246,902</b>	<b>210,786</b>	<b>10.4%</b>
<b>Expenditure</b>					
Payroll	1,023,422	1,140,974	1,280,939	139,965	12.3%
Supplies & Services	914,391	842,082	958,582	116,500	13.8%
Capital Outlay	-	-	-	-	-
Interdepartmental Charges	5,314	6,552	9,677	3,125	47.7%
<b>Total Expenditure</b>	<b>1,943,127</b>	<b>1,989,608</b>	<b>2,249,198</b>	<b>259,590</b>	<b>13.0%</b>

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## 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, managing the Community Development Block Grant (CDBG) program and managing the dissolution of the former Redevelopment Agency.

### THE DEPARTMENT SUPPORTS ITS MISSION TO THE CITY THROUGH:

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

### ACCOMPLISHMENT/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2014-15:

#### Housing and Community Development Division

- Alex Greenwood hired as new Economic Development Director;
- Implemented the FY 14-15 Community Development Block Grant (CDBG) One Year Action Plan. The plan included making public right of way improvements in the Downtown, continuing to operate the City-Sponsored Housing Rehabilitation Program, and supporting nine (9) public service non-profits, three (3) minor home repair non-profits, and one (1) fair housing non-profit;
- Completed the retail tenant improvements for two commercial spaces at 636 El Camino Real;
- Entered into Exclusive Negotiating Rights Agreements for the following housing development projects in the Downtown:
  - 418 Linden – Brookwood Equities (entitlement application submitted);
  - Grand/Cypress – Brookwood Equities (entitlement application submitted);
  - Ford Properties – Sares Regis;
  - Miller Avenue Property – Rotary;
- Completed and started implementation of the Housing Investment Plan which describes the City's disposition and development plans for City owned housing units and assets;
- Started the implementation of the Long Term Property Management Plan which describes the City's retention/disposition plans for properties owned by the former Redevelopment Agency;
- Attracted 12 new restaurants/delis, a brewery and a premier educational institution, the SF Wine School, to the downtown;
- Hired a Downtown Coordinator;



## DEPARTMENT PAGES

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- Co-founded the Merchants Association;
- Issued grant agreements to seven downtown businesses totaling \$190,132 and hired an architect to help guide the process for our Downtown Façade and Tenant Improvement Program;
- Participated in the Bio conference in San Diego and met with 149 companies and representatives;
- Secured Measure A grant funding for improvements to the Industrial Hotel and to study the relocation of tenants;
- Executed an Affordable Housing Agreement for seven affordable units at 1256 Mission Road;
- Launched the Economic & Community Development Facebook Page;
- Carried out a major advertising campaign in the San Francisco Business Times to help brand South San Francisco as a premier business destination.

### **Building Division**

- Processed approximately 1,637 building permits;
- Established customer survey cards to provide feedback and improve performance;
- Completed Requests for Proposals (RFP) for plan review and inspection services;
- Completed RFP for digitizing micro film and history files;
- Completed implementation of use of tablets to allow electronic building inspection signoff in the field.

### **Planning Division**

- Adoption of Downtown Station Area Land Use Plan;
- Adoption of the General Plan Housing Element update;
- Adoption of Complete Streets General Plan Amendment;
- Adoption of Zoning Ordinance Amendments related to Signs, Temporary Uses and Check Cashing Businesses;
- Entitlement of 35-unit residential development near SSF BART Station.



## **OBJECTIVES FOR FISCAL YEAR 2015-16:**

### **Economic Development and Housing Division**

- Execute Disposition and Development Agreements (DDA) and start demolition/construction for the following housing development projects:
  - 418 Linden – Brookwood Equities
  - Grand/Cypress – Brookwood Equities
  - Ford Properties – Sares Regis
  - Miller Avenue Property – Rotary
- Complete implementation of the Housing Investment Plan, which describes the City's disposition and development plans for City owned housing units and assets;
- Fill existing vacancies Division wide;
- Finalize State approval and continue to implement the Long Term Property Management Plan, which describes the City's retention/disposition plans for properties owned by the former Redevelopment Agency;
- Merchants Association to elect a board by September 2015;
- Business Improvement District background feasibility to be in progress with completion in 2017;
- \$175,000 in one-time appropriations for new holiday decorations in the downtown, with an anticipated useful life of 5 years;
- Financially assist a minimum of 6 business owners with façade improvements;
- Facilitate the attraction and retention of high-end restaurants in the Downtown;

## DEPARTMENT PAGES

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- Farmers market to be relocated, or source an additional one located downtown;
- Arrange for a retail kiosk or other active use to be located in the “Breezeway” between Miller Parking Garage and Grand Ave;
- Host (or co-host) one event downtown;
- Participate in the BIO conference in Philadelphia and plan for the 2016 BIO conference in San Francisco.

### **Building Division**

- Implement digital plan submittal;
- Implement digital plan review;
- 2 staff members will obtain Certified Access Specialist Program (CASP) certifications;
- Complete the digitizing all historical building permits and microfilm;
- Implement online permit applications and online payments.

### **Planning Division**

- Entitle high-density mixed-use and residential projects within the Downtown Station Area Specific Plan area;
- Complete Parks Master Plan Update and Parks, Recreation and Open Space element of the General Plan;
- Undertake efforts to modify the Zoning Ordinance to comply with the updated Airport Land Use Compatibility Plans (ALUCP);
- Implement online permit applications and online payments;
- Establish customer feedback survey forms to improve customer service;
- Initiate conversion of paper files to electronic storage system;
- Create an entitlement coordinator function to allow one point of contact for developers and facilitate the development application, permit and construction process.

### **BUDGET HIGHLIGHTS FOR FISCAL YEAR 2015-16:**

- \$165,000 has been set aside for BIO 2016 attendance and promotional outreach;
- \$200,000 is budgeted in the CDBG Fund for continuation of a Downtown Façade Improvement Program;

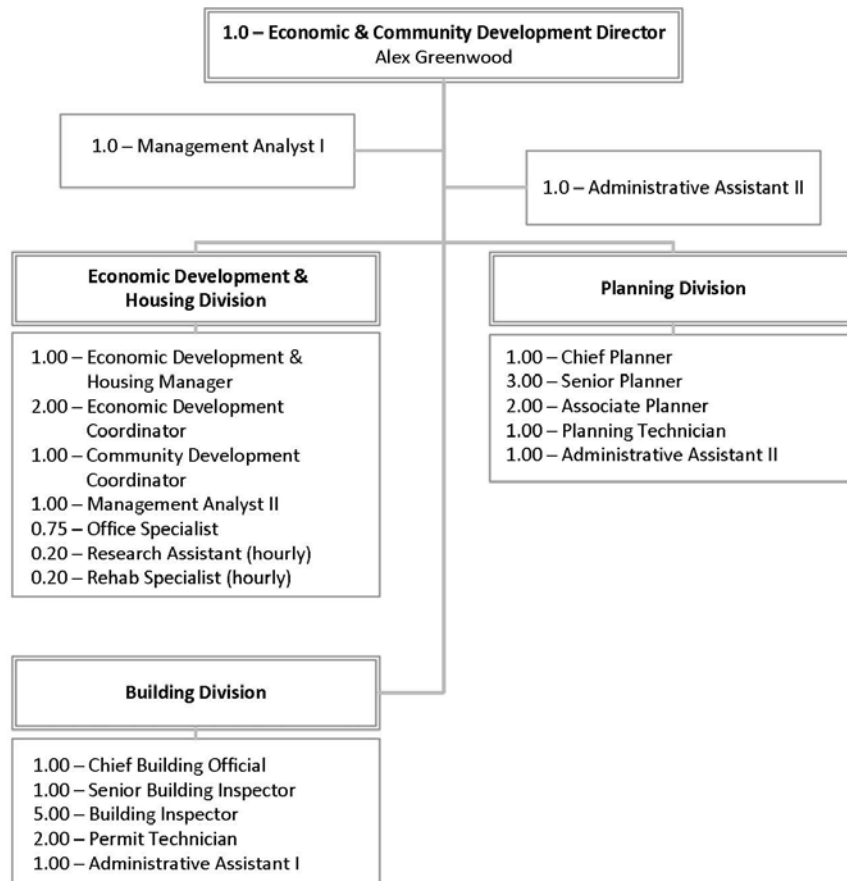
### **FY 2015-16 SERVICE LEVEL CHANGES:**

- A new Management Analyst II position has been added to ECD Administration.

# DEPARTMENT PAGES

## ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

Organization Chart 10: Economic & Community Development



Fiscal Year 2015-16 Position Budget Totals: 26.75 FTE, 0.40 Hourly

## DEPARTMENT PAGES

Table 11: ECD Position Budget

Economic & Community Development			FTE	FTE	FTE	Change
			Actual	Amended	Adopted	from
Position Title			2013-14	2014-15	2015-16	2014-15
<b>Full Time</b>						
N100	FT	Assistant City Manager	1.00	0.00	0.00	0.00
N140	FT	Director of ECD	0.00	1.00	1.00	0.00
M125	FT	Associate Planner	3.00	2.00	2.00	0.00
M145	FT	Manager of Economic Development & Housing	1.00	1.00	1.00	0.00
M155	FT	Chief Planner	1.00	1.00	1.00	0.00
M185	FT	Economic Development Coordinator	1.00	2.00	2.00	0.00
M725	FT	Community Development Coordinator	1.00	1.00	1.00	0.00
M210	FT	Chief Building Official	1.00	1.00	1.00	0.00
M215	FT	Assistant Building Official	1.00	0.00	0.00	0.00
M335	FT	Sr Planner	1.00	3.00	3.00	0.00
M570	FT	Management Analyst I	1.00	1.00	1.00	0.00
M560	FT	Management Analyst II	0.00	0.00	1.00	1.00
M590	FT	Principal Planner	1.00	0.00	0.00	0.00
A660	FT	Community Development Specialist	1.00	0.00	0.00	0.00
A462	FT	Planning Technician	1.00	1.00	1.00	0.00
A460	FT	Permit Technician	1.00	2.00	2.00	0.00
A400	FT	Sr Building Inspector	1.00	1.00	1.00	0.00
A245	FT	Parking Meter Service Worker	1.00	0.00	0.00	0.00
A135	FT	Building Inspector	5.00	5.00	5.00	0.00
O315	FT	Administrative Assistant I	3.00	2.00	1.00	(1.00)
O310	FT	Administrative Assistant II	0.00	1.00	2.00	1.00
<b>Subtotal Full -Time</b>			<b>26.00</b>	<b>25.00</b>	<b>26.00</b>	<b>1.00</b>
<b>Part Time Regular</b>						
A295	PT Reg	Office Specialist	0.75	0.75	0.75	0.00
<b>Subtotal Part-Time Regular</b>			<b>0.75</b>	<b>0.75</b>	<b>0.75</b>	<b>0.00</b>
<b>Hourly</b>						
X280	Hrly	Miscellaneous Hourly - Research Assistant	0.15	0.20	0.20	0.00
X280	Hrly	Miscellaneous Hourly - Rehab Specialist	0.00	0.20	0.20	0.00
<b>Subtotal Hourly</b>			<b>0.15</b>	<b>0.40</b>	<b>0.40</b>	<b>0.00</b>
<b>Total FTE</b>			<b>26.90</b>	<b>26.15</b>	<b>27.15</b>	<b>1.00</b>

## DEPARTMENT PAGES

### Schedule 20: ECD Funding Sources & Expenditures

General Fund	Actual 2013-14	Adopted 2014-15	Amended 2014-15	Adopted 2015-16	Change from		
					Adopted 2014-15	% Change	
<b>Revenues:</b>							
Building Insp. Permits	1,277,641	979,660	1,026,660	1,479,660	500,000	51.0%	
Building Plan Check	205,051	58,516	358,516	58,516	-	0.0%	
Building Plan Check Exp.	130,556	100,000	100,000	100,000	-	0.0%	
Building Plan Check In Hs	641,782	537,958	537,958	537,958	-	0.0%	
Electrical Permit	221,094	157,025	157,025	157,025	-	0.0%	
Plumbing Permit	99,514	98,673	98,673	98,673	-	0.0%	
Mechanical Permit	104,131	92,068	92,068	92,068	-	0.0%	
Bldg. Special Inspection	6,272	2,665	5,665	2,665	-	0.0%	
Energy Plan Check	169,576	135,889	135,889	135,889	-	0.0%	
Genentech Bldg. Insp.	58,975	45,000	45,000	45,000	-	0.0%	
Planning Fees	65,461	50,000	50,000	50,000	-	0.0%	
<b>Total Revenues</b>	<b>2,980,053</b>	<b>2,257,454</b>	<b>2,607,454</b>	<b>2,757,454</b>	<b>500,000</b>	<b>22.1%</b>	
<b>Expenditures:</b>							
Salaries & Benefits	2,712,682	3,380,800	3,380,800	4,055,510	674,711	20.0%	
Supplies & Services	1,107,811	933,137	1,257,175	1,453,583	520,446	55.8%	
Interdepartmental Charges	192,042	210,418	210,418	222,886	12,467	5.9%	
<b>Total Expenditures</b>	<b>4,012,535</b>	<b>4,524,355</b>	<b>4,848,393</b>	<b>5,731,979</b>	<b>1,207,624</b>	<b>26.7%</b>	

### FIRE



#### **MISSION STATEMENT:**

The South San Francisco Fire Department exists to protect the members of our residential and business communities, our neighbors and visitors, their property, and our environment. We will work to prevent injury and damage through education, fire prevention and municipal code enforcement; and to respond to the impact of fire, medical emergencies, natural and human-caused disasters, and the release of hazardous materials.

#### **THE DEPARTMENT SUPPORTS ITS MISSION TO OUR COMMUNITY THROUGH:**

- Education
- Fire Prevention
- Code Enforcement
- Emergency Response
- Emergency Medical Services
- Disaster Preparedness
- Fire Administration

#### **ACCOMPLISHMENT HIGHLIGHTS IN FISCAL YEAR 2014-15:**

- Through Council support, the “emergency staffing” model was discontinued and daily operations staffing is 20 personnel on-duty;
- Gerald Kohlmann was sworn in as the new Fire Chief on January 5, 2014;
- Reinstated the department Safety Committee;
- Refined business practices and oversight of the Basic Life Support (BLS) Ambulance program improved collections and revenues;
- Department members participated in the 2014 Urban Shield training exercise, which tested SSFFD Urban Search & Rescue and Marine Rescue capabilities;
- South San Francisco hosted one of three Operation Cohesive Capability (OCC) functional disaster management exercises in San Mateo County;

## DEPARTMENT PAGES

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- Fire Personnel responded to 6,306 incidents in calendar year 2014, a 4.8% increase over the prior year. Incidents included: 186 fires; 4346 emergency medical calls; 155 hazardous conditions; and more than 1,600 various incidents, ranging from simple to complex;
- SSFFD ambulances transported 3,309 patients;
- Addressed 964 new Municipal Code complaints and closed 1467 Code Enforcement cases;
- Conducted 4689 renewable permit, life safety, and construction inspections;
- More than \$3.1 million (FY 2013-14) in revenue collected for Ambulance Transport, Fire Prevention Inspections, Code Enforcement, Plan Check, and safety classes.

### **OBJECTIVES FOR FISCAL YEAR 2015-16:**

- Improve Disaster Preparedness and Emergency Management processes;
- Update department policies and procedures;
- Evaluate scope and depth of department services;
- Develop and implement city-wide Safety Program framework, including initial safety assessments of all City facilities and department vehicle fleets;
- Promote and sponsor professional development training and education;
- Establish timelines for achieving national certifications for our Fire Department, Disaster Management, and Emergency Medical Services programs;
- Realign Emergency Operations Center (EOC) management staffing to assign primary and back-up responsibilities, and train EOC staff to operate effectively in the EOC;
- Utilize regional opportunities and develop in-house exercises to reinforce EOC staff training and demonstrate communications and logistics capabilities;
- SSFFD staff will conduct CPR, AED, and fire safety training for South San Francisco residential and business community members;
- SSFFD continues to leverage and benefit from our regional training partnership with North County Fire Authority. Fire companies are organized into Task Forces that rotate through various training locations in South San Francisco, Brisbane, Daly City, and Pacifica;
- Work with IT to implement additional technology in Incident Management and EMS processes;
- San Mateo County Emergency Medical Services (EMS) selected SSFFD to pilot new “high performance” CPR guidelines to increase sudden cardiac arrest survival rates.

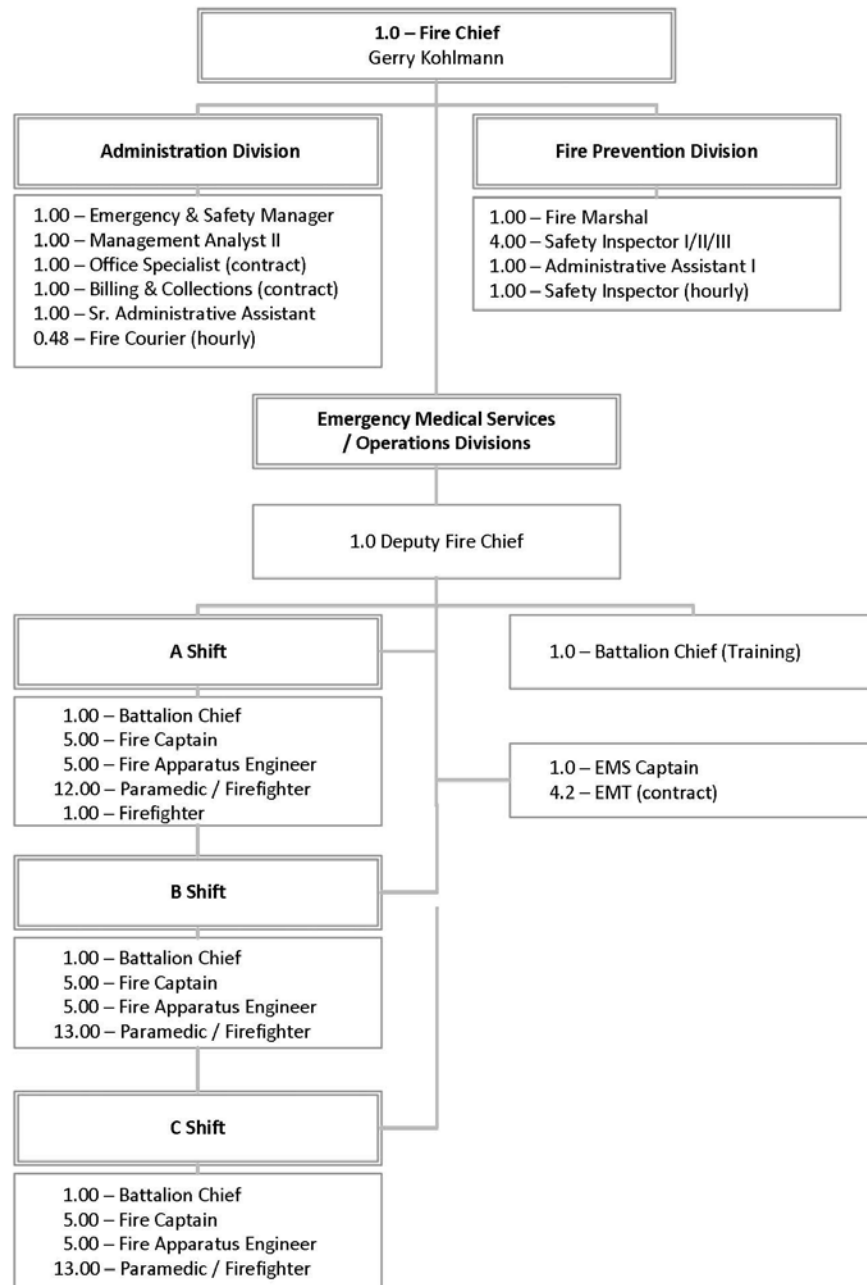
### **BUDGET HIGHLIGHTS FOR FISCAL YEAR 2015-16:**

- Training and succession planning initiatives launched in Fiscal Year 2014-2015 will become more successful now that department personnel are focused on prevention, emergency management, and incident management courses within certification tracks;
- Emergency Management exercises will occur that involve city-wide staff and their Emergency Operations Center responsibilities;
- City Manager-led budget alignment and management processes have improved staff development and budget visibility. Budget monitoring, assessment and accountability have been distributed to a wider audience within the department, which has increased budget process awareness;
- Paramedic Service revenues increased to reflect trending and fee increase;
- Budget increased by \$103,000 for replacement of 41 sets structural personal protective equipment that will reach their maximum service life. The Public Safety Impact fee to pay for 26% of costs (\$26,000).

# DEPARTMENT PAGES

## FIRE DEPARTMENT SUMMARY

Organization Chart 11: Fire Department



Fiscal Year 2015-16 Position Budget Totals: 85.00 FTE, 1.48 Hourly, 6.20 Contract



## DEPARTMENT PAGES

Table 12: Fire Department Position Budget

Fire			FTE	FTE	FTE	Change
Position Title			Actual 2013-14	Amended 2014-15	Adopted 2015-16	from 2014-15
<b>Full Time</b>						
N155	FT	Public Safety Chief	0.50	0.00	0.00	0.00
N150	FT	Fire Chief	0.00	1.00	1.00	0.00
M110	FT	Deputy Fire Chief	1.00	1.00	1.00	0.00
M780	FT	Emergency and Safety Manager	1.00	1.00	1.00	0.00
M560	FT	Management Analyst II	1.00	1.00	1.00	0.00
M410	FT	Fire Marshal	1.00	1.00	1.00	0.00
M390	FT	Fire Battalion Chief (56 Hours)	3.00	3.00	3.00	0.00
M205	FT	Fire Battalion Chief (40 Hours)	1.00	1.00	1.00	0.00
B120	FT	Fire Apparatus Engineer	15.00	15.00	15.00	0.00
B100	FT	Fire Captain	15.00	15.00	15.00	0.00
B125	FT	Firefighter	1.00	1.00	1.00	0.00
B130	FT	Paramedic / Firefighter	35.00	38.00	38.00	0.00
B185	FT	EMS Captain	1.00	1.00	1.00	0.00
B200	FT	Safety Inspector I	4.00	4.00	1.00	(3.00)
B195		Safety Inspector II	0.00	0.00	3.00	3.00
O315	FT	Administrative Assistant I	1.00	1.00	1.00	0.00
O340	FT	Sr. Administrative Assistant	1.00	1.00	1.00	0.00
<b>Subtotal Full -Time</b>			<b>81.50</b>	<b>85.00</b>	<b>85.00</b>	<b>0.00</b>
<b>Hourly</b>						
X181	Hrly	Safety Inspector	1.00	1.00	1.00	0.00
X540	Hrly	Fire Courier	0.48	0.48	0.48	0.00
X281	Hrly	Emergency Medical Technician	0.00	0.00	4.20	4.20
X280	Hrly	Billing Specialist	0.00	0.00	1.00	1.00
X280	Hrly	Customer Service Specialist	0.00	0.00	1.00	1.00
<b>Subtotal Hourly</b>			<b>1.48</b>	<b>1.48</b>	<b>7.68</b>	<b>6.20</b>
<b>Total FTE</b>			<b>82.98</b>	<b>86.48</b>	<b>92.68</b>	<b>6.20</b>

## DEPARTMENT PAGES

### Schedule 21: Fire Department Funding Sources & Expenditures

General Fund	Actual 2013-14	Adopted 2014-15	Amended 2014-15	Adopted 2015-16	Change from	
					Adopted 2014-15	% Change
<b>Revenues:</b>						
Paramedic Svc Fees	1,452,089	1,435,000	1,510,000	1,700,000	265,000	18.5%
BLS Transport Fees	189,592	218,160	218,160	250,000	31,840	14.6%
Admin. Citations	90,843	80,000	80,000	80,000	-	0.0%
Fire Const. Permits	125,314	80,000	80,000	80,000	-	0.0%
Fire Prevent. Fees	477,266	320,000	320,000	400,000	80,000	25.0%
Fire Prevent Insp.	312,547	280,000	280,000	200,000	(80,000)	(28.6%)
Renewable Fire Permits	238,627	200,000	200,000	200,000	-	0.0%
<b>Total Revenues</b>	<b>2,886,277</b>	<b>2,613,160</b>	<b>2,688,160</b>	<b>2,910,000</b>	<b>296,840</b>	<b>11.4%</b>
<b>Expenditures:</b>						
Salaries & Benefits	17,495,606	16,966,318	17,766,318	19,300,182	2,333,864	13.8%
Supplies & Services	1,194,627	1,356,329	1,432,895	1,032,315	(324,014)	(23.9%)
Capital Outlay	10,579	25,900	25,900	-	(25,900)	(100.0%)
Interdepartmental Charges	959,423	1,452,129	1,452,129	1,422,225	(29,904)	(2.1%)
<b>Total Expenditures</b>	<b>19,660,235</b>	<b>19,800,676</b>	<b>20,677,242</b>	<b>21,754,722</b>	<b>1,954,046</b>	<b>9.9%</b>

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**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 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, and the community.

**THE DEPARTMENT SUPPORTS ITS MISSION TO THE CITY THROUGH:**

- Providing more than 40 programs and services to our community;
- Gang Resistance Educating and Training (GREAT) for 466 fifth grade students;
- Educating 1400 high school students on the dangers of Xanax use / addiction;
- 41 juveniles who participated in the Neighborhood Enhancement Action Team (NEAT);
- Training 805 high school/middle students on internet safety / cyber-bullying.

**ACCOMPLISHMENT/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2014-15:**

- Operation Red Tidings:
  - 3 primary suspects in this case were convicted of murder and sentenced to life in prison;
- Bally's homicide solved with an arrest made;
- 3 rape cold cases solved by DNA evidence;
- Multiple arrests for human trafficking violations;
- Neighborhood Response Team (Sergeant/ 3 Officers):
  - Continued mission- enforcement, intelligence, community relationship building;
  - 161 arrests (12 gang related arrests);
  - Completed 184 Field Interrogation (FI's) cards;
  - Validated 12 gang members;
- Completed the Station Security Project which included new bulletproof glass for the front office, new doors, and updates to the card-key system, jail panic alarm system, and surveillance cameras;
- Acquisition of grant funding for traffic and DUI enforcement programs. South San Francisco received \$148,000 from the California Office of Traffic Safety (OTS) for Fiscal Year 2014-15 which

## DEPARTMENT PAGES

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assisted in funding 4 DUI enforcement operations. This is the 7th year of the OTS grant partnership, \$929,500 has been received to date;

- Completed full sessions of the Citizens' Academy, Community Academy, and Youth Academy in order to build strong relationships between the Police Department and the community;
- Jeffrey Azzopardi named as the new Chief of Police of the South San Francisco Police Department.

### **OBJECTIVES FOR FISCAL YEAR 2015-16:**

- Build a robust Police Department by filling all vacancies;
- Ongoing feasibility study/ planning for future Police Operations Center;
- Continue partnership with the Drug Enforcement Agency (DEA) Task Force to continue to receive asset seizure funding for equipment replacement and upgrades without impacting the City's General Fund;
- Development of recruiting team and production of recruiting video;
- Installation of phone equipment which will allow Next-Generation-911 compliance;
- Creation of strategic and succession plans to guide the future of the department.

### **BUDGET HIGHLIGHTS FOR FISCAL YEAR 2015-16:**

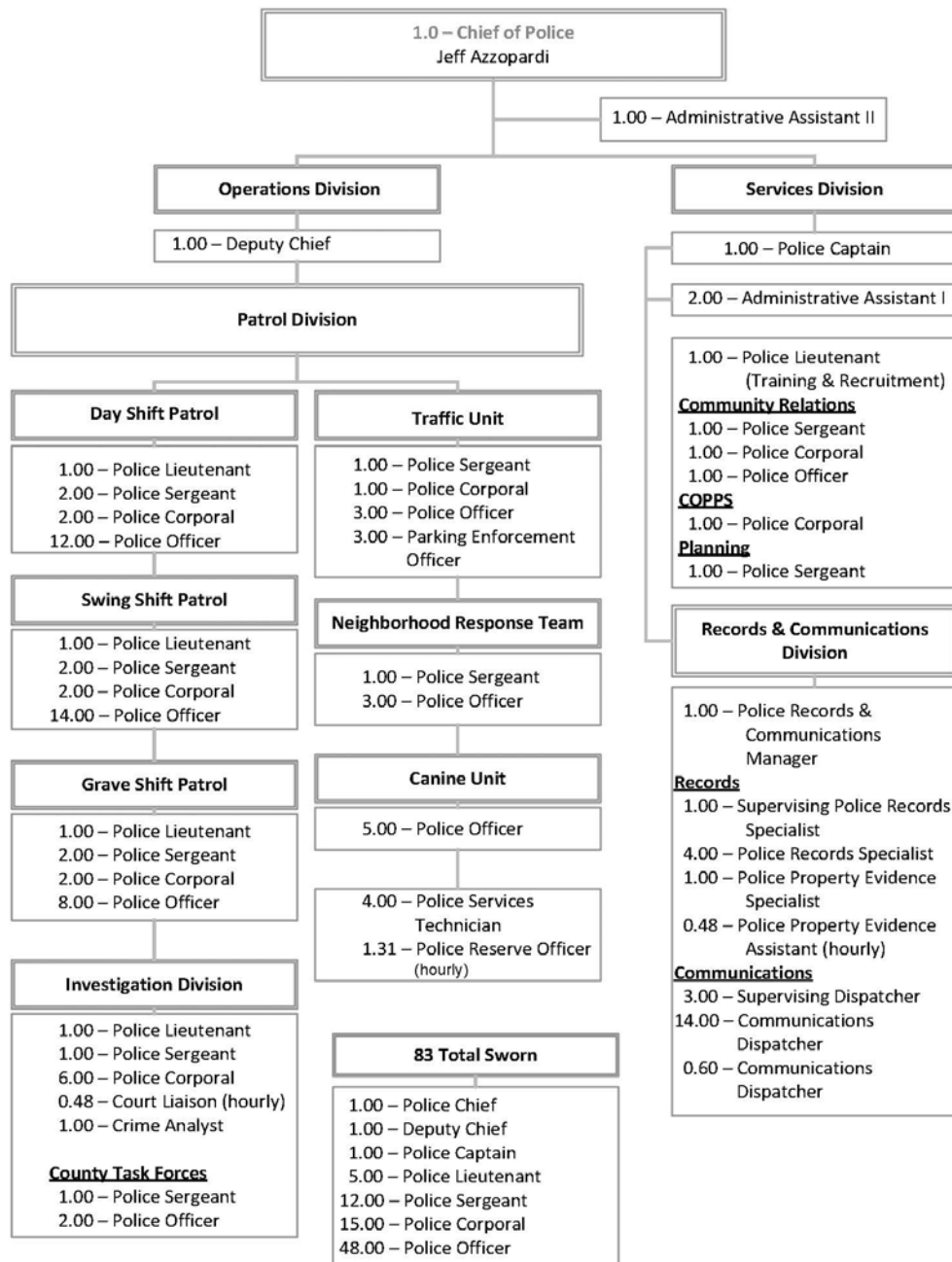
- Creation and hiring of Crime Analyst position to enhance intelligence led policing;
- Continued funding of the Every 15 Minutes DUI education program at South San Francisco High School and El Camino High School.
- Interdepartmental charges increased based on use of internal garage services in FY 2014-15.



# DEPARTMENT PAGES

## POLICE DEPARTMENT SUMMARY

Organization Chart 12: Police Department



Fiscal Year 2015-16 Position Budget Totals: 118.60 FTE, 2.27 Hourly

## DEPARTMENT PAGES

Table 13: Police Department Position Budget

Police			FTE	FTE	FTE	Change
			Actual	Amended	Adopted	from
Position Title			2013-14	2014-15	2015-16	2014-15
<b>Full Time</b>						
N155	FT	Public Safety Chief	0.50	0.00	0.00	0.00
N155	FT	Police Chief	0.00	1.00	1.00	0.00
M765	FT	Deputy Police Chief	1.00	1.00	1.00	0.00
M280	FT	Police Captain	1.00	1.00	1.00	0.00
M275	FT	Police Lieutenant	5.00	5.00	5.00	0.00
C165	FT	Police Sergeant	12.00	12.00	12.00	0.00
C100	FT	Police Corporal	14.00	15.00	15.00	0.00
C115	FT	Police Officer	49.00	48.00	48.00	0.00
M285	FT	Police Records & Comm. Manager	1.00	1.00	1.00	0.00
C200	FT	Supervising Police Records Spec.	0.00	1.00	1.00	0.00
C110	FT	Police Property/ Evidence Specialist	1.00	1.00	1.00	0.00
C180	FT	Sr Police Records Specialist	3.00	2.00	0.00	(2.00)
C105	FT	Police Records Specialist	3.00	3.00	4.00	1.00
(TBD)	FT	Crime Analyst	0.00	0.00	1.00	1.00
A365	FT	Supervising Dispatcher	3.00	3.00	3.00	0.00
A150	FT	Communications Dispatcher	14.00	14.00	14.00	0.00
C175	FT	Parking Enforcement Officer	2.00	3.00	3.00	0.00
C125	FT	Police Service Technician	4.00	4.00	4.00	0.00
O310	FT	Administrative Assistant II	1.00	1.00	1.00	0.00
O315	FT	Administrative Assistant I	1.00	1.00	2.00	1.00
<b>Subtotal Full -Time</b>			<b>115.50</b>	<b>117.00</b>	<b>118.00</b>	<b>1.00</b>
<b>Part Time Regular</b>						
A150	PT Reg	Communications Dispatcher	0.60	0.60	0.60	0.00
<b>Subtotal Part-Time Regular</b>			<b>0.60</b>	<b>0.60</b>	<b>0.60</b>	<b>0.00</b>
<b>Hourly</b>						
X190	Hrly	Police Property/Evidence Assistant	0.48	0.48	0.48	0.00
X193	Hrly	Police Court Liaison	0.48	0.48	0.48	0.00
X325	Hrly	Police Reserve Officer	1.31	1.31	1.31	0.00
<b>Subtotal Hourly</b>			<b>2.27</b>	<b>2.27</b>	<b>2.27</b>	<b>0.00</b>
<b>Total FTE</b>			<b>118.37</b>	<b>119.87</b>	<b>120.87</b>	<b>1.00</b>

## DEPARTMENT PAGES

### Schedule 22: Police Funding Sources & Expenditures

General Fund	Actual	Adopted	Amended	Adopted	Change from	
	2013-14	2014-15	2014-15	2015-16	Adopted 2014-15	% Change
<b>Revenues:</b>						
City Forces-General	3,441	22,000	22,000	22,000	-	0.0%
Police County Task Force	240,280	250,000	250,000	250,000	-	0.0%
Police Dept. Services	288,000	305,000	305,000	305,000	-	0.0%
Comm. Srv. Colma/Brisb.	99,514	92,000	92,000	92,000	-	0.0%
Police Recovery Charges	29,216	2,500	2,500	2,500	-	0.0%
Restitution Damages	10,398	2,000	2,000	2,000	-	0.0%
Pacifica Dispatch Services	624,240	620,000	620,000	620,000	-	0.0%
<b>Total Revenues</b>	<b>1,295,089</b>	<b>1,293,500</b>	<b>1,293,500</b>	<b>1,293,500</b>	-	<b>0.0%</b>
<b>Expenditures:</b>						
Salaries & Benefits	19,573,919	19,891,904	20,469,604	22,013,506	2,121,602	10.7%
Supplies & Services	1,714,854	1,204,455	1,321,927	1,213,156	8,701	0.7%
Interdepartmental Charges	1,405,694	1,475,915	1,475,915	1,732,762	256,847	17.4%
<b>Total Expenditures</b>	<b>22,694,467</b>	<b>22,572,274</b>	<b>23,267,446</b>	<b>24,959,424</b>	<b>2,387,150</b>	<b>10.6%</b>



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## 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 2014-15:**

- **Technology:** Planning stages of implementation of Science, Technology, Engineering, Art, and Math (STEAM) programming included the addition of 20 iPads for programming, grant-funded multimedia lab installation, and Maker Space planning and equipment installation, featuring 3D printing and scanning, computer programming, electronics, soldering and apparel crafts (sewing). Obtained 52 refurbished laptops for Community Learning Center (CLC) homework programs and students received digital literacy and “Coding for Kids” training via grant funding; 262 adults participated in CLC computer classes and drop-in sessions improving their navigation skills, internet searching and computer software skills. There were approximately 62,700 sign-ons to public access computers at Main and Grand Libraries. Computer login and printing software upgraded to more user-friendly platform. Completed router and switch replacement to allow for 1 Gigabit broadband in libraries. Staff conducted 33 Tech Drop-in sessions, assisting 102 community members with their software

## DEPARTMENT PAGES

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and device questions. Expanded Automated Materials Handling (AMH) system at the Main Library, allowing for an additional materials sorter;

- **Programming, Collections, and Community Engagement:** Main Library Auditorium project completed; A total of approximately 39,500 people attended 1,485 Library programs, including author readings, cooking demonstrations, local history presentations, travelogues, financial trainings and information sessions, ACA programs, and programs focused on health and wellness. The Library also promoted e-book, “apps” and online databases through a series of hands-on workshops. Project Read and the Community Learning Center delivered programs and literacy instruction to 8,844 adults and children through nutrition education, science experiments, story times, adult tutoring, financial literacy classes and coaching, and digital literacy training for students and their families. VITA, the volunteer tax preparation program, expanded to the CLC, providing assistance in Spanish and Cantonese. The mobile literacy program, Learning Wheels, presented 228 programs to preschools, including Head Start, transitional housing facilities, health clinics, churches, social service agencies and South San Francisco special events. Chinese language book collections were created for children and adults at Main Library and International DVDs were separated by language;
- **Social Media and E-services:** Increased the number of followers across Facebook, Instagram, Pinterest and Twitter by 125%, growing from 639 followers to 1,440 (as of April 7, 2015). Selected two new e-services for education and entertainment to be implemented next fiscal year;
- **Children’s and Family Services:** Fine-free Teacher Library Card implemented for in-classroom use, to support early literacy, reading, classroom instruction and homework for SSF students. A federal Library Services and Technology Act (LSTA) *We Love Reading* grant at the CLC supported creative and engaging activities to increase skills in and enjoyment of reading in the after school homework program students. Measure A funding was secured for Peninsula Library System (PLS) libraries to support a second year of the Summer Learning Challenge, including Summer Learning Camp and Summer Snack and Food Program at Grand Avenue Branch Library. Project Read’s Learning Wheels early literacy outreach van provided story times, science workshops and free books to an annual audience of 6,000 children, parents and care givers. Over 100 children received after school homework assistance at the CLC;
- **Grand Avenue Library:** Developed an expanded Grand Avenue Renovation Project floorplan incorporating community member feedback. Project design is 75% complete and will go to bid after the June 2015 – August 2015 Summer Learning Programs. Submitted a request for additional Measure A funding for the Grand Library project;
- **Library Support Services:** Library staff in all divisions secured approximately \$330,000 in grant funding in Fiscal Year 2014-15 to provide programming to meet the needs of the local community. In addition, the Friends of the Library provided \$8,000 in support of programs and services. The library collection contains 138,229 books and audio visual materials, and the Technical Services Division processed 28,505 items this year. There were approximately 630,000 items checked out of the library in Fiscal Year 2014-15;
- **Volunteer hours:** Community volunteers donated the equivalent in hours of 6.23 FTE (full-time equivalent) staff members, or 12,958 hours of service to Library programs.

### OBJECTIVES FOR FISCAL YEAR 2015-16:

- **Technology:** Technology software, equipment and materials/supplies upgrades will culminate in a multi-faceted makerspace that will support learning by adults and children in STEAM areas;
- **E-services:** PLS-wide ebook collection will greatly increase this year to address growing demand. Adult and Children’s Services will continue to develop content for the library’s social media channels with the goal of increasing our collective reach to more than 2,000 regular followers;
- **Programming and Collections:** Implement the LSTA grant-funded program, *Reading Circles*, to improve reading skills to more than 60% of the homework program students. Register and engage

## DEPARTMENT PAGES

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20% more children than last fiscal year in the Summer Reading Challenge. Continue to build Library program audiences by offering a wide diversity of informational, educational and recreational programs, from author visits, to computer software classes to cooking demonstrations and more. Premiere an “SSF Speaker Series” with a broad audience appeal. Staff will continue to evaluate collections and services in relation to the evolving educational, recreational and informational needs of the community and adapt Library programs, services and collections to meet these needs as they arise;

- **Facilities:** Plan and/or implement and market several high profile capital projects, including the Grand Avenue Library Renovation and a New Main Library/PUC development plan in collaboration with City Departments, including Finance, Parks and Recreation, Economic and Community Development, and Public Works;
- **Partnerships:** Expand partnerships to include the Department of Motor Vehicles (DMV) in the presentation of Drivers Education classes in multiple languages to SSF immigrants; continue to partner with San Mateo County Human Services Agency, in digital literacy and STEM programming in the CLC after school homework programs. Partner with the Parks and Recreation Department on a local Makerspace Faire. Strengthen our partnership with Silicon Valley YMCA on Summer Learning Camp and Free Snack and Lunch programs. Continue partnering with and supporting South San Francisco Unified School District teachers, students and programs through targeted outreach and programs, services, and collection development.

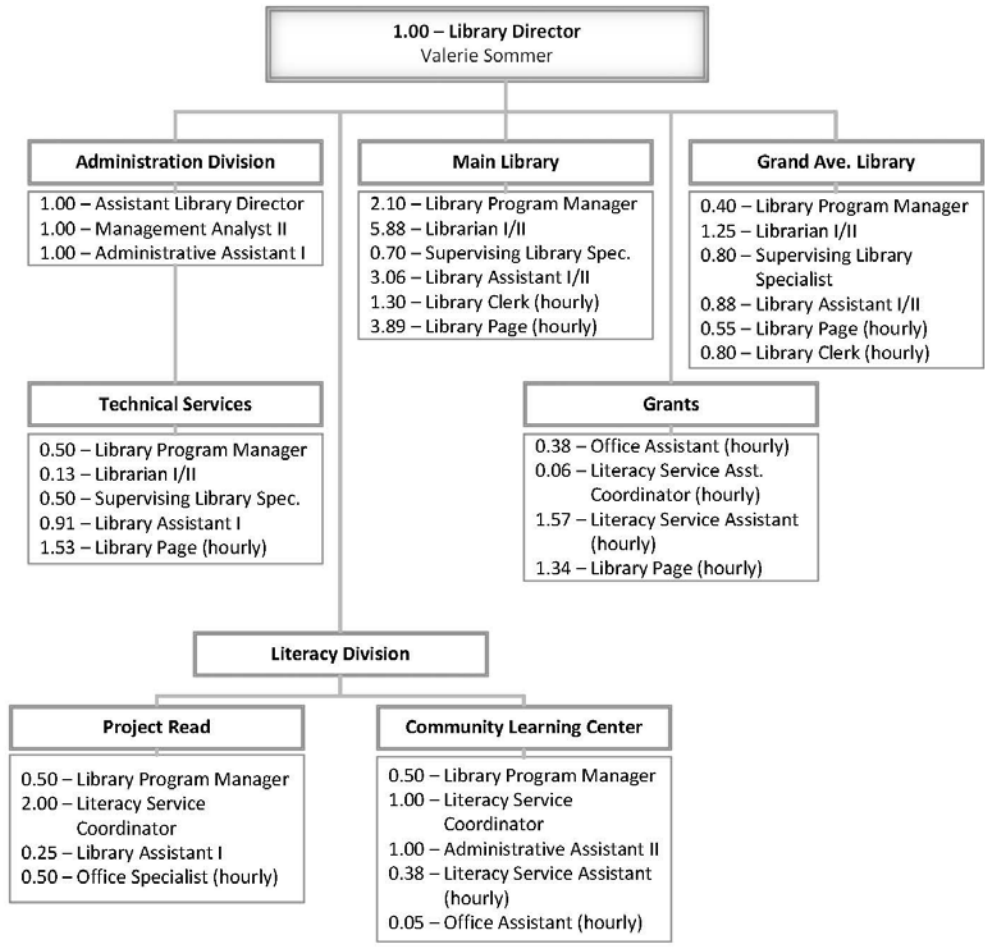
### **BUDGET HIGHLIGHTS FOR FISCAL YEAR 2015-16:**

- Added one full-time Librarian to meet the increased needs of the community;
- Current data wiring in the auditorium and Project Read areas are insufficient to support staff and patron computer needs; Wiring will be installed to replace excessive use of extension cords, estimated cost is \$35,000;
- Additional funding for speakers, performances, refreshments for Library programs, which have seen increases in attendance the past few years.

# DEPARTMENT PAGES

## LIBRARY DEPARTMENT SUMMARY

Organization Chart 13: Library



Fiscal Year 2015-16 Position Budget Totals: 23.55 FTE, 15.16 Hourly

## DEPARTMENT PAGES

Table 14: Library Position Budget

Library			FTE	FTE	FTE	Change
Position Title			Actual	Amended	Adopted	from
			2013-14	2014-15	2015-16	2014-15
<b>Full Time</b>						
N110	FT	Library Director	1.00	1.00	1.00	0.00
M640	FT	Assistant Library Director	1.00	1.00	1.00	0.00
M560	FT	Management Analyst II	1.00	1.00	1.00	0.00
M500	FT	Literacy Program Manager	0.00	0.00	0.00	0.00
M235	FT	Library Program Manager	4.00	4.00	4.00	0.00
A445	FT	Literary Services Coordinator	3.00	3.00	3.00	0.00
A670	FT	Supervising Library Specialist	0.00	2.00	2.00	0.00
A240	FT	Librarian II	4.00	4.00	4.00	0.00
A215	FT	Library Assistant II	1.00	1.00	1.00	0.00
A210	FT	Librarian I	2.00	0.00	1.00	1.00
O315	FT	Administrative Assistant I	2.00	2.00	1.00	(1.00)
O310	FT	Administrative Assistant II	0.00	0.00	1.00	1.00
<b>Subtotal Full -Time</b>			<b>19.00</b>	<b>19.00</b>	<b>20.00</b>	<b>1.00</b>
<b>Part Time Regular</b>						
A240	PT Reg	Librarian II	0.80	0.80	0.80	0.00
A220	PT Reg	Library Assistant I	2.75	2.75	2.75	0.00
<b>Subtotal Part-Time Regular</b>			<b>3.55</b>	<b>3.55</b>	<b>3.55</b>	<b>0.00</b>
<b>Hourly</b>						
X210	Hrly	Librarian I	1.26	1.26	1.26	0.00
X220	Hrly	Library Assistant I	1.35	1.35	1.35	0.00
X235	Hrly	Library Clerk	2.10	2.10	2.10	0.00
X250	Hrly	Library Page	7.31	7.31	7.31	0.00
X415	Hrly	Office Specialist	0.50	0.50	0.50	0.00
X440	Hrly	Office Assistant	0.43	0.43	0.43	0.00
X655	Hrly	Literary Services Asst. Coord.	0.06	0.06	0.06	0.00
X665	Hrly	Literary Services Asst. I	1.95	1.95	1.95	0.00
X670	Hrly	Librarian II	0.20	0.20	0.20	0.00
<b>Subtotal Hourly</b>			<b>15.16</b>	<b>15.16</b>	<b>15.16</b>	<b>0.00</b>
<b>Total FTE</b>			<b>37.71</b>	<b>37.71</b>	<b>38.71</b>	<b>1.00</b>

## DEPARTMENT PAGES

### Schedule 23: Library Funding Sources & Expenditures

General Fund	Actual	Adopted	Amended	Adopted	Change from	
	2013-14	2014-15	2014-15	2015-16	Adopted	%
					2014-15	Change
<b>Revenues:</b>						
Federal Grant	166,721	-	283,930	-	-	0.0%
State Grant	90,750	25,000	125,568	25,000	-	0.0%
California Library Literacy Grant	50,064	50,000	50,000	50,000	-	0.0%
California Library Foundation	168,422	116,000	311,059	116,000	-	0.0%
Local Library Grant	14,474	20,000	20,000	20,000	-	0.0%
Library Foundation	5,842	-	-	-	-	0.0%
County Library Grant	98,893	78,000	191,507	78,000	-	0.0%
<b>Total Revenues</b>	<b>595,166</b>	<b>289,000</b>	<b>1,626,373</b>	<b>289,000</b>	<b>-</b>	<b>0.0%</b>
<b>Expenditures:</b>						
Salaries & Benefits	2,963,887	3,282,091	3,310,991	3,437,717	155,626	4.7%
Supplies & Services	610,708	708,376	1,089,994	719,924	11,548	1.6%
Capital Outlay	65,000	-	-	-	-	0.0%
Interdepartmental Charges	348,333	415,887	415,887	449,577	33,690	8.1%
<b>Total Expenditures</b>	<b>3,987,928</b>	<b>4,406,354</b>	<b>4,816,872</b>	<b>4,607,218</b>	<b>200,864</b>	<b>4.6%</b>

**PUBLIC WORKS**



**MISSION STATEMENT:**

In partnership with our diverse community, we proudly support and sustain the environment and infrastructure through responsiveness, innovation and professionalism.

**THE DEPARTMENT SUPPORTS ITS MISSION TO THE CITY THROUGH:**

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

**ACCOMPLISHMENT/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2014-15:**

- Digester No. 2 cleaning completed;
- Completed LED Streetlight conversion of approximately 3,500 streetlights saving approximately \$125,000 in annual energy costs and over 600,000 pounds of carbon dioxide emissions per year;
- Completed Water Quality Control Plant (WQCP) standby Generator project;
- Launched South City Shuttle to provide public transportation access to the Community;
- Completed facilities HVAC improvements;
- Launched Engage SSF, a smartphone app in conjunction with the Information Technology Department, allowing the community to report maintenance issues and request for services. The app allows the department to be more accessible to the community and provides follow up information to the caller as work is completed;
- Completed the Highway 101 Off Ramps Projects at South Airport Boulevard, Grand Avenue, and Oyster Point Boulevard;



## DEPARTMENT PAGES

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- Resurfaced 22 miles of streets;
- Grand Avenue Improvements to enhance sidewalks, pavement, and overall appeal:
  - Signal Heads
  - Pedestrian Signals
  - In-Ground Pedestrian Crosswalk Warning Lights
  - Street name signs
  - Regulatory signs
  - Way finding signs
  - New crosswalk treatment at Grand Avenue and Lyndon Avenue
  - Installed new trash cans
- Sidewalks Improvements in the Pecks Lot neighborhood;
- Installed passive detection pedestrian crosswalk signals with high visibility flashing beacons on Mission Road at El Camino High School;
- Upgraded Storm pump station wet well at 245 South Airport Boulevard;

### **GOALS FOR FISCAL YEAR 2015-16:**

- Pavement rehabilitation on Grandview Drive and DNA Way;
- Finish projects in Buri Buri, Francisco Terrace, Winston Manor, and Clay parks;
- Begin construction of the capacity improvements at the WQCP;
- Apply to state for funding of the recycled water facility;
- Pursue grants for Pedestrian and Bicycles projects identified in master plans as well as signalization projects;
- Public Works will continue to seek opportunities to expand shared services with other local agencies, while continuing to provide quality service to the community;
- Complete the downtown truck restriction study;
- Upgrade parking meters in downtown to accept credit card payments. The upgraded meters will be expandable to take advantage of new technologies as they become available;
- Update the Sewer Lateral and Sidewalk Programs;
- Complete the traffic signal master plan;
- Sanitary sewer pipe lining rehabilitation and Sewer replacement projects;
- Replace another aeration blower at the WQCP with a projected annual energy savings of \$46,000.

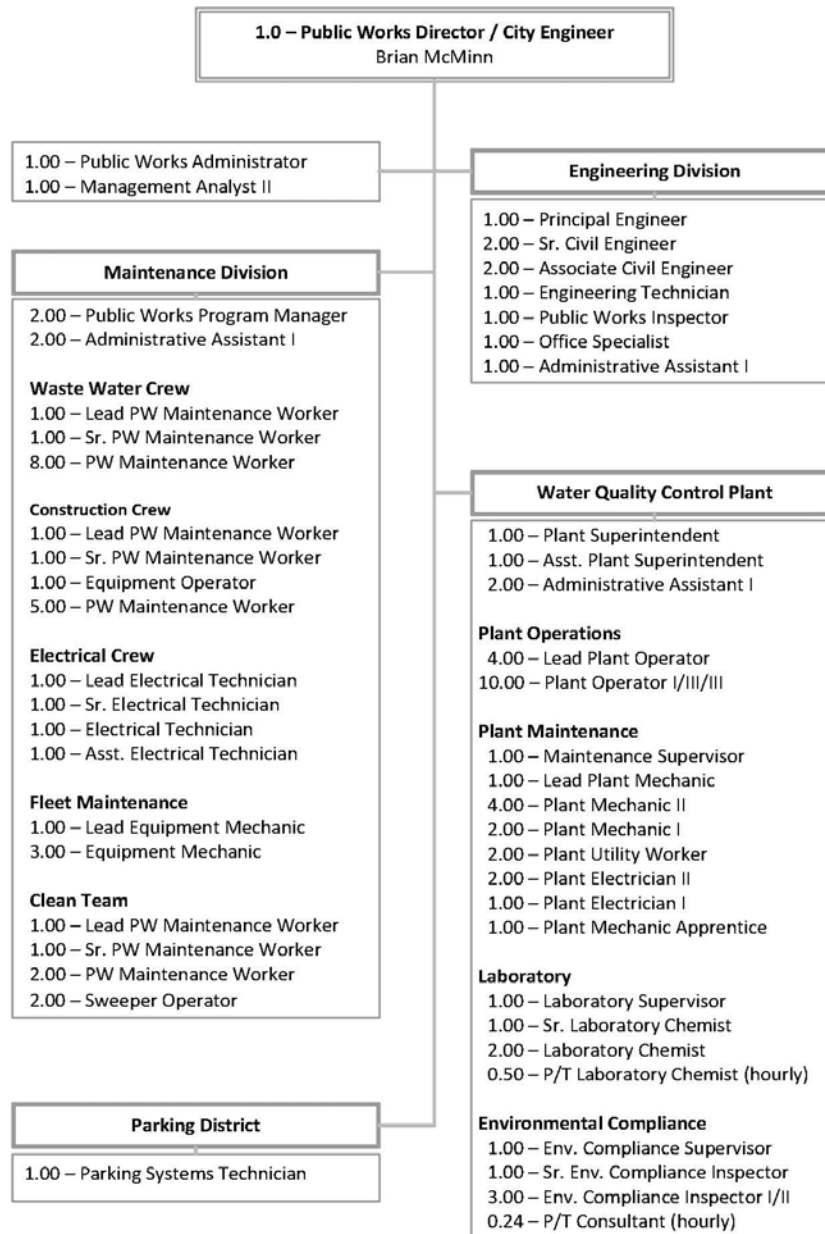
### **BUDGET HIGHLIGHTS FOR FISCAL YEAR 2015-16:**

- Public Works Administrator position created to improve the business operations and efficiency of service delivery;
- Over \$20 million in new project funding added to the Capital Improvement Program;
- Vehicle replacements valued at \$1.5 million which includes \$1.1 million for a new quint for the Fire Department.
- \$85,000 for increase in traffic signal replacement and maintenance; Expenses to be reimbursed by Gas Tax fund.

# DEPARTMENT PAGES

## PUBLIC WORKS DEPARTMENT SUMMARY

Organization Chart 14: Public Works



Fiscal Year 2015-16 Position Budget Totals: 90.00 FTE, 0.74 Hourly

## DEPARTMENT PAGES

Table 15: Public Works Position Budget

Public Works			FTE	FTE	FTE	Change
Position Title			Actual	Amended	Adopted	from
			2013-14	2014-15	2015-16	2014-15
<b>Full Time</b>						
N160	FT	Director Of Public Works/City Eng	1.00	1.00	1.00	0.00
M755	FT	Asst Public Works Dir/City Eng	1.00	1.00	0.00	(1.00)
(TBD)	FT	Public Works Administrator	0.00	0.00	1.00	1.00
M760	FT	Principal Engineer	1.00	1.00	1.00	0.00
M750	FT	Public Works Program Manager	2.00	2.00	2.00	0.00
M745	FT	WQCP Maint Super	1.00	1.00	1.00	0.00
M560	FT	Management Analyst II	1.00	1.00	1.00	0.00
M465	FT	Assistant Plant Superintendent	1.00	1.00	1.00	0.00
M450	FT	Environ Compliance Supervisor	1.00	1.00	1.00	0.00
M355	FT	Plant Superintendent	1.00	1.00	1.00	0.00
M340	FT	Sr Civil Engineer	2.00	2.00	2.00	0.00
M255	FT	Public Works Supervisor	0.10	0.00	0.00	0.00
M220	FT	Laboratory Supervisor	1.00	1.00	1.00	0.00
M115	FT	Associate Civil Engineer	2.00	2.00	2.00	0.00
D190	FT	Lead Plant Operator	4.00	4.00	4.00	0.00
D180	FT	Lead Plant Mechanic	1.00	1.00	1.00	0.00
D170	FT	Sr Laboratory Chemist	1.00	1.00	1.00	0.00
D160	FT	Sr Environmental Compliance Inspector	1.00	1.00	1.00	0.00
D155	FT	Environmental Compliance Inspector II	3.00	3.00	3.00	0.00
D150	FT	Plant Operator II	8.00	8.00	0.00	(8.00)
D200	FT	Plant Operator III	0.00	0.00	8.00	8.00
D145	FT	Operator I	2.00	2.00	2.00	0.00
D140	FT	Plant Electrician II	2.00	2.00	2.00	0.00
D135	FT	Plant Mechanic II	4.00	4.00	4.00	0.00
D125	FT	Plant Utility Worker	2.00	2.00	2.00	0.00
D120	FT	Laboratory Chemist	2.00	2.00	2.00	0.00
D105	FT	Plant Electrician I	1.00	1.00	1.00	0.00
A500	FT	Sr Electrical Technician	1.00	1.00	1.00	0.00
A370	FT	Sweeper Operator	2.00	2.00	2.00	0.00
A360	FT	Sr Public Works Maintenance Worker	3.00	3.00	3.00	0.00
A345	FT	Lead Equipment Mechanic	1.00	1.00	1.00	0.00
A335	FT	Lead Electrical Technician	1.00	1.00	1.00	0.00
A310	FT	Public Works Inspector	1.00	1.00	1.00	0.00
A295	FT	Office Specialist	1.00	1.00	1.00	0.00
A275	FT	Public Works Maintenance Worker	14.00	15.00	15.00	0.00
A200	FT	Lead Public Works Maintenance Worker	2.00	3.00	3.00	0.00
D130	FT	Plant Mechanic I	2.00	2.00	2.00	0.00
D220	FT	Plant Mechanic, Apprentice	0.00	0.00	1.00	1.00
A175	FT	Equipment Operator	1.00	1.00	1.00	0.00
A170	FT	Equipment Mechanic	3.00	3.00	3.00	0.00
A167	FT	Engineering Technician	1.00	1.00	1.00	0.00
A160	FT	Electrical Technician	1.00	1.00	1.00	0.00
A120	FT	Assistant Electrical Technician	1.00	1.00	1.00	0.00
A245	FT	Parking Meter Service Worker	0.00	1.00	1.00	0.00
O315	FT	Administrative Assistant I	5.00	5.00	5.00	0.00
<b>Subtotal Full -Time</b>			<b>86.10</b>	<b>89.00</b>	<b>90.00</b>	<b>1.00</b>
<b>Hourly</b>						
X545	Hrly	Laboratory Chemist	0.50	0.50	0.50	0.00
X570	Hrly	Consultant	0.24	0.24	0.24	0.00
<b>Subtotal Hourly</b>			<b>0.74</b>	<b>0.74</b>	<b>0.74</b>	<b>0.00</b>
<b>Total FTE</b>			<b>86.84</b>	<b>89.74</b>	<b>90.74</b>	<b>1.00</b>

## DEPARTMENT PAGES

### Schedule 24: Public Works Funding Sources & Expenditures

General Fund	Actual 2013-14	Adopted 2014-15	Amended 2014-15	Adopted 2015-16	Change from Adopted 2014-15	% Change
<b>Revenues:</b>						
Grading/Other Permits	231,675	150,000	250,000	230,000	80,000	53.3%
Misc. Public Works Fees	38,949	5,000	5,000	5,000	-	0.0%
<b>Total Revenues</b>	<b>270,624</b>	<b>155,000</b>	<b>255,000</b>	<b>235,000</b>	<b>80,000</b>	<b>51.6%</b>
<b>Expenditures:</b>						
Salaries & Benefits	2,312,852	2,200,940	2,235,590	2,246,624	45,684	2.1%
Supplies & Services	974,183	1,103,228	2,084,140	782,839	(320,389)	(29.0%)
Interdepartmental Charges	665,657	895,159	895,159	882,868	(12,291)	(1.4%)
<b>Total Expenditures</b>	<b>3,952,693</b>	<b>4,199,327</b>	<b>5,214,889</b>	<b>3,912,331</b>	<b>(286,996)</b>	<b>(6.8%)</b>

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## 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, active, and efficient;
- Sponsoring recreation and enrichment programs that meet community needs and enhance the quality of life for the participants.

### ACCOMPLISHMENT/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2014-15:

- Established water conservation practices that exceed mandatory water restrictions;
- Drafted the Parks and Recreation Master Plan to develop a roadmap for improved and prioritized service delivery;
- Implemented the Parks and Recreation Department's Minor Maintenance Program and Capital Improvement Program;
- Expanded the Department's Before and After School Program at Monte Verde Elementary School and Ponderosa Elementary School to provide safe and enriching opportunities for children;
- Awarded grant funding to create an additional licensed preschool site at the Community Learning Center to serve an additional 20 low-income families at no-cost; and
- Recruited key positions, including Aquatics Supervisor, Rentals Supervisor, Recreation & Community Services Manager, and Facilities Manager to create an innovative and high-performance management team.

### OBJECTIVES FOR FISCAL YEAR 2015-16:

- Continue to provide robust recreation programs, with top tier public parks, art, and green spaces;
- Further develop long-term water conservation and sustainability strategies that create a healthy and sustainable community;
- Begin instruction at the new licensed preschool at the Community Learning Center in order to improve school readiness and literacy;

## DEPARTMENT PAGES

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- Complete the facilities condition assessment to identify maintenance priorities, and support high quality public facilities that serve the community's needs;
- Bridge gaps in service as identified in the Parks and Recreation Master Plan;
- Offer Sunday programs at the Orange Memorial Pool to address the community's aquatics safety and exercise needs; and
- Encourage staff development and build a more cohesive team environment and create a culture of innovation and continuous improvement.

### **BUDGET HIGHLIGHTS FOR FISCAL YEAR 2015-16:**

The 2015-16 operating budget makes strides toward meeting community programming demand and restoring maintenance operations. Following up on the completion of the Parks and Recreation Master Plan, staff is working to prioritize future improvements, and restructure the Department's offerings.

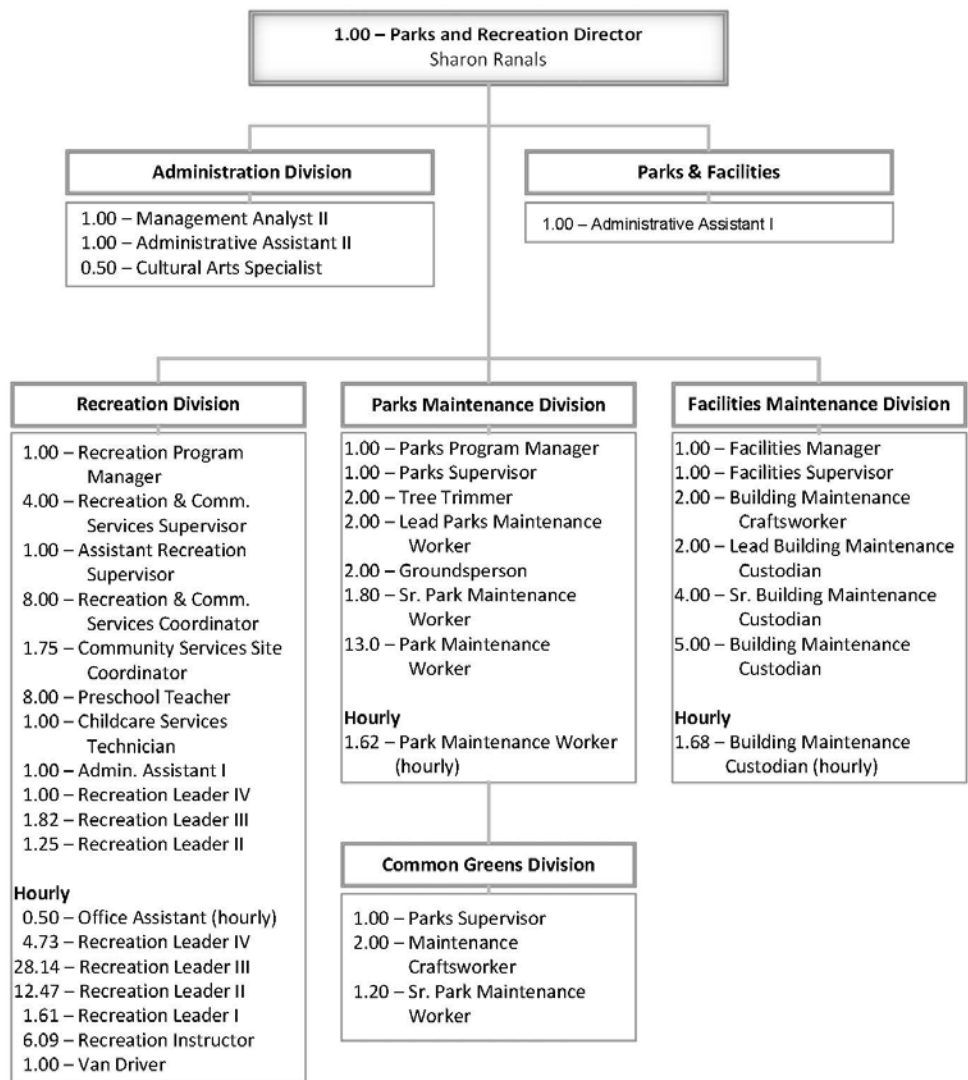
In the Recreation Division, a number of key positions were created in the Childcare Program to expand services that provide safe and high quality user experiences and improve curriculum and program planning.

- Childcare revenues are projected to increase by \$374,000 due to the expansion of before and after school services and fee increases for Preschool, Before and After School, and Summer Camps;
- \$106,000 for the expansion of Monte Verde Elementary School Before and After School Program to provide 60 additional students with enriching and safe after school programs. The expansion was implemented in FY 2014-15 but was funded with operating savings and not included in the FY14-15 budget;
- \$259,000 for the implementation of an additional preschool site for 20 students at the Community Learning Center for Silicon Valley Community Foundation's Big Lift grant program. The program's long-term goal is to improve third grader reading proficiency. The grant will reimburse up to \$252,000 of the program's expenses;
- The indoor pool at Orange Park was also authorized to reopen on Sundays after considerable feedback was received from the public. The Department will also host additional community gatherings, and community musical events (increase in revenues of \$68,000 with offsetting Programs & Services charges of \$58,000 resulting a net impact of \$10,000);
- \$65,000 has been budgeted for community music events;
- \$76,000 has been appropriated for high priority one-time items from Deferred Parks Maintenance Study;
- Parks and Facilities Maintenance Divisions were again budgeted \$500,000 to address deferred maintenance through the Minor Maintenance Program. The continuation of the Four Parks Project will provide new play equipment, furnishings, and improved accessibility at Clay Park, Francisco Terrace Park, Elkwood Park, and Buri Buri Park. Three new Parks improvement projects at Alta Loma and Brentwood Parks, and at the Tot Lot areas at Willow Gardens, are in the conceptual design phase and will continue through final construction in FY 2015-16. Additionally, the Gateway Medians Project and the Gateway Monument Sign and Landscaping at the 101 North hook ramps are two more projects begun in FY 2014-15, which will continue forward into implementation in the coming fiscal cycle. Many other capital improvements are planned to support a park system of top tier, sustainable and safe city parks and facilities.

# DEPARTMENT PAGES

## PARKS & RECREATION DEPARTMENT SUMMARY

Organization Chart 15: Parks & Recreation



Fiscal Year 2015-16 Position Budget Totals: 76.32 FTE, 57.84 Hourly



## DEPARTMENT PAGES

Table 16: Parks & Recreation Position Budget

Parks & Recreation			FTE	FTE	FTE	Change
			Actual	Amended	Adopted	from
Position Title			2013-14	2014-15	2015-16	2014-15
<b>Full Time</b>						
N175	FT	Director Of Parks & Recreation	1.00	1.00	1.00	0.00
M750	FT	Parks Program Manager	1.00	1.00	1.00	0.00
(TBD)	FT	Recreation Program Manager	0.00	1.00	1.00	0.00
(TBD)	FT	Facilities Manager	0.00	1.00	1.00	0.00
(TBD)	FT	Assistant Recreation Supervisor	0.00	0.00	1.00	1.00
(TBD)	FT	Childcare Services Technician	0.00	0.00	1.00	1.00
M560	FT	Management Analyst II	1.00	1.00	1.00	0.00
M530	FT	Rec & Comm Svcs Coord	7.00	8.00	8.00	0.00
M295	FT	Rec & Comm Svcs Super	5.00	4.00	4.00	0.00
M255	FT	Public Works Supervisor	2.90	3.00	3.00	0.00
A640	FT	Comm Svcs Site Coord	1.00	1.00	1.00	0.00
A515	FT	Recreation Leader IV	1.00	1.00	1.00	0.00
A510	FT	Van Driver	1.00	0.00	0.00	0.00
A505	FT	Groundsperson	2.00	2.00	2.00	0.00
A495	FT	Preschool Teacher	5.00	6.00	8.00	2.00
A465	FT	Building Maintenance Craftworker	2.00	2.00	2.00	0.00
A375	FT	Tree Trimmer	2.00	2.00	2.00	0.00
A350	FT	Senior Parks Maintenance Worker	2.00	3.00	3.00	0.00
A320	FT	Sr Building Maint Custodian	3.00	3.00	4.00	1.00
A280	FT	Maintenance Craftworker	2.00	2.00	2.00	0.00
A250	FT	Parks Maintenance Worker	13.00	12.00	13.00	1.00
A195	FT	Lead Parks Maintenance Worker	2.00	2.00	2.00	0.00
A190	FT	Lead Building Maintenance Custodian	2.00	2.00	2.00	0.00
A140	FT	Building Maint Custodian	5.00	5.00	5.00	0.00
O315	FT	Administrative Assistant I	2.00	2.00	2.00	0.00
O310	FT	Administrative Assistant II	1.00	1.00	1.00	0.00
<b>Subtotal Full -Time</b>			<b>63.90</b>	<b>66.00</b>	<b>72.00</b>	<b>6.00</b>
<b>Part Time Regular</b>						
A640	PT Reg	Comm Svcs Site Coord	1.22	0.75	0.75	0.00
A650	PT Reg	Cultural Arts Specialist	0.50	0.50	0.50	0.00
A610	PT Reg	Recreation Leader II	1.25	1.25	1.25	0.00
A620	PT Reg	Recreation Leader III	1.82	1.82	1.82	0.00
<b>Subtotal Part-Time Regular</b>			<b>4.79</b>	<b>4.32</b>	<b>4.32</b>	<b>0.00</b>
<b>Hourly</b>						
X555	Hrly	Van Driver - Hourly	0.00	1.00	1.00	0.00
X185	Hrly	Building Maintenance Custodian - Hourly	1.68	1.68	1.68	0.00
X440	Hrly	Office Assistant - Hourly	1.00	1.00	0.50	(0.50)
X300	Hrly	Park Maintenance Worker - Hourly	1.62	1.62	1.62	0.00
X350	Hrly	Recreation Instructor - Hourly	5.41	5.41	6.09	0.68
X360	Hrly	Recreation Leader I - Hourly	1.09	1.09	1.61	0.52
X365	Hrly	Recreation Leader II - Hourly	11.47	11.47	12.47	1.00
X370	Hrly	Recreation Leader III - Hourly	21.52	24.52	28.14	3.62
X375	Hrly	Recreation Leader IV - Hourly	4.73	4.73	4.73	0.00
<b>Subtotal Hourly</b>			<b>48.52</b>	<b>52.52</b>	<b>57.84</b>	<b>5.32</b>
<b>Total FTE</b>			<b>117.21</b>	<b>122.84</b>	<b>134.16</b>	<b>11.32</b>

## DEPARTMENT PAGES

### Schedule 25: Parks & Recreation Funding Sources & Expenditures

General Fund	Actual 2013-14	Adopted 2014-15	Amended 2014-15	Adopted 2015-16	Change from Adopted 2014-15	% Change
<b>Revenues:</b>						
Picnic/Facility Rental Fees	439,648	392,000	392,000	405,720	13,720	3.5%
Aquatics Programs	395,496	383,500	383,500	451,675	68,175	17.8%
Swim Team	5,000	5,000	5,000	5,250	250	5.0%
Sports	67,564	57,142	57,142	60,542	3,400	6.0%
Special Classes/Events	528,703	497,500	497,500	522,375	24,875	5.0%
Child Care Programs	1,926,859	1,950,600	1,950,600	2,324,600	374,000	19.2%
Adult Day Care	154,556	126,000	126,000	130,800	4,800	3.8%
Community Gardens	1,545	2,000	2,000	2,000	-	0.0%
Senior Program Fees	18,698	16,100	16,100	17,600	1,500	9.3%
Co-Sponsorship Fees	2,250	250	250	250	-	0.0%
Artist Studio Rentals	24,035	46,000	46,000	18,734	(27,266)	(59.3%)
<b>Total Revenues</b>	<b>3,564,354</b>	<b>3,476,092</b>	<b>3,476,092</b>	<b>3,939,546</b>	<b>463,454</b>	<b>13.3%</b>
<b>Expenditures:</b>						
Salaries & Benefits	7,984,851	8,279,382	8,425,682	9,897,338	1,617,956	19.5%
Supplies & Services	2,889,817	3,155,714	3,363,857	3,289,696	133,982	4.2%
Interdepartmental Charges	677,830	710,897	710,897	716,591	5,694	0.8%
<b>Total Expenditures</b>	<b>11,552,498</b>	<b>12,145,993</b>	<b>12,500,436</b>	<b>13,903,626</b>	<b>1,757,633</b>	<b>14.5%</b>

# DEBT OBLIGATIONS

## DEBT OBLIGATIONS

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### DEBT SERVICE OBLIGATIONS

As of July 1, 2015, the City will hold \$50.5 million of debt outstanding. The City has no formal debt policy. Debt service is backed through revenue proceeds either through tax increment dollars from the former Redevelopment Agency or sewer usage charges from the Sewer Enterprise fund.

#### Schedule 26: Legal Debt Limit

Assessed Valuation [1]	15,397,316,446
Bonded Debt Limit (3.75% of assessed value)	577,399,367
Less Debt Subject to Limit	-
Legal Bonded Debt Limit	577,399,367

[1] Source: San Mateo County Assessor Office FY 2015-16 Combined Roll  
[http://smcare.org/assessor/homeownerresources/tax\\_rolls.asp](http://smcare.org/assessor/homeownerresources/tax_rolls.asp)

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

## DEBT OBLIGATIONS

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

- **1999, 2004, 2008 State Water Resources Control Board Loans** - \$77,999,366, 2.4% to 3.0% due 8/1/22, 4/30/26, 7/15/28. These loans were used to improve and expand the City's Water Quality Control Plant (WQCP). Loan proceeds were issued as projects progressed. Debt service payment commences one year after project completion. WQCP user fees support the debt service payments. \$43.5 million of principal outstanding.
- **2005D Water and Wastewater Revenue Bonds** - \$6,000,000, 2.75% to 5.0%, due 4/30/26. The City participated in a pooled bond sale. The bonds were used to finance sewer system capital improvement projects. The debt service is paid from the net revenues of the City's Sewer Enterprise Fund. \$4.1 million of principal outstanding.
- **2003 Revenue Bonds** - \$5,865,000, 2.25% to 4.0%, due 9/1/18. The City of South San Francisco Capital Improvement Financing Authority issued these bonds to finance improvements on the South San Francisco Conference Center. The debt service payments come from a \$2.50 per day hotel room tax. These obligations are not recorded as part of the City's government debt. \$1.7 million of principal outstanding.
- **Tax Allocation Revenue Bonds Series 2006A** - \$70,675,000, 3.75% to 5.13%, due 9/1/35. These bonds will be called on the first called date in September 2017. The Successor Agency will continue to pay the annual debt service on the bonds until the first call date.

## DEBT OBLIGATIONS

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### Capital Leases

In addition to the bonds, notes, and loans, the City has also entered into long-term capital leases with various financing agencies. The capital leases are used to purchase vehicles and equipment where it makes more financial sense for the City to pay for these over time rather than using upfront cash. The purchases tend to be Fire apparatuses and Public Works vehicles and equipment. Below is a list of the vehicles and equipment lease-purchased with remaining balances in the past four fiscal years. The capital lease payments are made by the General Fund.

- **2008 Two Fire Engines** – Projected balance \$357,215, due 7/16/18.
- **2010 Two Fire Engines** – Projected balance \$669,691, due 12/31/20.
- **2011 Two Rescue Ambulances** – Projected balance \$216,115, due 12/20/17.
- **2013 Fire Quint** – Projected balance \$1,057,513, due 5/23/23.
- **2014 Sweeper** – Projected balance \$486,040, due 10/17/18.

DEBT OBLIGATIONS

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# GOVERNMENTAL FUNDS

## GOVERNMENTAL FUNDS

### GOVERNMENTAL FUNDS OVERVIEW

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

The FY 2015-16 Adopted Budget reflects new appropriations and no prior year carry forward appropriations. The final actual amount of carry forward appropriations will be finalized as part of the FY 2014-15 closing process and the carry forward budgets will then be reflected as part of the FY 2015-16 amended budget.

In FY 2013-14, the City created an Infrastructure Reserve fund for deferred facility maintenance and infrastructure replacement CIP projects. Excess General Fund reserves of \$11.2 million were designated for this purpose at FY 2013-14 year-end.

Schedule 27: Capital Improvement Fund Summary

	Actual	Adopted	Amended	Adopted	Change from	%
Revenues	2013-14	2014-15	2014-15	2015-16	2014-15	Change
Intergovernmental	1,252,075	1,231,400	5,712,898	900,000	-	0.0%
Other Revenue	-	-	306,000	-	-	-
Trsfers In for CIP Expenses	9,300,915	3,891,900	21,071,116	6,225,000	2,333,100	59.9%
Trsfr In for Infrastructure Reserve	11,161,000	-	-	-	-	-
<b>Total Revenues</b>	<b>21,713,990</b>	<b>5,123,300</b>	<b>27,090,014</b>	<b>7,125,000</b>	<b>2,333,100</b>	<b>45.5%</b>
<b>Expenditures</b>						
Salaries & Benefits	379,111	-	-	-	-	-
Supplies & Services	11,306,574	5,598,810	27,062,500	8,311,000	2,712,190	48.4%
Capital Outlay	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>11,685,685</b>	<b>5,598,810</b>	<b>27,062,500</b>	<b>8,311,000</b>	<b>2,712,190</b>	<b>48.4%</b>
Surplus/(Deficit)	10,028,305	(475,510)	27,514	(1,186,000)	(379,090)	79.7%
<b>Fund Balance</b>	<b>11,133,626</b>	<b>10,658,116</b>	<b>11,161,140</b>	<b>11,899,464</b>	<b>1,241,348</b>	<b>11.6%</b>
Infrastructure Reserve	11,161,000	11,161,000	11,161,000	11,899,324	738,324	6.6%
ADA Improvements Reserve	854,935	379,425	-	-	(379,425)	(100.0%)
<b>Net fund Balance Excluding Reserve</b>	<b>(882,309)</b>	<b>(882,309)</b>	<b>140</b>	<b>140</b>	<b>882,449</b>	<b>(100.0%)</b>



## GOVERNMENTAL FUNDS

### 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.

Schedule 28: City Housing Fund Summary

Revenues	Actual 2013-14	Adopted 2014-15	Amended 2014-15	Change from		% Change
				Adopted 2015-16	Adopted 2014-15	
Housing Rental Revenue	173,195	157,518	157,518	130,000	(27,518)	(17.5%)
Investment Income and Loan Interest	51,714	37,000	37,000	37,000	-	0.0%
Equity Sharing	21,264	15,000	15,000	15,000	-	0.0%
Miscellaneous	3,824	1,000	1,000	479,000	478,000	47,800.0%
Loan Repayments*	646,730	490,000	490,000	125,000	(365,000)	(74.5%)
<b>Total Revenues</b>	<b>896,728</b>	<b>700,518</b>	<b>700,518</b>	<b>786,000</b>	<b>85,482</b>	<b>12.2%</b>
<b>Expenditures</b>						
Housing Operating Expenses	246,456	280,592	329,391	517,800	237,208	84.5%
636 El Camino Retail Work	272,966	250,000	549,444	450,000	200,000	80.0%
Brookwood Development	-	-	-	1,091,385	1,091,385	100%
<b>Total Expenditures</b>	<b>519,422</b>	<b>530,592</b>	<b>878,835</b>	<b>2,059,185</b>	<b>1,528,593</b>	<b>288.1%</b>
Surplus/(Deficit)	377,306	169,926	(178,317)	(1,273,185)	(1,443,111)	(849.3%)
<b>Ending Fund Balance</b>	<b>92,014</b>	<b>261,940</b>	<b>(86,303)</b>	<b>281,153</b>	<b>19,213</b>	<b>7.3%</b>
Escrow Account with Fiscal Agent	-	-	-	-	-	
<b>Available Fund Balance</b>	<b>92,014</b>	<b>261,940</b>	<b>(86,303)</b>	<b>281,153</b>	<b>19,213</b>	<b>7.3%</b>

\*Note - Includes large Loan repayments from Mid-Peninsula Housing

## GOVERNMENTAL FUNDS

### 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 2,600 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.

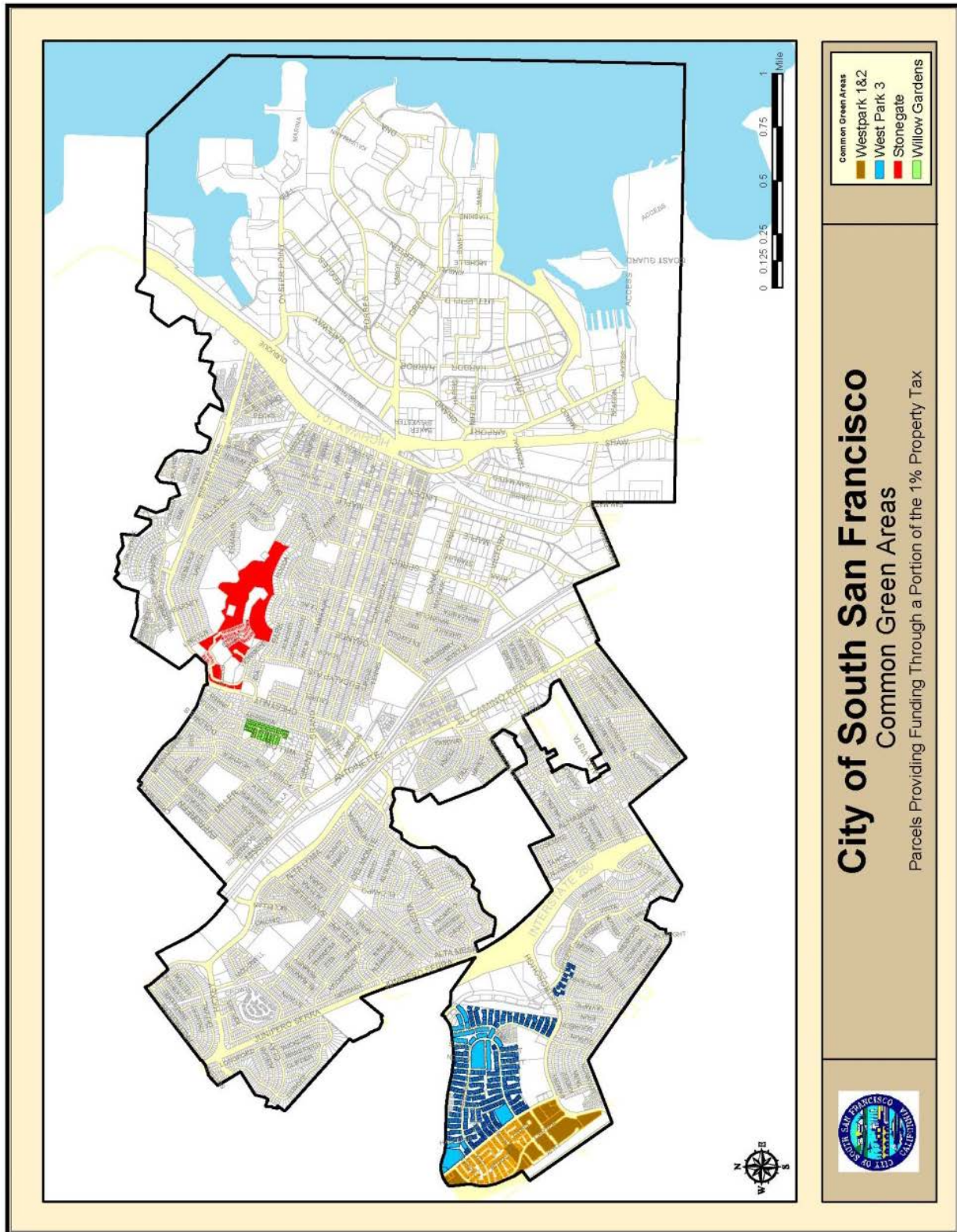
The revenue from the property tax provides for sidewalk, parks and tree maintenance within each of the maintenance districts. Some CIP projects within the maintenance districts are funded through these funds.

Schedule 29: Common Greens Maintenance District Funds Summary

Revenue	Actual	Adopted	Amended	Adopted	Change from	
	2013-14	2014-15	2014-15	2015-16	2014-15	% Change
West Park 3	688,490	658,957	658,957	683,075	24,118	3.7%
Stonegate Ridge	235,413	224,239	224,239	232,446	8,207	3.7%
Willow Gardens	71,070	45,920	45,920	47,601	1,681	3.7%
West Park 1 & 2	425,296	411,618	411,618	426,683	15,065	3.7%
<b>Total Revenues</b>	<b>1,420,269</b>	<b>1,340,734</b>	<b>1,340,734</b>	<b>1,389,805</b>	<b>49,071</b>	<b>3.7%</b>
<b>Expenditures</b>						
West Park 3	822,601	936,695	936,823	876,659	(60,035)	(6.4%)
Stonegate Ridge	141,728	172,991	172,991	193,738	20,747	12.0%
Willow Gardens	43,023	55,057	55,057	57,852	2,796	5.1%
West Park 1 & 2	360,823	419,527	419,539	433,746	14,219	3.4%
CIP	4,878	90,000	90,000	140,000	50,000	55.6%
<b>Total Expenditures</b>	<b>1,373,054</b>	<b>1,674,270</b>	<b>1,674,410</b>	<b>1,701,996</b>	<b>27,726</b>	<b>1.7%</b>
<b>Net Surplus / (Deficit)</b>	<b>47,215</b>	<b>(333,536)</b>	<b>(333,676)</b>	<b>(312,191)</b>	<b>21,345</b>	<b>(6.4%)</b>
<b>Fund Balance</b>	<b>1,583,320</b>	<b>1,249,784</b>	<b>1,249,644</b>	<b>937,453</b>	<b>(312,331)</b>	<b>(25.0%)</b>

# GOVERNMENTAL FUNDS

Figure 8: Common Greens Maintenance District Map



## GOVERNMENTAL 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.

The City Council annually determines the allocation of the CDBG funds. On April 22, 2015, the City Council approved the following appropriations for CDBG.

Schedule 30: Community Development Block Grant Fund Summary

	Actual	Adopted	Amended	Adopted	Change from	%
Revenues	2013-14	2014-15	2014-15	2015-16	Adopted	Change
					2014-15	
Intergovernmental	602,614	417,249	417,249	415,864	(1,385)	(0.3%)
Prog. Inc. (Loan Repayments)	66,323	35,000	35,000	35,000	-	0.0%
Use of Money & Property	11,381	-	-	-	-	
Other Revenues	18,478	8,569	8,569	8,762	193	2.3%
Prior Year Prog. Inc. & Uncommitted Funds	-	200,000	200,000	226,000	26,000	13.0%
<b>Total Revenues</b>	<b>698,796</b>	<b>660,818</b>	<b>660,818</b>	<b>685,626</b>	<b>24,808</b>	<b>3.8%</b>
<b>Expenditures</b>						
Salaries & Benefits	227,549	163,064	163,064	101,927	(61,137)	(37.5%)
Supplies & Services	586,573	371,955	422,238	583,257	211,302	56.8%
Trnsfrs Out to Cap. Imprvmnt	134,890	113,000	120,870	-	(113,000)	(100.0%)
<b>Total Expenditures</b>	<b>949,012</b>	<b>648,019</b>	<b>706,172</b>	<b>685,184</b>	<b>37,165</b>	<b>5.7%</b>
Surplus/(Deficit)	(250,216)	12,799	(45,354)	442	(12,357)	(96.5%)
<b>Fund Balance</b>	<b>1,062,515</b>	<b>1,075,314</b>	<b>1,017,161</b>	<b>1,042,603</b>	<b>(32,711)</b>	<b>(3.0%)</b>

## GOVERNMENTAL FUNDS

### CONSOLIDATED GRANT FUNDS

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

The revenues for these funds are either on a reimbursement basis such as the Miscellaneous Federal Grant Fund or come from deferred revenue (cash that was received in prior years) such as the Federal Aviation Grant Fund.

Schedule 31: Consolidated Grant Funds Summary

	Actual	Adopted	Amended	Adopted	Change from	%
Revenues:	2013-14	2014-15	2014-15	2015-16	Adopted	Change
					2014-15	
Taxes	94,523	-	100,000	100,000	100,000	100.0%
Intergovernmental	34,595	-	-	-	-	
Use of Money & Property	8,778	4,000	4,000	4,000	-	0.0%
<b>Subtotal</b>	<b>137,896</b>	<b>4,000</b>	<b>104,000</b>	<b>104,000</b>	<b>100,000</b>	<b>2,500.0%</b>
Transfers In	-	-	-	-	-	
<b>Total Revenues</b>	<b>137,896</b>	<b>4,000</b>	<b>104,000</b>	<b>104,000</b>	<b>100,000</b>	<b>2,500.0%</b>
<b>Expenditures:</b>						
Salaries & Benefits	94,678	-	100,000	100,000	100,000	100%
Supplies & Services	43,116	733,239	733,239	-	(733,239)	(100.0%)
Interdepartmental Charges	-	-	-	-	-	
<b>Subtotal</b>	<b>137,794</b>	<b>733,239</b>	<b>833,239</b>	<b>100,000</b>	<b>(633,239)</b>	<b>(86.4%)</b>
Transfers Out	-	-	-	-	-	
<b>Total Expenditures</b>	<b>137,794</b>	<b>733,239</b>	<b>833,239</b>	<b>100,000</b>	<b>(633,239)</b>	<b>(86.4%)</b>
Surplus/(Deficit)	102	(729,239)	(729,239)	4,000		
<b>Fund Balance</b>	<b>854,370</b>	<b>125,131</b>	<b>125,131</b>	<b>129,131</b>	<b>4,000</b>	<b>3.2%</b>

## GOVERNMENTAL FUNDS

### CONSOLIDATED IMPACT FEE FUNDS

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

\$123,648 has been appropriated in the Public Safety Impact Fee Fund for a portion of the costs to purchase new cardiac monitors and replace safety clothing for the Fire Department.

#### Schedule 32: Consolidated Impact Fee Funds Summary

	Actual	Adopted	Amended	Adopted	Change from	%
Revenues:	2013-14	2014-15	2014-15	2015-16	Adopted	Change
					2014-15	
Use of Money & Property	133,405	-	-	-	-	0.0%
Other Revenues	2,422,556	-	-	-	-	0.0%
<b>Subtotal</b>	<b>2,555,961</b>	-	-	-	-	<b>0.0%</b>
Transfers In	-	-	-	-	-	<b>0.0%</b>
<b>Total Revenues</b>	<b>2,555,961</b>	-	-	-	-	<b>0.0%</b>
<b>Expenditures:</b>						
Supplies & Services	-	-	52,561	123,648	123,648	0.0%
Debt Service	453,381	-	-	-	-	0.0%
Interdepartmental Charges	5,000	5,000	5,000	5,000	-	0.0%
<b>Subtotal</b>	<b>458,381</b>	<b>5,000</b>	<b>57,561</b>	<b>128,648</b>	<b>123,648</b>	<b>2,473.0%</b>
Transfers Out	4,203,575	100,000	4,819,889	1,200,000	1,100,000	1,100.0%
<b>Total Expenditures</b>	<b>4,661,956</b>	<b>105,000</b>	<b>4,877,450</b>	<b>1,328,648</b>	<b>1,223,648</b>	<b>1,165.4%</b>
Surplus/(Deficit)	(2,105,995)	(105,000)	(4,877,450)	(1,328,648)		
<b>Fund Balance</b>	<b>8,889,222</b>	<b>8,784,222</b>	<b>4,011,772</b>	<b>2,683,124</b>	<b>(6,101,098)</b>	<b>(69.5%)</b>

## GOVERNMENTAL FUNDS

### 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.

In 2007, the City entered into an agreement with Genentech in which the company agreed to pre-fund sewer impact fees for the E. Grand Avenue Sewer Trunk Project, in order for the project to be completed prior to Genentech applying for building permits. As a result, the pre-funding is shown on the City's books as a liability until sufficient Genentech development generates impact fees to cover the prepayment of those fees.

Schedule 33: East of 101 Sewer Impact Fee Fund Summary

	Actual	Adopted	Amended	Adopted	Change from	%
Revenues	2013-14	2014-15	2014-15	2015-16	Adopted	Change
					2014-15	
Use of Money & Property	8,865	-	-	-	-	0.0%
Other Revenues	879,904	-	-	-	-	0.0%
Subtotal	888,769	-	-	-	-	0.0%
Transfers In	-	-	-	-	-	0.0%
Total Revenues	888,769	-	-	-	-	0.0%
<b>Expenditures</b>						
Interdepartmental Charges	2,500	2,500	2,500	2,500	-	0.0%
Transfers Out	-	-	63,008	-	-	0.0%
Total Expenditures	2,500	2,500	65,508	2,500	-	0.0%
Surplus/(Deficit)	886,269	(2,500)	(65,508)	(2,500)	-	0.0%
Fund Balance	1,331,805	1,329,305	1,266,297	1,796,995	467,690	35.2%

## GOVERNMENTAL FUNDS

### 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.

Beginning in FY 2011-12, the Measure M San Mateo County Vehicle Registration Fee began generating an estimated \$225,000 in annual revenue for the next 25 years. This new revenue will be transferred out to the Storm Water fund to supplement the increased storm water regulation cost. The original San Mateo County Vehicle Registration Fee that collected approximately \$105,000 annually to generate revenues ended December 31, 2012. FY 2015-16 Gas Tax revenues are expected to drop by more than 25% due to reductions in gasoline prices and consumption, as well as a reduction in the State's allocation rate.

#### Schedule 34: Gas Tax Fund Summary

Revenues	Actual 2013-14	Adopted 2014-15	Amended 2014-15	Adopted 2015-16	Change from	
					Adopted 2014-15	% Change
Tax Revenue						
HUTA 2103-2107 (Gas Tax)	2,019,577	1,652,483	1,873,483	1,395,570	(256,913)	(15.5%)
Measure M	443,064	230,000	230,000	230,000	-	0.0%
USE OF MONEY & PROPERTY	26,700	15,000	15,000	15,000	-	0.0%
<b>Total Revenues</b>	<b>2,489,341</b>	<b>1,897,483</b>	<b>2,118,483</b>	<b>1,640,570</b>	<b>(256,913)</b>	<b>(13.5%)</b>
<b>Expenditures</b>						
Transfer to General Fund	920,184	1,106,909	1,391,486	920,605	(186,304)	(16.8%)
Transfer to Stormwater	670,000	670,000	670,000	670,000	-	0.0%
Transfer to Capital Improvement	102,044	630,000	2,097,133	589,000	(41,000)	(6.5%)
<b>Total Expenditures</b>	<b>1,692,228</b>	<b>2,406,909</b>	<b>4,158,619</b>	<b>2,179,605</b>	<b>(227,304)</b>	<b>(9.4%)</b>
Surplus/(Deficit)	797,113	(509,426)	(2,040,136)	(539,035)	(29,609)	5.8%
<b>Fund Balance</b>	<b>2,305,892</b>	<b>1,796,466</b>	<b>265,757</b>	<b>5,287</b>	<b>(1,791,179)</b>	<b>(99.7%)</b>

#### DEPARTMENTAL CHANGES & HIGHLIGHTS:

Programs & Services:

- CIP projects for Street Rehabilitation Program, Alida Way Storm Drain Rehabilitation and Paint Restriping of City Streets



## GOVERNMENTAL FUNDS

### 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.

Schedule 35: Measure A Fund Summary

Revenues	Actual	Adopted	Amended	Adopted	Change from	%
	2013-14	2014-15	2014-15	2015-16	Adopted 2014-15	Change
Taxes	1,450,315	1,290,000	1,290,000	1,400,000	110,000	8.5%
Use of Money & Property	24,645	25,000	25,000	25,000	-	0.0%
<b>Total Revenues</b>	<b>1,474,960</b>	<b>1,315,000</b>	<b>1,315,000</b>	<b>1,425,000</b>	<b>110,000</b>	<b>8.4%</b>
<b>Expenditures</b>						
Transfers to General Fund	-	-	94,011	-	-	
Transfers to Capital Improvement	991,151	1,427,400	2,814,641	2,096,000	668,600	46.8%
<b>Total Expenditures</b>	<b>991,151</b>	<b>1,427,400</b>	<b>2,908,652</b>	<b>2,096,000</b>	<b>668,600</b>	<b>46.8%</b>
Surplus/(Deficit)	483,809	(112,400)	(1,593,652)	(671,000)	(558,600)	497.0%
<b>Fund Balance</b>	<b>2,357,356</b>	<b>2,244,956</b>	<b>763,704</b>	<b>92,704</b>	<b>(2,152,252)</b>	<b>(95.9%)</b>

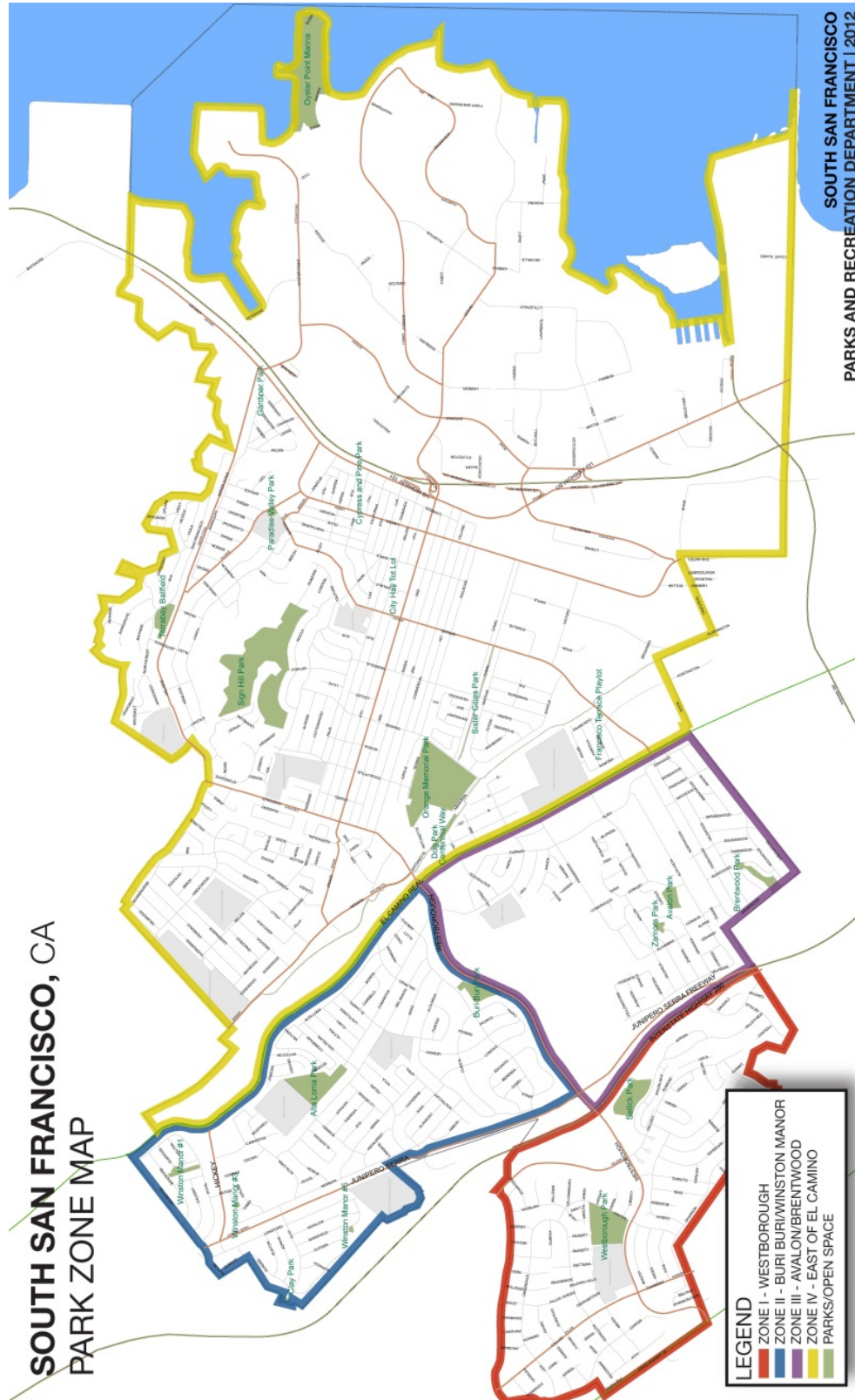
### PARK-IN-LIEU FEES FUND

The City's ordinance as authorized by the Quimby Act requires park land dedication in adopted residential subdivisions or payment of an in-lieu fee. In the event the adopted residential subdivision is less than 50 parcels, the City may only require 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.

Schedule 36: Park-in-Lieu Fund Summary

Revenues	Actual	Adopted	Amended	Adopted	Change from	%
	2013-14	2014-15	2014-15	2015-16	Adopted 2014-15	Change
Developers Cont. / Reimbursement	147,412	-	-	-	-	0.0%
Interest Income Investments	19,125	-	-	-	-	0.0%
<b>Total Revenues</b>	<b>166,537</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Expenditures</b>						
Transfer to Capital Improvement	71,431	231,250	917,428	500,000	268,750	116.2%
<b>Total Expenditures</b>	<b>71,431</b>	<b>231,250</b>	<b>917,428</b>	<b>500,000</b>	<b>268,750</b>	<b>116.2%</b>
Surplus / (Deficit)	95,106	(231,250)	(917,428)	(500,000)	(268,750)	116.2%
<b>Fund Balance</b>	<b>1,602,122</b>	<b>1,370,872</b>	<b>684,694</b>	<b>193,165</b>	<b>(1,177,707)</b>	<b>(85.9%)</b>

Figure 9: Park-in-Lieu Fee Zone Map



## GOVERNMENTAL FUNDS

### SOLID WASTE MANAGEMENT FUND

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

Schedule 37: Solid Waste Management Fund Summary

	Actual	Adopted	Amended	Adopted	Change from	%
Revenues	2013-14	2014-15	2014-15	2015-16	Adopted	Change
					2014-15	
Service Charges	180,000	180,000	180,000	180,000	-	0.0%
<b>Total Revenues</b>	<b>180,000</b>	<b>180,000</b>	<b>180,000</b>	<b>180,000</b>	<b>-</b>	<b>0.0%</b>
<b>Expenditures</b>						
Operating Expenses	86,932	136,750	195,481	129,750	(7,000)	(5.1%)
Transfers to General Fund	20,244	60,000	60,000	-	(60,000)	(100.0%)
Transfers to Capital Improvement	-	400,000	400,000	500,000	100,000	25.0%
<b>Total Expenditures</b>	<b>107,176</b>	<b>596,750</b>	<b>655,481</b>	<b>629,750</b>	<b>33,000</b>	<b>5.5%</b>
Surplus/(Deficit)	72,824	(416,750)	(475,481)	(449,750)	(33,000)	7.9%
<b>Fund Balance</b>	<b>1,029,874</b>	<b>613,124</b>	<b>554,393</b>	<b>104,643</b>	<b>(508,481)</b>	<b>(82.9%)</b>

### 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.

Schedule 38: Sewer Capacity Charge Fund Summary

	Actual	Adopted	Amended	Adopted	Change from	%
Revenues	2013-14	2014-15	2014-15	2015-16	Adopted	Change
					2014-15	
Sewer Capacity Charges	217,083	-	-	200,000	200,000	
Use of Money & Property	5,728	-	-	-	-	
<b>Subtotal</b>	<b>222,811</b>	<b>-</b>	<b>-</b>	<b>200,000</b>	<b>200,000</b>	
Transfers In						
<b>Total Revenues</b>	<b>222,811</b>	<b>-</b>	<b>-</b>	<b>200,000</b>	<b>200,000</b>	
<b>Expenditures</b>						
Interdepartmental Charges	2,500	2,500	2,500	2,500	-	
<b>Subtotal</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>-</b>	
Transfers Out	422,417	-	-	-	-	
<b>Total Expenditures</b>	<b>424,917</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>-</b>	<b>0.0%</b>
Surplus/(Deficit)	(202,106)	(2,500)	(2,500)	197,500	200,000	(8,000.0%)
<b>Fund Balance</b>	<b>326,897</b>	<b>324,397</b>	<b>324,397</b>	<b>709,397</b>	<b>385,000</b>	<b>118.7%</b>

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# MAJOR PROPRIETARY FUNDS

## MAJOR PROPRIETARY FUNDS

### PROPRIETARY FUNDS OVERVIEW

Enterprise Funds are associated with business type activities, where a fee is charged for a particular service. The funds in the follow pages all support business type activities operated by the City.

#### SEWER ENTERPRISE FUND

The Sewer Enterprise Fund is used to operate the systems for the Water Quality Control Plant (WQCP) including sewer lines and pump stations. This fund also covers Sanitary Sewer type capital projects that upgrade and improve the WQCP. There are 57.43 FTE budgeted in this fund.

#### Schedule 39: Sewer Enterprise Fund Summary

	Actual	Adopted	Amended	Adopted	Change from	%
	2013-14	2014-15	2014-15	2015-16	Adopted	Change
					2014-15	
<b>Revenues</b>						
SSF Service Charge Revenue	19,083,992	20,263,855	20,263,855	20,066,346	(197,509)	(1.0%)
Other Agency Share of O&M Expenses	4,723,362	4,561,067	4,561,067	4,549,061	(12,006)	(0.3%)
Other Agency CIP Reimbursement	1,621,127	542,438	1,767,022	1,346	(541,092)	(99.8%)
Other Agency Loan Pymt Reimb	1,245,492	1,245,492	1,245,492	1,048,022	(197,470)	(15.9%)
Grants & CIP Contributions from Others	29,620	29,620	29,620	29,620	-	0.0%
Interest/Other Income	207,216	245,000	245,000	245,000	-	0.0%
SRF Loan Proceeds for CIP	-	-	-	8,300,000	8,300,000	100.0%
Transfers In	422,417	-	63,008	-	-	0.0%
<b>Total Revenues</b>	<b>27,333,226</b>	<b>26,887,472</b>	<b>28,175,063</b>	<b>34,239,395</b>	<b>7,351,923</b>	<b>27.3%</b>
<b>Expenditures</b>						
Operating Expenses	14,729,412	16,676,853	16,704,117	18,373,806	1,696,953	10.2%
Debt Service	7,387,261	5,711,442	5,711,442	5,706,476	(4,966)	(0.1%)
CIP Budgeted Expenditures	5,359,473	2,729,000	7,882,863	12,400,000	9,671,000	354.4%
Transfers Out	51,109	-	1,585	-	-	0.0%
<b>Total Expenses</b>	<b>27,527,255</b>	<b>25,117,295</b>	<b>30,300,007</b>	<b>36,480,282</b>	<b>11,362,987</b>	<b>45.2%</b>
Surplus/(Deficit)	(194,029)	1,770,177	(2,124,944)	(2,240,887)	(4,011,064)	(226.6%)
<b>Ending Fund Balance</b>	<b>15,388,283</b>	<b>17,158,460</b>	<b>13,263,339</b>	<b>10,347,814</b>	<b>(6,810,646)</b>	<b>(39.7%)</b>
Capital Reserves [1]	3,674,000	3,829,000	3,829,000	3,983,000	154,000	4.0%
Operating Reserves [2]	3,631,910	4,112,101	4,118,823	4,530,500	418,399	10.2%
Active CIP Projects	5,153,863	5,153,863	-	-	(5,153,863)	(100.0%)
Accrued Vacation/Sick Leave	201,790	201,790	201,790	201,790	-	0.0%
All Other Reserves	95,140	124,761	124,761	124,761	-	0.0%

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

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

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

## MAJOR PROPRIETARY 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 sale of parking permits. This fund has 2.09 FTEs budgeted, including the budget for the Parking Place Commission.

#### Schedule 40: Parking District Fund Summary

	Actual 2013-14	Adopted 2014-15	Amended 2014-15	Adopted 2015-16	Change from Adopted 2014-15	% Change
<b>Revenues</b>						
Charges for Services:						
Parking Permit Fees	88,190	95,000	95,000	95,000	-	0.0%
Parking Meter Fees	635,430	555,000	555,000	555,000	-	0.0%
Miller Ave Parking Garage	61,962	50,000	50,000	50,000	-	0.0%
Interest/Other Income	13,476	10,000	10,000	10,000	-	0.0%
<b>Total Revenues</b>	<b>799,058</b>	<b>710,000</b>	<b>710,000</b>	<b>710,000</b>	<b>-</b>	<b>0.0%</b>
<b>Expenditures</b>						
Payroll	268,949	328,995	328,995	246,348	(82,647)	(25.1%)
Supplies & Services	103,528	668,280	668,280	347,947	(320,333)	(47.9%)
Interdepartmental Charges	103,590	103,726	103,726	104,682	956	0.9%
<b>Total Expenditures</b>	<b>476,068</b>	<b>1,101,002</b>	<b>1,101,002</b>	<b>698,977</b>	<b>(402,024)</b>	<b>(36.5%)</b>
Surplus/(Deficit)	322,990	(391,002)	(391,002)	11,023	(402,024)	102.8%
<b>Fund Balance</b>	<b>1,293,327</b>	<b>902,326</b>	<b>902,326</b>	<b>913,348</b>	<b>11,023</b>	<b>1.2%</b>

#### **FUND CHANGES & HIGHLIGHTS:**

Programs & Services:

- \$50,000 increase in Operation and Maintenance expenses for new smart meters

Other:

- \$150,000 to design, fabricate, and install lighted wayfinding signage for Miller Avenue Parking Garage

## MAJOR PROPRIETARY FUNDS

### STORM WATER FUND

The Storm Water Fund is used to comply with Federal and State regulations regarding storm drain run off. There are 9.61 FTEs budgeted by this fund.

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

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.

#### Schedule 41: Storm Water Fund Summary

Revenues	Actual	Adopted	Amended	Adopted	Change from	
	2013-14	2014-15	2014-15	2015-16	Adopted 2014-15	% Change
Administrative Fines	4,600	5,000	5,000	5,000	-	0.0%
Service Charges	404,858	405,000	405,000	405,000	-	0.0%
Transfer In from Gas Taxes/Measure M	670,000	670,000	670,000	670,000	-	0.0%
Transfer In from General Fund	-	750,000	750,000	250,000	(500,000)	(66.7%)
Interest and Other	7,102	-	-	5,000	5,000	100.0%
<b>Total Revenues</b>	<b>1,086,560</b>	<b>1,830,000</b>	<b>1,830,000</b>	<b>1,335,000</b>	<b>(495,000)</b>	<b>(27.0%)</b>
<b>Expenditures</b>						
Operating Expenses	1,220,063	1,496,911	1,511,255	1,649,025	152,114	10.2%
Capital Improvements		-	401,418	355,000	355,000	100.0%
<b>Total Expenditures</b>	<b>1,220,063</b>	<b>1,496,911</b>	<b>1,912,673</b>	<b>2,004,025</b>	<b>507,114</b>	<b>33.9%</b>
Surplus/(Deficit)	(133,503)	333,089	(82,673)	(669,025)	(1,002,114)	(300.9%)
<b>Fund Balance</b>	<b>451,359</b>	<b>784,448</b>	<b>368,686</b>	<b>2,661</b>	<b>(781,787)</b>	<b>(99.7%)</b>

#### **FUND CHANGES & HIGHLIGHTS:**

Other:

- Transfer In from General Fund decreased to \$250,000. Public Works staff resources have been diverted to other areas the past two years due to the lack of precipitation.



# INTERNAL SERVICE FUNDS

## INTERNAL SERVICE FUNDS

### INTERNAL SERVICE FUNDS OVERVIEW

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

### CITY SERVICES FUND

The City Service Fund is used to pay for in-house vehicle maintenance on City owned vehicles. The Fleet Maintenance Division of the Public Works Department manages the budget for this fund. 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 to further regional consolidation efforts. The fund budgets 4.6 FTEs in the Public Works Department.

Schedule 42: City Service (Garage) Fund Summary

	Actual	Adopted	Amended	Adopted	Change from	%
Revenues	2013-14	2014-15	2014-15	2015-16	2014-15	Change
Use of Money & Property	1,662	-	-	-	-	0.0%
Other Revenues	1,650,000	1,650,000	1,650,000	1,650,000	-	0.0%
Transfers	77,244	-	-	-	-	0.0%
<b>Total Revenues</b>	<b>1,728,906</b>	<b>1,650,000</b>	<b>1,650,000</b>	<b>1,650,000</b>	<b>-</b>	<b>0.0%</b>
<b>EXPENDITURES</b>						
Payroll	624,987	581,588	581,588	618,069	36,481	6.3%
Supplies & Services	1,011,568	918,150	918,150	918,150	-	0.0%
Capital Outlay	580	-	-	-	-	0.0%
Interdepartmental Charges	15,198	16,437	16,437	17,742	1,305	7.9%
<b>Total Expenditures</b>	<b>1,652,332</b>	<b>1,516,175</b>	<b>1,516,175</b>	<b>1,553,961</b>	<b>37,786</b>	<b>2.5%</b>
Surplus/(Deficit)	76,574	133,825	133,825	96,039	(37,786)	(28.2%)
<b>Fund Balance</b>	<b>232,921</b>	<b>366,745</b>	<b>366,745</b>	<b>462,784</b>	<b>96,039</b>	<b>26.2%</b>

## INTERNAL SERVICE FUNDS

### 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 costs.

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.

The Equipment Replacement Fund pays for the Fire Department's capital leases. The Fire Department will be charged directly for the debt service budgeted for FY 2015-16.

#### Schedule 43: Equipment Replacement Fund Summary

Revenues	Actual	Adopted	Amended	Adopted	Change from	%
	2013-14	2014-15	2014-15	2015-16	Adopted 2014-15	Change
Use of Money & Property	74,678	95,000	95,000	95,000	-	0.0%
Lease Financing	558,555	631,419	631,419	631,419	-	0.0%
Charges to Other Departments	1,009,080	1,046,213	1,046,213	1,046,213	-	0.0%
Donations	300,000	-	-	-	-	-
Transfer In from City Prog Spec Rev	-	-	-	-	-	-
<b>Total Revenues</b>	<b>1,942,314</b>	<b>1,772,632</b>	<b>1,772,632</b>	<b>1,772,632</b>	<b>-</b>	<b>0.0%</b>
<b>Expenditures</b>						
Supplies and Services	336,162	-	-	225,000	225,000	100.0%
Capital Outlay	689,188	1,057,000	1,329,415	1,900,000	843,000	79.8%
Debt Service on Leases	558,555	631,419	631,419	631,419	-	0.0%
Special Program Expenditure	-	440,000	440,000	282,720	(157,280)	(35.7%)
Interdepartmental Charges	-	-	-	-	-	-
<b>Subtotal</b>	<b>1,583,906</b>	<b>2,128,419</b>	<b>2,400,834</b>	<b>3,039,139</b>	<b>910,720</b>	<b>42.8%</b>
Transfers Out to GF for MMP	60,466	-	13,000	-	-	0.0%
Transfers Out to CIP	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>1,644,372</b>	<b>2,128,419</b>	<b>2,413,834</b>	<b>3,039,139</b>	<b>910,720</b>	<b>42.8%</b>
Surplus/(Deficit)	297,942	(355,787)	(641,202)	(1,266,507)	(910,720)	256.0%
<b>Fund Balance</b>	<b>3,694,917</b>	<b>3,339,130</b>	<b>3,053,716</b>	<b>2,135,581</b>	<b>(1,203,549)</b>	<b>(36.0%)</b>
Carryover Encumbrances	272,415	-	-	-	-	-
<b>Fund Balance Reserve</b>	<b>3,422,503</b>	-	-	-	-	-

#### **FUND CHANGES & HIGHLIGHTS:**

Programs & Services:

- \$150,000 to conduct an alternative fuel and right size study for the city fleet to possibly reduce the City's carbon footprint.
- \$380,000 for replacement of Cardiac Monitors/Defibrillators that will enhance medical care for cardiac arrest patients as well as decrease liability by meeting and exceeding information portability standards and reduce work injury by significantly decreasing weight. \$283,000 of which will come out of equipment replacement with remaining \$97,000 or 26% coming from the Public Safety Fee.
- \$1.1 million to purchase a new quint for the Fire Department; \$400,000 for other City vehicle purchases.

## INTERNAL SERVICE FUNDS

### Schedule 44: Planned Vehicle & Equipment Purchases FY 2015-16

Department	Vehicle ID	Make / Model	Replacement Vehicle	Estimated Cost
<b>Fire</b>	TBD	Aerial Quint	TBD	\$1,100,000
<b>Police</b>	TBD	Crown Victoria	Ford Interceptor SUV	\$45,000
	TBD	Crown Victoria	Ford Interceptor SUV	\$45,000
	TBD	Crown Victoria	Ford Interceptor SUV	\$45,000
<b>Parks and Recreation</b>	739	Wanco Message Board	Wanco Message Board or Equivalent	\$25,000
	781	John Deere Mower	John Deere Mower or Equivalent	\$25,000
<b>Public Works</b>	328	Sterling Vactor	Sterling Vactor or Equivalent	\$250,000 [1]
<b>Total Estimated Vehicle Replacement Fund Cost</b>				<b><u>\$1,535,000</u></b>

Note:

[1] Vactor was budgeted in Sewer Fund and is listed here for reporting purposes only.

## 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.

### Schedule 45: Health & Benefits Fund Summary

	Actual 2013-14	Adopted 2014-15	Amended 2014-15	Adopted 2015-16	Change from Adopted 2014-15	% Change
<b>Revenues</b>						
Charges for Services	5,608	-	-	-	-	0.0%
Use of Money & Property	170,985	100,000	100,000	100,000	-	0.0%
Other Revenues	10,967,169	11,283,400	11,283,400	11,283,400	-	0.0%
Transfers	1,206,000	250,000	250,000	250,000	-	0.0%
<b>Total Revenues</b>	<b>12,349,762</b>	<b>11,633,400</b>	<b>11,633,400</b>	<b>11,633,400</b>	<b>-</b>	<b>0.0%</b>
<b>Expenditures</b>						
Payroll	10,479,787	20,372,762	28,872,762	12,919,000	(7,453,762)	(36.6%)
Supplies & Services	24,915	10,000	10,000	10,000	-	0.0%
<b>Total Expenditures</b>	<b>10,504,702</b>	<b>20,382,762</b>	<b>28,882,762</b>	<b>12,929,000</b>	<b>(7,453,762)</b>	<b>(36.6%)</b>
Surplus/(Deficit)	1,845,060	(8,749,362)	(17,249,362)	(1,295,600)	7,453,762	(85.2%)
<b>Fund Balance</b>	<b>11,897,252</b>	<b>3,147,890</b>	<b>(5,352,110)</b>	<b>(6,647,710)</b>	<b>(9,795,600)</b>	<b>(311.2%)</b>

The decrease in payroll expenditures for this fund is primarily attributed to the completion of one-time CERBT OPEB payments

## INTERNAL SERVICE FUNDS

### INFORMATION TECHNOLOGY FUND

The Information Technology Fund is funded through an allocation charge to departments for the maintenance and upkeep of the City's 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 Town of Hillsborough in an effort to further regional consolidation efforts. This fund budgets 8.0 FTEs in the IT department.

#### Schedule 46: Information Technology Fund Summary

	Actual	Adopted	Amended	Adopted	Change from	%
Revenues	2013-14	2014-15	2014-15	2015-16	2014-15	Change
Charges for Services	1,661,563	1,982,116	1,982,116	2,192,902	210,786	10.6%
Use of Money & Property	5,534	14,000	14,000	14,000	-	0.0%
Charges to Other Agencies	70,067	40,000	40,000	40,000	-	0.0%
<b>Subtotal</b>	<b>1,737,164</b>	<b>2,036,116</b>	<b>2,036,116</b>	<b>2,246,902</b>	<b>210,786</b>	<b>10.4%</b>
Transfers In	15,450	-	-	-	-	
<b>Total Revenues</b>	<b>1,752,614</b>	<b>2,036,116</b>	<b>2,036,116</b>	<b>2,246,902</b>	<b>210,786</b>	<b>10.4%</b>
<b>Expenditures</b>						
Salaries & Benefits	1,023,422	1,140,974	1,140,974	1,280,939	139,964	12.3%
Supplies & Services	937,539	842,082	1,016,638	958,582	116,500	13.8%
Interdepartmental Charges	5,314	6,552	6,552	9,677	3,125	47.7%
Miscellaneous Expenditures	-	-	-	-	-	
<b>Subtotal</b>	<b>1,966,274</b>	<b>1,989,608</b>	<b>2,164,164</b>	<b>2,249,198</b>	<b>259,590</b>	<b>13.0%</b>
Transfers Out	-	-	-	-	-	
<b>Total Expenditures</b>	<b>1,966,274</b>	<b>1,989,608</b>	<b>2,164,164</b>	<b>2,249,198</b>	<b>259,590</b>	<b>13.0%</b>
Surplus/(Deficit)	(213,661)	46,508	(128,048)	(2,296)	(48,804)	
<b>Fund Balance</b>	<b>360,440</b>	<b>406,948</b>	<b>232,392</b>	<b>230,096</b>	<b>(176,852)</b>	<b>(43.5%)</b>

#### DEPARTMENTAL CHANGES & HIGHLIGHTS:

Programs & Services:

- \$51,500 for increased software maintenance costs
- \$52,000 for EnvisionWare software for Library
- \$20,000 for second internet service provider at EOC

## INTERNAL SERVICE FUNDS

### INFORMATION TECHNOLOGY PEG ACCESS FUND

This fund was created in FY 2011-12 to separate franchise fees that the City receives and are used for the City's Public, Educational and Governmental channels.

Schedule 47: Information Technology PEG Access Fund Summary

	Actual	Adopted	Amended	Adopted	Change from	%
Revenues	2013-14	2014-15	2014-15	2015-16	Adopted	Change
					2014-15	
Franchise Fees	168,368	125,000	125,000	125,000	-	0.0%
Use of Money & Property	4,901	5,000	5,000	5,000	-	0.0%
<b>Total Revenues</b>	<b>173,269</b>	<b>130,000</b>	<b>130,000</b>	<b>130,000</b>	<b>-</b>	<b>0.0%</b>
<b>Expenditures</b>						
Supplies & Services	11,861	-	200,000	-	-	
<b>Total Expenditures</b>	<b>11,861</b>	<b>-</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	
Surplus/(Deficit)	161,408	130,000	(70,000)	130,000	-	0.0%
<b>Fund Balance</b>	<b>512,549</b>	<b>642,549</b>	<b>442,549</b>	<b>579,549</b>	<b>(63,000)</b>	<b>(9.8%)</b>

### SELF-INSURANCE FUND

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

The City paid for an actuarial study to determine the amount of funding that would be needed to have an 85% level of confidence that the City would be able to fund the maximum amount of claims in that year, thus the City maintains adequate cash reserves within the fund on an ongoing basis.

Schedule 48: Self Insurance Fund Summary

	Actual	Adopted	Amended	Adopted	Change from	%
REVENUES	2013-14	2014-15	2014-15	2015-16	Adopted	Change
					2014-15	
Charges for Services	(4,510)	-	-	-	-	0.0%
Use of Money & Property	119,609	75,000	75,000	75,000	-	0.0%
Other Revenues	4,072,098	3,385,285	3,385,285	3,776,518	391,233	11.6%
<b>Total Revenues</b>	<b>4,187,197</b>	<b>3,460,285</b>	<b>3,460,285</b>	<b>3,851,518</b>	<b>391,233</b>	<b>11.3%</b>
<b>EXPENDITURES</b>						
Payroll	859,744	650,000	650,000	650,000	-	0.0%
Supplies & Services	2,339,997	2,435,000	2,685,000	2,475,000	40,000	1.6%
Interdepartmental Charges	-	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>3,199,740</b>	<b>3,085,000</b>	<b>3,335,000</b>	<b>3,125,000</b>	<b>40,000</b>	<b>1.3%</b>
Surplus/(Deficit)	987,457	375,285	125,285	726,518	351,233	93.6%
<b>Fund Balance</b>	<b>10,849,024</b>	<b>11,224,309</b>	<b>11,349,594</b>	<b>11,700,828</b>	<b>476,518</b>	<b>4.2%</b>

# POSITION BUDGET

## POSITION BUDGET

### SUMMARY OF POSITION BUDGET AND PERSONNEL COSTS

The FY 2015-16 Operating Budget adopted by City Council has 550.41 FTE positions citywide. Of those positions, 449 FTE are full-time with benefits. Benefits include City paid medical, dental, health, life insurance, retirement<sup>4</sup>, retiree health<sup>5</sup>, workers compensation, unemployment, short term and long term disability. In addition to paid benefits, full-time employees earn between 15-25 vacation days and 12 sick days a year plus 13 holidays and 1 floating holiday. Employees also have the option of contributing to a deferred compensation retirement account.

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

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

#### Schedule 49: Benefit Costs per FTE

<b>Employer Benefit Costs for 1.0 FTE</b>	<b>FY 2014-15</b>	<b>FY 2015-16</b>	<b>Difference</b>
Health/Dental/Vision	16,261	18,205	1,944
Retiree Health (pay-as-you-go)	6,023	6,474	451
OPEB	13.2%	13.2%	0.0%
PERS			
<i>Safety Employee</i>	39.03%	40.74%	1.71%
<i>Non-Safety</i>	23.31%	25.05%	1.74%
Medicare	1.45%	1.45%	0.00%
FICA	6.20%	6.20%	0.00%
Workers Compensation			
<i>Office</i>	219	293	74
<i>Other</i>	555	574	19
<i>Public Works</i>	4,675	4,330	(345)
<i>Police</i>	7,128	9,174	2,046
<i>Fire</i>	19,596	20,823	1,227
Miscellaneous Benefits	1,095	1,041	(54)

#### **Notes:**

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

The health, dental, and vision insurance costs listed above represent average costs per 1.0 budgeted FTE. The actual costs that the City pays for each employee may be lower or higher depending on the

<sup>4</sup> The City has a two tiered retirement system. Any employee hired after March 1, 2010 participates in the second tier where for miscellaneous employees are subject to the 2 percent at 60 pension benefit formula and the public safety employees receive the 3.0 percent at 55 pension benefit formula.

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



## POSITION BUDGET

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insurance plan, either Blue Shield or Kaiser, and whether the employee's insurance coverage is at the single, dual, or family rate.

As noted in the Health & Benefit Fund summary, the City uses a pay-as-you-go method to pay for current retiree health insurance. The \$6,474 listed above represents the amount per 1.0 FTE that is charged to departments and that the City pays for retiree health insurance.

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

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

### **SOUTH SAN FRANCISCO BARGAINING UNITS**

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

**Fire Association** – This unit includes Fire Fighters, Paramedics and Fire Apparatus Engineers. The members of this unit work a 56 hour work week with 24 hour shifts.

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

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

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

**Executive** – This unit includes the department heads.

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

**AFSCME** – This is the largest bargaining unit of the City, which includes Parks and Public Works Maintenance Workers. There are 132.22 FTEs budgeted in this unit. Many of the Part-Time regular benefited employees belong to this bargaining unit.

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

The positions listed are part of the position budget. The City also employs contract employees that may be reflected on a department's organization chart and not in the position budget.

## POSITION BUDGET

### POSITION BUDGET BY DEPARTMENT

Table 17: Position Budget by Department

#### CITY COUNCIL

City Council			FTE Actual 2013-14	FTE Amended 2014-15	FTE Adopted 2015-16	Change from 2014-15
Position Title						
<b>Full Time</b>						
E110	FT	Elected City Council Member	5.00	5.00	5.00	0.00
<b>Total</b>			<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>

#### CITY CLERK

City Clerk			FTE Actual 2013-14	FTE Amended 2014-15	FTE Adopted 2015-16	Change from 2014-15
Position Title						
<b>Full Time</b>						
E100	FT	Elected City Clerk	1.00	1.00	1.00	0.00
O285	FT	Assistant City Clerk	1.00	1.00	1.00	0.00
O320	FT	Deputy City Clerk	1.00	1.00	1.00	0.00
(TBD)	FT	City Clerk Records Technician	0.00	0.00	1.00	1.00
<b>Total FTE</b>			<b>3.00</b>	<b>3.00</b>	<b>4.00</b>	<b>1.00</b>

#### CITY TREASURER

City Treasurer			FTE Actual 2013-14	FTE Amended 2014-15	FTE Adopted 2015-16	Change from 2014-15
Position Title						
<b>Full Time</b>						
E105	FT	Elected City Treasurer	1.00	1.00	1.00	0.00
<b>Total</b>			<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>

## POSITION BUDGET

### CITY MANAGER

City Manager			FTE	FTE	FTE	Change
Position Title			Actual	Amended	Adopted	from
			2013-14	2014-15	2015-16	2014-15
<b>Full Time</b>						
N115	FT	City Manager	1.00	1.00	1.00	0.00
N100	FT	Assistant City Manager	0.00	1.00	1.00	0.00
N190	FT	Communications Director	0.00	1.00	1.00	0.00
M560	FT	Management Analyst II	0.00	0.00	1.00	1.00
M570	FT	Management Analyst I	0.00	1.00	1.00	0.00
N180	FT	Assistant to the City Manager	1.00	0.00	0.00	0.00
O410	FT	Executive Assistant to City Manager	1.00	0.00	0.00	0.00
O310	FT	Administrative Assistant II	1.00	2.00	2.00	0.00
<b>Subtotal Full -Time</b>			4.00	6.00	<b>7.00</b>	1.00
<b>Hourly</b>						
X570	FT	Social Media Coordinator	0.50	1.00	0.00	(1.00)
X280	Hrly	Student Intern	0.00	0.00	0.50	0.50
<b>Subtotal Hourly</b>			0.50	1.00	<b>0.50</b>	(0.50)
<b>Total FTE</b>			4.50	7.00	<b>7.50</b>	0.50

### FINANCE

Finance			FTE	FTE	FTE	Change
Position Title			Actual	Amended	Adopted	from
			2013-14	2014-15	2015-16	2014-15
<b>Full Time</b>						
N145	FT	Director of Finance	1.00	1.00	1.00	0.00
M770	FT	Financial Services Manager	1.00	2.00	2.00	0.00
M615	FT	Senior Financial Analyst	1.00	1.00	1.00	0.00
M610	FT	Financial Analyst II	1.00	1.00	1.00	0.00
O405	FT	Data Business Systems Specialist	1.00	1.00	0.00	(1.00)
M570	FT	Management Analyst I	0.00	0.00	1.00	1.00
M625	FT	Senior Accountant	1.00	1.00	1.00	0.00
M100	FT	Accountant I	1.00	1.00	1.00	0.00
A225	FT	Accounting Assistant II	2.00	2.00	4.00	2.00
M785	FT	Payroll Administrator	1.00	1.00	1.00	0.00
O315	FT	Administrative Assistant I	1.00	1.00	0.00	(1.00)
O310	FT	Administrative Assistant II	1.00	1.00	1.00	0.00
<b>Subtotal Full -Time</b>			12.00	13.00	<b>14.00</b>	1.00
<b>Hourly</b>						
X280	Hrly	Miscellaneous Hourly	0.60	0.60	0.60	0.00
<b>Subtotal Hourly</b>			0.60	0.60	<b>0.60</b>	0.00
<b>Total FTE</b>			12.60	13.60	<b>14.60</b>	1.00

## POSITION BUDGET

### HUMAN RESOURCES

Human Resources			FTE	FTE	FTE	Change
Position Title			Actual	Amended	Adopted	from
			2013-14	2014-15	2015-16	2014-15
<b>Full Time</b>						
N130	FT	Director Of Human Resources	1.00	1.00	1.00	0.00
M270	FT	Human Resources Analyst II	1.00	1.00	2.00	1.00
O265	FT	Human Resources Technician	1.00	2.00	1.00	(1.00)
M700	FT	Human Resources Analyst I	1.00	1.00	1.00	0.00
M775	FT	Human Resources Manager	0.00	1.00	1.00	0.00
M271	FT	Sr Human Resources Analyst	1.00	1.00	0.00	(1.00)
O310	FT	Administrative Assistant II	0.00	0.00	1.00	1.00
<b>Subtotal Full -Time</b>			<b>5.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>
<b>Hourly</b>						
X310	Hrly	Human Resources Clerk	1.00	1.00	0.00	(1.00)
<b>Subtotal Hourly</b>			<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>(1.00)</b>
<b>Total FTE</b>			<b>6.00</b>	<b>8.00</b>	<b>7.00</b>	<b>(1.00)</b>

### INFORMATION TECHNOLOGY

Information Technology			FTE	FTE	FTE	Change
Position Title			Actual	Amended	Adopted	from
			2013-14	2014-15	2015-16	2014-15
<b>Full Time</b>						
N165	FT	Chief Innovation Officer	1.00	1.00	1.00	0.00
M650	FT	Information Systems Administrator	2.00	2.00	2.00	0.00
O525	FT	Computer Services Technician	2.00	2.00	2.00	0.00
O310	FT	Administrative Assistant II	1.00	1.00	1.00	0.00
M790	FT	Senior Information Systems Administrator	1.00	1.00	1.00	0.00
<b>Subtotal Full -Time</b>			<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>
<b>Hourly</b>						
X570	Hrly	GIS Specialist	0.00	0.00	1.00	1.00
<b>Subtotal Hourly</b>			<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Total FTE</b>			<b>7.00</b>	<b>7.00</b>	<b>8.00</b>	<b>1.00</b>

# POSITION BUDGET

## ECONOMIC & COMMUNITY DEVELOPMENT

Economic & Community Development					FTE	FTE	FTE	Change
					Actual	Amended	Adopted	from
					2013-14	2014-15	2015-16	2014-15
Position Title								
<b>Full Time</b>								
N100	FT	Assistant City Manager			1.00	0.00	0.00	0.00
N140	FT	Director of ECD			0.00	1.00	1.00	0.00
M125	FT	Associate Planner			3.00	2.00	2.00	0.00
M145	FT	Manager of Economic Development & Housing			1.00	1.00	1.00	0.00
M155	FT	Chief Planner			1.00	1.00	1.00	0.00
M185	FT	Economic Development Coordinator			1.00	2.00	2.00	0.00
M725	FT	Community Development Coordinator			1.00	1.00	1.00	0.00
M210	FT	Chief Building Official			1.00	1.00	1.00	0.00
M215	FT	Assistant Building Official			1.00	0.00	0.00	0.00
M335	FT	Sr Planner			1.00	3.00	3.00	0.00
M570	FT	Management Analyst I			1.00	1.00	1.00	0.00
M560	FT	Management Analyst II			0.00	0.00	1.00	1.00
M590	FT	Principal Planner			1.00	0.00	0.00	0.00
A660	FT	Community Development Specialist			1.00	0.00	0.00	0.00
A462	FT	Planning Technician			1.00	1.00	1.00	0.00
A460	FT	Permit Technician			1.00	2.00	2.00	0.00
A400	FT	Sr Building Inspector			1.00	1.00	1.00	0.00
A245	FT	Parking Meter Service Worker			1.00	0.00	0.00	0.00
A135	FT	Building Inspector			5.00	5.00	5.00	0.00
O315	FT	Administrative Assistant I			3.00	2.00	1.00	(1.00)
O310	FT	Administrative Assistant II			0.00	1.00	2.00	1.00
<b>Subtotal Full -Time</b>					<b>26.00</b>	<b>25.00</b>	<b>26.00</b>	<b>1.00</b>
<b>Part Time Regular</b>								
A295	PT Reg	Office Specialist			0.75	0.75	0.75	0.00
<b>Subtotal Part-Time Regular</b>					<b>0.75</b>	<b>0.75</b>	<b>0.75</b>	<b>0.00</b>
<b>Hourly</b>								
X280	Hrly	Miscellaneous Hourly - Research Assistant			0.15	0.20	0.20	0.00
X280	Hrly	Miscellaneous Hourly - Rehab Specialist			0.00	0.20	0.20	0.00
<b>Subtotal Hourly</b>					<b>0.15</b>	<b>0.40</b>	<b>0.40</b>	<b>0.00</b>
<b>Total FTE</b>					<b>26.90</b>	<b>26.15</b>	<b>27.15</b>	<b>1.00</b>

## POSITION BUDGET

### FIRE

Fire			FTE	FTE	FTE	Change
			Actual	Amended	Adopted	from
Position Title			2013-14	2014-15	2015-16	2014-15
<b>Full Time</b>						
N155	FT	Public Safety Chief	0.50	0.00	0.00	0.00
N150	FT	Fire Chief	0.00	1.00	1.00	0.00
M110	FT	Deputy Fire Chief	1.00	1.00	1.00	0.00
M780	FT	Emergency and Safety Manager	1.00	1.00	1.00	0.00
M560	FT	Management Analyst II	1.00	1.00	1.00	0.00
M410	FT	Fire Marshal	1.00	1.00	1.00	0.00
M390	FT	Fire Battalion Chief (56 Hours)	3.00	3.00	3.00	0.00
M205	FT	Fire Battalion Chief (40 Hours)	1.00	1.00	1.00	0.00
B120	FT	Fire Apparatus Engineer	15.00	15.00	15.00	0.00
B100	FT	Fire Captain	15.00	15.00	15.00	0.00
B125	FT	Firefighter	1.00	1.00	1.00	0.00
B130	FT	Paramedic / Firefighter	35.00	38.00	38.00	0.00
B185	FT	EMS Captain	1.00	1.00	1.00	0.00
B200	FT	Safety Inspector I	4.00	4.00	1.00	(3.00)
B195		Safety Inspector II	0.00	0.00	3.00	3.00
O315	FT	Administrative Assistant I	1.00	1.00	1.00	0.00
O340	FT	Sr. Administrative Assistant	1.00	1.00	1.00	0.00
<b>Subtotal Full -Time</b>			<b>81.50</b>	<b>85.00</b>	<b>85.00</b>	<b>0.00</b>
<b>Hourly</b>						
X181	Hrly	Safety Inspector	1.00	1.00	1.00	0.00
X540	Hrly	Fire Courier	0.48	0.48	0.48	0.00
X281	Hrly	Emergency Medical Technician	0.00	0.00	4.20	4.20
X280	Hrly	Billing Specialist	0.00	0.00	1.00	1.00
X280	Hrly	Customer Service Specialist	0.00	0.00	1.00	1.00
<b>Subtotal Hourly</b>			<b>1.48</b>	<b>1.48</b>	<b>7.68</b>	<b>6.20</b>
<b>Total FTE</b>			<b>82.98</b>	<b>86.48</b>	<b>92.68</b>	<b>6.20</b>

# POSITION BUDGET

## POLICE

Police			FTE	FTE	FTE	Change
			Actual	Amended	Adopted	from
Position Title			2013-14	2014-15	2015-16	2014-15
<b>Full Time</b>						
N155	FT	Public Safety Chief	0.50	0.00	0.00	0.00
N155	FT	Police Chief	0.00	1.00	1.00	0.00
M765	FT	Deputy Police Chief	1.00	1.00	1.00	0.00
M280	FT	Police Captain	1.00	1.00	1.00	0.00
M275	FT	Police Lieutenant	5.00	5.00	5.00	0.00
C165	FT	Police Sergeant	12.00	12.00	12.00	0.00
C100	FT	Police Corporal	14.00	15.00	15.00	0.00
C115	FT	Police Officer	49.00	48.00	48.00	0.00
M285	FT	Police Records & Comm. Manager	1.00	1.00	1.00	0.00
C200	FT	Supervising Police Records Spec.	0.00	1.00	1.00	0.00
C110	FT	Police Property/ Evidence Specialist	1.00	1.00	1.00	0.00
C180	FT	Sr Police Records Specialist	3.00	2.00	0.00	(2.00)
C105	FT	Police Records Specialist	3.00	3.00	4.00	1.00
(TBD)	FT	Crime Analyst	0.00	0.00	1.00	1.00
A365	FT	Supervising Dispatcher	3.00	3.00	3.00	0.00
A150	FT	Communications Dispatcher	14.00	14.00	14.00	0.00
C175	FT	Parking Enforcement Officer	2.00	3.00	3.00	0.00
C125	FT	Police Service Technician	4.00	4.00	4.00	0.00
O310	FT	Administrative Assistant II	1.00	1.00	1.00	0.00
O315	FT	Administrative Assistant I	1.00	1.00	2.00	1.00
<b>Subtotal Full -Time</b>			<b>115.50</b>	<b>117.00</b>	<b>118.00</b>	<b>1.00</b>
<b>Part Time Regular</b>						
A150	PT Reg	Communications Dispatcher	0.60	0.60	0.60	0.00
<b>Subtotal Part-Time Regular</b>			<b>0.60</b>	<b>0.60</b>	<b>0.60</b>	<b>0.00</b>
<b>Hourly</b>						
X190	Hrly	Police Property/Evidence Assistant	0.48	0.48	0.48	0.00
X193	Hrly	Police Court Liaison	0.48	0.48	0.48	0.00
X325	Hrly	Police Reserve Officer	1.31	1.31	1.31	0.00
<b>Subtotal Hourly</b>			<b>2.27</b>	<b>2.27</b>	<b>2.27</b>	<b>0.00</b>
<b>Total FTE</b>			<b>118.37</b>	<b>119.87</b>	<b>120.87</b>	<b>1.00</b>

## POSITION BUDGET

### LIBRARY

Library			FTE	FTE	FTE	Change
Position Title			Actual	Amended	Adopted	from
			2013-14	2014-15	2015-16	2014-15
<b>Full Time</b>						
N110	FT	Library Director	1.00	1.00	1.00	0.00
M640	FT	Assistant Library Director	1.00	1.00	1.00	0.00
M560	FT	Management Analyst II	1.00	1.00	1.00	0.00
M500	FT	Literacy Program Manager	0.00	0.00	0.00	0.00
M235	FT	Library Program Manager	4.00	4.00	4.00	0.00
A445	FT	Literary Services Coordinator	3.00	3.00	3.00	0.00
A670	FT	Supervising Library Specialist	0.00	2.00	2.00	0.00
A240	FT	Librarian II	4.00	4.00	4.00	0.00
A215	FT	Library Assistant II	1.00	1.00	1.00	0.00
A210	FT	Librarian I	2.00	0.00	1.00	1.00
O315	FT	Administrative Assistant I	2.00	2.00	1.00	(1.00)
O310	FT	Administrative Assistant II	0.00	0.00	1.00	1.00
<b>Subtotal Full -Time</b>			<b>19.00</b>	<b>19.00</b>	<b>20.00</b>	<b>1.00</b>
<b>Part Time Regular</b>						
A240	PT Reg	Librarian II	0.80	0.80	0.80	0.00
A220	PT Reg	Library Assistant I	2.75	2.75	2.75	0.00
<b>Subtotal Part-Time Regular</b>			<b>3.55</b>	<b>3.55</b>	<b>3.55</b>	<b>0.00</b>
<b>Hourly</b>						
X210	Hrly	Librarian I	1.26	1.26	1.26	0.00
X220	Hrly	Library Assistant I	1.35	1.35	1.35	0.00
X235	Hrly	Library Clerk	2.10	2.10	2.10	0.00
X250	Hrly	Library Page	7.31	7.31	7.31	0.00
X415	Hrly	Office Specialist	0.50	0.50	0.50	0.00
X440	Hrly	Office Assistant	0.43	0.43	0.43	0.00
X655	Hrly	Literary Services Asst. Coord.	0.06	0.06	0.06	0.00
X665	Hrly	Literary Services Asst. I	1.95	1.95	1.95	0.00
X670	Hrly	Librarian II	0.20	0.20	0.20	0.00
<b>Subtotal Hourly</b>			<b>15.16</b>	<b>15.16</b>	<b>15.16</b>	<b>0.00</b>
<b>Total FTE</b>			<b>37.71</b>	<b>37.71</b>	<b>38.71</b>	<b>1.00</b>



# POSITION BUDGET

## PUBLIC WORKS

Public Works			FTE	FTE	FTE	Change
Position Title			Actual	Amended	Adopted	from
			2013-14	2014-15	2015-16	2014-15
<b>Full Time</b>						
N160	FT	Director Of Public Works/City Eng	1.00	1.00	1.00	0.00
M755	FT	Asst Public Works Dir/City Eng	1.00	1.00	0.00	(1.00)
(TBD)	FT	Public Works Administrator	0.00	0.00	1.00	1.00
M760	FT	Principal Engineer	1.00	1.00	1.00	0.00
M750	FT	Public Works Program Manager	2.00	2.00	2.00	0.00
M745	FT	WQCP Maint Super	1.00	1.00	1.00	0.00
M560	FT	Management Analyst II	1.00	1.00	1.00	0.00
M465	FT	Assistant Plant Superintendent	1.00	1.00	1.00	0.00
M450	FT	Environ Compliance Supervisor	1.00	1.00	1.00	0.00
M355	FT	Plant Superintendent	1.00	1.00	1.00	0.00
M340	FT	Sr Civil Engineer	2.00	2.00	2.00	0.00
M255	FT	Public Works Supervisor	0.10	0.00	0.00	0.00
M220	FT	Laboratory Supervisor	1.00	1.00	1.00	0.00
M115	FT	Associate Civil Engineer	2.00	2.00	2.00	0.00
D190	FT	Lead Plant Operator	4.00	4.00	4.00	0.00
D180	FT	Lead Plant Mechanic	1.00	1.00	1.00	0.00
D170	FT	Sr Laboratory Chemist	1.00	1.00	1.00	0.00
D160	FT	Sr Environmental Compliance Inspector	1.00	1.00	1.00	0.00
D155	FT	Environmental Compliance Inspector II	3.00	3.00	3.00	0.00
D150	FT	Plant Operator II	8.00	8.00	0.00	(8.00)
D200	FT	Plant Operator III	0.00	0.00	8.00	8.00
D145	FT	Operator I	2.00	2.00	2.00	0.00
D140	FT	Plant Electrician II	2.00	2.00	2.00	0.00
D135	FT	Plant Mechanic II	4.00	4.00	4.00	0.00
D125	FT	Plant Utility Worker	2.00	2.00	2.00	0.00
D120	FT	Laboratory Chemist	2.00	2.00	2.00	0.00
D105	FT	Plant Electrician I	1.00	1.00	1.00	0.00
A500	FT	Sr Electrical Technician	1.00	1.00	1.00	0.00
A370	FT	Sweeper Operator	2.00	2.00	2.00	0.00
A360	FT	Sr Public Works Maintenance Worker	3.00	3.00	3.00	0.00
A345	FT	Lead Equipment Mechanic	1.00	1.00	1.00	0.00
A335	FT	Lead Electrical Technician	1.00	1.00	1.00	0.00
A310	FT	Public Works Inspector	1.00	1.00	1.00	0.00
A295	FT	Office Specialist	1.00	1.00	1.00	0.00
A275	FT	Public Works Maintenance Worker	14.00	15.00	15.00	0.00
A200	FT	Lead Public Works Maintenance Worker	2.00	3.00	3.00	0.00
D130	FT	Plant Mechanic I	2.00	2.00	2.00	0.00
D220	FT	Plant Mechanic, Apprentice	0.00	0.00	1.00	1.00
A175	FT	Equipment Operator	1.00	1.00	1.00	0.00
A170	FT	Equipment Mechanic	3.00	3.00	3.00	0.00
A167	FT	Engineering Technician	1.00	1.00	1.00	0.00
A160	FT	Electrical Technician	1.00	1.00	1.00	0.00
A120	FT	Assistant Electrical Technician	1.00	1.00	1.00	0.00
A245	FT	Parking Meter Service Worker	0.00	1.00	1.00	0.00
O315	FT	Administrative Assistant I	5.00	5.00	5.00	0.00
<b>Subtotal Full -Time</b>			<b>86.10</b>	<b>89.00</b>	<b>90.00</b>	<b>1.00</b>
<b>Hourly</b>						
X545	Hrly	Laboratory Chemist	0.50	0.50	0.50	0.00
X570	Hrly	Consultant	0.24	0.24	0.24	0.00
<b>Subtotal Hourly</b>			<b>0.74</b>	<b>0.74</b>	<b>0.74</b>	<b>0.00</b>
<b>Total FTE</b>			<b>86.84</b>	<b>89.74</b>	<b>90.74</b>	<b>1.00</b>

# POSITION BUDGET

## PARKS & RECREATION

Parks & Recreation			FTE	FTE	FTE	Change
			Actual	Amended	Adopted	from
Position Title			2013-14	2014-15	2015-16	2014-15
<b>Full Time</b>						
N175	FT	Director Of Parks & Recreation	1.00	1.00	1.00	0.00
M750	FT	Parks Program Manager	1.00	1.00	1.00	0.00
(TBD)	FT	Recreation Program Manager	0.00	1.00	1.00	0.00
(TBD)	FT	Facilities Manager	0.00	1.00	1.00	0.00
(TBD)	FT	Assistant Recreation Supervisor	0.00	0.00	1.00	1.00
(TBD)	FT	Childcare Services Technician	0.00	0.00	1.00	1.00
M560	FT	Management Analyst II	1.00	1.00	1.00	0.00
M530	FT	Rec & Comm Svcs Coord	7.00	8.00	8.00	0.00
M295	FT	Rec & Comm Svcs Super	5.00	4.00	4.00	0.00
M255	FT	Public Works Supervisor	2.90	3.00	3.00	0.00
A640	FT	Comm Svcs Site Coord	1.00	1.00	1.00	0.00
A515	FT	Recreation Leader IV	1.00	1.00	1.00	0.00
A510	FT	Van Driver	1.00	0.00	0.00	0.00
A505	FT	Groundsperson	2.00	2.00	2.00	0.00
A495	FT	Preschool Teacher	5.00	6.00	8.00	2.00
A465	FT	Building Maintenance Craftworker	2.00	2.00	2.00	0.00
A375	FT	Tree Trimmer	2.00	2.00	2.00	0.00
A350	FT	Senior Parks Maintenance Worker	2.00	3.00	3.00	0.00
A320	FT	Sr Building Maint Custodian	3.00	3.00	4.00	1.00
A280	FT	Maintenance Craftworker	2.00	2.00	2.00	0.00
A250	FT	Parks Maintenance Worker	13.00	12.00	13.00	1.00
A195	FT	Lead Parks Maintenance Worker	2.00	2.00	2.00	0.00
A190	FT	Lead Building Maintenance Custodian	2.00	2.00	2.00	0.00
A140	FT	Building Maint Custodian	5.00	5.00	5.00	0.00
O315	FT	Administrative Assistant I	2.00	2.00	2.00	0.00
O310	FT	Administrative Assistant II	1.00	1.00	1.00	0.00
<b>Subtotal Full -Time</b>			<b>63.90</b>	<b>66.00</b>	<b>72.00</b>	<b>6.00</b>
<b>Part Time Regular</b>						
A640	PT Reg	Comm Svcs Site Coord	1.22	0.75	0.75	0.00
A650	PT Reg	Cultural Arts Specialist	0.50	0.50	0.50	0.00
A610	PT Reg	Recreation Leader II	1.25	1.25	1.25	0.00
A620	PT Reg	Recreation Leader III	1.82	1.82	1.82	0.00
<b>Subtotal Part-Time Regular</b>			<b>4.79</b>	<b>4.32</b>	<b>4.32</b>	<b>0.00</b>
<b>Hourly</b>						
X555	Hrly	Van Driver - Hourly	0.00	1.00	1.00	0.00
X185	Hrly	Building Maintenance Custodian - Hourly	1.68	1.68	1.68	0.00
X440	Hrly	Office Assistant - Hourly	1.00	1.00	0.50	(0.50)
X300	Hrly	Park Maintenance Worker - Hourly	1.62	1.62	1.62	0.00
X350	Hrly	Recreation Instructor - Hourly	5.41	5.41	6.09	0.68
X360	Hrly	Recreation Leader I - Hourly	1.09	1.09	1.61	0.52
X365	Hrly	Recreation Leader II - Hourly	11.47	11.47	12.47	1.00
X370	Hrly	Recreation Leader III - Hourly	21.52	24.52	28.14	3.62
X375	Hrly	Recreation Leader IV - Hourly	4.73	4.73	4.73	0.00
<b>Subtotal Hourly</b>			<b>48.52</b>	<b>52.52</b>	<b>57.84</b>	<b>5.32</b>
<b>Total FTE</b>			<b>117.21</b>	<b>122.84</b>	<b>134.16</b>	<b>11.32</b>

# MISCELLANEOUS SECTION

## MISCELLANEOUS SECTION

### MASTER FEE SCHEDULE CHANGES

The Fees for Services section of the Master Fee Schedule is brought to the City Council for approval annually along with the adopted operating budget. These fees are charged for direct City services, and can be approved via a resolution by Council, as opposed to other fees which may have public notice requirements and/or require public approval. Fees for services are collected for planning, building and fire code inspections, recreation classes, facility rentals and other City services. The following is a list of fee changes that was adopted by the City Council as part of its regular Council meeting on June 24, 2015.

Table 18: Master Fee Schedule Changes

	CURRENT	ADOPTED	CHANGE	NOTE
<b>Finance Department</b>				
<i>Fees for the Annual Budget, Comprehensive Annual Financial Report, and Other Materials</i>				
Budget	\$20.00 Each		(\$20.00) Each	REMOVE
Comprehensive Annual Financial Report (CAFR)	\$20.00 Each		(\$20.00) Each	REMOVE
Master Fee Schedule	\$15.00 Each		(\$15.00) Each	REMOVE
Returned Checks Due to Insufficient Funds	\$15.00 Per check	\$18.00 Per check	\$3.00 Per check	Increase
<b>Economic &amp; Community Development Department</b>				
<b>Building Inspection Division</b>				
<b>Inspections And Re-Inspections</b>				
<i>Building, Plumbing, Electrical, and Mechanical for Residential and Commercial</i>				
Inspections or Re-inspections Outside Normal Business Hours				
Business Hours	\$66.00 Per ½ hour	\$168.00 Per hour	\$36.00 Per hour	Increase
Re-inspections During Normal Business Hours	\$56.00 Per ½ hour	\$112.00 Per hour	\$0.00 Per hour	No Fee Change
<b>Fees For Existing Residential Buildings</b>				
<i>Miscellaneous</i>				
State Mandated Training Fee Cost	\$10.00 Per permit	\$7.50 Per permit	(\$2.50) Per permit	Decrease
Microfilming – Change to: Digital Plan Retention (No fees will be assessed if as built plans are submitted in an electronic format compatible with the City's digital retention system)				
% of the Building Permit fee	5%	5%		No Fee Change
California Access Specialist Professional (CASp) *Actual Cost plus 5% administrative fee		*		New Fee
<b>Fees For New Residential And All Commercial Or Industrial Buildings</b>				
Photo Voltaic System – change name to: Commercial Photovoltaic				
Commercial Photovoltaic	\$300.00 Flat fee			No Fee Change
Residential Photovoltaic Flat fee (one inspection only)		\$225.00	\$225.00	New Fee
Residential Photovoltaic (additional inspection)		\$112.00 Hourly	\$112.00 Hourly	New Fee

## MISCELLANEOUS SECTION

	CURRENT	ADOPTED	CHANGE	NOTE
<b>Police Department</b>				
<b>Alarms, Animal Control, Fingerprinting</b>				
Live Scan Fingerprinting *Plus applicable agency fees	*\$23.00	*\$40.00	*\$17.00	Increase
<b>Permits</b>				
Special Event Permit	\$150.00 Per permit	\$250.00 Per permit	\$100.00 Per permit	Increase
Non-Profit Group / Charity Event	Waived Per permit	\$175.00 Per permit	\$175.00 Per permit	Increase
Special Event / Private Event Application fee (to Include Dances and Other Special Events) - on time submittal	\$20.00 Per App	\$100.00 Per App	\$80.00 Per App	Increase
Late fee (An application is late if it is not submitted at least 10 working days prior to the special event.)	\$25.00 Per App	\$45.00 Per App	\$20.00 Per App	Increase
<b>Miscellaneous Fees</b>				
Special Personnel Services *Hourly salary plus 40% for benefits plus 30% in administration charges; 30-minute minimum				
Security Personnel (Police Officer)				
Staff Police Officer	\$75.00 Per hour	\$110.00 Per hour	\$35.00 Per hour	Increase
Discounted Rate for SSFUSD	\$60.00 Per hour	\$90.00 Per Hour	\$30.00 Per hour	Increase
Firearm Storage Administration Fee:				
Single Firearm	\$125.00	\$150.00	\$25.00	Increase
Each Additional Weapon	\$79.00	\$100.00	\$21.00	Increase
<b>Fire Department</b>				
<b>Fire Service Ambulance Transportation</b>				
ALS I	\$1,225.00	\$1,733.00	\$508.00	Increase
ALS II	\$1,225.00	\$1,733.00	\$508.00	Increase
BLS (Emergency)	\$1,225.00	\$1,410.00	\$185.00	Increase
BLS (Non-Emergency)		\$680.00	\$680.00	New Fee
Contracted BLS Inter-Facility		\$401.00		New Fee
Mileage (All levels, loaded, billed in 1/10ths)	\$30.24 Per Mile	\$35.00 Per Mile	\$4.76 Per Mile	Increase

	CURRENT	ADOPTED	CHANGE	NOTE
<b>Library Department</b>				
<b>Supplies and Charges set by the Friends of the Library</b>				
A/V (DVDs, CDs, Books on CD, etc.) *And up – as marked or listed		*\$0.50		New Fee
<b>Miscellaneous Charges</b>				
History Book – SSF	\$10.00 Each	\$5.00	(\$5.00)	Decrease
USB Drives *\$4.00 - \$10.00, depending upon unit cost		*		New Fee

MISCELLANEOUS SECTION

	CURRENT		ADOPTED		CHANGE		NOTE
	Non-Resident		Non-Resident		Non-Resident		
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	
<b>Parks and Recreation Department</b>							
<b>Child Care Programs</b>							
Traditional Summer Camp	\$157.00	\$185.00 Per week	\$165.00	\$195.00 Per week	\$8.00	\$10.00 Per week	Increase
Spring Camp	\$31.00	\$36.00 Per day	\$33.00	\$38.00 Per day	\$2.00	\$2.00 Per day	Increase
Winter Camp	\$31.00	\$36.00 Per day	\$33.00	\$38.00 Per day	\$2.00	\$2.00 Per day	Increase
Camps at Terrabay							Increase
Enrichment Camps		Per week	\$205.00	\$230.00 Per week		Per week	Increase
Sports Camps		Per week	\$205.00	\$230.00 Per week		Per week	Increase
<b>Before/After School Day Camp</b>							
5 Days / With Before School Care	\$387.00	Per month	\$396.00	Per month	\$9.00	Per month	Increase
5 Days / After School Care Only	\$333.00	Per month	\$342.00	Per month	\$9.00	Per month	Increase
3 Days / With Before School Care	\$264.00	Per month	\$270.00	Per month	\$6.00	Per month	Increase
3 Days / After Care Only	\$228.00	Per month	\$234.00	Per month	\$6.00	Per month	Increase
2 Days / With Before School Care	\$176.00	Per month	\$180.00	Per month	\$4.00	Per month	Increase
2 Days / With After Care Only	\$152.00	Per month	\$156.00	Per month	\$4.00	Per month	Increase

	CURRENT		PROPOSED		CHANGE		NOTE
	Non-Resident		Non-Resident		Non-Resident		
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	
<b>Pre-School Child Care</b>							
5 Days/ Full Day	\$577.00	\$640.00 Per month	\$599.00	\$672.00 Per month	\$22.00	\$32.00 Per month	Increase
5 Days/ Half Day	\$493.00	\$556.00 Per month	\$525.00	\$588.00 Per month	\$32.00	\$32.00 Per month	Increase
3 Days/ Full Day	\$357.00	\$396.00 Per month	\$370.00	\$416.00 Per month	\$13.00	\$20.00 Per month	Increase
3 Days/ Half Day	\$305.00	\$344.00 Per month	\$325.00	\$364.00 Per month	\$20.00	\$20.00 Per month	Increase
2 Days/ Full Day	\$247.00	\$274.00 Per month	\$257.00	\$288.00 Per month	\$10.00	\$14.00 Per month	Increase
2 Days/ Half Day	\$211.00	\$238.00 Per month	\$225.00	\$252.00 Per month	\$14.00	\$14.00 Per month	Increase
<b>Aquatic Classes</b>							
Adult Admission	\$5.25	\$5.25 Per Admission	\$5.50	\$5.50 Per Admission	\$0.50	\$0.50 Per Admission	Increase
Adult Script	\$32.00	\$52.50 10 Admissions	\$34.00	\$54.00 10 Admissions	\$2.00	\$1.50 10 Admissions	Increase
Adult Script (Senior)	\$21.50	\$32.00 10 Admissions	\$23.00	\$34.00 10 Admissions	\$1.50	\$2.00 10 Admissions	Increase
Child Admission	\$4.25	\$4.25 Per Admission	\$4.50	\$4.50 Per Admission	\$0.25	\$0.25 Per Admission	Increase
Child Script	\$21.50	\$42.50 10 Admissions	\$22.50	\$44.00 10 Admissions	\$1.00	\$1.50 10 Admissions	Increase
Family Swim	\$5.25	\$5.25 Per Family Admission	\$5.50	\$5.50 Per Family Admission	\$0.50	\$0.50 Per Family Admission	Increase
<b>Swim Lessons</b>							
Infant Water Orientation	\$11.75	Per Hour	\$12.35	Per Hour	\$0.60	Per Hour	Increase
Baby/Aqua Tots	\$11.75	Per Hour	\$12.35	Per Hour	\$0.60	Per Hour	Increase
<b>Child Lessons</b>							
Saturday	\$11.75	Per Hour	\$12.35	Per Hour	\$0.60	Per Hour	Increase
Weekday	\$9.40	Per Hour	\$9.90	Per Hour	\$0.50	Per Hour	Increase
<b>Adult Lessons</b>							
Weekday	\$11.75	Per Hour	\$12.35	Per Hour	\$0.60	Per Hour	Increase
<b>Semi-Private Lessons</b>							
Saturday	\$23.00	Per Hour	\$24.15	Per Hour	\$1.15	Per Hour	Increase
Weekday	\$18.40	Per Hour	\$19.30	Per Hour	\$0.90	Per Hour	Increase
<b>Adult Fitness</b>							
Adult Fitness	\$5.13	Per Hour	\$5.40	Per Hour	\$0.25	Per Hour	Increase
<b>Adult Aquatic Exercise</b>							
Adult Aquatic Exercise	\$5.13	Per Hour	\$5.40	Per Hour	\$0.25	Per Hour	Increase
<b>Masters</b>							
Masters	\$5.25	\$5.25 Daily	\$5.50	\$5.50 Daily	\$0.25	\$0.25 Daily	Increase
Masters Script	\$39.00	\$39.00 10 Admissions	\$41.00	\$41.00 10 Admissions	\$2.00	\$2.00 10 Admissions	Increase
Masters Monthly	\$48.00	\$56.00 Per Session	\$50.00	\$58.00 Per Session	\$2.00	\$2.00 Per Session	Increase
Water Safety Instructor:	\$100.00	\$115.00 Per Session	\$105.00	\$120.00 Per Session	\$5.00	\$5.00 Per Session	Increase
Lifeguard Training:	\$100.00	\$115.00 Per Session	\$105.00	\$120.00 Per Session	\$5.00	\$5.00 Per Session	Increase

MISCELLANEOUS SECTION

	CURRENT		PROPOSED		CHANGE		NOTE
	<i>Resident</i>	<i>Non-Resident</i>	<i>Resident</i>	<i>Non-Resident</i>	<i>Resident</i>	<i>Non-Resident</i>	
Swim Team	\$5,000.00	Annual	\$5,250.00	Annual	\$250.00		Increase
<b>Pool Rental</b>							
Participants: 0 - 30	\$155.00	\$175.00 Per 1 ½ Hr.	\$162.00	\$183.00 Per 1 ½ Hr.	\$7.00	\$8.00 Per 1 ½ Hr.	Increase
Participants: 31 - 60	\$175.00	\$195.00 Per 1 ½ Hr.	\$183.00	\$204.00 Per 1 ½ Hr.	\$8.00	\$9.00 Per 1 ½ Hr.	Increase
Participants: 61 - 100	\$195.00	\$215.00 Per 1 ½ Hr.	\$204.00	\$225.00 Per 1 ½ Hr.	\$9.00	\$10.00 Per 1 ½ Hr.	Increase
<b>Picnic Fees</b>							
<b>Orange Park</b>							
Area #2 (2 tables)	\$30.00	\$45.00 Per day	\$32.00	\$48.00 Per day	\$2.00	\$3.00 Per day	Increase
Area #3 (3 tables)	\$45.00	\$60.00 Per day	\$47.00	\$63.00 Per day	\$2.00	\$3.00 Per day	Increase
Area #4 (4 tables)	\$60.00	\$75.00 Per day	\$63.00	\$78.00 Per day	\$3.00	\$3.00 Per day	Increase
Area #5 (5 tables)	\$75.00	\$90.00 Per day	\$78.00	\$95.00 Per day	\$3.00	\$5.00 Per day	Increase
<b>Alta Loma</b>							
Area #1 (6 tables)	\$90.00	\$105.00 Per day	\$95.00	\$110.00 Per day	\$5.00	\$5.00 Per day	Increase
Area #2 (2 tables)	\$30.00	\$45.00 Per day	\$32.00	\$48.00 Per day	\$2.00	\$3.00 Per day	Increase
Area #3 (2 tables)	\$30.00	\$45.00 Per day	\$32.00	\$48.00 Per day	\$2.00	\$3.00 Per day	Increase
Avalon Park (5 small tables)	\$55.00	\$70.00 Per day	\$58.00	\$74.00 Per day	\$3.00	\$4.00 Per day	Increase
<b>Buri Buri Park</b>							
I (6 tables)	\$90.00	\$105.00 Per day	\$95.00	\$110.00 Per day	\$5.00	\$5.00 Per day	Increase
II (2 tables)	\$30.00	\$45.00 Per day	\$32.00	\$48.00 Per day	\$2.00	\$3.00 Per day	Increase
III (3 tables)	\$45.00	\$60.00 Per day	\$47.00	\$63.00 Per day	\$2.00	\$3.00 Per day	Increase
IV (3 tables)	\$45.00	\$60.00 Per day	\$47.00	\$63.00 Per day	\$2.00	\$3.00 Per day	Increase
<b>Sellick Park</b>							
4 small tables	\$70.00	\$85.00 Per day	\$74.00	\$90.00 Per day	\$4.00	\$5.00 Per day	Increase
<b>Sports Programs and Facilities</b>							
Field Reservations	\$20.00	\$40.00 Per 1-hour	\$25.00	\$40.00 Per 1-hour	\$5.00		Per 1-hour Increase
<b>Facility Fees</b>							
<b>Magnolia Center</b>							
Meeting Room Rental			\$75.00	Per hour	\$75.00	Per hour	New Fee
<b>Municipal Services Building</b>							
Social Hall w/Kitchen and One-hour Use of Atrium	\$180.00	\$195.00 Per hour	\$185.00	\$205.00 Per hour	\$5.00	\$10.00 Per hour	Increase
<b>6-Hour Minimum</b>							
Non-Profit Groups	\$165.00	Per hour	\$170.00	Per hour	\$5.00	Per hour	Increase
<b>Social Hall</b>							
5-Hour Minimum	\$180.00	\$195.00 Per hour	\$185.00	\$205.00 Per hour	\$5.00	\$10.00 Per hour	Increase
Non-Profit Groups	\$155.00	Per hour	\$170.00	Per hour		Per hour	Increase
<b>Atrium/Marie Peterson Room w/Kitchen</b>							
5-Hour Minimum	\$115.00	\$130.00 Per hour	\$120.00	\$140.00 Per hour	\$5.00	\$10.00 Per hour	Increase
Non-Profit Groups	\$100.00	Per hour	\$105.00	Per hour	\$5.00	Per hour	Increase
<b>Atrium w/Kitchen</b>							
4-Hour Minimum	\$105.00	\$120.00 Per hour	\$110.00	\$130.00 Per hour	\$5.00	\$10.00 Per hour	Increase
Non-Profit Groups	\$90.00	Per hour	\$95.00	Per hour	\$5.00	Per hour	Increase
<b>Betty Weber Room &amp; Butterfly Room</b>							
1-Hour Minimum	\$70.00	\$85.00 Per hour	\$75.00	\$90.00 Per hour	\$5.00	\$5.00 Per hour	Increase
Non-Profit Groups	\$55.00	Per hour	\$60.00	Per hour	\$5.00	Per hour	Increase
Special Use Rentals	\$50.00		\$75.00		\$25.00		Increase
<b>Extra Rental Fees</b>							
Sound System - added to facility rental fee	\$150.00	Per use	\$75.00	Per use	(\$75.00)	Per use	Decrease
Event Day Room Setup Adjustment		One time	\$75.00	One time		One time	New Fee
Portable Stage		One time	\$75.00	One time		One time	New Fee
Duplicate Permit Fee Retrieval Cost		Per copy	\$25.00	Per copy		Per copy	New Fee
City Holiday Rental Surcharge - (Added to hourly rental rate on City holidays)		Per hour	\$15.00	Per hour		Per hour	New Fee
<b>Westborough Park Building</b>							
Multi-Use/Activity Rooms w/Kitchen							
5-Hour Minimum	\$135.00	\$150.00 Per hour	\$140.00	\$160.00 Per hour	\$5.00	Per hour	Increase

## MISCELLANEOUS SECTION

	CURRENT			PROPOSED			CHANGE		NOTE	
	Resident	Non-Resident		Resident	Non-Resident		Resident	Non-Resident		
Non-Profit Groups	\$120.00		Per hour	\$125.00		Per hour	\$5.00		Per hour	Increase
Multi-Use Room w/Kitchen										
5-Hour Minimum	\$125.00	\$140.00	Per hour	\$130.00	\$150.00	Per hour	\$5.00		Per hour	Increase
Non-Profit Groups	\$110.00		Per hour	\$115.00		Per hour	\$5.00		Per hour	Increase
Activity Room w/Kitchen										
4-Hour Minimum	\$105.00	\$120.00	Per hour	\$110.00	\$130.00	Per hour	\$5.00		Per hour	Increase
Non-Profit Groups	\$90.00		Per hour	\$95.00		Per hour	\$5.00		Per hour	Increase
4-Hour Minimum	\$90.00		Per hour	\$95.00		Per hour	\$5.00		Per hour	Increase
Joseph A. Fernekas Building			Per hour			Per hour			Per hour	Increase
Multi Use Activity Room w/Kitchen										
5-hour Minimum	\$170.00	\$185.00	Per hour	\$175.00	\$195.00	Per hour	\$5.00		Per hour	Increase
Non-Profit Groups	\$155.00			\$160.00			\$5.00			Increase
<b>Camps at Terrabay</b>										
Middle School Sports										
Football, Volleyball, Basketball for each sport or activity	\$60.00		Per Session	\$70.00		Per Session	\$10.00		Per Session	Increase
Track & Field/Lacrosse	\$40.00		Per Session	\$70.00		Per Session	\$30.00		Per Session	Increase
Tennis Classes										
Private Lesson, per person	\$33.70		Per hour	\$35.40		Per hour	\$1.70		Per hour	Increase
Semi-Private Lessons, per person	\$27.50		Per hour	\$28.80		Per hour	\$1.30		Per hour	Increase
Pee Wee Tennis	\$6.15		Per hour	\$6.45		Per hour	\$0.30		Per hour	Increase
Juniors Team Tennis				\$9.00		Per hour	\$9.00		Per hour	New Fee
<b>Pre-School Classes</b>										
Animal Adventures	\$3.80		Per hour	\$3.99		Per hour	\$0.19		Per hour	Increase
Claymagic	\$4.35		Per hour	\$4.57		Per hour	\$0.22		Per hour	Increase
Creative Dance	\$4.60		Per hour	\$4.83		Per hour	\$0.23		Per hour	Increase
Exploring Art	\$4.35		Per hour	\$4.57		Per hour	\$0.22		Per hour	Increase
Fantastic Family Fun	\$3.70		Per hour	\$3.89		Per hour	\$0.19		Per hour	Increase
Kinderclass	\$4.45		Per hour	\$4.67		Per hour	\$0.22		Per hour	Increase
	CURRENT			PROPOSED			CHANGE		NOTE	
	Resident	Non-Resident		Resident	Non-Resident		Resident	Non-Resident		
Kindergarten Readiness	\$4.90		Per hour	\$5.25		Per hour	\$0.35		Per hour	Increase
Little Learners	\$4.90		Per hour	\$5.15		Per hour	\$0.25		Per hour	Increase
Mom's Gym	\$6.65		Per hour	\$6.98		Per hour	\$0.33		Per hour	Increase
Move with Music	\$4.60		Per hour	\$4.83		Per hour	\$0.23		Per hour	Increase
Pre-Ballet	\$6.50		Per hour	\$6.77		Per hour	\$0.27		Per hour	Increase
Pre-Gymnastics	\$5.10		Per hour	\$5.35		Per hour	\$0.25		Per hour	Increase
Pre-Karate	\$5.20		Per hour	\$5.46		Per hour	\$0.26		Per hour	Increase
Pre-Karate (2x/week)	\$3.05		Per hour	\$3.85		Per hour	\$0.80		Per hour	Increase
Science Exploration	\$4.95		Per hour	\$5.20		Per hour	\$0.25		Per hour	Increase
Storytime Adventures			Per hour	\$4.04		Per hour	\$4.04		Per hour	New Fee
Terrific 3's	\$3.85		Per hour	\$4.04		Per hour	\$0.19		Per hour	Increase
Toddlergarten	\$2.80		Per hour	\$2.94		Per hour	\$0.14		Per hour	Increase
Tot Tappers	\$5.10		Per hour	\$5.51		Per hour	\$0.41		Per hour	Increase
Tumbling	\$5.10		Per hour	\$5.51		Per hour	\$0.41		Per hour	Increase
<b>Children's Classes</b>										
Art Adventures	\$7.40		Per hour	\$7.71		Per hour	\$0.31		Per hour	Increase
Ballet	\$6.50		Per hour	\$6.77		Per hour	\$0.27		Per hour	Increase
Cheerleading	\$3.95		Per hour	\$4.15		Per hour	\$0.20		Per hour	Increase
Computers	\$10.20		Per hour	\$10.71		Per hour	\$0.51		Per hour	Increase
Cooking	\$6.00		Per hour	\$5.36		Per hour	(\$0.64)		Per hour	Decrease
Circus Arts				\$4.57		Per hour	\$4.57		Per hour	New Fee
Eskrima	\$3.95		Per hour	\$5.15		Per hour	\$1.20		Per hour	Increase
Fencing	\$8.15		Per hour	\$8.56		Per hour	\$0.41		Per hour	Increase
Gymnastics	\$5.40		Per hour	\$5.67		Per hour	\$0.27		Per hour	Increase
Karate (2x/week)	\$3.05		Per hour	\$3.20		Per hour	\$0.15		Per hour	Increase
Keiki Hawaiian Dance	\$5.10		Per hour	\$5.36		Per hour	\$0.26		Per hour	Increase
Kenpo Eskrima	\$3.95		Per hour	\$4.15		Per hour	\$0.20		Per hour	Increase
Knitting for Kids	\$5.10		Per hour	\$5.36		Per hour	\$0.26		Per hour	Increase
Mexican Folk Dance	\$20.40		Per session	\$21.42		Per session	\$1.02		Per session	Increase
Painting & Drawing	\$7.15		Per hour	\$7.51		Per hour	\$0.36		Per hour	Increase
Piano (Private)	\$33.00		Per hour	\$34.28		Per hour	\$1.25		Per hour	Increase
Piano (Private)	\$8.25		Per 15 min.	\$8.56		Per 15 min.	\$0.31		Per 15 min.	Increase



## MISCELLANEOUS SECTION

	CURRENT		PROPOSED		CHANGE		NOTE
	<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>	
Rhythmic Gymnastics		Per hour	\$5.04	Per hour	\$5.04	Per hour	New Fee
Spanish for Kids	\$5.30	Per hour	\$5.57	Per hour	\$0.27	Per hour	Increase
Summer Mini Camps (1/2 Day)	\$8.80	Per hour	\$9.24	Per hour	\$0.44	Per hour	Increase
Tap Dance	\$5.10	Per hour	\$5.36	Per hour	\$0.26	Per hour	Increase
Voice (Group)	\$4.95	Per hour	\$5.20	Per hour	\$0.25	Per hour	Increase
Voice (Private)		Per hour	\$8.56	Per hour	\$8.56	Per hour	New Fee
Watercolor	\$7.15	Per ½ Hour	\$7.51	Per ½ Hour	\$0.36	Per ½ Hour	Increase
Writing Workshop	\$4.10	Per hour	\$4.31	Per hour	\$0.21	Per hour	Increase
<b>Adult Classes</b>							
Argentine Tango	\$6.40	Per hour	\$6.72	Per hour	\$0.32	Per hour	Increase
Ballroom Dance Sport		Per hour	\$6.46	Per hour	\$6.46	Per hour	New Fee
Cake Decorating		Per hour	\$3.36	Per hour	\$3.36	Per hour	New Fee
Ceramics		Per hour	\$6.77	Per hour	\$6.77	Per hour	New Fee
Color Analysis		Per hour	\$4.83	Per hour	\$4.83	Per hour	New Fee
Ballet	\$6.50	Per hour	\$6.77	Per hour	\$0.27	Per hour	Increase
Belly Dancing	\$5.60	Per hour	\$5.88	Per hour	\$0.28	Per hour	Increase
Computers	\$6.15	Per hour	\$6.46	Per hour	\$0.31	Per hour	Increase
Cooking	\$7.00	Per hour	\$11.24	Per hour	\$4.24	Per hour	Increase
Country Dance		Per hour	\$6.77	Per hour	\$6.77	Per hour	New Fee
Drawing for Teens	\$7.15	Per hour	\$7.51	Per hour	\$0.36	Per hour	Increase
Eskrima	\$3.95	Per hour	\$4.15	Per hour	\$0.20	Per hour	Increase
Fencing	\$8.15	Per hour	\$8.56	Per hour	\$0.41	Per hour	Increase
Flower Design		Per hour	\$3.99	Per hour	\$3.99	Per hour	New Fee
Fun Part Time Jobs	\$9.20	Per hour	\$9.66	Per hour	\$0.46	Per hour	Increase
Guitar (Private)	\$14.30	Per hour	\$15.02	Per hour	\$0.72	Per hour	Increase
Guitar (Group)	\$6.65	Per hour	\$6.98	Per hour	\$0.33	Per hour	Increase
Ikebana	\$3.60	Per hour	\$3.78	Per hour	\$0.18	Per hour	Increase
Jewelry	\$4.10	Per hour	\$4.31	Per hour	\$0.21	Per hour	Increase
Karate (2x week)	\$3.95	Per hour	\$4.15	Per hour	\$0.20	Per hour	Increase
Kickboxing	\$4.25	Per hour	\$4.46	Per hour	\$0.21	Per hour	Increase
Knitting	\$3.80	Per hour	\$3.99	Per hour	\$0.19	Per hour	Increase
Line Dancing	\$3.60	Per hour	\$3.78	Per hour	\$0.18	Per hour	Increase

	CURRENT		PROPOSED		CHANGE		NOTE
	<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>	
Mandarin		Per hour	\$6.46	Per hour	\$6.46	Per hour	New Fee
Mexican Folk Dance/Advanced	\$4.35	Per hour	\$4.57	Per hour	\$0.22	Per hour	Increase
Piano (Private)	\$33.00	Per hour	\$34.28	Per hour	\$1.28	Per hour	Increase
Piano (Private)	\$8.25	Per 15 min.	\$8.56	Per 15 min.	\$0.31	Per 15 min.	Increase
Polynesian Dance	\$5.30	Per hour	\$5.57	Per hour	\$0.27	Per hour	Increase
Quilting	\$3.60	Per hour	\$3.78	Per hour	\$0.18	Per hour	Increase
Salsa Dance	\$5.35	Per hour	\$5.62	Per hour	\$0.27	Per hour	Increase
Sewing	\$5.55	Per hour	\$5.83	Per hour	\$0.27	Per hour	Increase
Silk Painting	\$3.15	Per hour	\$3.31	Per hour	\$0.16	Per hour	Increase
Step Aerobics		Per hour	\$4.99	Per hour	\$4.99	Per hour	New Fee
Stretch & Tone		Per hour	\$4.99	Per hour	\$4.99	Per hour	New Fee
Swing Dance	\$5.30	Per hour	\$5.57	Per hour	\$0.47	Per hour	Increase
Tai Chi Chuan	\$4.80	Per hour	\$5.04	Per hour	\$0.24	Per hour	Increase
Tap Dance	\$5.35	Per hour	\$5.62	Per hour	\$0.33	Per hour	Increase
Water Colors		Per hour	\$7.51	Per hour	\$7.51	Per hour	New Fee
Yoga	\$5.35	Per hour	\$5.62	Per hour	\$0.27	Per hour	Increase
<b>Other Services</b>							
Artist Studio Fee	\$0.45	Per Sq. Ft.	\$ 0.50	Per Sq. Ft.	\$0.05	Per Sq. Ft.	Increase
Adult Day Care - based on ability to pay	\$38.00 - \$53.00	Sliding Fee	\$ 45.00 - \$55.00	Sliding Fee		Sliding Fee	Increase
Senior Meal - Senior Center 60+	\$5.00	Per Meal	\$ 6.00	Per Meal	\$1.00	Per Meal	Increase
Senior Transportation Donation (Suggested) (each way)	\$2.50	Per Ride	\$ 3.00	Per Ride	\$0.50	Per Ride	Increase
Special Event Support Staff - per staff person			\$25.00	Per hour	\$25.00	Per hour	New Fee
Mail Notices			\$0.80	Per Parcel	\$0.80	Per Parcel	New Fee

**RESOLUTIONS TO THE COUNCIL**

RESOLUTION NO. 68-2015

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

A RESOLUTION APPROVING THE FISCAL YEAR 2015-16 OPERATING BUDGET FOR THE CITY OF SOUTH SAN FRANCISCO; APPROPRIATING THE CORRESPONDING FUNDS; AUTHORIZING THE CITY MANAGER TO MAKE SPECIFIED EXPENDITURES; MAKING CHANGES TO THE CITY'S SALARY SCHEDULES, AND APPROVING THE GANN APPROPRIATIONS LIMIT

WHEREAS, the proposed fiscal year 2015-16 City of South San Francisco Operating Budget is attached hereto; and

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of South San Francisco ("City Council") that the fiscal year 2015-16 Operating Budget is hereby approved, and hereby appropriates the funds set forth therein.

BE IT FURTHER RESOLVED that consistent with the limitations set forth herein, any and all expenditures for agreements relating to either the programs or materials contained in the fiscal year 2015-16 Operating Budget in their entirety, or the Capital Budget for construction projects not to exceed \$25,000, may be expended or entered into under authority of or by the City Manager are hereby authorized and the payments therefore may be made by the Director of Finance.

BE IT FURTHER RESOLVED that monies received during fiscal year 2015-16 and included herein as a consequence of a grant award approved by the City Council are hereby appropriated for the purposes for which the grant has been approved. Such appropriation includes authorization for the City Manager to expend such monies and for the Finance Director to make payments therefore in accordance with the terms and conditions and for the purpose of the grant.

BE IT FURTHER RESOLVED that the Finance Director is hereby granted the authority to increase budgeted revenues and budgeted expenses in departments specifically for development related expenses such as expedited plan checks, legal reviews, traffic studies, geotechnical studies, etc., where the developers pay in advance for expenses that the City contracts out for. In those cases, the Finance Director, upon receiving those deposits or payments, will increase the budget for revenues and expenses in the appropriate departments where those expenses will take place by a corresponding amount. Said transactions will have no net impact on Reserves, as revenue will offset expenses.

## MISCELLANEOUS SECTION

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

BE IT FURTHER RESOLVED that the fiscal year 2015-16 budget attached hereto is hereby officially adopted:

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

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

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

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

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

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

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

BE IT FURTHER RESOLVED that the Director of Finance is hereby authorized and directed to rollover any outstanding encumbrances from fiscal year 2014-15 into fiscal year 2015-16 where sufficient budget savings otherwise allow the rollover.

BE IT FURTHER RESOLVED that the Director of Finance is hereby authorized and directed to rollover unencumbered appropriations from grants received in fiscal year 2014-15 or prior years if so allowed under the terms of the grant.

MISCELLANEOUS SECTION

BE IT FURTHER RESOLVED that the staffing levels for each department, as detailed in the fiscal year 2015-16 Operating Budget are hereby approved.

BE IT FURTHER RESOLVED that the following salary schedule changes are approved effective June 24, 2015:

Job Title UNIT		Step 1	Step 2	Step 3	Step 4	Step 5
Public Works Administrator MID MGMT	Hourly Step	45.57	47.85	50.24	52.75	55.39
	Approx. Monthly	7,898.80	8,294.00	8,708.27	9,143.33	9,600.93
Crime Analyst PO NONSWORN	Hourly Step	32.61	34.24	35.95	37.75	39.63
	Approx. Monthly	5,652.40	5,934.93	6,231.33	6,543.33	6,869.20

BE IT FURTHER RESOLVED that the Director of Finance is hereby authorized and directed to carry forward unspent fiscal year 2014-15 unencumbered non-recurring project budgets in the Operating Budget, such as litigation projects.

\* \* \* \* \*

I hereby certify that the foregoing resolution was regularly introduced and adopted by the City Council of the City of South San Francisco at a regular meeting held on the 24th of June, 2015 by the following vote:


AYES: Councilmembers Karyl Matsumoto and Liza Normandy

Vice Mayor Mark N. Addiego and Mayor Richard A. Garbarino

NOES: None

ABSTAIN: None

ABSENT: Council Member Pradeep Gupta

ATTEST:   
City Clerk

MISCELLANEOUS SECTION

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RESOLUTION NO. 69-2015

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

A RESOLUTION APPROVING CHANGES TO THE 2015-16  
MASTER FEE SCHEDULE FOR FEES FOR SERVICES

WHEREAS, staff recommends modification to the Master Fee Schedule for the 2015-16 fiscal year as set forth in Exhibit A to this Resolution; and

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

WHEREAS, the fees reflect the reasonable costs of providing the subject services.

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

\* \* \* \* \*

I hereby certify that the foregoing Resolution was introduced and adopted by the City Council of the City of South San Francisco at a Regular Meeting held on the 24th day of June, 2015 by the following vote:


AYES: Councilmembers Karyl Matsumoto and Liza Normandy

Vice Mayor Mark N. Addiego and Mayor Richard A. Garbarino

NOES: None

ABSTAIN: None

ABSENT: Council Member Pradeep Gupta

ATTEST:   
City Clerk

2455821.1

## MISCELLANEOUS SECTION

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### SOUTH SAN FRANCISCO DEMOGRAPHICS

Note: The US Census Bureau is continually releasing additional data from the 2010 US Census. The information contained comes from the US Census Bureau 2010 Census, US Census Bureau 2012 Economic Census, or the California Department of Finance Demographic Research Unit.

**Table 19: South San Francisco Demographics**

**Area Population and Population Density**

Total Population <sup>4</sup>	66,193
Land Area in Square Miles <sup>1</sup>	9.14
Population Per Square Mile (Land Area)	7,242

**Population Age and Sex Characteristics<sup>1</sup>**

% of Total Population	
Male	49.4%
Female	50.6%
Median Age (years)	38.1
Average Household Size	3.01
Average Family Size	3.45
Persons Under 5 Years	6.2%
Persons 5 – 19 Years	16.47%
Persons 20 – 64 Years	62.8%
Persons Age 65+	14.53%

**Race Detail<sup>1</sup>**

% of Total Population	
One Race Alone	93.9%
Two or More Races	6.1%
White	37.3%
Black or African American	2.6%
American Indian and Alaska Native	0.6%
Asian	36.6%
Native Hawaiian and Other Pacific Islander	1.7%
Some Other Race	15.1%

**Median Income Comparison<sup>1</sup>**

2013 Median Household Income	76,785
2010 Median Household Income	74,158

## MISCELLANEOUS SECTION

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### Housing Occupancy<sup>1</sup>

Total Housing Units	21,814
Occupied Housing Units	20,938
Vacant Housing Units	876
For Rent	345
Rented, Not Occupied	12
For Sale Only	164
Sold, Not Occupied	35
For Seasonal, Recreational, or Occasional Use	95
All Other Vacancies	225
Vacancy Rate	
Homeowner Vacancy Rate	1.3%
Rental Vacancy Rate	4.0%

### Housing Tenure<sup>1</sup>

Occupied Housing Units	20,938
Owner-Occupied Housing Units	12,614
Population in Owner-Occupied Units	37,802
Average Household size	3.00
Renter-Occupied Housing Units	8,324
Population in Renter-Occupied Units	25,251
Average Household Size	3.03

### MEANS OF TRANSPORTATION TO WORK<sup>1</sup>

Car, truck, or van	82.00%
Drove alone	67.10%
Carpooled	14.90%
In 2-person carpool	11.00%
In 3-person carpool	1.90%
In 4-or-more person carpool	2.00%
Workers per car, truck, or van	1.11
Public transportation (excluding taxicab)	10.20%
Walked	3.80%
Bicycle	0.80%
Taxicab, motorcycle, or other means	0.60%
Worked at home	2.50%

### Top 10 Employers in South San Francisco<sup>3</sup>

GENENTECH, INC  
 ONYX PHARMACEUTICALS INC.  
 COSTCO WHOLESALE (2 Stores)  
 THE NEW FRENCH BAKERY, INC.  
 AMGEN SAN FRANCISCO LLC  
 SUCCESSFACTORS, INC.  
 SBM SITE SERVICES, LLC  
 TOBI.COM, LLC  
 AMERICAN ETC INC/ROYAL LAUNDRY  
 THERAVANCE BIOPHARMA U.S.

## MISCELLANEOUS SECTION

### Economy-Wide Key Statistics<sup>2</sup>

Industry Description	Number of Employer Establishments	Employer Sales, Shipments, Receipts, Revenue, or business done (\$1,000)	Annual Payroll (\$1,000)	Number of paid employees for pay period
		Q	D	a
Utilities	1	Q	D	a
Manufacturing	111	D	1,501,643	10,909
Wholesale trade	330	4,819,034	441,489	5,622
Retail trade	187	1,133,417	96,769	3,063
Real estate and rental and leasing	76	132,081	27,104	666
Accommodation and food services	204	316,221	82,263	3,673

D - Withheld to avoid disclosing data for individual companies; data are included in higher level totals

a : 0 to 19 employees

Q : Revenue not collected at this level of detail for multi-establishment firms

### INDUSTRY<sup>1</sup>

Agriculture, forestry, fishing and hunting, and mining	0.40%
Construction	4.40%
Manufacturing	7.80%
Wholesale trade	3.30%
Retail trade	10.80%
Transportation and warehousing, and utilities	9.20%
Information	2.30%
Finance and insurance, and real estate and rental and leasing	6.90%
Professional, scientific, management, administrative & waste management services	11.40%
Educational services, and health care and social assistance	21.30%
Arts, entertainment, recreation, accommodation and food services	11.50%
Other services, except public administration	6.00%
Public administration	4.70%

Sources:

<sup>1</sup> United States Census Bureau: 2009-2013 American Community Survey 5-Year Estimates

<sup>2</sup> United States Census Bureau: 2012 Economic Census, 2012 Economic Census of Island Areas, and 2012 None-employer Statistics.

<sup>3</sup> City of South San Francisco: Business License Database

<sup>4</sup> California Department of Finance: E-1 Population Estimates for Cities, Counties, and the State — January 1, 2014 and 2015



## MISCELLANEOUS SECTION

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### GLOSSARY

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

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

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

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

**Budget deficit** – The gap between revenue and expenditures; when there is a budget deficit, the expenditures are more than the revenues.

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

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

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

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

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

**FICA** – Federal Insurance Contributions Act; this is the tax that employers must pay as a percent of each employee's salary; Employees also contribute to the same percent, 6.2% for Social security and 1.45% for Medicare.

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

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

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

**FTE** – Full-Time Equivalent; Some positions are part-time and are budgeted based on hours and are converted to the full-time equivalent of a position; one full-time equivalent equals 2080 hours of work a year; a full-time equivalent fire fighter/paramedic will work 2912 hours in one year.

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

## MISCELLANEOUS SECTION

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

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

**Interdepartmental Charges** – Charges that are made to departments to support the citywide operations; charges may include IT, phone service and vehicle repair.

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

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

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

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

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

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

**Proposed** – The budgeted revenues and expenditures that are presented to City Council for their approval; after the City Council approves the budget it then becomes adopted.

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

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

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

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

## MISCELLANEOUS SECTION

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

**Tax Increment** – The difference between the baseline property tax of the Redevelopment Agency project area, at the time of the project area inception, and any annual increases to property tax as calculated on changes to assessed values; tax increment revenue was formally allocated to the RDA, but are now redistributed to local taxing entities due to the dissolution of Redevelopment Agencies.

MISCELLANEOUS SECTION

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